

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.TI/812(09)/2020-HRD&W

Office of the VC & MD,
RTC House, PNBS,
Vijayawada, Dt.18.06.2020

CIRCULAR No. PD - 11/2020, Dt. 18.06.2020

Sub: **Intoxication** – Employees attending to duties in Intoxication condition –
Reiteration of instructions on dealing with intoxication cases – Reg.

Ref: Cir.No.PD-01/2019, Dt.01.01.2019.

It is to be noted that coming to duty after consuming liquor (in intoxicated condition) is showing increasing trend. In the last six months alone 174 cases of intoxication were detected after testing.

Given the impact of alcohol consumption on driving safely, it is felt necessary to revise guidelines in respect of employees reporting to duty in intoxicated condition.

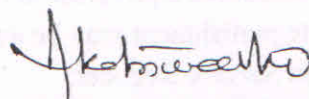
1. In case of an employee with BAC reading upto 10 mg / 100 ml alcohol, the employee be advised to sign **apology letter** (enclosed at **Annexure-I**) and **pledge** to change his behaviour (enclosed at **Annexure-II**). If not, he may be dealt as per Minor PR-3. All such instances shall be recorded in Service Register.
2. If BAC reading is above 10 mg and upto 30 mg / 100 ml (first case), the employee shall be marked absent for that day. Punishment of Minor PR-4. All such instances shall be recorded in Service Register
3. The second case of BAC reading of above 10 mg and upto 30 mg / 100 ml also be dealt in the same manner as given at point (2). Such event shall be recorded in Service Record to escalate the scale of punishment on next instance (3rd case) of similar BAC reading.
4. The third case of being caught with BAC reading above 10 mg and upto 30 mg / 100 ml shall be considered equivalent to one instance of consuming more than 30 mg/100 ml and appropriate punishment may be awarded as given at point (5). All such instances shall be recorded in Service Register.
5. If BAC reading is **more than 30 mg / 100 ml**, the following punishments may be awarded.
 - a. **First time:** Punishment of deferment of Increment for 2 years with cumulative effect/Reduction of pay by two incremental stages with cumulative effect may be imposed duly following the stipulated procedure. Suspension is not warranted. All such instances shall be recorded in Service Register.

- b. **Second time:** Punishment of Reversion to lower cadre may be imposed duly following stipulated procedure. If reversion is not possible, punishment of deferment of Increment for 2 years with cumulative effect/reduction of pay by two incremental stages with cumulative effect may be imposed duly following the stipulated procedure. Suspension is not warranted. All such instances shall be recorded in Service Register.
 - c. **Third time:** Removal from service may be imposed duly following stipulated procedure. Suspension is warranted. All such instances shall be recorded in Service Register.
6. If any employee is found in intoxicated condition with more than 30 mg / 100 ml in BAC **while on duty** when the check is conducted on line, punishment of **Removal from service** may be imposed duly following the stipulated procedure. Suspension is warranted. All such instances shall be recorded in Service Register.
 7. The intoxication cases recorded from the date of issue of this circular in respect of any employee shall be counted for the purpose of scaling up of the punishments. The pending cases of intoxication if any, as on the date of issue of this circular shall be dealt as per the circular at reference cited.
 8. In case of contract employees, hire bus drivers involved in intoxication cases, the scale of punishments given in the circular at reference cited shall be followed.

Further, as per the guidelines issued earlier on the subject matter, all the Managers shall counsel and educate the employees who are involved in intoxication cases. The ill effects of consuming alcohol by the employees such as health problems, indebtedness and consequential financial difficulties, loss to the image of the family in the society etc., shall be explained.

All Depot Managers / Unit Officers shall go through the above contents meticulously. The Regional Managers and Dy.CTMs/Dy.CMEs of the Region shall guide the Depot Managers /Unit Officers for effective implementation of these instructions to control the cases of intoxication.

Encl: As above.



EXECUTIVE DIRECTOR (A)

Copy to all Officers of the Corporation.

క్షమాపణ పత్రం (Apology Letter)

తేది :

స్థలం :

To

ది డిపో మేనేజర్ / యూనిట్ ఆఫీసర్,

----- డిపో,

ఏ. పి. ఎస్. ఆర్. టి. సి.

అయ్యా,

విషయం : మద్యం సేవించి డ్యూటీ కి హాజరు అయినందుకు క్షమాపణ కోరుట - గురించి

నేను, ----- (పేరు), ----- (స్టాఫ్ నెంబర్), ----- (హోదా) గా మీ డిపో /యూనిట్ లో విధులు నిర్వహిస్తున్నాను. ఈ రోజు అనగా ----- (తేది) న మద్యం సేవించి డ్యూటీ కి హాజరు అవడం తో, సెక్యూరిటీ సిబ్బంది నిర్వహించిన తనిఖి లో ----- (mg/ml) గా నమోదు అయ్యింది. ఈ విధంగా మద్యం సేవించి డ్యూటీ కి హాజరు కావడం నా తప్పు.

ఈ తప్పిదానికి నేను పూర్తి బాధ్యత వహిస్తున్నాను. ఇక మీదట ఇలాంటి తప్పిదం జరగకుండా చూసుకుంటాను అని తెలియచేస్తూ, ఈ తప్పిదాన్ని మన్నించ వలసిందిగా ప్రార్థిస్తున్నాను.

నమస్కారములతో,

ఇట్లు,

మీ విధేయుడు,

(సంతకం)-----

(పేరు)-----

(స్టాఫ్ నెంబర్)-----

(హోదా)-----

ఆంధ్ర ప్రదేశ్ ప్రజా రవాణా శాఖ

(ఆంధ్ర ప్రదేశ్ రాష్ట్ర రోడ్డు రవాణా సంస్థ)

ప్రతిజ్ఞ

ఆంధ్ర ప్రదేశ్ రాష్ట్ర రోడ్డు రవాణా సంస్థ లో ఉద్యోగినైన నేను ఎటువంటి మత్తు పదార్థాల జోలికి వెళ్లనని, సంస్థ మరియు ప్రభుత్వాల ప్రతిష్ఠ కు భంగం కలిగించే విధంగా ప్రవర్తించనని, ప్రజలు మరియు ప్రయాణికుల పట్ల మర్యాదగా నడుచుకుంటానని, సంస్థ మేలుకి నా వంతు కృషి చేస్తానని ప్రతిజ్ఞ చేస్తున్నాను.
