

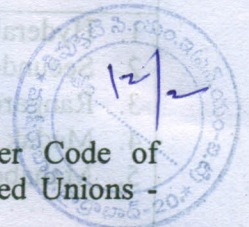
ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the Managing Director,
Bus Bhavan, Mushirabad,
Hyderabad - 624.

No.IR2/137(1)/2013-PO.IV

CIRCULAR No. PD-4/2013, DATED 30.01.2013

Sub: **CODE OF DISCIPLINE** - Recognised Trade Unions under Code of Discipline in APSRTC – Facilities and obligations of Recognised Unions - Reg.



- Ref: 1. Circular No.PD-2/2013, Dt.03.01.2013.
2. Circular No.PD- 3/2013, Dt.03.01.2013.

The Chief Returning Officer & Addl. Commissioner of Labour, Hyderabad conducted Union Membership Verification in APSRTC through Secret Ballot on 22.12.2012 and Postal Ballot on 27.12.2012, 28.12.2012 and 29.12.2012 to determine the majority Union under Clause (3) and Clause (6) of Code of Discipline, and communicated the results thereof to the Corporation.

As per the recommendations of the Chief Returning Officer & Addl. Commissioner of Labour, Hyderabad, recognition is accorded to "APSRTC Employees' Union" under clause(3) of Code of Discipline w.e.f.03.01.2013 vide Circular 1st cited.

The following Unions are accorded recognition under Clause (6) of Code of Discipline w.e.f.03.01.2013, vide Circular 2nd cited in the Operational Units/Non-Operational Units as shown hereunder:

I. APSRTC Employees' Union (Regd.No.215):

OPERATIONAL REGION	NON-OPERATIONAL UNITS
1. North East Costal Region	1. Kadapa Zone
2. Krishna Region	2. Vijayawada Zone
	3. Vizianagaram Zone

II. APSRTC National Mazdoor Union (Regd.No.3108):

OPERATIONAL REGION	NON-OPERATIONAL UNITS
1. Kadapa Region	1. Nellore Zone
2. Kurnool Region	
3. Anantapur Region	
4. West Godavari Region	
5. Visakhapatnam Region	
6. Chittoor Region	

*ATM-10m-10
To upload
in website*

*S. Mohan
PI. upload
13/2/2013*

III. RTC Telangana Mazdoor Union (Regd.No.4528):

OPERATIONAL REGION		NON-OPERATIONAL UNITS
1. Hyderabad Region	6. Nalgonda Region	1. Head Office
2. Secunderabad Region	7. Karimnagar Region	2. Hyderabad Zone
3. Rangareddy Region	8. Warangal Region	3. Karimnagar Zone
4. Medak Region	9. Adilabad Region	
5. Mahaboobnagar Region	10. Nizamabad Region	

In the remaining five (5) Operational Regions viz., Guntur, East Godavari, Nellore, Ongole and Khammam none of the Unions secured eligible votes for recognition under Clause(6). Hence, the APSRTC Employees' Union (Regd.No.215) will represent local issues in these Regions.

The Unions recognised under Clause (3) and Clause (6) of Code of Discipline should—

- i) not engage in any form of physical duress;
- ii) not permit demonstrations which are not peaceful and not permit rowdyism in demonstrations;
- iii) not allow their members to engage or cause other employees engage in any union activity during working hours, unless as provided for by law, agreement or practice;
- iv) discourage unfair labour practices such as (a) negligence of duty, (b) careless operation, (c) damage to property, (d) interference with or disturbance to normal work; and (e) insubordination;
- v) take prompt action to implement awards, agreements, settlements and decisions;
- vi) display in conspicuous place in the Union Offices the provisions of Code of Discipline in the local language(s); and
- vii) express disapproval and to take appropriate action against office bearers and members for indulging in action against the spirit of Code of Discipline.

Any breach of Code of Discipline will render the recognised Union liable for forfeiture of the facilities and also its recognition.

I. FACILITIES EXTENDED TO APSRTC EMPLOYEES' UNION RECOGNISED UNDER CLAUSE (3) OF CODE OF DISCIPLINE:

In supersession of all earlier instructions on the facilities to the recognised Union under Clause (3) of Code of Discipline, the facilities indicated hereunder are extended to the APSRTC Employees' Union on account of its recognition under Clause (3) of Code of Discipline as the representative Union in all the Units of the Corporation.

1.1 COLLECTION OF UNION MEMBERSHIP SUBSCRIPTION:

1.1.1 The Recognised Union is permitted to collect Union subscription from its members within the Corporation premises concerned. The Unit Officer shall have the discretion to determine the place in the premises of the Corporation where such collection can be made. Such place shall always be away from the actual place of disbursement of wages. Collection of subscription shall not, in any way, cause disturbance to either the disbursement of wages or peaceful and normal functioning of the Unit. **Only three representatives of the Union who are the employees of the Corporation shall be allowed for collection of Union subscription.**

1.1.2 In case of any apprehension or breach of peace on normal functioning of the Unit, the Unit Officer shall have the right to suspend the collection of Union subscription, and when once the normalcy is restored, permission to collect Union Membership subscription by the Recognised Union shall be restored by the Unit Officer. This does not preclude the Unit Officer from fixing up responsibility on the persons who caused the disturbance and take appropriate disciplinary action. The Unit Officer should decide whether normalcy is restored, after taking into account all the aspects of the situation prevailing thereon.

