

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the Managing Director,
RTC House, PNBS, Vijayawada,
Dated: 07.09.2016.

No.IR2/137(9)/2016-PO-III

To
All Officers of APSRTC

Sub: CODE OF DISCIPLINE - Recovery of Union Membership subscription **for the Year, 2015** from the Salaries of the Employees' who express their willingness in writing and remittance to the accounts of the Unions through Bank - Reg.

Ref: 1. This office Lr.No.IR2/137(5)/2013-PO-(IV), dt.25.10.2013.
2. This office Lr.No.IR2/137(5)/2013-PO-(IV), dt.06.09.2014.
3. This office Lr.No.IR2/137(5)/2013-PO-(IV), dt.23.02.2015.

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Instructions were issued through this office- letters cited, on recovery of Union Membership Subscription for the years 2013 and 2014 in respect of the Unions recognized under Code of Discipline.

Now, in consideration of the requests of APSRTC National Mazdoor Union and APSRTC Employees' Union, it is agreed to recover the Union Membership Subscription **for the Year 2015** from the salaries of the Employees (including Contract) who express their willingness in writing, through the **Salary Bill of September, 2016 payable on 1st October, 2016** and for remittance to the respective accounts of the Unions through Bank.

The following instructions are, therefore, issued for implementation by all the Unit/Salary Drawing Officers:

1. The Unit/Salary Drawing Officer concerned shall collect the authorization in writing in the proforma as at **Annexure-I**, from the Employees working under his/her control who are willing for recovery of Union Membership Subscription. **If the authorization letter is given by any employee(s) to more than one Union, such authorization letters shall be kept aside, without effecting recovery in favour of any Union.**
2. Based on the authorization that was given by the Employee, the subscription for the Year 2015 shall **be recovered from the Salary Bill of September, 2016 payable on 1st October, 2016.** Credit advices for the total amount deducted shall be sent to AO (P&A), RTC House, Vijayawada, together with a Statement in the proforma as at **Annexure-II**, as in the case of other NDRs.

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3. For the total amount received at AO (P&A)/RTC House, Vijayawada, towards subscription amount for APSRTC National Mazdoor Union, a Cheque shall be prepared in favour of "GENERAL SECRETARY, APSRTC National Mazdoor Union, A/c. No.37512010011289" IFSC Code No.SYNB0003751, Syndicate Bank, NTR Circle Branch, Vijayawada and shall be sent to General Secretary, APSRTC National Mazdoor Union, D.No.53-11-5/1,Maddilapalem,Rammohan Bhavan, Visakhapatnam. The amount of deduction towards Union Membership Subscription shall be debited from "AH.No.1024: NDR-NMU, Union Membership".
4. For the total amount received at AO(P&A)/, RTC House, Vijayawada towards subscription amount for APSRTC Employees' Union, a Cheque shall be prepared in favour of "GENERAL SECRETARY, APSRTC Employees' Union, A/c. No.52001500109" of SBH payable at Hyderabad and shall be sent to General Secretary, APSRTC Employees' Union, Satyanarayana Marg, Hyderabad. The amount of deduction towards Union Membership Subscription shall be debited from "AH.No.1054: NDR-EU, Union Membership".
5. The Unit/Salary Drawing Officers concerned shall prepare a list of Employees in the proforma as at **Annexure-III**, from whom the subscriptions were deducted and send to the General Secretaries of respective Unions for information.

Necessary action may be taken accordingly.

Encl: Annexures.


EXECUTIVE DIRECTOR (A&P) 09/09/16

Copy to: the General Secretary, APSRTC National Mazdoor Union.

Copy to: the General Secretary, APSRTC Employees' Union.

Copy to: SO (Comp.), RTC House, Vijayawada for uploading the letter on website.

AUTHORIZATION LETTER

To
The Depot Manager/Unit Officer,
A.P.S.R.T.C. _____

Sir,

I hereby authorize you to deduct an amount of Rs. _____ (Rupees
_____ only) towards Union Membership Subscription for the year
2015 through the Salary Bill of September, 2016 payable on 1st October, 2016 and remit the
same to _____ Union Bank A/c.

Witnesses:

Yours faithfully,

1. Signature :
Name :
2. Staff No. :
Designation :
Date: Place of work :

ANNEXURE-II

Name of the Unit	Name of the Union	No. of willing Employees	Total amount of subscription
1	2	3	4

ANNEXURE-III

Name of the Unit:		Name of the Union:		
Sl. No.	Name of the Employee	Staff No.	Designation	Amount of Subscription


9/9/16