



ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the Managing Director,
RTC House, PNBS,
Vijayawada.

No: P2/644(2)/2018-PO-III

Circular No: PD 33/2018 dated 12.09.2018

Sub: CC&A Regulations – Rationalization and standardization of punishments in disciplinary cases- Reg.

Ref:1.Circular No. PD-1/2018 dated 13.03.2018.

2.Circular No. PD-20/2018 dated 25.07.2018.

It was decided to review the nature of delinquencies and the punishments being awarded in APSRTC and rationalize and standardize the system to bring about uniformity, transparency, sense of security and trust among the employees. Accordingly, vide reference cited 2nd above, detailed procedural guidelines have been issued duly classifying the offences into minor or major and the punishments proposed for such offences are standardized.

In continuation to the above Circular No. PD-20/2018 dated 25.07.2018, the revised list of offences and the punishments proposed are given here under duly incorporating certain changes and also covering the scope of the punishments for contract and hire bus crew.

1. All types of offences committed by **Regular employees** are categorized into minor or major offences and the punishments proposed for such offences are standardized as furnished in **Annexure-I**.
2. The revised sub classification of minor and major offences for **Regular employees** and the proposed punishments are given in **Annexure-II**.
3. The classification of minor and major offences for **Contract employees** and the proposed punishments are given in **Annexure-III**.
4. An Offence Rating Scale is designed with points assigned to each type of minor offence. The procedure to be followed for accumulation of points in minor-1/minor-2 offences is given at **Annexure-IV**. For each minor offence committed by the employee, points as earmarked on the Offence Rating Scale would be awarded on the "**Score Sheet**".
5. On reaching or crossing an accumulated score of 6 points, a consolidated charge sheet shall be issued with at least one charge framed for each of the offences committed. The consolidated charge sheet may contain charges for different types of offences. The subject head of the case shall be opened on the severe offence compared to other offences contributed for accumulation of benchmark score of 6 points.
6. In case of **Regular/Contract employees**, once the charge sheet issued on accumulated points is disposed off, the scoring shall start afresh for the next cycle of 6 points based on subsequent offences committed by the employee.
7. In case of minor offences, cases shall invariably be disposed off within a month from the date of submission of explanation by the employee, since no enquiry is required.

If the employee does not submit his/her explanation within the stipulated time, it shall be deemed that he/she has no explanation to offer and the case shall be disposed off within a month from the date of completion of the stipulated time.

8. In case of major offences, final order shall be passed within a month from the date of submission of explanation by the employee to show cause notice. If the employee does not submit his/her explanation within the stipulated time, it shall be deemed that he/she has no explanation to offer to show cause notice and the case shall be disposed off within one month from the date of completion of the stipulated time.
9. Further, all Appeal, Review and Mercy petitions shall be disposed off by the competent authority within a month from the date of receipt of the petition from the employee concerned.
10. Appeals/Review/Mercy petitions received from now onwards on the punishments already awarded before issue of circular No. PD.20/2018 shall also be disposed off by the competent authority concerned according to the instructions issued in this circular. The appeal/review/mercy petitions which are not received in stipulated period shall be rejected as time barred.
11. In case of Appeals/Review/Mercy petitions received on deferment of increments and removals/terminations that were imposed as per this circular No. PD-20/2018, the punishments shall be modified duly taking other circumstantial evidences into consideration. Appeals/Review/Mercy petitions related to fines imposed shall not be entertained.
12. **Applicability of the instructions to hire bus drivers:** Since, hire bus drivers do not come under the preview of CC&A Regulations, the terms and conditions mentioned in the Hire Agreement shall be followed in the cases of irregularities committed by Hire bus drivers besides imposing a penalty of 10 times of the ticket amount in case of C&T irregularities. In case of intoxication, the following action shall be taken.

Sl. No.	Misconduct	Punishment proposed	
1	Upto 10mg/ 100ml alcohol found during Breath Analyzer checking.	No action is required	
2	More than 10 mg/100ml to 30mg/ 100ml alcohol found during Breath Analyzer checking.	Shall be withdrawn from the duty for that day. Advisory Letter to be given to driver and the Hire owner concerned.	
3	More than 30mg/100ml alcohol found in breath analyzer checking	1 st time	Shall be withdrawn from the duty for that day and penalty of Rs.4000/- shall be imposed on the Hire owner concerned.
		2 nd time	Shall be disengaged immediately. Further, he shall not be reengaged by any of the Hire bus owners at any Unit. To this effect, all concerned message shall be sent by the Depot Manager concerned to all Depots of the Corporation.

13. **Applicability of the instructions to the staff other than crew:** The instructions mentioned in this circular are applicable to all the employees of the Corporation.

The offences listed in Annexure-II and III are not exhaustive and if any offence not covered in these Annexures is reported, it shall be dealt with as per the gravity of the offence duly classifying the same as minor or major.

