

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.W6/69(01)/2012-PO.I

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

NOTIFICATION NO.PD-3/2013 , DATED 06.02.2013

Sub: STAFF BENEFIT FUND – Sanction of various Assistance to Employees/ PHC Employees/ PHC Children of Employees from the Staff Benefit Fund from the **Allotted Budget for the Year 2012-13 – Reg.**

Ref: Letter No.W6/69(3)/2011-PO-I, dated.24.04.2012.

As a gesture of Welfare Measure, Corporation is granting various Assistance like Educational Assistance towards purchase of Books, Spectacles, Sickness, Hearing Aids, Artificial Limbs. Two-in-one Tape Recorder/MP3 Player, Walking Stick, Lumbar Belt and Tri-cycle every year to the employees and their children from Staff Benefit Fund.

Through the letter cited under reference, enhancement of amounts for the Assistance extended to the employees and their children from Staff Benefit Fund budget for the year 2011-12 have been communicated. The enhancements made in respect of the Assistance as per the Notification No.PD-03/2012 dt.09.05.2012 stands good for this Notification also.

(1) EDUCATIONAL ASSISTANCE :

Educational Assistance towards cost of Books from Staff Benefit Fund is being sanctioned every year to the employees whose children are studying 6th to 10th Class as shown below.

i)	6 th & 7 th Class	Rs.250/-
ii)	8 th & 9 th Class	Rs.300/-
iii)	10 th Class	Rs.350/-

The eligibility and the conditions for sanction is at **ANNEXURE-A**. Proforma of Application Form is at **ANNEXURE-B**.

The applications in the prescribed proforma at **ANNEXURE-B** shall be submitted to the Unit Officers concerned by the employees **on or before 08.03.2013**. After scrutiny of the particulars furnished by the employee, the Unit Officer has to forward the applications by **25.03.2013** to the Dy. Chief Personnel Manager of the Zone, Personnel Officer-II in case of Head Office staff including APSRTC Hospital, Tarnaka and LW & IRO - BBW, Miyapur in case of Bus Body Building Workshops & Printing Press Units, Miyapur.

The Dy.CPMs of the Zone, Personnel Officer-II and LW & IRO – BBW, Miyapur shall prepare a consolidated statement showing the number of applications received from the employees Class-wise for the Academic Year 2011-12 to Dy. Chief Personnel Manager (IR&W), Head Office by **12.04.2013** in the proforma as per **ANNEXURE-C**. **THE INDIVIDUAL APPLICATION SHOULD NOT BE SENT TO HEAD OFFICE.**

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(2) SPECTACLE ALLOWANCE:

For sanction of amount towards Spectacle Allowance the following information is required

- a) The number of applications pending in the category of Drivers who have crossed 45 years of age.
- b) Applications other than the category of Drivers who have crossed 40 years of age.

Sanction of Spectacle Allowance 2nd time during the service period of the employees is applicable to those who were sanctioned 1st time during 1999-2000 or thereafter.

All Dy. Chief Personnel Managers of Zones/LW&IRO(BBW) and Personnel Officer-II/HO, Personnel Officer, APSRTC Hospital, Tarnaka are requested to send the information in the prescribed proforma and further requested to send the information regarding Number of the employees who have been sanctioned Spectacle Allowance earlier for grant of Spectacle Allowance 2nd time, duly certifying the date of previous sanction.

The Dy. Chief Personnel Managers of Zones, Personnel Officer-II, Head Office, Personnel Officer, APSRTC Hospital, Tarnaka and LW&IRO, BBW/ Printing Press, Miyapur are requested to call for the applications from the employees working under their jurisdiction and submit a consolidated information as at **Annexure-D** to Dy. CPM (IR&W) by **12.04.2013**. If no information is received by **12.04.2013** it will be presumed that there are no applications pending and the sanction of the Committee will be obtained for those employees for whom the Dy.CPM/Zone, or PO-II or LW&IRO, as the case may be, have furnished information to this Office.

Encl: Annexure-D

(3) SICKNESS ASSISTANCE

- a) Ex.gratia of Rs.1500/- per month up to maximum of 6 months is sanctioned to the employees who are under long sick after availing 50-C benefits subject to availability of budget.

Application for grant of Ex.gratia from SBF after availing 50-C benefit shall be submitted by the employee to the Unit Officer by **08.03.2013** is at **ANNEXURE-E**. These applications shall be forwarded by Unit Officer to Dy. CPM (IR&W) Head Office to reach by **12.04.2013** duly tabulating in **ANNEXURE-F**.

- b) Employees who are under sick and on loss of pay for more than 3 months are eligible for grant of Sickness Assistance. This Assistance is limited for 8 months @ Rs.750/- per month.

