

ODISHA STATE ROAD TRANSPORT CORPORATION : BHUBANESWAR
No 220 /OSRTC//iIM (TSP)-09/2018/Dt.04.03.2022

NOTICE

(TO WHOM IT MAY CONCERN)

It is hereby informed to all concerned of STS Employees who were working in OSRTC on deputation from Govt. in Transport Department that the arrear dues of the retired employees under ORSP Rule-1998 (5th Pay commission) will be disbursed through A/c Payee Cheque in the month of March 2022 onwards due to receipts of funds from Govt.

For details, please visit our website www.osrtc.in or contact with the OSRTC Depot Office from where he/she has been retired from service.

V *04/03/22*
Dist. Transport Manager & DDO.
OSRTC Hqr , Bhubaneswar.

ODISHA STATE ROAD TRANSPORT CORPORATION: BHUBANESWAR.

No 223 /OSRTC/Accts-42/2017 Dt. 04.03.2022

To

All Zonal/Unit Officers,
All works Engineers,
All Divisional Managers (T),
D.T.M, Hqrs. & DDO,

Sub:-Modalities regarding payment of STS Employees Dues.

Ref:-E-mail Sent on 05.03.2022.

Sir,

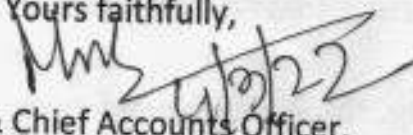
This is regarding the modalities for payment of STS Employees Dues which shall be adopted by the Zones/units before disbursement of cheque with reference to the Proceeding of the meeting of the Committee constituted at Head office level for the above purpose.

1. The Zonal /Unit Officer including Head Office first shall ensure submission of claims of their employees in Excel file in the prescribed format duly signed on each page along with abstract copy of employees list.
2. The Unit Officer as well as HO will prepare the list of employees alive on the basis of collecting Xerox copy of Aadhar Card, PPO and Bank Account and submit the same for confirmation of payment.
3. In case of death of the concerned employee, the Death Certificate, Legal Heir Certificate, Aadhar Card, PPO and Bank Account details and Power of attorney for authorizing the payment to one of the Legal heirs of the deceased employee / widow. These documents shall also be collected by the unit officer and submit the same for confirmation of payment.
4. The above matter shall be published in the 02 (two) Odia News Papers i.e. Samaj & Sambad / OSRTC Website / Notice Board of HO and Unit Offices.
5. Date line for a period of 07 days shall be given for submission of all above information/documents of legal heirs in case of deceased retired employees.

6. After receipt of above information / documents, the cheques shall be centrally prepared by the Corporate Office as per Govt. decision with due verification. The retired employee / pensioner concerned should produce the original PPO/Aadhar Card/Death Certificate/Legal Heir Certificate/ Bank Account (s) at the time of disbursement of cheque by the units/Ho.
7. All the retired employees / legal heirs should submit an undertaking at the time of receiving of cheque that any excess payment made under any circumstance will be recovered from their pensionary dues in future and the matter will be reported to Govt. /A.G. (A & E) / District Treasury Concerned if necessary.
8. As per letter received from office of Accountant General (A & E) , the recoveries towards minus balance if found against the GPF & CPF A/C of the concerned employee shall be recovered from his/her above arrear dues which will be subsequently deposited employee wise through Treasury challan under the head of Account **8009-SPF-01-Civil-GPF** under intimation to Govt.
9. In case of employee or his/her legal heir (s) is found quite unable to receive the cheque on health ground, the complete postal address along with all above relevant documents /Mobile Number are need to be submitted to Head office dully forwarded by the concerned Unit-in-Charge for issuance of cheque and transmission of the same through Registered Post with AD in the given address.
10. After issue of cheque the same will be disbursed by the concerned Zone/ Unit-Wise in a time bound manner as per direction of the Corporate Office.

It is therefore instructed that the zone/unit officers should follow the above procedures and comply the required **information in the Excel file sent though e-mail within 07 days** in the returned mail as per the claims finalized for disbursement of arrear salary under ORSP Rule-1998 to complete the process of issue of cheques to the eligible retired employees.

Yours faithfully,


F.A. & Chief Accounts Officer,
OSRTC, Bhubaneswar

ARREAR SALARY OF STS EMPLOYEES UNDER ORSP RULE-1998 (5TH PAY COMMISSION)

NAME OF THE ZONE/UNIT:-

1	NAME OF THE EMPLOYEE	TOTAL AMOUNT	RECOVERY, IF ANY	BALANCE PAYABLE	CHEQUE NO./ DATE	SIGNATURE / LTI OF THE EMPLOYEE / LEGAL HEIR(S)	REMARKS	SIGN. OF DDO(HO)
	DESIGNATION							
	DATE OF RETIREMENT							
	PPO No.							
	PRESENT STATUS (ALIVE / DEATH)							
	AADHAR NO							
	LEGAL HEIR(S), IN CASE OF DEATH							
	POSTAL ADDRESS, IF REQUIRED / CONTACT NUMBER							

2	NAME OF THE EMPLOYEE	TOTAL AMOUNT	RECOVERY, IF ANY	BALANCE PAYABLE	CHEQUE NO./ DATE	SIGNATURE / LTI OF THE EMPLOYEE / LEGAL HEIR(S)	REMARKS	SIGN. OF DDO(HO)
	DESIGNATION							
	DATE OF RETIREMENT							
	PPO No.							
	PRESENT STATUS (ALIVE / DEATH)							
	AADHAR NO							
	LEGAL HEIR(S), IN CASE OF DEATH							
	POSTAL ADDRESS, IF REQUIRED / CONTACT NUMBER							

3	NAME OF THE EMPLOYEE	TOTAL AMOUNT	RECOVERY, IF ANY	BALANCE PAYABLE	CHEQUE NO./ DATE	SIGNATURE / LTI OF THE EMPLOYEE / LEGAL HEIR(S)	REMARKS	SIGN. OF DDO(HO)
	DESIGNATION							
	DATE OF RETIREMENT							
	PPO No.							
	PRESENT STATUS (ALIVE / DEATH)							
	AADHAR NO							
	LEGAL HEIR(S), IN CASE OF DEATH							
	POSTAL ADDRESS, IF REQUIRED / CONTACT NUMBER							

UNDERTAKING FORM.

I / We do hereby declare that any excess payment made and received towards arrear salary under ORSP Rule-1998 (5th Pay Commission) under any circumstance may be recovered from my / our pensionery /any other dues in future.

countersignature of
Authorized Official
(With Seal)

Signature of the Retired employee/
Legal heir of the Employee

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UNDERTAKING

I / We do hereby declare that any excess payment made and received towards arrear salary under ORSP Rule-1998 (5th Pay Commission) any circumstance may be recovered from my/our pensioner/any other dues in future.

countersignature of
Authorized Official
(With Seal)

Signature of the Retired employee/
Legal heir of the Employee

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UNDERTAKING

I / We do hereby declare that any excess payment made and received towards arrear salary under ORSP Rule-1998 (5th Pay Commission) any circumstance may be recovered from my/our pensionery /any other dues in future.

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Authorized Official
(With Seal)

Signature of the Retired employee/
Legal heir of the Employee