

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.Dy. Supdt(P)/294(10)/2015-PO.I

Office of the Managing Director,
Bus Bhavan, Mushirabad,
Hyderabad – 20

CIRCULAR NO.PD- 08/2016 dated: 30.01.2016

Sub: BUS PASSES – Sanction of travel concessions to retired officers/ Supervisors/
Employees - Revised instructions – Issued - Reg.

Ref: 1. Circular No.PD-31/2010 dated 15.06.2010
2. Circular No.PD-32/2015 dated 18.11.2015.

Instructions were issued through Circular 1st cited for providing the following additional concessional travel facilities to the Retired Employees/Officers.

1. To permit the retired employee and spouse to travel free of cost in all City/Sub-urban/Ordinary and Metro Express Services;
2. To permit 50% concession in ticket fare to both retired employee and spouse to travel in AP round the year any number of times (upto Deluxe services for employees, upto Super Luxury for JSOs and SSOs and in all types of services for EDs and HODs).

Further, it was clarified vide circular that all the living spouses of those employees who died after retirement are entitled to avail the Concessional Travel Facility and Medical Facilities during their life time.

Through the circular 2nd cited, the above mentioned concessional travel facility has been extended to the spouses of in-service employees who died while in service on par with those spouses of the retired employees.

Further, the competent authority has accorded permission to extend following concessional travel facility to the (i) retired officers/supervisors/employees and their spouses (ii) surviving spouses of expired employees (expired either while in service or after retirement), pending approval of the Corporation Board

- (a) to travel free of cost upto Deluxe services for both the retired employee and spouse
and
- (b) to travel with 50% concession for both the employee and spouse in Super Luxury and above products.

The terms and conditions to be complied with to avail the above facility are:

The following categories of retired employees are eligible for availing the above concessional travel facility

- i) The state cadre officers/supervisors /employees who were appointed on regular time scale in erstwhile APSRTC and retired on or before 31.05.2014 are eligible for above travel concessions. However, they may avail the travel concessions either in APSRTC or RTC in Telangana State duly exercising their option. The concessional travel facility offered through this circular is applicable only for those retired employees who opt for the conditions of APSRTC. The option once exercised is irrevocable.

(contd..2)

- ii) In respect of the State cadre officers/supervisors/employees who were appointed on regular time scale in erstwhile APSRTC and retired during the period from 30.06.2014 to 31.05.2015 in APSRTC or RTC in Telangana State are eligible for above travel concessions, provided they studied major period from 4th class to 10th class in AP State.
- iii) The state cadre officers/supervisors/employees provisionally allotted to APRTC during the provisional bifurcation process and retired thereafter in the Units APSRTC (residuary)
- iv) The state cadre officers/supervisors/employees provisionally allotted to APRTC during the provisional bifurcation process and retired thereafter in the Units of RTC in Telangana while working on deputation after having been provisionally allotted to APSRTC

The following categories of retired employees are not eligible for availing the above concessional travel facilities in APSRTC:

- v) The officers/supervisors/employees who were provisionally allotted to RTC in Telangana and working in the units of RTC in Telangana or in the units of residuary APSRTC on deputation and retired on or after 30.06.2015.
- vi) In respect of the state cadre officers/supervisors/employees who were appointed on regular time scale in erstwhile APSRTC and retired during the period from 30.06.2014 to 31.05.2015 in APSRTC or RTC in Telangana State are not eligible for above travel concessions, if they had studied major period from 4th class to 10th in Telangana State.

General instructions:

- vii) In respect of the state cadre officers/supervisors/employees who were appointed on regular time scale in erstwhile APSRTC and retired on or after 30.06.2014 in the units of TSRIC or APSRTC (residuary), the following course of action shall be taken:
 - (a) They shall submit the proof of their study from 4th class to 10th class to the Unit Officers of the units where they retired from service, so as to establish their local candidature and to extend the above travel concessions.
 - (b) The Unit Officers shall verify the certificates of state cadre supervisors/employees at their end with reference to the personal records available with them and issue identity cards to the eligible supervisors/employees.
 - (c) The Unit Officers shall forward the certificates of officers (other than JSOs working in Zones/Regions) to the Dy.CPM(A&IR), APSRTC for verification. However, the certificates of JSOs working in the Zones/Regions shall be verified by the Dy.CPM (Zone)/RM concerned.
 - (d) On verification of certificates with reference to the personal records, the list of eligible retired Officers shall be sent to the PO (I):HO, under intimation to the respective units, for issuing identity cards.
- viii) New/revised Concessional Travel identity cards shall be issued either in combination with REMF or exclusively as per applicability to the retired officers/supervisors/employees and spouses, who are the members and non-members of REMF scheme-2003 with effect from 01.02.2016. This travel concession shall not be extended to the Ex-TTD officers/supervisors/employees, who have not opted to erstwhile APSRTC service conditions.
- ix) In case of retired employees/supervisors and their spouses, identity cards shall be issued by the Unit Officers where they retired from service duly following the circular instructions already in force.
- ix) In case of retired officers and their spouses, identity cards shall be issued by the PO(I):HO on receiving the required information from the Dy.CPM(A&IR) of Head Office or Dy.CPM of Zone or PO of Region, as the case may be. For issue of identity card, an amount of Rs.100/- each shall be collected from the retired employee and spouse and send the money receipt to
(Contd..3)