The Executive Directors and Regional Managers shall monitor the disposal of disciplinary cases during their inspections and in review meetings to ensure that the instructions are implemented uniformly by the Unit Officers.

Further, all Unit officers are advised to educate the crew and the unions regarding these modified instructions on dealing with various offences and the punishments to be imposed, by conducting gate meetings.

These instructions will supersede all the other instructions issued in earlier circulars and shall be implemented with immediate effect.

All the pending cases as on date shall be disposed off in accordance with this circular only.

Encl: (a) Annexure -I (Pages 1 to 3)
(b) Annexure -II (Pages 4 to 16)
(c) Annexure -III (Pages 17 to 27)
(d) Annexure -IV (Pages 28 to 29)


VICE CHAIRMAN &
MANAGING DIRECTOR

To

All Officers of the Corporation

Copy to: Sr.RAO/AG: R T C Branch, RTC House, PNBS, VJA.

Copy to: General Secretary, APSRTC Employees' Union.

Copy to: General Secretary, APSRTC National Mazdoor Union

Copy to: General Secretaries of: APSRTC Karmika

Parishat / APSRTC Staff & Workers Federation /APSRTC Bahujana Workers Union/
APSRTC Karmika Sangh/APSRTC Workers Union/APSRTC YSR RTC Mazdoor
Union.

Copy to: General Secretary, APSRTC, Class II Supervisors' Association.

Copy to: General Secretary, APSRTC, Security Staff Welfare Association.

Annexure-I
(For Regular Employees)

Punishments for minor and major offences:

(A) Minor Offences: No need to conduct Domestic Enquiry-Suspension not warranted.

Sl. No.	Classification of offences	Punishment
1	Minor -1	Only one Point is awarded No charge sheet required
2	Minor-2	Advisory letter to be given and 2 Points are awarded No charge sheet required
3	Minor-3	Censure preceded by Charge sheet
4	Minor-4	Punishment of deferment of increment for one year without cumulative effect preceded by Charge sheet
5	Minor-5	Punishment of deferment of increment for two years without cumulative effect preceded by Charge sheet

(B) Major offences: Domestic Enquiry is required

Sl. No.	Classification of offence	Punishment
6	Major-1	Punishment of deferment of increment for one year with cumulative effect/ Reduction of pay by one incremental stage for a period of one year without cumulative effect preceded by Charge sheet (suspension not warranted)
7	Major-2	Punishment of deferment of increment for two years with cumulative effect/ Reduction of pay by two incremental stages for a period of two years without cumulative effect preceded by Charge sheet (suspension not warranted)
8	Major-3	Reversion/ Reduction of Pay for two incremental stages with cumulative effect preceded by Charge sheet besides family counselling if the employee is willing (suspension not warranted)
9	Major-4	Removal from service preceded by Charge sheet (suspension warranted wherever required)



Note:

1. Repetition of minor/major offence attracts punishment in next higher level in the punishment scale, unless otherwise specified as given below:

Minor-1	if repeats	----->	Minor-2
Minor-2	if repeats	----->	Minor-3
Minor-3	if repeats	----->	Minor-4
Minor-4	if repeats	----->	Minor-5
Minor-4	if repeats 2 nd time&above	----->	Major-1
Major-1	if repeats	----->	Major-2
Major-2	if repeats	----->	Major-3
Major-3	if repeats	----->	Major-4
2. Points are awarded for minor-1 and minor-2 offences @ 1 and 2 points respectively. For other offences, no points are awarded.
3. Any number of repetitions of minor-1 shall be classified as minor-2 only. Several repetitions of minor-1 can't be scaled up to minor-3, minor-4, minor-5 etc.,
4. Any number of repetitions of minor-2 shall be classified as minor-3 only. Several repetitions of minor-2 can't be scaled up to minor-4, minor-5.
5. Any number of repetitions of minor-3 shall be classified as minor-4 only. Several repetitions of minor-3 can't be scaled up to minor-5.
6. Any number of repetitions of minor-4 shall be classified as major-1 only. Several repetitions of minor-4 can't be scaled up to major-2.
7. In case of major offences also, several repetitions of major-1 ends up with major-2 only, several repetitions of major-2 ends up with major-3 only and several repetitions of major-3 ends up with major-4 only.
8. Accumulation of points is allowed for minor-1 and minor-2 offences only upto a benchmark score of 6 points. Disciplinary action shall be initiated for minor offences after reaching/crossing 6 points.
9. Repetition of minor offences lead to accumulation of points over a period. On reaching /crossing a bench mark score of 6 points, a consolidated charge sheet shall be issued on all the offences with at least one charge framed for each offence.
10. After disposal of the charge sheet duly imposing corresponding punishment, all the points considered for issue of charge sheet will get nullified i.e., the points are substituted by the corresponding punishment and a fresh counting of points will commence for subsequent offences.
11. The punishments to be awarded on the consolidated charge sheet, duly observing the disciplinary procedure, for the repeated sets of 6 points are as follows