1.1.3 **Collection of Union Membership subscription by non-recognised Unions in the Corporation premises is prohibited. Bus Stations owned by the Corporation will come under the meaning of the Corporation premises.**

1.2 UNION NOTICES:

1.2.1 The Recognised Union is permitted to exhibit its Notice Board at a convenient place allotted by the DM/Unit Officer in the Depot/Unit premises concerned and affix Union Notices relating to its meetings, statement of accounts of its income and expenditure and other announcements which are not abusive, indecent or inflammatory or subversive of discipline or otherwise contrary to the Code. **Before exhibiting such material, the Depot/Unit Secretary of the Union shall obtain clearance from the Depot Manager/Unit Officer concerned for the material being displayed on the Notice Board.** If any Notices, not in conformity with the above are found, the Union will be advised suitably to amend the Notice before displaying it on the Notice Board. **Any unauthorized notices exhibited by the Recognised Union or by any other Union on Notice Boards shall be got removed by the Security Staff on the instructions by the Unit Officer/Depot Manager.**

1.3 MASS MEETINGS (GATE MEETINGS):

1.3.1 The Recognised Union shall be allowed to hold workers meetings in the Corporation premises for the specific purposes like prevention of Industrial Disputes and to explain the contents of the decisions taken by the Management and bilateral agreements between the Management and Unions for implementation.

1.3.2 The venue of such meetings shall be decided by the local Unit Officer/Depot Manager. However, prior permission for such meetings shall be obtained from the local Unit/Depot Manager at least one day in advance.

1.3.3 At such meetings, no abusive or indecent language shall be used by the Union Representatives against individual Officers/employees either by their name or identity. These meetings shall be permitted without the use of MIKE and LOUD SPEAKERS and only during lunch break or after Office hours. Where Mike and Loud Speaker arrangements are considered necessary by the Union, such meetings shall be held outside the Corporation premises, but not within the Corporation premises.

1.4 JOINT MEETINGS:

Periodical Joint Meetings will be held at different levels as indicated below.

1.4.1 MEETINGS AT DEPOT LEVEL:

Depot Managers shall convene regular monthly meetings on **2nd Tuesday of every month** with the Depot Committee members of the Union, not exceeding (3) three members. The Agenda for the meeting shall be submitted one week in advance to the Depot Manager. For the purpose of attending the Joint Meetings, **the Depot Committee Member must be an employee (in service) of the Corporation and no Suspended/Ex-employee/Outsider shall be allowed for the Joint Meetings.**

The duties of the Depot Committee members shall be so adjusted on the day of Joint Meeting to enable them to attend the Joint Meeting. If adjustment of duties is not possible, the Union representatives attending such meetings shall be sanctioned attendance as Duty for that day. A copy of the Minutes of the Meeting should be marked to Dy.CPM of the Zone/PO of the Region concerned.

1.4.2 MEETINGS AT DIVISIONAL LEVEL:

The Divisional Managers of Charminar, Hyderabad, Secunderabad and Sanathnagar Divisions shall hold monthly meetings on every **2nd Thursday of the month** with the Divisional Committee Members of the Union concerned, not exceeding (5) members. The issues remained unsettled at Depot level may be discussed at Divisional Level. For the purpose of attending the Joint Meetings, **the Divisional Committee Member must be an employee (in service) of the Corporation and no Suspended/Ex-employee/Outsider shall be allowed for the Joint Meetings. A copy of the Minutes of the Meeting shall be marked to Dy.CPM of Greater Hyderabad Zone. The day of such meetings attended by the members may be treated as "on duty".**

1.4.3 MEETINGS AT PRODUCTION UNIT LEVEL:

The Works Managers of Production Units shall hold monthly meetings with the Committee members of Recognised Union concerned not exceeding 5(five) members on **2nd Tuesday of every month** to review all outstanding issues from either side. The Agenda for the meeting shall be submitted one week in advance to the Works Manager. For the purpose of attending the Joint Meetings, **the Committee Member of the Union must be an employee (in service) of the Corporation and no Suspended/Ex-employee/Outsider shall be allowed for the Joint Meetings.** A copy of the Minutes of the Meeting shall be marked to Dy.CPM of Zone concerned.

::5::

1.4.4 MEETINGS AT REGIONAL LEVEL:

The issues which remain unsettled at Depot level/Divisional level or issues which fall under the purview of the Regional Managers will be considered at a Monthly Meeting with the Regional Committee of the Union not exceeding 5(five) members to be convened by the Regional Manager on **2nd Friday of every month**. The Agenda for the meeting shall be submitted one week in advance to the RM. For the purpose of attending the Joint Meetings, the Regional Committee Member **must be an employee (in service) of the Corporation and no Suspended/Ex-employee/Outsider shall be allowed for the Joint Meetings**. The members attending the meeting may be given Bus Pass and period be treated as "on duty".

If the Regional Manager considers that any matter/subject of importance is to be discussed with the Regional Committee, similar meeting can be held to sort out the issue and similar facilities may be granted to the members who attend the meeting.

A copy of the Minutes of the Meeting should be marked to Dy.CPM of Zone concerned.

1.4.5 MEETINGS AT ZONAL LEVEL:

The Executive Director (Zone) shall hold joint meetings once in two months with the Representatives of the Union not exceeding 7(seven) members at Zonal level to consider the outstanding issues of the Zone concerned. The Agenda for the meeting shall be submitted one week in advance to the ED(Zone). The members attending the meeting may be given Bus Pass and period be treated as "on duty".

The matters pertaining to the employees in Stores & Purchase Department, Personnel Department, Accounts Department etc., which need consideration at Zonal level can be represented in these meetings only, and no separate meetings shall be convened by Senior Managers of the Departments concerned.

If the Executive Director(Zone) considers any matter to be discussed with the Zonal Committee of the Union, similar meeting can be held to sort out the issues and similar facilities may be granted to the members who attend the meeting.

After conducting the meeting, a copy of the Minutes of the Meeting held by Executive Director (Zone) should be marked to Dy.CPM(IR&W), Corporate Office.