Application for grant of Sickness Assistance from SBF who are under sick and on loss of pay for more than 3 months shall be submitted by the employee to the Unit Officer by **08.03.2013** is at **ANNEXURE-G**. These applications shall be forwarded by Unit Officer to Dy. CPM (IR&W) Head Office to reach by **12.04.2013** duly tabulating in **ANNEXURE-H**.

(4) OTHER ASSISTANCES

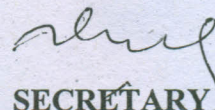
The following Assistance are being sanctioned from Staff Benefit Fund to the Physically Challenged employees and to the Physically Challenged children of the employees who are having **40% and more disability**

Sl.No.	Item	Amount Rs.
1	Hearing Aids	1,950/-
2	Tri-cycle	5,000/-
3	Artificial Limbs	2,000/-
4	Two-in-One Tape Recorder /MP3 Player	2,000/-
5	Walking Sticks	100/-
6	Lumbar belt	500/-

- Option can be given either for Tape Recorder or MP 3 player for blind employees/their blind children for the second time also in the service period of the employees with a gap of five years from the first sanction subject to availability of budget.
- Tri-cycle, Hearing Aids to the PHC employees and PHC children of employees are sanctioned for the second time also in the service period of the employee with a gap of five years from the first sanction, subject to availability of the budget.
- Lumbar belt (Hip belt) to the employees who have crossed 54 years of age subject to production of medical certificate from the Superintendent, APSRTC Hospital, Tarnaka not exceeding Rs.500/- each. Preference will be given to the employees who are at the verge of retirement.

Application for sanction of the above assistance shall be submitted by the employee to the Unit Officer by **08.03.2013** in **ANNEXURE-I, J & K**. These applications shall be forwarded by Unit Officer to Dy. CPM (IR&W) Head Office to reach by **12.04.2013** duly tabulating in **ANNEXURE-L & M**.

This Notification may please be exhibited on the Notice Board of Offices/Depots/Garages for information of all the staff. Unit Officers shall ensure the supply of the blank forms to the eligible employees. Applications received after the prescribed date will not be entertained under any circumstances and no further extension of time will be given.



SECRETARY
STAFF BENEFIT FUND
DY.CHIEF PERSONNEL MANAGER (IR&W)

To
All Officers of the Corporation
Copy to: Notice Board.

NOTE : THE NOTIFICATION CAN ALSO BE DOWNLOADED FROM RTCWAN
CPM/PO-I FOLDER FOR TAKING NECESSARY XEROX COPIES

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ANNEXURE-A

ELIGIBILITY FOR GRANT OF EDUCATIONAL ASSISTANCE FOR BOOKS.

- 1) The employee must have completed minimum 5 years of service as on 31.03.2012 to get the benefit for the Academic Year 2011-12.
- 2) The Basic Pay of the employee should not exceed Rs.15,750/- per month.
- 3) Only one child of employee is eligible if he/she has studied and passed 6th, 7th, 8th, 9th & 10th classes during the Academic Year of 2011-12.
- 4) The children who have studied in the Schools recognized by the Government of A.P. are only eligible.
- 5) Children of employees who have successfully passed the Annual Examination in their class during the year, 2011-12 only eligible for Educational Assistance.
- 6) The employees who have taken educational Assistance (Tuition fee) from the Corporation as per circular No.B7/154(1)/67-BS, dated 17.11.69 are not eligible. Even if one child is in receipt of Educational Assistance (Tuition fee) from the Corporation, the other children of the employee is not entitled to any benefit from the Staff Benefit Fund. Therefore, it should be noted that the employee can avail either Educational Assistance (Books) from the Staff Benefit Fund or Educational Assistance (Tuition fee) from the Corporation.

UNIT OFFICER

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ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

APPLICATION FORM FOR THE BOOKS FOR THE CHILDREN STUDIED IN 6th, 7th, 8th, 9th & 10th CLASSES ONLY DURING THE ACADEMIC YEAR 2011-12 FROM THE STAFF BENEFIT FUND.

(Particulars of child to be filled up by the employee)

- I. Name of the child: _____
- Father's Name: _____
- The School: _____
- Class in which studied _____
- During the year 2011-12 _____

(I am not in receipt of any Monetary Assistance from any other sources, I authorize the Corporation to recover the amount from my salary bill) besides initiating disciplinary action in the event that the above declaration is not true.