- 11.1. For the 1st set of 6 points --- > Minor-3 (censure preceded by charge sheet)
 - 11.2. For the 2nd set of 6 points--- > Minor-4 (deferment of increment for one year without cumulative effect)
 - 11.3. For the 3rd set of 6 points--- > Minor-5 (deferment of increment for two years without cumulative effect)
 - 11.4. For the 4th set of 6 points--- > Major-1 (deferment of increment for one year with cumulative effect/ Reduction of pay by one incremental stage for a period of one year without cumulative effect)
 - 11.5. For the 5th set of 6 points--- > Major-2 (deferment of increment for two years with cumulative effect/ Reduction of pay by two incremental stages for a period of two years without cumulative effect)
 - 11.6. For the 6th set of 6 points--- > Major-3 (Reversion/Reduction of Pay for two incremental stages with cumulative effect besides family counseling, if employee is willing)
 - 11.7. For the 7th set of 6 points--- > Major-4 (Removal from service)
12. Herein after, "Depot spare" is substituted as "Kept off duty". An Employee may be placed under Kept off duty for not more than 7 days only for the delinquencies that are likely to attract penalties under the categories of Major-3 and Major-4 only.



**Annexure-II
(For Regular Employees)**

1. Absenteeism

1.1 Absenteeism - Minor offences:

Sl. No.	Misconduct	Classification	Punishment
1.1.1	Up to 3 days at a stretch	Minor-1	Absent to be marked, No wages for the absence period. One point is awarded. No charge sheet required.
1.1.2	4 to 7 days at a stretch	Minor-2	Absent to be marked. No wages for the absence period. Advisory Letter to be given. Two points are awarded. No charge sheet required
1.1.3	8 to 11 days at a stretch	Minor-3	Absent to be marked. No wages for the absence period. Censure preceded by Charge sheet.
1.1.4	12 to 20 days at a stretch	Minor-4	Absent to be marked. No wages for the absence period. Punishment of deferment of increment for one year without cumulative effect preceded by charge sheet.

1.2. Absenteeism- Major offences:

Sl. No	Misconduct		Classification	Punishment
1.2.1	21 to 60 days continuously	1 st time	Major-1	Punishment of deferment of increment for one year with cumulative effect/ Reduction of pay by one incremental stage for a period of one year without cumulative effect preceded by Charge sheet. (suspension not warranted)
		2 nd time	Major-2	Punishment of deferment of increment for two years with cumulative effect/ Reduction of pay by two incremental stages for a period of two years without cumulative effect preceded by Charge sheet. (suspension not warranted)
		3 rd time	Major-3	Reversion/ Reduction of Pay for two incremental stages with cumulative effect preceded by Charge sheet (suspension not warranted) besides family counselling if the employee is willing. (suspension not warranted).
		4 th time	Major-4	Removal from service preceded by charge sheet. (suspension not warranted)

Sl. No.	Misconduct	Classification	Punishment
1.2.2	61 days and above at a stretch or 91 days and above intermittently in a rolling period of preceding 12 months	Major-4	Removal from service preceded by charge sheet. (suspension not warranted)

Note:

In all the minor and major cases of absenteeism, no leave shall be granted for the period of absence subsequently and no Wages shall be paid.

In all the cases of un-authorized absenteeism for less than 60 days, the period of absence will be arrived soon after the reporting of the employee for duty after absence and action may be taken accordingly as per the instructions specified in the circular.

If the period of absence exceeds 61 days and above, Unit officer shall initiate disciplinary proceedings without waiting for the reporting of the employee for duty and dispose off the case. If the employee reports for duty after issue of charge sheet, Unit officer shall take him/her to duty and dispose off the case duly following the disciplinary procedure.



2.C&T Irregularities:

2.1. Fare not collected (FNC) - Minor offences:

Sl. No.	Nature of Irregularity	Misconduct	Classification	Punishment
2.1.1	FNC with no. of passengers above seating capacity	Total Ticket amount i) ≤ Rs.20/- for City ii) ≤ Rs.30/- for Mofussil Services	Minor-1	One point is awarded. No charge sheet required
		Total Ticket amount i) >Rs.20/- and ≤Rs.50/- for City ii) >Rs.30/- and ≤Rs.100/- for Mofussil Services	Minor-2	Advisory Letter to be given and two Points are awarded. No charge sheet required
2.1.2	FNC with no. of passengers equal to or below seating capacity	Total Ticket amount i) ≤ Rs.20/- for City ii) ≤ Rs.30/- for Mofussil Services	Minor-2	Advisory Letter to be given and two Points are awarded. No charge sheet required
		Total Ticket amount i) >Rs.20/- and ≤Rs.50/- for City ii) >Rs.30/- and ≤Rs.100/- for Mofussil Services	Minor-3	Censure preceded by Charge sheet

