

**ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**

Office of the Managing Director,  
RTC House, PNBS, Vijayawada.  
Date: 14.05.2019

No.P2/255(02)/2018-PO-III

**NOTIFICATION**

Sub:- ESTABLISHMENT – Scrutiny of details recorded in Service Records of employees –  
Reiteration of instructions – Reg.  
Ref:- Circular No.11/2018-PD, dated 04.05.2018.

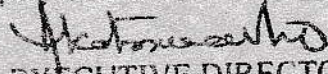
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Service Records of all employees are maintained in PD Sections of different Units including Corporate Office. Representations are being received from the employees that the details of entries made in service records are not being shown to them on demand. Clear guidelines were issued through the Circular referred above, advising the PD Staff/Supervisors to show all the details of entries to respective employees and file a check list signed by the PD Supervisor and concerned employee in P. Case.

There was a positive response from all the employees of the Corporation when the task was taken up for the first time in May, 2018. Further, now onwards, this shall be regularly done every year in the months of April/May to enable all the employees, to verify the correctness of the entries made in the Service Records. This will give an opportunity to the employees and also the PD staff to verify the availability of Adhar, declaration of family members, leaves available at credit, Postponement of increments (PPIs) awarded in the preceding year for having involved in irregularities, Points awarded for Minor irregularities etc.

Thus, all Depot Managers/Unit Officers shall take up the task of "verification of SR entries by concerned employees" immediately and complete the same by 31.05.2019. All employees shall be invited to visit PD Sections of Depots/Units as per their convenience on any working day duly exhibiting the copy of this Notification in Notice Boards and also communicating through gate meetings/informal meetings etc.

The revised proforma of check list which shall be prepared by PD staff, to be shown to the employees concerned and get the attestation of each employee is enclosed herewith.

  
EXECUTIVE DIRECTOR(A)

Copy to all Officers of the Corporation.

Copy to OSD to VC & MD

Copy to General Secretary, APSRTC, Employees Union

Copy to General Secretary, APSRTC, National Mazdoor Union.

Copy to General Secretaries of APSRTC Behujan Workers Union/APSRTC Karmika Parishad

APSRTC Karmikasangh/APSRTC Staff & Workers Federation/APSRTC United

Worders Union, APSRTC YSR RTC Mazdoor Union.

Copy to General Secretary, APSRTC Class-II Supervisors Association

Copy to Notice Board, RTC House.



# Andhra Pradesh State Road Transport Corporation

..... DEPOT

## Verification & Scrutiny of P Case and Entries recorded in the Service Record by Employee himself/herself

Sl. No.	Description	As per Service Record	As per Aadhar Card	
(1)	Name of the Employee			
(2)	Father's/Husband's Name			
(3)	Date of birth of the Employee :			
As per Application submitted at the time of recruitment		As per Medical Certificate	As per Attestation Form	
As per SSC, Record Sheet, Transfer Certificate		As Per Aadhar Card (Date of birth of the employee should be tallied with the date of birth recorded in his/her Service Register)	Determination of Date of Birth as per Reg.19(1) in respect of employees having educational qualification and Reg.19(2-b) in respect of employees not having any educational qualification	
(4)	Staff No.	(5) Initial Designation:	(6) Present Designation :	
(7)	Date of initial engagement /appointment	On Casual Contract basis:	Regular :	
(8)	Date of Regularisation in the present post :	Date of declaration of Probation in the present post :	Confirmation in the Post with date :	
(9)	Date of Retirement (50 Years)			
(10)	Religion :	(11) Caste :	Sub-Caste :	
(12)	Qualification	Academic :	Technical :	
(13)	Fixation of Pay in RPS 2017	In the Post of:	As per Option Pay fixed at	Rs.      + of PP
(14)	Annual increment (A.I.) subject to eligibility only.	Date of last A.I. drawn:	Date of next A.I. due :	
(15)	<b>NOMINATIONS</b>	Name of the Nominee	Relationship	Share (%)
	i) Gratuity			
	ii) Provident Fund (PF)			
	iii) Employees Pension Scheme 1995 (EPS 1995)			
	iv) Staff Benevolent-cum-Thrift Fund (SBT)			
	v) Staff Retirement Benefit Scheme (SRBS)			
	vi) APSTC Employees Thrift and Co-operative Credit Society (CCS)			As per declaration given at the time of enrollment of CCS Membership
(16)	Salary Bank Details	Bank A/c No. Branch Name :	Name of the Bank: State Bank of India IFSC Code :	
(17)	Important Card Numbers	Aadhar :	PAN :	
(18)	Family Members Declaration	Particulars Row Pass	Medical Card	
	Name of the Family Member	Relationship	Date of Birth/Age	Relationship
	i)			
	ii)			
	iii)			
	iv)			
	v)			
	vi)			
	vii)			
(19)	Score Sheets Points verified or not	Yes / No	Points Recorded in the Score Sheet up to date	Points

The entries and details made in my Service Register to date, have been verified and scrutinized by me and accepted as CORRECT.

Signature of the Employee :

Staff No.

Date :



**PROFORMA - 11**

Name: \_\_\_\_\_  
Staff No. \_\_\_\_\_  
Designation \_\_\_\_\_  
Caste & Sub-Caste \_\_\_\_\_  
Date of Birth \_\_\_\_\_  
Educational Qualifications \_\_\_\_\_  
Date of First Appointment \_\_\_\_\_  
Nature of Appointment \_\_\_\_\_  
(Contract/Casual/Regular/BWS)  
Initial Appointment as \_\_\_\_\_  
Next Increment date \_\_\_\_\_  
(If annual increment not drawn indicate reasons)

Adhar Card No. \_\_\_\_\_ (D.O.B in Adhar) \_\_\_\_\_  
Ahdar Linked Bank Account No. \_\_\_\_\_  
(For salary package Insurance)

Declaration of Family Members available: Yes/No

Availability of Leave at the credit (days) EL HPL(MC) HPL(PA)  
( ) ( ) ( )

**Punishment Record:**

(a) Punishments during the year 2018-2019  
(Postponement of Increments,  
Reduction of pay, Reversion etc.)

\_\_\_\_\_

(b) Points awarded in minor irregularities  
(During the calendar year 2018)

\_\_\_\_\_

**Nominations:**

- (a) Provident Fund Yes/No
- (b) Family Pension Scheme Yes/No
- (c) Gratuity Yes/No
- (d) SRBS Yes/No
- (e) SBT Yes/No

(Prepared by)  
SA/JA

(Verified by)  
P.D. Supervisor

This is to certify that the above details available in my P.Case/SR are shown to me and I am satisfied.

Signature of the employee  
Staff No.  
Phone No.

Witness: