

## ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.Dy.S(P)/Herb(1)/22-PO(IT)

Office of the Managing Director,  
RTC House, PNBS, Vijayawada.

### JOINT NOTIFICATION OF PD AND AD - 16/2022 Dated:16.11.2022

Sub: SALARY – Generation of Salary Bill in Payroll Herb portal of GoAP – Distribution of salary bill activities among PD and AD staff at the depots and NoUs – Instructions - Reg.

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In terms of G.O.Ms.No.50, 51 and 52 of TR&B Dept., dt.30.12.2019, all employees of APSRTC were absorbed into Government service, PTD w.e.f.01.01.2020 and the salaries are being paid by the Government through APCFMS from the month of January, 2020 onwards.

The Government, through G.O.Ms.No.113 and 114 of Finance (PC-TA) Dept. dt.03.06.2022, issued guidelines for implementation of PRC-2022 to PTD Employees. Accordingly, PRC-2022 was implemented to all PTD employees except those who were promoted on or after 01.01.2020. The salaries as per PRC-2022 are being paid from the month of September-2022 onwards, in Payroll Herb portal.

After detailed examination, it is decided to distribute the activities related to salary bills, supplementary salary bills, arrears pay bills, settlement bills etc., among PD and AD staff working at the Depots and NoUs, as given below.

S. No.	Work Description	Duties of PD Supervisor/ Staff	Duties of AD Supervisor/ Staff
1	Annual Increments/ Pay restoration/ Pay reduction	Generation, verification and printing of Increment sanction form (proceedings) from APSRTC HRMS system.  Obtaining approval/Signature of DDO.	Uploading of new/revised Basic Pay in Payroll Herb portal (GoAP) with Biometric thumb authentication by DDO
2	Automatic Advancement Scheme (AAS) pay fixations	Generation of AAS Due List in APSRTC HRMS system every month.  Generation, verification and printing of AAS Proceedings/ Fixation from APSRTC HRMS system.  Obtaining approval/Signature of DDO.	Uploading of new/revised Basic Pay (on AAS) in Payroll Herb portal (GoAP) with Biometric thumb authentication by DDO
3	Promotion pay fixations	Generation, verification and printing of Promotion Proceedings/Fixation from APSRTC HRMS system.  Obtaining approval/Signature of DDO.	Uploading of new/revised Basic Pay (on promotion) in Payroll Herb portal (GoAP) with Biometric thumb authentication by DDO



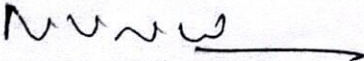
4	Regular salary bills/ Supplementary salary bills / all kinds of Arrears Pay Bills	Generation of Musters in APSRTC HRMS system for regular salary bills.  Printing of Musters/Leave Eligibility (Leave treatment) report of all employees and obtaining signature of DDO  Preparation of sanction proceedings of various kinds of leaves with signature of DDO	Loading of attendance days (including EL, CL), various Earnings and Deduction elements (other than Pay, DA, HRA and CCA) for all employees in Payroll Herb portal.  Generation of Pay Bills in Payroll Herb portal and forwarding to APCFMS portal with Bio metric thumb authentication of DDO.  Printing of Form-47, schedule, pay bill summary; obtaining signature of DDO;  Uploading of above scanned documents in CFMS portal with Biometric thumb of DDO for onward transmission to DTO/STO concerned for audit and approval;  Updation of Fly Leaf Register and TBR Register (manual registers) to submit to DTO/STO for verification.  Verification of Status of pay bills in CFMS portal till completion of salary payments, receipt of NDR amounts to the DDO bank account; Transfer of NDR amounts to Head Office and other departments, along with NDR statements. Preparation of Salary Bill JE for the month in the books of Accounts.
5	Settlement claims	Compilation of all settlement bills of different types such as superannuation, death, VRS, medical etc., Obtaining the approval of DDO on relevant documents;	Uploading of settlement bills in APCFMS portal with Biometric thumb authentication of DDO

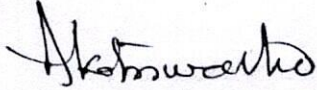
At Depots, the PD Staff/Supervisor shall submit all the relevant records and bills to Depot AD Staff/Supervisor for verification, pre-audit and uploading the bills in CFMS portal. The bills shall be uploaded only after through verification and audit by AD Staff/Supervisor at DDO level only.

In respect of NOUs, the PD Staff/Supervisor shall submit all the relevant records and bills to the AD Staff/Supervisor for verification, pre-audit and uploading the bills in CFMS portal. The bills shall be uploaded only after through verification and audit by AD Staff/Supervisor assigned with these responsibilities by AO/DY.CAO/AD In-charge concerned.

**Income tax:** The existing practice of income tax assessments, recoveries, filing returns, preparation of Form-16 etc., shall be done by AD Staff/Supervisors of Depots and NOUs as per the system followed in APSRTC.

These instructions shall be implemented with immediate effect.

  
**Financial Advisor &  
Chief Accounts Officer**

  
**Executive Director (A)**

Copy to all Officers