SIGNATURE OF EMPLOYEE

WITNESS:

- II. (Certification from the Head of the Institution)
(the following particulars are to be filled by Head Master only)

This is to certify that Mr./Kum. _____, S/o, D/o _____ is student of this Institution during Academic Year 2011-12 and he/she has passed _____. Our Institution is recognised/not recognised, vide No. _____ dated _____. (Strike out whichever is not applicable)

DATE:
Seal of the School

SIGNATURE OF THE HEAD OF THE
INSTITUTION

The employee should ensure filling up all particulars and duly got it certified by the Unit Officer and Head Master. Delayed or incomplete applications will be disqualified and no correspondence will be entertained. The last day of the receipt of application is _____. Delayed applications will be disqualified.

(To be certified by the Officer of APSRTC)

- I. Name of the employee _____ Basic Pay _____
- date of appointment _____ Staff No. _____ Place of work _____

(I certify that the above mentioned employee is not in receipt of any Educational Assistance (tuition fee) from the Corporation Funds as per Circular No.B7/154(1)/67-BS, dated 17-11-1969, for the Academic year 2011-12 and the above particulars have been verified by me from the records and found correct.)

SIGNATURE OF THE OFFICER

DATE:

Seal of Office.

SUMMARY SHOWING THE APPLICATIONS RECEIVED ALONG WITH THE
BUDGET REQUIRED FOR EDUCATIONAL ASSISTANCE TOWARDS BOOKS.
ZONE.

Sl.No.	Zone/Unit	Class	No. of Applications		Amount to be sanctioned	Total
			Received	Eligible		
1.		6 th		x 250 =		
2.		7 th		x 250 =		
3.		8 th		x 300 =		
4.		9 th		x 300 =		
5.		10 th		x 350 =		

Total :

DY.CPM-ZONE/PO-II-HO/LW & IRO-BBW

ANNEXURE-D

To
The Dy.Chief Personnel Manager(IR&W),
APSRTC, Mushirabad, Hyderabad.

Sub : Grant of various Assistance from Staff Benefit Fund – Reg.

The details of applications received for grant of various Assistance from Staff Benefit Fund are furnished hereunder for allotment of Budget.

1.	SPECTACLE ALLOWANCE:	No. of applications	Total
a)	No. of Applications received from Drivers those who have crossed 45 years of age.	x Rs.600/-	=
b)	No. of applications received from other employees who have crossed 40 years of age	x Rs.500/-	=

DETAILS OF APPLICATIONS RECEIVED FOR GRANT OF SPECTACLE
ALLOWANCE 2ND TIME WITH DETAILS OF PREVIOUS SANCTION

2.	SPECTACLE ALLOWANCE:	No. of applications	Total
a)	No. of Applications received from Drivers those who have crossed 45 years of age.	x Rs.600/-	=
b)	No. of applications received from other employees who have crossed 40 years of age	x Rs.500/-	=

All the above applications have been verified and found correct and recommended for sanction of Assistance.

DY.CHIEF PERSONNEL MANAGER/ZONE
PERSONNEL OFFICER-II/H.O
LW&IRO/BBW/MIYAPUR

ANNEXURE-E

Application for grant of Ex.gratia towards **Sickness Assistance** from Staff Benefit Fund (for the year 2012-13).

1. Name of the Employee :
2. Staff No. :
3. Designation :
4. Place of work :
5. Details of sick period :
6. Date from which the 50-C Benefit availed :
7. Details of sick period in Continuation of 50-C availment :
8. Sick certificate No. & date :
9. Remarks :

Signature of the employee

ANNEXURE-F

To
The Dy. Chief Personnel Manager (IR&W)
APSRTC, Mushirabad, Hyderabad.

Sub: Grant of Ex.gratia to the employees who are under sick after availing 50-C Benefit from Staff Benefit Fund – Reg.

The details of application submitted by employees for grant of Ex.gratia from Staff Benefit Fund are furnished hereunder:

Sl. No.	Name of the Employee, Staff No. Design. & Unit	Total sick period		Treated as	
		From	To	From	To
(1)	(2)	(3)		(4)	
EOL under 50-C after Exhausting all types of leave		Further sick period after availing 50-C		Details of sick period treated	
From To		From To		From To	
(5)		(6)		(7)	

(i) EL (ii) HPL (iii) 50-C (iv) Further sick period if any

UNIT OFFICER

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ANNEXURE-G

Application for grant of Sickness Assistance from Staff Benefit Fund (for the year 2012-13).
(sickness for more than 3 months)

1. Name of the Employee :
 2. Staff No. :
 3. Designation :
 4. Place of work :
 5. Details of sick period :
 6. Sick Certificate No. & Date :
 7. Remarks :
- Signature of the employee

ANNEXURE-H

To

The Dy. Chief Personnel Manager (IR&W)
APSRTC, Mushirabad, Hyderabad.