2.2. Fare not collected (FNC) - Major offences:

Sl. No.	Nature of Irregularity	Misconduct	Classification	Punishment
2.2.1	FNC with no. of passengers above seating capacity	Total Ticket amount i) >Rs.50/- for City ii) >Rs. Rs.100/- for Mofussil Services	Major-1	Deferment of increment for one year with cumulative effect/ Reduction of pay by one incremental stage for a period of one year without cumulative effect preceded by Charge sheet (suspension not warranted)
2.2.2	FNC with no. of passengers equal to or below seating capacity	Total Ticket amount i) >Rs.50/- for City ii) >Rs. Rs.100/- for Mofussil Services	Major-2	Deferment of increment for two years with cumulative effect/ Reduction of pay by two incremental stages for a period of two years without cumulative effect preceded by Charge sheet (suspension not warranted)



2.3. C&T: Over riding/ Less Collected Lower Denomination (LCLD)

Sl. No.	Nature of case	Misconduct	Classification	Punishment
2.3.1	Over riding with above Seating Capacity	Upto Two stages	Minor-1	One point is awarded. No charge sheet required
		Above two stages	Minor-2	Advisory Letter to be given and two Points are awarded. No charge sheet required
2.3.2	Over riding with equal to or below Seating Capacity	Upto Two stages	Minor-2	Advisory Letter to be given and two Points are awarded. No charge sheet required
		Above Two stages	Minor-3	Censure preceded by Charge sheet

2.4.C&T: Fare collected ticket not issued/ Fare collected lower denomination issued/ issue of unconcerned or old tickets

Sl. No	Misconduct	Classification	Punishment
2.4.1	Total Ticket amount i) ≤ Rs.10/- for City ii) ≤ Rs.20/- for Mofussil Services	Major-1	Deferment of increment for one year with cumulative effect/Reduction of pay by one incremental stage for a period of one year without cumulative effect preceded by Charge sheet (suspension not warranted) besides recovery of 10 times of the total ticket amount at a time.
2.4.2	Total Ticket amount i) >Rs.10/- and ≤Rs.30/- for City ii) >Rs.20/- and ≤Rs.100/- for Mofussil Services	Major-2	Deferment of increment for two years with cumulative effect/Reduction of pay by two incremental stages for a period of two years without cumulative effect preceded by Charge sheet (suspension not warranted) besides recovery of 10 times of the total ticket amount at a time.
2.4.3	Total Ticket amount i) >Rs.30/- for City ii) >Rs. Rs.100/- for Mofussil Services	Major-3	Reversion/Reduction of Pay for two incremental stages with cumulative effect preceded by charge sheet (suspension not warranted) besides recovery of 10 times of the total ticket amount at a time and family counseling if the employee is willing

2.5. C&T: Bus cash Excess/Short

Sl. No.	Nature of Irregularity	Classification	Punishment
2.5.1	Bus cash- Short		No action. Shortage amount shall be made good immediately at the time of remittance of bus cash by the crew concerned. If shortage is not made good on the same day, penalty of 10 times of the shortage amount shall be imposed within a month, preceded by charge sheet and following disciplinary procedure.
2.5.2	Bus cash excess- Less than or equal to Rs.10/-		No action since excess amount was already remitted by way of TPT (Top Punched Ticket).
2.5.3	Bus cash excess- more than Rs.10/- and less than or equal to Rs.25/-	Minor-1	One point is awarded. No charge sheet required since excess amount was already remitted by way of TPT (Top Punched Ticket).
2.5.4	Bus cash excess - more than Rs.25/-	Minor-2	Advisory Letter to be given and two Points are awarded. No charge sheet required. Penalty equal to TPT amount shall be collected on the same day. If penalty amount is not paid on the same day, additional penalty equal to 10 times of TPT amount shall be imposed, preceded by charge sheet and following disciplinary procedure.

2.6. C&T: Excess Private cash (Permitted upto Rs 200/- per calendar day for all types of services with self certification)

Sl. No.	Nature of Irregularity	Misconduct	Classification	Punishment
2.6.1	Private cash above permitted limit without endorsement by Supervisor/ Officer	>Rs.200/- and ≤ Rs.500/-	Minor-1	One point is awarded. No charge sheet required
		> Rs.500/-	Minor-2	Advisory Letter to be given and two Points are awarded. No charge sheet required



