

- d) The PD Supervisors/dealing Clerks concerned shall be advised to ensure that the applications which are complete in all respects shall only be forwarded to the Dy.CPMs of the Zones concerned to pass their recommendations. As conditional sanctions are dispensed with from the academic year 2012-13 onwards, all Unit Officers/Depot Managers shall entertain applications that are clear in all aspects only to be forwarded to Zonal Committee and in respect of HO Units, the PO-II shall forward the clear applications only to Dy.CPM(A&IR)'s office as per time schedule specified at Annexure-E. In any case applications pertaining to HO units received in Dy.CPM(A&IR)'s office after the due date will be summarily rejected.

Copy of the Notification shall be exhibited on all Notice Boards and at all conspicuous Premises of the Corporation to give wide publicity in order to facilitate all Officers/Employees to submit applications in time.

Please acknowledge.

Encl: ANNEXURE'A' to  
ANNEXURE'H'

  
EXECUTIVE DIRECTOR (A&P)

NOTE : THE NOTIFICATION CAN ALSO BE DOWNLOADED FROM RTCWAN  
CPM/PO-I FOLDER FOR TAKING NECESSARY XEROX COPIES

To  
All Officers of the Corporation.

- Copy to: Sr.RAO/AG-RTC Branch, Mushirabad, Hyderabad.  
Copy to: Secretary to VC&MD.  
Copy to: Dy.CAO(TA&INS).  
Copy to: PRO/HO for translation into Telugu.  
Copy to: PO(Trg)/HO for inclusion in monthly Index of Circulars (4 copies)  
Copy to: PO(Computers)/HO for information.  
Copy to: General Secretary, APSRTC National Mazdoor Union.  
Copy to: General Secretary, APSRTC Employees' Union.  
Copy to: General Secretary, APSRTC S&WF(State Office).  
Copy to: General Secretary, APSRTC Karmika Parishad.  
Copy to: General Secretary, APSRTC Class-II Supervisors Association.  
Copy to: General Secretary, APSRTC Security Staff Welfare Association.  
Copy to: General Secretary, APSRTC Karmika Sangh.  
Copy to: General Secretary, APSRTC United Workers Union.  
Copy to: General Secretary, YSRRTC Mazdoor Union.  
Copy to: Notice Board & Incharge Record room.

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.P1/863(01)2017-PO.I

Office of the Managing Director,  
RTC House, PNBS, Vijayawada,  
Dt. 28.04.2017.

**NOTIFICATION**

**Sub: WELFARE – Grant of Educational Assistance to the Officers'/ Employees' children for prosecuting Professional Courses – Notification for inviting applications for the Academic Year 2015-2016 – Reg.**

- Ref:** 1) Circular No.PD.99/1998, dated 07-12-1998.  
2) Corporation Resolution No.28/2002, dated 22-03-2002.  
3) Circular No.PD.25/2002, dated 11-04-2002.  
4) Corporation Resolution No.57/2007, dated 04-08-2007.  
5) Board Resolution No.9/2011, dated 31-03-2011.  
6) Circular No.PD-29/2015, dated 16.11.2015.

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Applications are invited from the eligible Officers / Employees for grant of Educational Assistance to their children who have studied Professional Courses in the Academic Year 2015-16.

All the applications duly filled in the prescribed proforma (**Annexure-A**) along with the enclosures (**Annexure-B**) and Certificate of Principal (**Annexure-C**) shall be submitted to the Dy.CPM of Zone in respect of Units under the jurisdiction of Zones and to the Dy.CPM(A & IR) in case of Head Office, APSRTC Hospital, Tarnaka and Transport Academy for prosecuting Professional Courses (**Annexure-D**) during the Academic Year 2015-16 within the Time Schedule(**Annexure-E**) duly following the guidelines (**Annexure-F**). The conditions under which applications accepted or rejected are shown at **Annexure-G**.

**The procedure to be followed to obtain sanction of VC&MD:**

The Committee Members constituted for scrutiny of applications at Zonal Level are Dy.CPM & DY.CAO of the Zone and Dy.CPM(A & IR) & Dy.CAO(SPA&CE) in respect of Head Office.