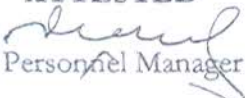
- PO(I):HO together with details in the format annexed to this circular. The PO(I) shall prepare the identity cards and send them to the Dy.CPM/PO concerned who shall arrange to handover the same to the retired officer under acknowledgement.
- x) The Chief Controller of Stores shall arrange to print the type numbered identity cards (in combination with REMF or exclusive Travel Concessional Cards) with APSRTC hologram to be issued to the retired supervisors/employees and spouses as per the eligibility criteria and supply to the zonal stores.
 - xi) The COSs of Zonal stores shall arrange to collect the required quantity of identity cards from the CCoS for distribution to the units with reference to the indents placed.
 - xii) The cost of identity card issued to retired officers/supervisors/employees and their spouses is fixed as Rs.100/- each which shall be collected for initial issue as well as for every renewal.
 - xiii) New cards may be issued for retired officers/supervisors/employees and spouses separately duly collecting the existing identity cards(RTC-370, RTC-371,RTC-372 and RTC-373) and also medical identity card before handing over the new identity card.
 - xiv) The validity of new identity cards for retired officers/supervisors/employees and their spouses shall be for a period of 2 years from the date of issue of cards. On expiry of the validity period, fresh identity cards shall be issued duly collecting old cards. No renewals shall be entertained on the identity card.
 - xv) In case of loss of identity cards, fresh identity cards may be issued after collecting a penalty of Rs.100/- and non-traceable certificate from the Station House Officer of the Police Station concerned against a written application to that effect. Besides, Rs.100/- will be charged for replacement of one card.
 - xvi) Identity cards are liable for confiscation and forfeiture of fare concession facility besides recovery of cost of journey in case they are misused.
 - xvii) Account of issue of identity cards shall be maintained in a register by the Issuing Authority at the depots/units.
 - xviii) The existing blank identity cards(RTC-370, RTC-371,RTC-372 and RTC-373) available at depots/units may be destroyed with the approval of competent authority.

All the Depot Managers/Unit Officers are therefore, advised to issue new revised identity cards to the retired officers/supervisors/employees and their spouses valid w.e.f. 01.02.2016 either in combination with REMFS or exclusive to Travel Facility as per applicability to enable them to avail the travel concessions/medical facilities to the extent admissible.

The instructions issued through the circulars under reference cited are modified to the extent above.
Encl: Format.

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, Bus Bhavan, Hyderabad.

Copy to ATM(Comp) for uploading the circular on to Website.

Copy to General Secretary, APSRTC Employees' Union, Bus Bhavan, Hyderabad.

Copy to General Secretary, APSRTC National Mazdoor Union, Hyderabad.

Copy to General Secretary, APSRTC Class-II Supervisors' Association, Hyderabad.

Copy to General Secretary, APSRTC Security Staff Welfare Association, Hyderabad.

Copy to Notice Board & Incharge of Record Room.

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FORMAT

Sl. No.	PARTICULARS
1	Name of the officer
2	Staff No.
3	Post held
4	Date of Birth
5	Date of retirement
6	Date of death(in case of deceased employee)
7	Unit last worked
8	Date of joining of REMFS 2003
	Amount paid
	M.R.No. and Date
	DD No. and Date
9	Dispensary/Hospital opted
10	Name of the spouse
11	Date of Birth of spouse/age
12	Previous identity card no.s/issued by unit
13	Latest residential address
14	Contact no.

SIGNATURE OF UNIT OFFICER
WITH OFFICIAL SEAL