



TELANGANA STATE ROAD TRANSPORT CORPORATION

No.W6/693(01)/2021-T&W

Office of the VC&MD,
Mushirabad:Bus Bhavan-20.

CIRCULAR NO.PD-09/2021, Dt:30.12.2021

Sub : **WELFARE** – Felicitation of employees on the day of their superannuation – Instructions issued – Regarding.

Ref : 1. PD Circular No.PD-42/2015, dt:01.09.2015.
2. Notification No.PD-03/2019, dt:26.12.2019.

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As we are all aware, the retirement day is a very important occasion in the life of any employee who spends most of his active life in the service of his organisation. It is the day on which he leaves his organisation with a sense of fulfilment and pride and leaves behind the company of his fellow employees.

The retirement of an employee is equally important to the organisation which he serves with commitment and dedication all through his service, and therefore it is important for any organisation to give a befitting farewell to its retiring employee which he can remember with honour and pride for the rest of his life.

The Unit Officers shall therefore felicitate the retiring employees on attaining the age of superannuation with a bouquet, garland, shawl and memento etc., duly inviting their family members. The employee shall be appreciated for his contributions to the Corporation and achievements in his career on the occasion. The Unit Officers shall have lunch with the retiring employee and his family members on the day. An amount of Rs.500/- may be incurred per employee on this occasion in terms of circular 1st cited.

After completion of retirement function, the employee and his family members shall be dropped at home by arranging an Official vehicle.

It shall be ensured that the retirement function becomes a memorable event for the employee and his family members.

Sd/-
**VICE-CHAIRMAN &
MANAGING DIRECTOR**

To
All Unit Officers of TSRTC.

// ATTESTED BY//


DY.CHIEF PERSONNEL MANAGER(A,IR,R&W)

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Copy to All RMs/HOs for information and n/action.
Copy to Secretary to Chairman for information.
Copy to Secretary to VC&MD for information.