

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the Managing Director,
RTC House, PNBS, Vijayawada,
Dated: 14.09.2016.

No.IR2/137(7)/2016-PO-III

To
All Officers of APSRTC

Sub: CODE OF DISCIPLINE - Recovery of Union Membership subscription for **the Year,2015** from the Salaries of the Employees' who express their willingness in writing and remittance to the APSRTC Karmika Parishat A/c through Bank - Reg.

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In consideration of the request of the APSRTC Karmika Parishat, it is agreed to recover the Union Membership Subscription for **the Year 2015** from the salaries of the Employees (including Contract) who express their willingness in writing, through the Salary Bill of **October, 2016 payable on 1st November, 2016** and for remittance to APSRTC Karmika Parishat A/c through Bank.

The following instructions are, therefore, issued for implementation by all the Unit/Salary Drawing Officers:

1. The Unit/Salary Drawing Officer concerned shall collect the authorization in writing in the proforma as at **Annexure-I**, from the Employees working under his/her control who are willing for recovery of Union Membership Subscription and remit to the Bank Account of APSRTC Karmika Parishat through Bank.
2. Based on the authorization that was given by the Employee, the subscription for the Year 2015 shall **be recovered from the Salary Bill of October, 2016 payable on 1st November, 2016**. A Credit advice for the total amount deducted shall be sent to AO (P&A), RTC House, PNBS, Vijayawada, together with a Statement in the proforma as at **Annexure-II**, as in the case of other NDRs.
3. For the total amount received at AO (P&A)/RTC House, PNBS, Vijayawada, towards subscription amount for APSRTC Karmika Parishat, a Cheque shall be prepared in favour of "GENERAL SECRETARY, APSRTC Karmika Parishat, A/c. No.62481452221" State Bank of Hyderabad, Eluru Road Branch, Vijayawada and shall be sent to General Secretary, APSRTC Karmika Parishat, Supdt. (P), SBT Fund, APSRTC Bus Bhavan, Musheerabad, Hyderabad-20. The amount of deduction towards Union Membership Subscription shall be debited from "AH.No.1053 NDR-Karmika Parishat Union Membership".

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4. The Unit/Salary Drawing Officer concerned shall prepare a list of Employees in the proforma as at **Annexure-III**, from whom the subscriptions were deducted and send to the General Secretary, APSRTC Karmika Parishat, Supdt. (P), SBT Fund, APSRTC Bus Bhavan, Musheerabad, Hyderabad-20 for information.

Necessary action may be taken accordingly.

Encl: Annexures.


EXECUTIVE DIRECTOR(A&P)
23/9/16

Copy to: the General Secretary, APSRTC Karmika Parishat.

ANNEXURE-I

AUTHORIZATION LETTER

To
The Depot Manager/Unit Officer,
A.P.S.R.T.C. _____

Sir,

I hereby authorize you to deduct an amount of Rs. _____ (Rupees
_____ only) towards Union Membership Subscription for the
Year 2015 through Salary Bill pertaining for the month of October, 2016 payable on 01.11.2016
and remit the same to APSRTC Karmika Parishat Bank A/c.

Witnesses:

Yours faithfully,

1. Signature :
Name :
2. Staff No. :
Designation :
Date: Place of work :

ANNEXURE-II

Name of the Unit	Name of the Union	No. of willing Employees	Total amount of subscription
1	2	3	4

ANNEXURE-III

Name of the Unit:				
Sl. No.	Name of the Employee	Staff No.	Designation	Amount of Subscription
