

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION
RTC-282/R(NGO)

Application form for obtaining NGO Bus Pass

1. Name of the Applicant	:	_____	2b. Emp. ID No.	:	_____
2a. Designation	:	_____	3b. Father Name	:	_____
3a. Department	:	_____	4b. Mobile No.	:	_____
4a. Date of Birth	:	_____			
5. Date of Appointment	:	_____			
6. Date of Retirement	:	_____			
7. Sex	:	<input type="checkbox"/> Male <input type="checkbox"/> Female			
8. Scale of Pay	:	_____			
9. Type of Pass Required	:	<input type="checkbox"/> Ordinary <input type="checkbox"/> Metro			
10. Residential Address	:	_____			
11. Office Address	:	_____			

Latest Photograph with
Attestation/Seal

I hereby declare that the particulars given above are true and correct. I request to issue NGO Bus Pass subject to rules and regulations of APSRTC governing in issue of Bus Passes.

Signature of the Applicant

CERTIFICATION OF THE HEAD OF THE DEPARTMENT OR THE IMMEDIATE CONTROLLING GAZETTED OFFICER OF THE EMPLOYEE

I hereby certify that, the details furnished above by Sri /Smt./Kum. _____ Employee of _____ Designation _____ are verified and found to be correct with available office records. I do hereby certify that above mentioned employee is eligible for NGO Bus Pass as per guidelines issued by Govt. from time to time. Salary Certificate is issued from this Office for availing NGO Bus Pass is enclosed for ready reference.

Station :

Date :

Signature of the Issuing Authority

With Office Seal

Note : All fields are mandatory

CONDITIONS

1. Employees of Government of Andhra Pradesh working in cities of Vijayawada and Visakhapatnam are eligible to obtain NGO Bus Pass.
2. Employees appointed on Contract / Consolidate pay / Temporary / Adhoc / Contingent basis are not eligible to obtain NGO Bus Pass.
3. Employees of Public Sector Undertakings, Teaching Community and University Employees are not eligible to obtain NGO bus pass.
4. Employees on deputation from other Districts / Departments are not eligible for NGO Bus Pass.
5. Scale of Pay Shall be below the scale of Rs. 44570-127480. As and when the scales are revised by Govt. the new pay scale fixed by Govt. should be adopted for issue of NGO Bus Pass.
6. The Head of the Department or the immediate controlling Gazetted Officer of Establishment concerned shall issue Salary Certificate to the employee /NGO working under him on whose strength NGOs Monthly Bus Ticket shall be issued.
7. Whenever an employee is transferred out of that Town/ City, the fact is to be informed to the concerned Depot by the In-charge of the Department.
8. Renewal of the NGO s Bus Passes shall be made only on the production of Certification by the concerned Establishment Officer, every month.
9. New recruited employees / transferred employees should produce appointment / transfer order for obtaining NGO Bus Pass.