2.7. C&T: Other Irregularities

Sl. No.	Nature of Irregularity	Classification	Punishment
2.7.1	Issue of tickets on Sighting TTIs	Minor-1	Only one point is awarded. No charge sheet required
2.7.2	Unaccompanied Luggage - Without valid luggage ticket	1 st Time	Minor-2 Advisory Letter to be given and two points are awarded. No charge sheet is required
		2 nd Time	Minor-3 Censure preceded by Charge sheet
		3 rd Time and above	Minor-4 Deferment of increment for one year without cumulative effect preceded by charge sheet.
2.7.3	Non issue of Concessional/ Child Ticket	Fare not collected	Minor-1 One point is awarded. No charge sheet required.
		Fare Collected	Shall be dealt as per item 2.4 of this circular
2.7.4	Non observance of validity of all types of passes and warrants etc.,	Minor-2	Advisory Letter to be given and two points are awarded. No charge sheet required
2.7.5	Illegal gratification	Major-1	Deferment of increment for one year with cumulative effect/Reduction of pay by one incremental stage for a period of one year without cumulative effect preceded by Charge sheet (suspension not warranted) besides recovery of 10 times of the amount at a time
2.7.6	Misappropriation of cash by ADCs/DCs		
2.7.7	Allowing prohibited articles in buses with knowledge	Major-2	Deferment of increment for two years with cumulative effect/Reduction of pay by two incremental stages for a period of two years without cumulative effect preceded by Charge sheet (suspension not warranted)

Note:

In case of offences that come under Minor-1 and Minor-2, TTIs shall give a copy of MTD-43/R only to the crew concerned. No Charge memo shall be served by TTIs for these offences. No spot explanation to be obtained from the crew by TTIs.

Based on MTD-43/R, Unit Officers shall take action as per the instructions in this circular.

At the time of checking by TTIs, number of bus pass holders (all types of passes), staff (retired/in service) and warrants shall also be included in bus capacity.

In cases of offences like Fare not collected and ticket not issued(including invalid bus pass holders), Over riding etc., TTIs shall impose penalty on the passengers concerned to the tune of 10 times of the ticket value for the trip they have not taken valid ticket or Rs.500/- whichever is less.

ED (O) is advised to provide necessary training to TTIs on the revised guide lines as per this circular on framing allegations on MTD 43/R and charge memo.

3. Accidents:

3.1 Minor Offences:

Sl. No.	Nature of Irregularity	Classification	Punishment
3.1.1	Any accident(MTA/B/C) or damage in which Employee is not responsible		No action
3.1.2	Minor(MTC): Minor injuries to passengers or pedestrians or other vehicle users	Minor-3	Censure preceded by charge sheet
3.1.3	Major(MTB): Major injuries to passengers or pedestrians or other vehicle users	Minor-4	Deferment of increment for one year without cumulative effect preceded by charge sheet.

3.2. Major offences

Sl. No.	Nature of Irregularity		Classification	Punishment
3.2.1	MTA (Fatal accident)	Partly Responsible	Major-2	Deferment of increment for two years with cumulative effect/ Reduction of pay by two incremental stages for a period of two years without cumulative effect preceded by Charge sheet (suspension not warranted)
3.2.2		Fully Responsible	Major-4	Removal from service preceded by charge sheet. (suspension warranted)

Note:

In case of accidents which involve both the injuries to passengers & road users and also damages to the vehicle, Unit officers shall implement corresponding punishment besides recovery of cost of damages as indicated in the table, duly framing separate charges for injuries and cost of damages, in the charge sheet.

4. Damages to buses, property & Loss of T&P items:

Sl. No.	Nature of Irregularity	Classification	Punishment
4.1	Damages to bus body, property, tyre, sub & major assemblies of bus and Loss of T&P items	Cost of damage/cost of lost T&P items of value less than or equal to Rs.2000/-	Actual cost of damage/cost of lost T&P items preceded by charge sheet and following disciplinary procedure.
		Cost of damage/ cost of lost T&P items of value greater than Rs.2000/-	Recovery up to 5% of the cost of damage/cost of lost T&P items subject to minimum Rs.2000/- and maximum Rs.25,000/- in equal installments not exceeding Rs.1000/- per month, preceded by charge sheet and following disciplinary procedure.



Note:

In case of accidents where in bus was damaged and which do not involve injuries to passengers & road users, the cost of damages to bus as indicated in the above table shall be recovered duly framing charges for cost of damages.

5. Intoxication

5.1. Minor offences

Sl. No.	Nature of Irregularity	Classification	Punishment
5.1.1	Upto 10mg/ 100ml alcohol found during Breath Analyzer checking.		No action is required
5.1.2	More than 10 mg/100ml to 30mg/ 100ml alcohol found during Breath Analyzer checking.	Minor-2	Shall be marked absent for that day. Shall not be granted leave for that day subsequently. Advisory Letter to be given and two points are to be awarded. No charge sheet required

5.2. Major offences

Sl. No.	Nature of Irregularity	Classification	Punishment
5.2.1	More than 30mg/100ml alcohol found in breath analyzer checking	1 st time	Major-2 Deferment of increment for two years with cumulative effect/ Reduction of pay by two incremental stages for a period of two years without cumulative effect preceded by Charge sheet (suspension not warranted)
		2 nd time	Major-3 Reversion/ Reduction of Pay for two incremental stages with cumulative effect preceded by Charge sheet besides family counselling if the employee is willing (suspension not warranted)
		3 rd time	Major-4 Removal from service preceded by charge sheet (suspension warranted)

Note:

Regarding "Intoxication", all other instructions mentioned in Circular No.PD-27/2017 dated 20.12.2017 stand good, except the disciplinary actions mentioned in this circular.

