

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.IR1/535(1)/2021-PO-III

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

JOINT CIRCULAR OF PD AND AD No. 12/2021 DATED:11.08.2021

Sub: **SALARY BILLS:** Drawl of Last month Salary of the Employee who ceased from service on various grounds, through regular Salary bill on the same month of cessation from service, as per the AP Government system - Instructions - Reg.

All the employees of APSRTC were absorbed into Government Service w.e.f., 01.01.2020 by creating a new Head of Department by name "Public Transport Department" (PTD) under the administrative control of TR & B Department. Accordingly, the Salaries are being drawn and paid to the Employees of PTD by the Government of Andhra Pradesh, through APCFMS from the month of January, 2020 onwards.

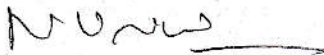
In accordance with the terms stipulated in Accounts Manual of APSRTC, the Last month Salary of employee who ceased from service on various grounds, shall not be drawn in the month of cessation from service through Regular salary bill. The last month salary of such employee is being drawn at a later date by preparing a Settlement Salary Bill (SSB) duly incorporating the outstanding Debits/Credits received from the Units where such employee worked during his/her entire service.

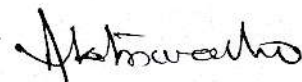
Whereas in Government system, last month Salary of the exiting employees is drawn and paid in the month of cessation from service itself through the regular salary bill. There is no provision to upload last month salary bill in APCFMS portal at a later date.

Hence, it is decided to adopt the Government pattern of drawing the last month salary of the exiting employees in the month of cessation itself, duly discontinuing the existing practice of payment of last month Salary for the exiting employees through a Settlement Salary Bill.

In view of the above, Unit officers are advised to ascertain the details of departmental dues pertaining to PF, CCS, SBT, SRBS, festival advances, HBA, excess availment of leave etc., if any and take necessary steps to recover the outstanding amounts from the salary bills in equal installments before attaining superannuation or from the last month salary/Terminal Leave encashment bill, duly following the stipulated procedure.

These instructions shall come into force with immediate effect.


FA & CAO


EXECUTIVE DIRECTOR (A)

Copy to: All Officers