

**ANDHRA PRADESH PUBLIC TRANSPORT DEPARTMENT  
(A P S R T C)**

Office of the Commissioner, PTD &  
Ex-Officio VC&MD, APSRTC,  
RTC House, PNBS, Vijayawada.  
Date: 25-09-2025.

No.P3/863(01)/2025-PO-I

**To**  
**The Depot Managers/Unit Officers,**  
**APPTD.**

**Sub:** STATE GOVERNMENT SALARY PACKAGE (SGSP) – implementation of SGSP of to all employees of APPTD - Procedure to claim Insurance package – instructions issued - Regarding.

**Ref:-** 1) Cir.Memo No.2745769 dt:03.07.2025 of Secretary to Government (B&IF), Institutional Finance, Govt.of AP.  
2) e-Mail, Dated 30.08.2025, received from DGM/SBI.

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A Circular memo vide reference 1<sup>st</sup> cited was issued by the Finance department, Institutional Finance, Govt. of AP regarding the implementation of SGSP to all regular employees of the State Government.

Accordingly, the competent has accorded approval for implementation of State Government Salary Package (SGSP) to all the employees of APPTD with no monthly premium. Further, the SBI authorities have informed that all the employees of APPTD were brought under SGSP effective from 22.08.2025 vide reference 2<sup>nd</sup> cited.

In this regard, details of the SGSP, Insurance benefits provided under this scheme, and the procedure to be followed for sending of claims are furnished hereunder:-

All the employees of APPTD were brought under SGSP to provide insurance coverage for:

- 1) NATURAL DEATH (Group Term Life Insurance)
- 2) ACCIDENTAL DEATH (Personal accidental insurance)
- 3) Permanent Total/permanent partial disability.

**(1) GTLI (Natural Deaths) - Insurance Coverage commences from 22.08.2025**

Insurance amount : Rs. 10,00,000/-  
POLICY NO. : 72100481905.  
POLICY PERIOD : 22.02.2025 TO 21.02.2026.

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Claim forms for Natural deaths occurred on or after 22.08.2025 shall be submitted to the following address:

SBI Life Insurance co.Ltd.  
7<sup>th</sup> Level (D.Wing) & 8<sup>th</sup> Level, Seawoods Grand Central, Tower -2,  
Plot No.R-1,Sector 40, Seawoods, Nerul Node,  
Navi Mumbai -400706.  
e-mail ID: sbigtclaims@allianceinsurance.in

**(2) Accidental deaths, Permanent total/partial disability** - Insurance Coverage commences from the next day of conversion of salary account to SGSP (PAI)-.

Insurance amount : Rs. 1,00,00,000/-  
POLICY NO. : 580000/48/2026/72.  
POLICY PERIOD : 04.04.2025 (00.00 hrs) till 03.04.2026 (23.59 hrs).

Claim forms for accidental deaths shall be submitted to the following address:

The Oriental Insurance Co.Ltd., SBI GPA Claims Cell,  
Mumbai Regional Office 1, 2<sup>nd</sup> floor, Oriental House, 7 J.Tata Road,  
Church gate, Mumbai -400020.  
Ph:022-22821746/22821459/228281365, Toll free No.1800-11-8485.  
e-mail ID : sbigpa.claims@orientalinsurance.co.in,

- ❖ All the details regarding SGSP are available in "**Bank.Sbi**" website, including claim forms etc.
- ❖ Information of death must be informed to the Bank/Insurance authorities within 24 hours of occurrence.
- ❖ Filled in claim forms must be attested by home branch of SBI, then submitted to the insurance companies both through e.mail and Hard copies.
- ❖ Claims of the employees whose Salary is not credited to the SBI account for the last 3 months (prior to the incident) will not be entertained/will be rejected.
- ❖ PAI claims (accidental deaths) of the employees whose salary a/c is not migrated to SGSP will be covered under the CSP. Such claims are to be sent to Oriental Insurance company on the Policy Number applicable in CSP.
- ❖ Employees whose salary account is not migrated to SGSP are not eligible for GTLI (both in CSP and SGSP) in case of any incident.

All Depot Managers and Unit officers are hereby instructed to ensure timely initiation and submission of insurance claims adhering to the above guidelines to facilitate settlement of cases without any problems. It is also instructed to review the status of claims periodically and follow up for attending the objections/furnishing of additional documents from time to time without any delay duly coordinating with the family members of the deceased employees in true spirit, for settlement of the claims at the earliest and provide immediate financial support to the distressed family members of the deceased employees.

  
26.09  
**EXECUTIVE DIRECTOR(A)**

Copy to all Officers of the Corporation.