1. The Committee on receipt of applications from Unit Officers shall scrutinize duly following guidelines given at **Annexure-F**.
2. The details after scrutinizing the applications shall be furnished by the Committees of the Zones to CPM in the prescribed proforma as shown in **Annexure-H** on or before **31.07.2017** to obtain and communicate the sanction of VC & MD to the respective Zones and Head Office Units.
3. The Committee shall furnish the following particulars on the last page of the Guide Sheet duly certified (Hard copy shall invariably be sent).
  - a) No.of candidates (Year-wise and Course-wise) recommended for Clear Sanctions  
No.of candidates (Year-wise and Course-wise) not recommended for sanctions
  - b) The Scrutiny Committee shall go through Item No.14 of **Annexure- F** and to consider the applications of those candidates who have fulfilled the requisite criteria as mentioned at Col.No.1 of **Annexure – G** only and the applicants who have not submitted the required documents shall be straight-away rejected duly passing the recommendations in the remarks column of **Annexure-H**. No further correspondence will be entertained in this regard.
  - c) The Unit Officers/Depot Managers shall give wide publicity of Notification to the Employees working under their jurisdiction and to accept the Applications which are complete in all respects. Incomplete applications shall be returned to the Employee for re-submission of the same before the prescribed date and incomplete/late applications shall not be entertained and summarily rejected at Unit/Depot level itself.

APPLICATION FOR GRANT OF EDUCATIONAL ASSISTANCE  
FOR THE YEAR 2015-2016

1. Name of the Employee/Officer & Staff No. :
  
2. Designation and place of work :  
-----  
: Affix latest passport size Photo  
: Attested by Principal /  
: Vice Principal / Dean  
: (for fresh applicants only)  
-----
  
3. Name of the student & DOB :
  
4. Name of the course and year of study :  
(enclose Annexure-C)
  
5. Name of the Institution & Address :
  
6. Name of the University to which :  
Institution Affiliated (enclose Annexure-C)  
(For Institutions outside the State Affiliation  
Certificate to be enclosed)
  
7. Whether Rank Card enclosed : YES/NA  
(For Fresh Applicants only)
  
8. Whether Memorandum of Marks of previous Year : YES/NO  
enclosed.
  
9. Whether Educational Assistance now : YES/NO  
claimed for Tuition fee paid is for the last year
  
10. Whether recipient of any other scholarship/stipend :  
(Annexure-C)
  
11. Whether Educational Assistance was claimed : YES/NO  
claimed last year( 2014-15) for the above Student  
If Yes, mention the Unit last year claimed.
  
12. Whether the Educational Assistance was : YES/NO  
Claimed from CCS for the current year.
  
13. Whether Educational Assistance was : YES/NO  
Claimed for any other child earlier/  
current year.(If yes, give details)

(p.t.o)

**Particulars of Employee/ Officer**

Name :  
Staff No :  
Designation :  
Place of work :  
Date of appointment into Corporation :  
Date of Birth as recorded in SR :  
Date of attaining superannuation :  
Number of Children :  
Study & Scholarship particulars of Remaining children :

**Declaration of Employee / Officer**

I state that the particulars furnished above are correct and I have not applied for grant of scholarship in respect of any of my sons/daughters other than the one whose particulars are mentioned above. I also state that I am not in receipt of any financial assistance towards my son/daughters' education from any other source.

I hereby agree that in case any of the facts mentioned in the application are found incorrect, disciplinary action can be initiated against me as per rules. In case my son/daughter fails or discontinues education at any time, I will inform the same to the Management.

Signature of Student

Signature of Employee/Officer  
E. , Design:  
Mobile No.

I certify that the particulars of Employee/Officer furnished above are correct.

Forwarded for sanction

**UNIT OFFICER**  
**(With Stamp)**

- Encl: (\*) 1. Certificate of Principal (Annexure-C)  
2. Previous year Memorandum of Marks

NOTE: (\*) Tick mark if documents enclosed.