1.4.6 MEETINGS AT CORPORATE OFFICE LEVEL WITH EDs:

i) In the Corporate Office, joint meetings will be held once in two months with the Executive Director (Admin.). Other Executive Directors / HODs concerned will also attend the meeting. The Union will be represented by 5(five) of their representatives.

ii) The issues of policy nature and also other issues relating to the common interest of the employees only are to be submitted one week in advance to the Chief Personnel Manager for inclusion in the agenda. **Full details of each issue should invariably be given by the Union in advance. Agenda of the Union shall contain in all 5 (five) independent issues only.**

Contd...6

- iii) Policy matters and issues relating to general interest of employees shall be discussed in the Joint Meeting. **Issues pertaining to grievances of individual employees shall be taken up at the appropriate level (Unit level) only and shall not be discussed in Joint Meetings.**

The Management shall similarly send subjects proposed for discussion at the above Joint meetings to the Union.

1.4.7 MEETINGS AT VICE-CHAIRMAN & MANAGING DIRECTOR LEVEL:

There will be a meeting once in three months with the Vice-Chairman & Managing Director on policy matters. **Agenda for the meeting containing, in all, 6 (six) independent issues only shall be sent to the Chief Personnel Manager by the General Secretary of recognised Union at least a fortnight in advance with detailed note on each issue. Only issues of policy nature should be given for inclusion in the agenda. Issues pertaining to grievances of individual employees shall not be included in the agenda. Five members of the State Committee of the Union have to attend the meeting.**

1.4.8 The Management, at all the levels ie., from DM's level to MD's level, shall similarly send subjects proposed for discussion at the above Joint meetings to the Union. The agenda of the Management shall also be discussed in the Joint Meeting along with the agenda given by the Union.

During the other working days no Representative of the Union shall be entertained by any of the Officers unless the issue is of very important and urgent nature, that too with prior appointment.

1.5 UNION REPRESENTATIVES, CALLED ON BY THE DEPARTMENTAL OFFICIALS:

The following Union Representatives alone can be called on by the Officials:

- a) Depots : Depot Secretary or Assistant Depot Secretary
- b) Divisions : Divisional Secretary
- c) Regions : Regional Secretary or Zonal Secretary
- d) Zones : Zonal Secretary or State Office Bearers
- e) Head Office: Working President or Chief Vice-President or Vice-President or General Secretary or Addl. General Secretary of State Committee.

The General Secretary shall send a list of Office Bearers who shall be called on by the Officers. The General Secretary shall also send a list of Office Bearers of all Depot/Regional/Production Unit/Zonal/State Committees to the Chief Personnel Manager invariably immediately and thereafter in the month of March of every year for information and record.

1.6 NOMINATION TO THE COMMITTEES:

The APSRTC Employees' Union which is accorded recognition under Clause (3) of Code of Discipline is entitled to nominate its representatives to the Staff Benefit Fund Committee, Provident Fund Committee, Hospital Committee, ARTSCO Committee, SRBS Committee, SBT Committee and EDLIF Committee.

1.7 "RELIEF" TO OFFICE BEARERS OF THE UNION:

1.7.1 STATE OFFICE BEARERS:

19 (Nineteen) State Office Bearers nominated by the General Secretary, APSRTC Employees' Union are eligible for the facility of treating as **"On other Duty"** to attend the grievances of the employees. The nominated State Office Bearers shall have to attend to their duty at their respective places of work on all working days and then be given **"RELIEF"** as **"on other duty"** to attend grievances of the employees.

1.7.2 ZONAL OFFICE BEARERS:

"RELIEF" for **"Two Days"** in a week to the Zonal President and **"RELIEF"** for **"Two Days"** in a week to the Zonal Secretary, who are employee of the Corporation, nominated by the General Secretary APSRTC Employees' Union shall be given and the **"RELIEF"** will be treated as **"On other Duty"** to attend to the grievances of the employees of the Zone.

Zonal Secretaries of the Union are to be provided with **"RELIEF"** whenever they are called on by the Executive Director of the Zone in connection with the Industrial Relations problems.

1.7.3 REGIONAL SECRETARY:

One Day "RELIEF" in every week to Regional Secretaries of the Union to attend to the grievances of the employees, shall be given.

1.7.4 DIVISIONAL SECRETARY:

Whenever the Divisional Managers of Charminar, Hyderabad, Secunderabad and Sanathnagar Divisions feel that the presence of Divisional Secretaries of APSRTC Employees' Union is essential to discuss on Industrial Relations problems at the Depots under their jurisdiction, the Divisional Secretary may be directed to the Depot duly treating the visit as **"Official"** and the period spent for the above purposes will be treated as **"on duty"**.

1.7.5 DEPOT SECRETARY:

"Spare duty" on the day before the Weekly Off to the Depot Secretary shall be given, so that he can attend to the grievances of the workers for full 4 days in a month. However, this does not preclude the Depot Manager in utilizing the services of the Depot Secretary depending upon the exigencies of traffic/other duties which have to be performed.

1.7.6 ADJUSTMENT OF DUTIES OF DEPOT SECRETARY:

The Depot Secretary may be permitted for adjustment of duties, on request, so as to facilitate him for attending the Union work, subject to exigencies of the Corporation's work.

1.7.7 APSRTC HOSPITAL, TARNAKA:

Half day duty "RELIEF" may be provided on all working days to one representative of the Union to assist the patients at APSRTC Hospital, Tarnaka.

1.8 SPECIAL CASUAL LEAVE:

Ten (10) days of Special Casual Leave every year shall be allowed to the State Office Bearers (not exceeding 25 members) of the Recognised Union on prior intimation, i.e. at least one week in advance, by the General Secretary of the Union for the purpose of Central Committee Meetings only.

