

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the Managing Director,  
Bus Bhavan, Mushirabad,  
Hyderabad -624.

No. PC/14(2)/2007-PO.IV

CIRCULAR NO.PD-15/2015, DATED 24.07.2015

Sub: **ALLOWANCES** – Payment of Allowances and setting limits for reimbursement of expenditure incurred by Officers of APSRTC – Instructions - Issued.

- Ref: 1) Circular No. PD-43/1998, dated 14.05.1998.  
2) Circular No.PD-30/2007, dated 22.05.2007.  
3) Circular No.PD-35/2007, dated 09.07.2007.  
4) Circular No.PD-58/2007, dated 20.12.2007.  
5) Circular No.PD-07/2010, DATED 22.02.2010.  
6) Representation of APSRTC Officers' Association dated 06.07.2015.

\* \* \*

The APSRTC Officers' Association, vide the reference 6<sup>th</sup> cited, has represented for Revision of existing Allowances, introduction of certain New Allowances and also for revising the existing limits for reimbursement of expenditure incurred by the Officers.

The request of the APSRTC Officers' Association has been considered and the Competent Authority has accorded sanction for payment of revised (a) Travelling & Daily Allowance, (b) Professional Development Allowance (c) Special Allowance and (d) Bio-Hazard Risk Allowance to Doctors (e) Night Duty Allowance to Doctors (f) reimbursement of expenditure actually incurred by Officers for (i) Conveyance (ii) Refreshments and (iii) Purchase of News Papers / Periodicals / Journals (g) Brief Case Expenditure and (h) Stationery Expenditure pending approval of the Board as detailed hereunder:

**1. TRAVELLING & DAILY ALLOWANCES:**

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|-----------------------|----------------------|
| a) EDs/FA/CAO         | : Rs.1800.00 per day |
| b) HODs/RMs           | : Rs.1500.00 per day |
| c) Sr. Scale Officers | : Rs.1200.00 per day |
| d) Jr.Scale Officers  | : Rs.900.00 per day  |

TA claim on official visits to Hyderabad will be entertained treating Hyderabad as inter state capital (1 ½ times the normal TA). In case of other places outside the State other than Metropolitan Cities, the existing rate of 50% over the normal rate shall continue. In case of Metropolitan Cities and recognized Hill Stations outside the State, the existing rate of thrice the normal rate shall continue. All other rules and procedures regarding regulation of TA & DA will continue.

**2. STRESS ALLOWANCE:** The earlier Special Allowance is renamed as Stress Allowance.

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|---|------------------------|
| a) DMs of the Depots having upto 60 Schedules       | : Rs.4500.00 per month |
| b) DMs of the Depots having 61 to 100 Schedules     | : Rs.6000.00 per month |
| c) DMs of the Depots having 101 and above Schedules | : Rs.8000.00 per month |

**Note:** Hire buses are also to be included to compute number of schedules

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|--|------------------------|
| d) Secretary to Chairperson/VC&MD (SSO or JSO)     | : Rs.4200.00 per month |
| e) Works Manager (SSO)                             | : Rs.6000.00 per month |
| f) SLO (only in case of non-operation of CLO post) | : Rs.3750.00 per month |

- |   |                        |
|---|------------------------|
| <b>3. BIO-HAZARD Risk Allowance to all Doctors:</b> | : Rs.9000.00 per month |
|---|------------------------|

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**4. Professional Development Allowance:**

- a) EDs/FA/CAO/HODs/RMs : Rs.3750.00 per month  
 b) SSOs/JSOs : Rs.3000.00 per month

**5. Night Duty Allowance to Doctors (per 24 hours duty) : Rs.500.00 per duty****6. Other amounts of reimbursements shall be as under:****i) REIMBURSEMENT OF EXPENDITURE ON REFRESHMENTS:**

- a) EDs/FA/CAO : Up to Rs.3750.00 per month  
 b) HODs/RMs : Up to Rs.3450.00 per month  
 c) Sr. Scale Officers : Up to Rs.3150.00 per month  
 d) Jr. Scale officers : Up to Rs.2250.00 per month

**ii) REIMBURSEMENT OF CONVEYANCE EXPENDITURE:****(For all Officers who were not provided with Departmental Vehicle)**

- a) Senior Scale Officers : Up to Rs.9750.00 per month  
 b) DMs/Dy.EEs(Civil) : Up to Rs.7500.00 per month  
 c) Junior Scale Officers : Up to Rs.6000.00 per month

**iii) REIMBURSEMENT OF EXPENDITURE INCURRED FOR PURCHASE OF NEWSPAPERS, PERIODICALS AND JOURNALS:**

- a) EDs/FA/CAO : Up to Rs.2000.00 per month  
 b) HODs/RMs : Up to Rs.1800.00 per month  
 c) Sr.Scale Officers : Up to Rs.1500.00 per month  
 d) Jr.Scale Officers : Up to Rs.1000.00 per month

Actual expenditure incurred by the Officers from 1<sup>st</sup> July, 2015 onwards for the aforesaid purposes wholly and exclusively in the performance of their duties shall be reimbursed up to the limits specified against each on self-declaration.

**7. BRIEF CASE EXPENDITURE:** The existing allowance to the extent of Rs.5,000.00 once in two years from the date of last purchase for procuring Brief Case/Suit Case/Over-nighter will be continued subject to production of original voucher towards purchase of Brief Case/Suit Case/Over-nighter.

**8. STATIONERY EXPENDITURE** : Rs.6000.00 per annum

The payment towards Stationery Expenditure shall be made to all Officers of the Corporation in lieu of supply of stationery, organizers and computer peripherals etc.

The revised rates of Allowances will come into force with effect from **01.07.2015**. This Circular is issued with the concurrence of Financial Advisor and Chief Accounts Officer.

**Sd.**  
**VICE CHAIRMAN &**  
**MANAGING DIRECTOR**

**ATTESTED**

  
**Dy.CHIEF PERSONNEL MANAGER(A&IR)**

**To**

All Officers of the Corporation.

Copy to: Sr.RAO/AG.RTC Branch, Mushirabad, Hyderabad.

Copy to: Secy. to Chairman / PS to VC&amp;MD

Copy to: Secretary to Corporation, Board Office (10 Copies).

Copy to: Dy.CAO(TA&amp;INS) (10 copies).

Copy to: PRO/MSRD, Hyderabad

Copy to: PO(Trg.): HO, for inclusion in the monthly index of circulars (4 copies)