

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No:AM/430(01)/2015-PO-III

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

NOTIFICATION NO: PD -01/2021, Dated: 03.02.2021

Sub: LEAVE – Surrender and encashment of Earned Leave for 2013 and 2014 in the form of Certificates – Payment of amounts towards Leave encashment Certificates – Instructions issued – Reg.

Ref: Circular No. PD-02/2016 Dated: 22.01.2016

Vide Circular under reference cited, guidelines were issued regarding surrender and encashment of Earned Leaves for the years 2013 and 2014 and issue certificates for eligible encashment amounts to each employee, which are redeemable after 5 years from 06.07.2015 or on the day of cessation from service on various grounds, whichever is earlier, with 9% simple interest per annum.

Accordingly, eligible Leave encashment amounts have been paid to all those employees whose services have been ceased on various grounds. The amounts pertaining to in-service employees have not been paid, due to financial crisis especially in Covid-19 pandemic scenario.

On consideration of the representations from various sections of the employees, the competent authority has accorded approval for release of payments towards Leave encashment certificates for eligible amounts to all in-service employees, along with accrued interest @9 % simple interest for the period of 5 years i.e., from 06.07.2015 to 05.07.2020.

In this connection, the following guidelines are issued for strict adherence by all Unit Officers.

1. PD Staff of the Depot/Unit shall prepare Bills towards Leave encashment certificates for eligible amounts to all in-service employees of the respective Depots/Units, which shall include the details of eligible encashment amounts for 2013 and 2014 and the interest accrued @9% simple interest for the period of 5 years i.e., from 06.07.2015 to 05.07.2020.
2. The bills thus prepared shall be submitted to Dy.CAO/AO concerned for audit by 10.02.2021, along with Leave encashment certificates for 2013 and 2014 duly making an encashment on each certificate, as given below.

Leave Encashment for 2013/2014

Principal Amount: -----

Interest Amount (@9% per annum): -----

Total Amount: -----

Prepared by Audited by Certified by

(PD Supervisor) (AD Supervisor) Dy.CAO/AO

3. Dy.CAO/AO concerned shall verify the details of the bills, ensure completion of audit by 13.02.2021 and make payment through bank by 15.02.2021.

This has the approval of the competent authority.

Therefore, all Unit Officers are advised to take necessary action accordingly.


EXECUTIVE DIRECTOR (A)

Copy to: All Officers of the Corporation.