1.9 WARRANTS:

Bus Warrants as per the details given below will be issued to the Recognised Union:

- i. Thirty Three (32+1without photo) Red Warrants valid on all routes of the Corporation, except Inter-State routes to the State-Office Bearers.
- ii. One Zonal Warrant (Blue) to either Zonal President or Zonal Secretary of each Zone who is an employee of the Corporation (total seven warrants) with validity to travel within the Zone and upto Hyderabad.
- iii. One Regional Warrant (Blue) to the Regional Committee Office Bearer of the Union in each Region, who is an employee of the Corporation (i.e. total twenty three warrants) with validity to travel within the Region and up to Zonal Head Quarters concerned.

All the warrants to the Union will be issued by name only with passport size photograph of the Office Bearer.

The issue of all Union Warrants will be dealt at Corporate Office. Requisition for warrants shall be sent by the General Secretary, duly enclosing latest passport size photograph of the Office Bearers, to the Dy. CPM (IR&W), Corporate Office for onward transmission to the Personnel Officer-III, Corporate Office for issue of warrants. Whenever the Union desires for replacement of a warrant, it is the responsibility of the General Secretary to surrender the old warrant and request for replacement.

1.10 OFFICE ACCOMMODATION:

The State Recognised Union is eligible for an Office Room with furniture and Telephone with STD facility at Corporate Office in Hyderabad. The Corporation shall reimburse up to Rs.2,000/- (Rupees two thousand only) per month for the telephone bill and the balance amount shall be borne by the Union.

The Recognised Union is allowed to hire Private accommodations at Hyderabad on rent not exceeding Rs.4,000/- (Rupees Four Thousand only) per month towards each accommodation for Greater Hyderabad Zone and Hyderabad Zone or the rent as assessed by Civil Engineering Department of Corporation, whichever is less. The Union is also allowed to hire a private accommodation at Vijayawada, Kadapa, Nellore, Karimnagar and Vizianagaram on rent not exceeding Rs.2,000/-(Rupees two thousand only) per month or the rent as assessed by Civil Engineering Department of Corporation, whichever is less.

1.11 DISTRIBUTION OF UNION LEAFLETS:

The Recognised Union is permitted to distribute Union Magazines and leaflets pertaining to Trade Union activities, in the Offices and Depots concerned during non-working hours i.e. lunch break or rest time or after Office hours.

1.12 NEWS PAPERS:

Reimbursement of cost for the purchase of two News Papers (One English and one Telugu) for their office situated in Corporate Office Building (VC & MD's Office) during their recognition period, is permitted.

II. FACILITIES EXTENDED TO THE APSRTC NATIONAL MAZDOOR UNION RECOGNISED UNDER CLAUSE (6) OF CODE OF DISCIPLINE:

The APSRTC National Mazdoor Union which is recognised under Clause (6) of Code of Discipline is permitted to represent the matters of **purely local issues such as redressal/status of grievances pertaining to employees in the Operational Units of Kadapa, Kurnool, Ananthapur, Chittoor, West Godavari and Visakhapatnam Regions and Non-Operational Unit of Nellore Zone.**

In supersession of all the instructions issued earlier on the facilities to the Unions recognised under clause (6) of Code of Discipline, the facilities indicated hereunder are extended to the APSRTC National Mazdoor Union.

2.1. COLLECTION OF UNION MEMBERSHIP SUBSCRIPTION:

The APSRTC National Mazdoor Union is permitted to collect Union Membership Subscription from its members within the Corporation premises in the Operational Units of **Kadapa, Kurnool, Ananthapur, Chittoor, West Godavari and Visakhapatnam Regions and Non-Operational Unit of Nellore Zone.** The Unit Officer concerned shall have discretion to determine the place in the Corporation premises for both the Recognised Unions under Code of Discipline i.e. APSRTC Employees' Union (Under Clause-3) and APSRTC National Mazdoor Union (Under Clause-6) where such collection has to be made. Such places shall always be away from the actual place of disbursement of wages. Collection of Union subscription shall not, in any way, cause disturbance either to the disbursement of wages or peace and normal functioning of the Unit. **Only three representatives of the Union, who are the employees of the Corporation, shall be allowed for collection of Union Subscription.**

In case of any apprehension or breach of peace or normal functioning of the Unit, the Unit Officers shall have the right to suspend the collection of Union subscription and when once the normalcy is restored, permission to collect Union Membership subscription by the Recognised Unions shall be restored by the Unit Officer.

Collection of Union Membership by non-recognised Unions in the Corporation's premises is prohibited. Bus Stations owned by the Corporation will come under the meaning of "Corporation's premises".

2.2 UNION NOTICES:

The Union is permitted to put up Notice Board in the Operational Units of **Kadapa, Kurnool, Ananthapur, Chittoor, West Godavari and Visakhapatnam Regions and Non-Operational Unit of Nellore Zone** at a convenient place allotted by the DM/Unit Officer concerned in the Corporation premises and affix Union Notices relating to its meetings, statement of accounts of its income and expenditure and other announcements which are not abusive, indecent or inflammatory or subversive of discipline or otherwise contrary to the Code. **The Union Secretary of the Unit concerned shall obtain clearance from the Unit Officer for the material being displayed on Notice Boards. If any notices, not in conformity with the guidelines are found, the Union will be advised suitably to amend the notice before displaying it on the Notice Board. Any unauthorized notice exhibited by the Recognised Union or by any other Union on Notice Boards shall be got removed by the Security Staff on the instructions by Unit Officer/Depot Manager.**

2.3 MASS MEETINGS (GATE MEETINGS):

The APSRTC National Mazdoor Union will be allowed to hold meetings in Corporation premises in the Operational Units of **Kadapa, Kurnool, Ananthapur, Chittoor, West Godavari and Visakhapatnam Regions and Non-Operational Unit of Nellore Zone** for the specific purposes like prevention of industrial disputes connected to the above Units and to explain the contents of the discussions of the meetings held with the local Management.

The venue of such meetings shall be decided by the local Unit Officer. However, prior permission for such meetings shall be obtained from the Unit Officer at least one day in advance.