Also in case of intoxication found during the en route check, disciplinary actions shall be taken as per the conditions stipulated at item No.5 of this Circular. In all the cases of intoxication (minor and major), crew concerned shall be withdrawn from the duty immediately and shall be marked absent for that day besides taking punishment as stipulated in circular.

Further, the instructions mentioned in this circular shall be applied to the intoxication cases detected from the date of issue of the circular no. PD 20/2018, dt. 25.07.2018.

6. Public complaints:

Sl. No.	Nature of Irregularity	Classification	Punishment to be imposed
6.1	Non stoppage of bus enroute-Overloaded beyond 150% of Seating		No action
6.2	Non stoppage of bus enroute-Overloaded below 150% of Seating	Minor -1	One point is awarded. No charge sheet required
6.3	Non stoppage of bus enroute- below seating capacity	Minor- 2	Advisory Letter to be given and two points are awarded. No charge sheet required
6.4	Misbehavior towards passengers	Minor- 3	Censure preceded by Charge sheet
6.5	Non picking up of the reserved passengers	Minor- 3	Censure preceded by Charge sheet
6.6	Non allowing of permitted passenger luggage	Minor -2	Advisory Letter to be given and two points are awarded. No charge sheet required
6.7	Unauthorized stoppage of buses (for Tiffin, meals etc)	Minor- 2	Advisory Letter to be given and two points are awarded. No charge sheet required
6.8	Non-responding to complaints on Ladies & PHC seats	Minor- 2	Advisory Letter to be given and two points are awarded. No charge sheet required

7. Dereliction of duties

Sl. No.	Nature of Irregularity	Classification	Punishment
7.1	Not complying with his/her job responsibilities and/or the written instructions of superiors.	1 st time	Minor-2 Advisory letter to be given and two points are awarded. No charge sheet required.
		2 nd time	Minor-3 Censure preceded by charge sheet.
		3 rd time and above	Minor-4 Deferment of increment for one year without cumulative effect preceded by charge sheet and following disciplinary procedure.

8. Misbehavior

8.1. Minor offences

Sl. No.	Nature of Irregularity	Classification	Punishment
8.1.1	Misbehavior with Employees	Minor-3	Censure preceded by charge sheet

8.2. Major offences

Sl. No.	Nature of Irregularity	Classification	Punishment
8.2.1	Misbehavior with women employees/ women passengers	Major-2	Deferment of increment for two years with cumulative effect/Reduction of pay by two incremental stages for a period of two years without cumulative effect preceded by Charge sheet (suspension not warranted)

9. Insubordination

Sl. No.	Nature of Irregularity	Classification	Punishment
9.1	Insubordination with superior employees	Minor-4	Deferment of increment for one year without cumulative effect preceded by charge sheet and following disciplinary procedure



10. Other offences

Sl. No.	Nature of irregularity		Classification	Punishment
10.1	Driving the vehicle without valid licence/rash driving		Minor-1	One point is awarded. No charge sheet required
10.2	Short accountal of money by ADCs/Crew			Penalty of 10 times of the shortage amount shall be imposed preceded by charge sheet and following disciplinary procedure.
10.3	Erroneous data entry by ADCs/Crew due to negligence		Minor-1	One point is awarded. No charge sheet required
10.4	Moral turpitude		Major-2	Deferment of increment for two years with cumulative effect/Reduction of pay by two incremental stages for a period of two years without cumulative effect preceded by Charge sheet (suspension not warranted)
10.5	Theft	Theft of Corporation goods/Property	Major-2	Deferment of increment for two years with cumulative effect/Reduction of pay by two incremental stages for a period of two years without cumulative effect preceded by Charge sheet (suspension not warranted) besides recovery of 10 times of the value of the Goods/Property at a time
10.6	Intentional, wilful and deliberate fraudulent activity which is detrimental to the interest of the corporation		Major-3	Reversion/ Reduction of Pay for two incremental stages with cumulative effect preceded by Charge sheet besides family counselling if the employee is willing (suspension not warranted)
10.7	Manhandle/ Assault	Assault on co-employees/ Passengers	Major-3	Reversion/Reduction of Pay for two incremental stages with cumulative effect preceded by Charge sheet besides family counselling if the employee is willing (suspension not warranted)
		Assault on Superiors	Major-4	Removal from service preceded by charge sheet(suspension warranted)