Sub: Grant of Sickness Assistance to the employees who are under sick and on loss of pay for more than 3 months from Staff Benefit Fund – Reg.

The details of application submitted by employees who are under sick and on loss of pay for more than 3 months for grant of Sickness Assistance from Staff Benefit Fund are furnished hereunder:

Sl. No.	Name of the Employee, Staff No. Desgn. & Unit	Total sick period		Treated as	
		From	To	From	To
(1)	(2)	(3)	(4)	(5)	(6)

UNIT OFFICER

Application for grant of Assistance from staff Benefit Fund to Physically Handicapped Employees/Physically Handicapped children of employee.

1. Name of the Employee :
2. Staff No. :
3. Designation :
4. Place of work :
5. Date of Appointment :
6. To whom the PHC Assistance is required : Self/Children
7. Name of PHC child :
8. Nature of disability :
9. Percentage of disability along with Xerox copy of certificate if any. :
10. Assistance required :
11. Whether this facility availed Earlier (YES/NO) :
12. If the facility was availed earlier details of the date of sanction and Nature of Assistance sanctioned. :
13. Remarks :

The particulars mentioned above are correct.

Signature of the employee

The details furnished above are verified and found correct.

UNIT OFFICER

MEDICAL OFFICER

APARTO DISPENSARY

Medical Certificate in respect of the Blind, Deaf & Dumb, Orthopaedically Handicapped employees and their dependent PHC children for grant of Aid such as Tricycle, Hearing Aid, Artificial Limbs, Walking Sticks, Tape Recorders, MP3 Player and Lumbar belt from Staff Benefit Fund.

It is certified that I Dr. _____ have this _____ day of _____ examined the applicant whose particulars are given below and he/she falls within the definition

1. Name of the candidate :
2. If the candidate is dependant/
Name of the employee :
3. Staff No. & Desgn. :
4. Relationship of the dependant:
With the employee
5. Identification Marks : 1.
2.
6. Sex :
7. Approximate Age :
8. Nature of disability : (a) Blind (b) Deaf & Dumb
(c) Orthopaedically Handicapped
9. Percentage of disability :
10. Any operation done may be :
Indicated
11. **Recommended for** :

(The needed benefit to be specified from the following)

- a) Tricycle or Artificial Limbs : For Orthopaedically handicapped
- b) Hearing Aid : For Deaf & Dumb
- c) Two-in-one Tape Recorder/
MP 3 Player and Walking Stick: For Blind
- d) Lumbar Belt : To the employees suffering with
severe back ache/Disc problem
12. Any other particulars to clarify
the nature and extent of disability
the surgeon may like to point out

MEDICAL OFFICER
APSRTC DISPENSARY _____

ANNEXURE - K

Application for grant of Assistance for purchase of lumbar belt (Hip belt) from Staff Benefit Fund

1. Name of the Employee :
2. Staff No. :
3. Designation :
4. Place of work :
5. Date of Appointment :
6. Date of Retirement :
7. Remarks :

The particulars mentioned above are correct.

Signature of the employee

The details furnished above are verified and found correct.

UNIT OFFICER

ANNEXURE-L

To
The Dy. Chief Personnel Manager (IR&W),
A.P.S.R.T.C., Mushirabad, Hyderabad.

Sub: Sanction of various Assistance to the Physically Handicapped employees and Physically handicapped children of employees from Staff Benefit Fund – Reg.

The details of applications received from Physically Handicapped employees/ Physically Handicapped children of employees are furnished hereunder for allotment of funds from Staff Benefit Fund for the year 2012-13.

Sl. No.	Name of the employees, Staff No. Desgn., & Place of work	Name of the persons disabled with relationship including self
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(1)	(2)	(3)
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Nature of disability	Percentage of Disability	Type of Assistance required
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(4)	(5)	(6)
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Whether the facility was availed, earlier and if so Date of sanction and Assistance sanctioned	Remarks
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(7)	(8)
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UNIT OFFICER

ANNEXURE-M

To

The Dy. Chief Personnel Manager (IR&W)
APSRTC, Mushirabad, Hyderabad.

Sub: Sanction of Lumbar Belt (Hip belt) from Staff Benefit Fund – Reg.

The details of application submitted by employees for sanction of Lumbar belt from Staff Benefit Fund are furnished hereunder:

Sl. No.	Name of the Employee	Staff No.	Desgn.	Unit	Recommended M.O.,TNK	Claimed Amount	Sanctioned Amount
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

UNIT OFFICER

Sl. No.	Name of the employee	Staff No.	Design. & Place of work	Name of the persons disabled with relationship including self	Percentage of Disability	Type of Assistance required	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)