At such meetings, no abusive or indecent language will be used against individual Officers/employees either by their name or identity. **These meetings shall be permitted only during lunch breaks, after Office hours without the use of MIKE and LOUD SPEAKERS. Where loud speaker arrangements are considered necessary, such meetings shall be held by the Union outside the Corporation's premises, and not within the Corporation's premises.**

2.4 JOINT MEETINGS:

2.4.1 MEETINGS AT DEPOT LEVEL:

Depot Managers in **Kadapa, Kurnool, Ananthapur, Chittoor, West Godavari and Visakhapatnam Regions** shall convene regular monthly meetings on every **3rd Tuesday of the month** with the Depot Committee Members of APSRTC National Mazdoor Union, not exceeding three members. The Union shall have to represent the matters of purely local interest. For the purpose of attending the Joint Meetings, the Depot Committee Member **must be an employee (in service) of the Corporation and no Suspended/Ex-employee/Outsider shall be allowed for the Joint Meetings.** The Agenda for the meeting shall be submitted one week in advance to the DM.

The duties of Depot Committee Members shall be so adjusted on the day of Joint Meeting to enable them to attend the Joint Meeting. If adjustment of duties is not possible, the Union representatives attending such meetings shall be sanctioned attendance as Duty for that day. A copy of the Minutes of the Meeting shall be marked to Dy.CPM of the Zone concerned / PO of the Region concerned.

2.4.2 MEETINGS AT REGIONAL LEVEL:

The issues which remain unsettled at Depot Level or issues which fall under the purview of the Regional Managers of **Kadapa, Kurnool, Ananthapur, Chittoor, West Godavari and Visakhapatnam Regions** will be considered at a bi-monthly meeting with the Regional Committee of APSRTC National Mazdoor Union, consisting of not exceeding 5(five) members to be convened by the Regional Managers concerned on **3rd Thursday of alternate month i.e., once in two months.** The Union shall have to represent the matters of purely local interest. The Agenda for the meeting shall be submitted one week in advance to the RM. For the purpose of attending the Joint Meetings, the Regional Committee Member **must be an employee (in service) of the Corporation and no Suspended/Ex-employee/Outsider shall be allowed for the Joint Meetings.** The Members attending the meeting may be given Bus Pass and the period be treated as on duty. A copy of the Minutes of the Meeting should be marked to the Dy.CPM, Zone concerned.

2.4.3 MEETINGS AT PRODUCTION UNIT LEVEL:

The Works Manager, Zonal Workshop, Nellore shall hold monthly meetings in the Workshop with the Committee of APSRTC National Mazdoor Union concerned, consisting of not exceeding 5(five) members on **3rd Tuesday of every month** to review all outstanding issues from either side. The Union shall have to represent the matters of purely local interest. For the purpose of attending the Joint Meetings, the Committee Member **must be an employee (in service) of the Corporation and no Suspended/Ex-employee/Outsider shall be allowed for the Joint Meetings.** The Agenda for the meeting shall be submitted to the Works Manager concerned one week before the meeting in order to have fruitful discussions on the matter.

A copy of the Minutes of the Meeting shall be marked to the Dy.Chief Personnel Manager of the Zone concerned.

2.4.4 MEETING WITH EXECUTIVE DIRECTOR, ZONE:

Issues falling under the purview of Non-Operational Unit of Nellore Zone will be considered at a quarterly meeting to be convened by Executive Director of Nellore Zone with the Non-Operational Zonal Committee of APSRTC National Mazdoor Union, consisting of not exceeding 5(five) members. For the purpose of attending the Joint Meetings, the Zonal Committee Member must be an employee (in service) of the Corporation and no Suspended/Ex-employee/Outsider shall be allowed for the Joint Meetings.

The Secretary of the Non-Operational Unit of Nellore Zone of APSRTC National Mazdoor Union shall submit Agenda one week before the Meeting to the Executive Director, Nellore Zone in order to have fruitful discussions on the matters.

2.4.5. Management shall similarly send subjects proposed for discussion in these Meetings to the Union.

2.4.6. During the other working days, no representatives of the Union shall be entertained by the Works Manager/Executive Director, unless the issue is of very important and urgent in nature, that too with prior appointment.

2.5 UNION REPRESENTATIVES CALLED ON BY THE DEPARTMENTAL OFFICIALS:

The following Union representatives can alone be called on by the Officials of the Units of **Kadapa, Kurnool, Ananthapur, Chittoor, West Godavari and Visakhapatnam Regions.**

- a) Depots : Depot Secretary or Asst. Depot Secretary
- b) Regions: Regional Secretary or Zonal Secretary

The Secretary of Non-Operational Zonal Committee/Zonal Secretary of Nellore Zone of APSRTC National Mazdoor Union can alone be called upon by the Officials of Non-Operational Unit of Nellore Zone.

The General Secretary, APSRTC National Mazdoor Union will communicate the names of Office Bearers to all the Officers mentioned above immediately and thereafter in the month of March every year for information and record.

2.6 "RELIEF" TO OFFICE BEARERS OF THE UNION:

2.6.1 STATE OFFICE BEARERS:

The APSRTC National Mazdoor Union, which is recognised under Clause (6) of Code of Discipline in the Operational Units of **Kadapa, Kurnool, Ananthapur, Chittoor, West Godavari and Visakhapatnam Regions and Non-Operational Unit of Nellore Zone** as it has got sizeable membership of workers and hence, the facility of **"RELIEF"** to 12 (Twelve) **State Office Bearers** nominated by the General Secretary, APSRTC National Mazdoor Union is extended to attend the grievances of the employees. The State Office Bearers nominated by the General Secretary, APSRTC National Mazdoor Union will be allowed for this purpose as "On other Duty" to attend to the grievances of the employees. The nominated State Office Bearers shall have to attend to their duty on all working days at their respective places of work and then be given "RELIEF" as "On other Duty" to attend to the grievances of the employees.