11. Garage staff

Sl. No.	Nature of irregularity	Classification	Punishment
11.1	For all types of unavoidable failures		No action
11.2	En-route failure of vehicle- without cancellation of Kilometers where Mechanic/Artisan is responsible	Minor-1	One point is awarded. No charge sheet required
11.3	En-route failure of vehicle- with cancellation of Kilometers where Mechanic/Artisan is responsible	1 st time	Minor-2 Advisory Letter to be given and two points are awarded. No charge sheet required
		2 nd time	Minor-3 Censure preceded by charges sheet
		3 rd time and above	Minor-4 Deferment of increment for one year without cumulative effect preceded by charge sheet
11.4	Failure of vehicle leading to damage to sub/Major assembly of the vehicle where Mechanic/Artisan is responsible	1 st time	Minor-3 Censure preceded by charges sheet
		2 nd time	Minor-4 Deferment of increment for one year without cumulative effect preceded by charge sheet
		3 rd time and above	Minor-5 Deferment of increment for two years without cumulative effect preceded by charge sheet



Sl. No.	Nature of irregularity		Classification	Punishment
11.5	Tyre damage (applicable for Tyre Mechanic)	Mismatching of tyres/ Non rotation of tyres in time	Minor-3	Censure preceded by charge sheet
		Non removal of tyre in time	Minor-4	Deferment of increment for one year without cumulative effect preceded by charge sheet
		New Tyre scrap due to bead damage (or) due to lapses in tyre maintenance practices.		
11.6	EOC/GOC Mechanic	Non carrying out EOC/GOC as per the mileages	Minor-3	Censure preceded by charge sheet
11.7	HSD OIL (ADC/DC)	Lapses in accountal of HSD OIL received from the Suppliers	Minor-4	Deferment of increment for one year without cumulative effect preceded by charge sheet
		Non placement of indents in time for supply of oils from stores	Minor-3	Censure preceded by charge sheet
11.8	Stores (Store Incharge)	Non placement of indents in time for supply of items from stores	Minor-3	Censure preceded by charge sheet
11.9	Artisans	Non performing assigned duties during vehicle maintenance	Minor-3	Censure preceded by charge sheet

Annexure-III
(For Contract Employees)

1. Repetition of minor offence attracts punishment in next higher level in the punishment scale, unless otherwise specified as given below:

Minor-1	if repeats	---->	Minor-2
Minor-2	if repeats	---->	Minor-3
Minor-3	if repeats	---->	shall be treated as minor-3 only
2. Accumulation of points is allowed for minor offences only.
3. Points are awarded for minor-1 and minor-2 offences @ 1 and 2 points respectively. For other offences, no points are awarded.
4. Any number of repetitions of minor-1 shall be classified as minor-2 only. Several repetitions of minor-1 can't be scaled up to minor-3.
5. Any number of repetitions of minor-2 shall be classified as minor-3 only. Several repetitions of minor-2 can't be scaled up to further levels.
6. Any number of repetitions of minor-3 shall be classified as minor-3 only. Several repetitions of minor-3 can't be scaled up to further levels.
7. The offences other than minor-1, minor-2 and minor-3 shall be dealt separately and punishments shall be awarded without allowing scaling up to next level of major punishment.
8. Accumulation of points is allowed for minor-1 and minor-2 offences only upto a benchmark score of 6 points. Disciplinary action shall be initiated for minor offences after reaching/crossing 6 points.
9. On reaching /crossing a bench mark score of 6 points, a consolidated charge sheet shall be issued on all the offences with at least one charge framed for each offence.
10. After disposal of the charge sheet duly imposing corresponding punishment, all the points considered for issue of charge sheet will get nullified i.e., the points are substituted by the corresponding punishment and a fresh counting of points will commence for subsequent offences.
11. The punishments to be awarded on the consolidated charge sheet, duly observing the disciplinary procedure, for the repeated sets of 6 points are as follows
 - 11.1. For the 1st set of 6 points --- > Censure preceded by charge sheet
 - 11.2. For the 2nd set of 6 points--- > Penalty of Rs.1000/- shall be imposed preceded by Charge sheet and following disciplinary proceedings.
 - 11.3. For the 3rd set of 6 points--- > Penalty of Rs.2000/- shall be imposed preceded by Charge sheet and following disciplinary proceedings



- 11.4. For the 4th set of 6 points--- > Penalty of Rs.3000/- shall be imposed preceded by Charge sheet and following disciplinary proceedings
- 11.5. For the 5th set of 6 points--- > Penalty of Rs.4000/- shall be imposed preceded by Charge sheet and following disciplinary proceedings.
- 11.6. For the 6th set of 6 points--- Penalty of Rs.5000/- shall be imposed preceded by Charge sheet and following disciplinary proceedings.
- 11.7. For the 7th set of 6 points--- > Termination from service preceded by charge sheet and following disciplinary proceedings.



