

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.R1/430/M(01)/2024-OPD-CSC

O/o the VC & MD,  
RTC House, VJA,  
Dt. 12.02.2024.

To,  
All District Public Transport Officers,  
APSRTC

Sub: **Attendance** – Marking leave forcibly to the crew booked for duty even after keeping them in waiting for more than 6 hrs in the event of cancellation of services - Instructions issued – Reg:

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The representatives of various associations of employees represented the following:

- a) After reporting of the crew for booked duty/spare duty, depot supervisors are resorting to cancellation of certain services for various reasons like want of driver/conductor, want of bus, agitations, poor traffic, etc.,
- b) In the event of such cancellations, the crew are forcibly given leave even after keeping them in waiting at depot for more than 6 hours.

After detailed examination of the issue, the following instructions are issued for strict adherence.

- 1) Booking of crew unnecessarily to the services which are likely to be cancelled shall be avoided.
- 2) Crew shall not be booked in spare position in excess to the requirement in consideration of the likely spot absenteeism.
- 3) Under any circumstances leave shall not be given forcibly to the booked crew even after keeping them in waiting at depot for more than 6 hours.

Therefore, it is advised to issue suitable instructions to all Depot Managers and traffic supervisors to comply with the above instructions.



**Executive Director (Operations)**

Copy to ED(A), ED(E) and FA & CAO for information.  
Copy to EDs (Zones) for information and necessary action.  
Copy to OSD to MD for information.