2.6.2 ZONAL OFFICE BEARERS:

“RELIEF” for “One Day” in a week to the Zonal President and “RELIEF” for “One Day” in a week to the Zonal Secretary of Nellore Zone, who are employees of the Corporation, nominated by the General Secretary APSRTC National Mazdoor Union shall be given and the “RELIEF” will be treated as “On other Duty” to attend to the grievances of the employees of the Zone.

2.6.3 REGIONAL SECRETARY:

One Day “RELIEF” in every week to Regional Secretaries of Kadapa, Kurnool, Anantapur, West Godavari, Visakhapatnam and Chittoor Regions of APSRTC National Mazdoor Union to attend to the grievances of the employees, shall be given.

2.6.4 DEPOT SECRETARY:

The Depot Secretaries of each of the Depots in the Operational Units of **Kadapa, Kurnool, Anantapur, Chittoor, West Godavari and Visakhapatnam Regions** shall be assigned a Spare duty on the day before the weekly off so as to attend to the grievances of the workers for full 4 days in a month. However, this does not preclude the Depot Manager concerned in utilizing the services of the Depot Secretary of the Union depending upon the exigencies of traffic/other duties which have to be performed.

2.7 BUS WARRANTS:

The APSRTC National Mazdoor Union is eligible for Bus Warrants as indicated below:

- a) 12 (Twelve) Red Warrants valid on all routes of the Corporation **except** Inter-State routes to the Office Bearers of the State Committee.
- b) One Regional Warrant (Blue) to the Regional Committee Office Bearer, who is an employee of the Corporation, in each of the Operational Regions of **Kadapa, Kurnool, Anantapur, Chittoor, West Godavari and Visakhapatnam** with validity to travel within the respective Regions.
- c) One Warrant (Blue) to the Zonal NOU Office Bearer, who is an employee of the Corporation, in the Non-Operational Nellore Zone with validity to travel within the Zone.

The warrants will be issued by name only duly affixing passport size photograph of the Office Bearer from the Corporate Office on requisition by the General Secretary of the Union to Dy.Chief Personnel Manager(IR&W), Corporate Office for onward transmission to Personnel Officer-III, Corporate Office. Whenever the Union desires for replacement of a Warrant, it is the responsibility of the General Secretary to surrender the old Warrant and request for replacement.

III. FACILITIES EXTENDED TO THE RTC TELANGANA MAZDOOR UNION RECOGNISED UNDER CLAUSE (6) OF CODE OF DISCIPLINE:

The RTC Telangana Mazdoor Union which is recognised under Clause (6) of Code of Discipline is permitted to represent the matters of **purely local issues such as redressal/Status of grievances pertaining to employees in the Operational Units of Hyderabad, Secunderabad, Rangareddy, Medak, Mahaboobnagar, Nalgonda, Karimnagar, Warangal, Adilabad and Nizamabad Regions and Non-Operational Units of Head Office, Hyderabad Zone and Karimnagar Zone.**

The following facilities are extended to the RTC Telangana Mazdoor Union, recognized under Clause-6 in the above Operational Regions and Non-Operational Units.

3.1 COLLECTION OF UNION MEMBERSHIP SUBSCRIPTION:

The RTC Telangana Mazdoor Union is permitted to collect Union Membership Subscription from its members within the Corporation premises in the Operational Units of **Hyderabad, Secunderabad, Rangareddy, Medak, Mahaboobnagar, Nalgonda, Karimnagar, Warangal, Adilabad and Nizamabad Regions and Non-Operational Units of Head Office, Hyderabad Zone and Karimnagar Zone.** The Unit Officer concerned shall have discretion to determine the place in the Corporation premises for both the Recognised Unions under Code of Discipline i.e. APSRTC Employees' Union (Under Clause-3) and RTC Telangana Mazdoor Union (Under Clause-6) where such collection has to be made. Such places shall always be away from the actual place of disbursement of wages. Collection of Union subscription shall not, in any way, cause disturbance either to the disbursement of wages or peace and normal functioning of the Unit. **Only three representatives of Union, who are the employees the Corporation shall be allowed for collection of Union Subscription.**

In case of any apprehension or breach of peace or normal functioning of the Unit, the Unit Officers shall have the right to suspend the collection of Union subscription and when once the normalcy is restored, permission to collect Union Membership subscription by the Recognised Unions shall be restored by the Unit Officer.

Collection of Union Membership by non-recognised Unions in the Corporation premises is prohibited. Bus Stations owned by the Corporation will come under the meaning of the Corporation premises.

3.2 UNION NOTICES:

The Union is permitted to put up Notice Board in the Operational Units of **Hyderabad, Secunderabad, Rangareddy, Medak, Mahaboobnagar, Nalgonda, Karimnagar, Warangal, Adilabad and Nizamabad Regions and Non-Operational Units of Head Office, Hyderabad Zone and Karimnagar Zone** at a convenient place allotted by the DM/Unit Officer concerned in the Corporation premises and affix Union Notices relating to its meetings, statement of accounts of its income and expenditure and other announcements which are not abusive, indecent or inflammatory or subversive of discipline or otherwise contrary to the Code. **The Union Secretary of the Unit concerned shall obtain clearance from the Unit Officer for the material being displayed on Notice Boards. If any notices not in conformity with the guidelines are found, the Union will be advised suitably to amend the notice before displaying it on**

::15::

the Notice Board. Any unauthorized notice exhibited by the Recognised Union or by any other Union on Notice Boards shall be got removed by the Security Staff on the instructions by Unit Officer/Depot Manager.