**Enclosures to be submitted for sanction**

**ANNEXURE-B**

<b>FRESH SANCTIONS</b>	<b>RENEWALS</b>
1. Bonafide/ Study Certificate (Annexure-C)	Bonafide/ Study Certificate (Annexure-C)
2. Rank Card.	Not Applicable
3. Copy of memo. of marks of previous study attested by Principal/Vice Principal/Unit Officer	Copy of memo. of marks of previous study attested by Principal/Vice Principal/Unit Officer

**CERTIFICATE OF PRINCIPAL**  
**FOR THE ACADEMIC YEAR 2015-2016**

This is to certify that Mr./Miss \_\_\_\_\_  
S/o, D/o \_\_\_\_\_ has secured seat in this College initially during  
the Academic Year \_\_\_\_\_ in the Course of \_\_\_\_\_ Full time/Part time  
based on his/her rank No. \_\_\_\_\_ in EAMCET / \_\_\_\_\_ year. The student  
has passed Ist / IInd / IIIrd / IVth year of study during the year **2014-2015** and prosecuting  
Ist / IInd / IIIrd / IVth year of study during the year **2015-2016**. The duration of the course  
is \_\_\_\_\_ years. The Institution (Regd.No. \_\_\_\_\_, Recog.No. \_\_\_\_\_)  
is affiliated to \_\_\_\_\_ University. He/She has paid Tuition Fee of  
Rs. \_\_\_\_\_.

Tick (  ) MARK THE FOLLOWING COMPULSORILY

a) Whether the student secured Admission through payment of Capitation fee,  
Donation etc.

YES / NO

b) Whether the student is in receipt of Scholarship/Stipend

YES / NO

If yes, the amount of Rs. \_\_\_\_\_ received from:

- (1) Government of India
- (2) Social Welfare Department
- (3) Any other Institutions/Organization.

Place :

Dt.

**PRINCIPAL**  
(With Seal)

- Note : 1. Certification of Principal / Vice Principal / Deen without Stamp / Seal will be  
Rejected.
2. Certification of "For Principal" will be rejected.

**Name of the Course and Discipline allowed under Educational Assistance**

**ANNEXURE-D**

<b>GRADUATION COURSES</b>	<b>P.G. COURSES</b>
MBBS	M.B.A.
B.E./ B.Arch	MED
B.Tech	M.Tech (all branches)
B.Sc (Nursing 4 years Course)	M.E. (all branches)
B.V.Sc	M.Sc. (Tech.)
B.Sc.(Agri. 4 years Course)	M.C.A
B.A. M&S (Ayurvedic)	M.Pharmacy
B.D.S.	
BHMS (Homeo)	
B.Sc.(Dairy Tech.)	
B.U.M.S	
Hotel Management & Catering Tech.	
B. Pharmacy	
Pharma D (Asst. is given for 4 years only)	
B.F.A	
B.Design (I.D)	
BNYS	

**Time Schedule**

**ANNEXURE-E**

Last date for submission of applications to the Unit Officers by Officers/Employees	31.05.2017
Last date for submission of applications to the respective Dy.CPM of Zone/Dy.CPM(IR&W): HO by the Unit Officers	30.06.2017
Last date for submission of recommendations of Scrutiny Committee to the CPM by the Dy.CPM of Zones	31.07.2017

GUIDELINES FOR GRANT OF EDUCATIONAL ASSISTANCE TO THE CHILDREN OF  
APSRTC EMPLOYEES/OFFICERS PROSECUTING PROFESSIONAL COURSES

