

Andhra Pradesh State Road Transport Corporation

Office of the VC & MD,
RTC House: PNBS,
Vijayawada.

No: E1/756CU/2018-PO-II

Circular No: PD.8/2018, Dt: 03-05-2018

Sub: APSRTC –Settlement of Terminal Benefits – Reg.

Ref: 1. This Office Circular No. PD – 28/2005, Dt.25-05-2005.
2. This Office Circular No. PD-114/1994, Dt. 20-10-1994.

This Office has issued Circulars vide references cited above and earlier from time to time for expediting Settlement of Terminal Benefits payable to the employees on Retirement, Resignation, Deaths etc.

However, it is noticed that a large number of cases is pending inordinately for Settlement for various reasons, sometimes even for more than two years. This is absolutely avoidable, if pendency is reviewed periodically by the concerned Unit Officers.

From now onwards, it shall be the endeavor of all the Unit Officers to ensure that the Terminal Benefits (TB) are paid to the employees invariably on the last day of service itself.

The following measures shall be implemented forthwith to achieve this objective.

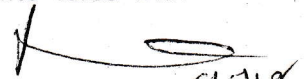
1. As and when an employee is transferred from one unit to other, the outstanding debits at the unit shall be prepared and got audited. The P case and SR of such employees be transferred only after making an entry in the SR whether any debits are outstanding or not and such entry should invariably be signed by the PD & AD supervisors and counter signed by the Unit Officer. Once the entry is made in SR with audit certification, there will not be any need to call for dues again by the concerned unit officer, at the time of the employee ceasing from service.
2. The unit officer where the employee is working shall ensure to submit all claims to the concerned officers ie PF, EPS, SBT, SRBS, Gratuity etc one month before the retirement in prescribed pro-forma and ensure to arrange payment of PF, Gratuity and SBT on the date of retirement itself.
3. The unit officer has to send the Leave Cards of the employee one month before the date of retirement and get audited Earned Leave etc to his credit to save delay in payment of terminal encashment.
4. The retirement month salary of the employee is to be paid on the last day of retirement. The Departments dues if any pending, from the employee can be recovered in the settlement dues, due from him.
5. The Accounts Department should audit all settlement claims within 5 days from the date of receipt of claim and retransmit the same to the concerned units immediately to enable the unit officer to make settlements promptly.

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6. The Secretary, SRBS should clear all SRBS claims pertaining to retired employees promptly. If for any reason the claims are returned to the unit it shall be the responsibility of the SRBS section to follow up with the unit concerned and ensure that the Monthly Cash Benefit (MCB) is sanctioned and implemented from the very next month of his/her retirement.
7. Presently, the claims pertaining to EPS are forwarded to the RPF Commissioner and after this there is no follow up due to which number of claims remain unsettled and the retired employees are not getting the pension even after several months of retirement. It shall be the responsibility of the PF trust to monitor and follow up the EPS claims of employees with RPF commissioner at frequent intervals and see that the claims are settled at the earliest.
8. In some settlement cases the settlements are not made for want of No Dues certificates from the unit officer to the loan sanctioning authorities. The Secretaries CCS, SBT & SRBS, while sanctioning Loans to employees are advised to reorient the loan sanctioning policy in a way that the last EMI shall be completed before 2 months of the date of retirement of such employee. This will pave the way for finalizing SSB at the earliest.
9. The Regional managers have to review the settlements pendency during the monthly periodical DMs meeting. Likewise, the Personnel Officers have to review the pendency in the periodical head clerks meeting.

All the Officers concerned are advised to follow the above mentioned guidelines to ensure prompt settlement of all retirement benefits on the date of cessation of service itself and the same shall invariably be reviewed by the Regional Managers in their monthly review meetings with the Depot Managers.

These instructions will supersede all the previous circulars and shall come into force with immediate effect.


VC & MD 6/5/18

To
All Unit Officers.