3.3 MASS MEETINGS (GATE MEETINGS):

The RTC Telangana Mazdoor Union will be allowed to hold meetings in Corporation premises in the Operational Units of **Hyderabad, Secunderabad, Rangareddy, Medak, Mahaboobnagar, Nalgonda, Karimnagar, Warangal, Adilabad and Nizamabad Regions and Non-Operational Units of Head Office, Hyderabad Zone and Karimnagar Zone** for the specific purposes like prevention of industrial disputes connected to the above Units and to explain the contents of the discussions of the meetings held with the local Management.

The venue of such meetings shall be decided by the local Unit Officer. However, prior permission for such meetings shall be obtained from the Unit Officer at least one day in advance.

At such meetings, no abusive or indecent language will be used against individual Officers/employees either by their name or identity. **These meetings shall be permitted only during lunch breaks, after Office hours without the use of MIKE and LOUD SPEAKERS. Where loud speaker arrangements are felt necessary, such meetings shall be held by the Union, outside the Corporation premises, and not within the Corporation premises.**

3.4 JOINT MEETINGS:

3.4.1 MEETINGS AT DEPOT LEVEL:

Depot Managers in **Hyderabad, Secunderabad, Rangareddy, Medak, Mahaboobnagar, Nalgonda, Karimnagar, Warangal, Adilabad and Nizamabad Regions** shall convene regular monthly meetings on every **3rd Tuesday of the month** with the Depot Committee Members of RTC Telangana Mazdoor Union, consisting of not exceeding three members. The Union shall have to represent the matters of purely local interest. For the purpose of attending the Joint Meetings, **the Depot Committee Member must be an employee (in service) of the Corporation and no Suspended/Ex-employee/Outsider shall be allowed for the Joint Meetings.** The Agenda for the meeting shall be submitted one week in advance to the DM.

The duties of Depot Committee Members shall be so adjusted on the day of Joint Meeting to enable them to attend the Joint Meeting. If adjustment of duties is not possible, the Union representatives attending such meetings shall be sanctioned attendance as "Duty" for that day. A copy of the Minutes of the Meeting shall be marked to Dy.CPM of the Zone concerned /PO of the Region concerned.

3.4.2 MEETINGS AT DIVISIONAL LEVEL:

The Divisional Managers of Charminar, Hyderabad, Secunderabad and Sanathnagar Divisions shall hold monthly meetings on every **3rd Wednesday of the month** with the Divisional Committee Members of the Union concerned, consisting of

..contd. 16 page

not exceeding (5) members. The Union shall have to represent the matters of purely local interest. For the purpose of attending the Joint Meetings, the Divisional Committee Member **must be an employee (in service) of the Corporation and no Suspended/Ex-employee/Outsider shall be allowed for the Joint Meetings.** A copy of the Minutes of the Meeting shall be marked to Dy.CPM of Greater Hyderabad Zone. The day of such meetings attended by the members may be treated as "on duty".

3.4.3 MEETINGS AT REGIONAL LEVEL:

Issues remaining unsettled at Depot Level/Divisional Level or issues falling under the purview of the Regional Managers of Hyderabad, Secunderabad, Rangareddy, Medak, Mahaboobnagar, Nalgonda, Karimnagar, Warangal, Adilabad and Nizamabad Regions will be considered at a bi-monthly meeting with the Regional Committee of RTC Telangana Mazdoor Union consisting of not exceeding 5(five) members, to be convened by the Regional Managers concerned on **3rd Friday of alternate month i.e., once in two months.** The Union shall have to represent the matters of purely local interest. The Agenda for the meeting shall be submitted one week in advance to the RM. For the purpose of attending the Joint Meetings, the Regional Committee Member **must be an employee (in service) of the Corporation and no Suspended/Ex-employee/Outsider shall be allowed for the Joint Meetings.** The Members attending the meeting may be given Bus Pass and the period be treated as on duty. A copy of the Minutes of the Meeting shall be marked to the Dy. CPM of Zone concerned.

3.4.4 MEETINGS AT PRODUCTION UNIT LEVEL:

The Works Managers, Zonal Workshops, Hyderabad and Karimnagar shall hold monthly meetings in the Workshop with the Committee of RTC Telangana Mazdoor Union concerned, consisting of not exceeding 5(five) members, **on 3rd Tuesday of every month** to review all outstanding issues from either side. The Union shall have to represent the matters of purely local interest. For the purpose of attending the Joint Meetings, the Committee Member **must be an employee (in service) of the Corporation and no Suspended/Ex-employee/Outsider shall be allowed for the Joint Meetings.** The Agenda for the meeting shall be submitted to the Works Manager concerned one week before the meeting in order to have fruitful discussions on the matter.

A copy of the Minutes of the Meeting shall be marked to the Dy.Chief Personnel Manager of the Zone concerned.

3.4.5 MEETING WITH EXECUTIVE DIRECTOR, ZONE:

Issues falling under the purview of Non-Operational Units of Hyderabad and Karimnagar Zones will be considered at a quarterly meeting to be convened by Executive Director of the Zone concerned with the Non-Operational Zonal Committee of RTC Telangana Mazdoor Union, consisting of not exceeding 5(five) members.

The Secretaries of the Non-Operational Units of Hyderabad and Karimnagar Zones of RTC Telangana Mazdoor Union shall submit Agenda one week before the Meeting to the Executive Director of the Zone concerned in order to have fruitful discussions on the matters.

Management shall similarly send subjects proposed for discussion in these Meetings to the Union.

During the other working days, no representatives of the Union shall be entertained by the Works Manager/Executive Director, unless the issue is of very important and urgent in nature, that too with prior appointment.

3.5 UNION REPRESENTATIVES CALLED ON BY THE DEPARTMENTAL OFFICIALS:

The following Union representatives can alone be called on by the Officials of Units of **Hyderabad, Secunderabad, Rangareddy, Medak, Mahaboobnagar, Nalgonda, Karimnagar, Warangal, Adilabad and Nizamabad Operational Regions.**

- a) Depots : Depot Secretary or Asst. Depot Secretary
- b) Divisional : Divisional Secretary
- c) Regions : Regional Secretary or Zonal Secretary

The General Secretary, RTC Telangana Mazdoor Union has to communicate the names of Office Bearers to all the Officers mentioned above immediately and thereafter in the month of March every year for information and record.