1. Children of all Officers/ Employees are eligible for grant of Educational Assistance. There is no bar on income of Officers/ Employees.
2. One child (either son or daughter) of the Officers/ Employees is eligible for grant of either Professional Course or Cash Award.
3. The grant will be extended till completion of course even if parent dies or retires subject to production of Death certificate/ Retirement order.
4. The Service particulars of Officers/Employees shall be certified by the Unit Officer under whom the Personal Records are maintained.
5. Only those students who secure admission in Professional Course purely on MERIT and rank acquired in the Entrance Test are eligible for the grant and the students who secure admission through payment of Capitation Fees, Donations etc., are not considered.
6. Students pursuing part time courses are not eligible for Educational Assistance.
7. Students even though studying approved courses in the institutes approved by AICTE but not affiliated to any University are not eligible for grant of Educational Assistance.
8. Students studying in open Universities and Distance Educational Centres are not eligible for Educational Assistance.
9. Students if failed in more than two (2) subjects are not considered for renewal of Educational Assistance.
10. The children of those Officers/ Employees who are recipient of Government stipend, reimbursement of fee and any type of Educational Scholarships from any Organization are not eligible for Educational Assistance from APSRTC.
11. The grant will be discontinued for further academic years if the student discontinues or is detained in the middle of academic year.
12. Educational Assistance is granted only for the courses recognized by the Institution or University. The list of courses is in the Annexure-D.
13. Educational Assistance is granted based on the certificate issued by Head of the Institution/College.
14. Fresh sanctions and Renewals shall be recommended on submission of Certificates / Documents as mentioned at Column No.1 of Annexure-G. The Applications submitted without having proper Certificates / Documents as mentioned at Column No.2 of Annexure-G shall be straight away rejected by the Scrutiny Committee. No further correspondence will be entertained in this regard.
15. Officers/Employees and student shall sign on the application and without which the application will be rejected.
16. The amount of assistance is limited to the Actual tuition fee paid or the amount arrived at after the allotted budget is divided by the No.of eligible applicants, whichever is less.
17. If in anybody's case the actual tuition fee is less than the amount arrived at as explained in Item No.16, the balance amount will be distributed among other eligible applicants.

**CONDITIONS TO ACCEPT/REJECT APPLICATIONS**

**ANNEXURE-G**

Applications shall be <b>ACCEPTED</b> only under the following conditions	Applications shall be <b>REJECTED</b> under the following conditions
1	2
1)Duly filled-in in all respects	1) In-complete applications
2)Submitted to Unit Officer on or before 31.05.2017.	2) Submitted to Unit Officer after 31.05.2017
3) Submitted by the Unit Officer to Dy.CPM of Zone & Dy.CPM(A &IR) as the case may be on or before 30.06.2017.	3) Submitted by the Unit Officer to Dy.CPM of Zone & Dy.CPM(A&IR) as the case may be after 30.06.2017.
4) Received with proper Documents such as a) Rank Card (in case of Fresh sanctions only). b) Certification of Principal/Vice Principal/ Dean with Stamp/Seal on the Photo of the Applicant(In case of fresh sanction only) c) Attestation of Principal/Vice Principal/Unit Officer with Stamp/Seal on Annexure – C. d)Signature of Student, Employee and Forwarding Authority with Stamp/Seal. e)Attestation of Principal/Vice Principal/Unit Officer on the Marks Memo.	4)Received without proper Documents such as a) Rank Card (in case of Fresh sanctions only). b)Without certification of Principal /Vice Principal/ Dean and without Stamp/Seal on the Photo of Applicant (In case of fresh sanctions only). Applications received with "For Principal" signature shall be rejected. c) Without Attestation of Principal/Vice Principal with out Stamp/Seal on Annexure C d)Without Signature of Student, Employee and Forwarding Authority and without Stamp/Seal. e)Without Attestation of Principal/Vice Principal/Unit Officer on the Marks Memo.

**ANNEXURE-H**

**RECOMMENDATIONS OF SCRUTINY COMMITTEE**

Sl.No.	Name of the Employee, Staff No. Design. & Unit	Candidate Name	Course & Year Studying	Name of the College/Recognised or not
1	2.	3	4	5

Marks list in case of 2 <sup>nd</sup> year and subsequent years of study	Rank Secured in case of fresh applicants	Whether the Student passed/ promoted or detained in the previous year	Actual tuition fee paid for the year 2015-16	Recommendations of Screening Committee
6	7	8	9	10

\* \* \*