3.6 "RELIEF" TO OFFICE BEARERS OF THE UNION:

3.6.1 STATE OFFICE BEARERS:

The RTC Telangana Mazdoor Union which is recognised under Clause-6 of Code of Discipline, in the Operational Units of **Hyderabad, Secunderabad, Rangareddy, Medak, Mahaboobnagar, Nalgonda, Karimnagar, Warangal, Adilabad and Nizamabad Operational Regions** is extended the facility of "RELIEF" to 12 (Twelve) **State Office Bearers** nominated by the General Secretary, RTC Telangana Mazdoor Union to attend to the grievances of the employees. The State Office Bearers nominated by the Union will be allowed for this purpose as "On Other Duty" to attend to the grievances of the employees. The nominated State Office Bearer shall have to attend to his duty on all working days at his place of work and then be given "RELIEF" as "On Other Duty" to attend to the grievances of the employees.

3.6.2 ZONAL OFFICE BEARERS:

"RELIEF" for "One Day" in a week to the Zonal President and "RELIEF" for "One Day" in a week to the Zonal Secretary of Hyderabad, Greater Hyderabad and Karimnagar Zones, who are employee of the Corporation, nominated by the General Secretary APSRTC Telangana Mazdoor Union shall be given and the "RELIEF" will be treated as "On other Duty" to attend to the grievances of the employees of the Zone.

3.6.3 REGIONAL SECRETARY:

One Day "RELIEF" in every week to Regional Secretaries of Hyderabad, Secunderabad, Rangareddy, Medak, Mahaboobnagar, Nalgonda, Karimnagar, Warangal, Adilabad and Nizamabad Regions of APSRTC Telangana Mazdoor Union to attend to the grievances of the employees, shall be given.

3.6.4 DIVISIONAL SECRETARY:

Whenever the Divisional Managers of Charminar, Hyderabad, Secunderabad and Sanathnagar Divisions feel that the presence of Divisional Secretaries of RTC Telangana Mazdoor Union is essential to discuss on Industrial Relations problems at the Depots under their jurisdiction, the Divisional Secretary may be directed to the Depot duly treating the visit as "Official" and the period spent for the above purposes as "on duty".

3.6.5 DEPOT SECRETARY:

The Depot Secretaries of the Depots of **Hyderabad, Secunderabad, Rangareddy, Medak, Mahaboobnagar, Nalgonda, Karimnagar, Warangal, Adilabad and Nizamabad Operational Regions** shall be assigned spare duty on the day before the Weekly off so as to attend to the grievances of the workers for full 4 days in a month. However, this does not preclude the Depot Manager concerned in utilizing the services of the Depot Secretary of the Union depending upon exigencies of traffic/other duties which are required to be performed.

3.7 BUS WARRANTS:

The RTC Telangana Mazdoor Union is eligible for Bus Warrants as indicated below:

- a) 12 (Twelve) Red Warrants with validity to travel on all routes of the Corporation except Inter- State routes to the Office Bearers of the State Committee.
- d) One Regional Warrant (Blue) to the Regional Committee Office Bearer who is an employee of the Corporation in each of the Operational Regions of **Hyderabad, Secunderabad, Rangareddy, Medak, Mahaboobnagar, Nalgonda, Karimnagar, Warangal, Adilabad and Nizamabad Regions** with validity to travel within the respective Regions.
- e) One Warrant (Blue) to the Zonal NOU Office Bearer, who is an employee of the Corporation, in the Non-Operational Hyderabad and Karimnagar Zones with validity to travel within the respective Zone.

The warrants will be issued by name only, duly affixing passport size photograph of the Office Bearer from the Corporate Office on requisition by the General Secretary of the Union to Dy. Chief Personnel Manager (IR & W), Corporate Office for onward transmission to Personnel Officer-III, Corporate Office. Whenever the Union desires for replacement of a Warrant, it is the responsibility of the General Secretary to surrender the old Warrant and request for replacement.

The Office Bearers of the Unions at Depots/Production Units, who happen to be removed employees/retired employees/outsideers should not enter the protected areas such as Depot garages/Workshops/Tyre Retreading Shops/Printing Press and should not stay there as a matter of routine.

::19::

The facility of treating "On other Duty" to the State Office Bearers and "RELIEF/Spare Duty" to the Secretaries of Depots/Regions/Zones, which are being extended to the Unions recognised under Clause (3) and Clause (6) of Code of Discipline will be in force till the date of commencement of next Union Membership verification process, i.e. the date of first meeting to be convened by the Chief Returning Officer in connection with Union Membership verification.

The General Secretaries of the Unions have to nominate their State Office Bearers, preferably those who are not holding single category post in a Unit, for the facility of "RELIEF" as on other duty.


VICE CHAIRMAN &
MANAGING DIRECTOR

To
All Officers of the Corporation.

Copy to: Secretary to Chairman.

Copy to: PS to VC & MD.

Copy to: PRO/HO for translation into Telugu.

Copy to: PO(Trg.)/HO for inclusion in monthly index of Circulars (4 copies).

Copy to: General Secretary, APSRTC Employees' Union, Satyanarayana Reddy Marg, Azamabad, Hyderabad.

Copy to: General Secretary, APSRTC National Mazdoor Union, 20/1, Vigyanpuri, Vidyanagar, Hyderabad.

Copy to: General Secretary, RTC Telangana Mazdoor Union, H.No.1-9-1113/30 VST Road, Vidyanagar, Hyderabad-44.

Copy to: Notice Board & Incharge Record Room.