1. Absenteeism:

1.1. Absenteeism-Minor offences:

Sl. No.	Misconduct	Classification	Punishment
1.1.1	Up to 3 days at a stretch	Minor-1	Treated as Absent. No wages for the absence period. One point is awarded. No charge sheet required.
1.1.2	4 to 7 days at a stretch	Minor-2	Treated as Absent. No wages for the absence period. Two points are awarded. Advisory Letter to be given. No charge sheet required
1.1.3	8 to 11 days at a stretch	Minor-3	Treated as Absent. No wages for the absence period. Censure preceded by Charge sheet
1.1.4	12 to 20 days at a stretch		Penalty of Rs.2000/- shall be imposed duly issuing charge sheet and following disciplinary procedure.

1.2. Absenteeism-Major offences:

Sl. No	Misconduct	Punishment	
1.2.1	21 to 60 days continuously	1 st time	Penalty of Rs.4000/- shall be imposed duly issuing charge sheet and following disciplinary procedure.
		2 nd time	Termination from service duly issuing charge sheet and following disciplinary procedure.
1.2.2	61 days and above continuously Or 91 days and above intermittently in a rolling period of preceding 12 months.	Termination from service duly issuing charge sheet and following disciplinary procedure.	

Note:

In all the minor and major cases of absenteeism, no leave shall be granted for the period of absence subsequently and no Wages shall be paid.

In all the cases of un-authorized absenteeism for less than 60 days, the period of absence will be arrived soon after the reporting of the employee for duty after absence and action may be taken accordingly as per the instructions specified in the circular.

If the period of absence exceeds 61 days and above, Unit officer shall initiate disciplinary proceedings without waiting for the reporting of the employee for duty and dispose off the case. If the employee reports for duty after issue of charge sheet, Unit officer shall take him/her to duty and dispose off the case duly following the disciplinary procedure.



2. C&T cases:

2.1. Fare not collected (FNC)- Minor offences:

Sl. No.	Nature of Irregularity	Misconduct	Classification	Punishment
2.1.1	FNC with no. of passengers above seating capacity	Total Ticket amount i) ≤ Rs.20/- for City ii) ≤ Rs.30/- for Mofussil Services	Minor-1	One point is awarded. No charge sheet required
		Total Ticket amount i) >Rs.20/- and ≤Rs.50/- for City ii) >Rs.30/- and ≤Rs.100/- for Mofussil Services	Minor-2	Advisory Letter to be given and two Points are awarded. No charge sheet required
2.1.2	FNC with no. of passengers equal to or below seating capacity	Total Ticket amount i) ≤ Rs.20/- for City ii) ≤ Rs.30/- for Mofussil Services	Minor-2	Advisory Letter to be given and two Points are awarded. No charge sheet required
		Total Ticket amount i) >Rs.20/- and ≤Rs.50/- for City ii) >Rs.30/- and ≤Rs.100/- for Mofussil Services	Minor-3	Censure preceded by Charge sheet

2.2. Fare not Collected (FNC)-Major offences:

Sl. No.	Nature of Irregularity	Misconduct	Punishment
2.2.1	FNC with no. of passengers above seating capacity	Total Ticket amount i) >Rs.50/- for City ii) >Rs. Rs.100/- for Mofussil Services	Penalty of Rs.1000/-shall be imposed duly issuing charge sheet and following disciplinary proceedings.
2.2.2	FNC with no. of passengers equal to or below seating capacity	Total Ticket amount i) >Rs.50/- for City Services ii) >Rs. Rs.100/- for Mofussil Services	Penalty of Rs.2000/-shall be imposed duly issuing charge sheet and following disciplinary proceedings.



2.3. C&T: Over riding / Less Collected Less Denomination (LCLD)

Sl. No.	Nature of Irregularity	Misconduct	Classification	Punishment
2.3.1	Over riding with above Seating Capacity	Upto Two stages	Minor-1	One point is awarded. No charge sheet required
		Above two stages	Minor-2	Advisory Letter to be given and two Points are awarded. No charge sheet required
2.3.2	Over riding with equal to or below Seating Capacity	Up to Two stages	Minor-2	Advisory Letter to be given and two Points are awarded. No charge sheet required
		Above Two stages	Minor-3	Censure preceded by Charge sheet

2.4. C&T: Fare collected ticket not issued/ Fare collected lower denomination issued / issue of Unconcerned or old tickets:

Sl. No	Nature of Irregularity	Punishment	
2.4.1	Total Ticket amount i) ≤ Rs.10/- for City ii) ≤ Rs.20/- for Mofussil Services	Penalty of Rs.2000/- shall be imposed duly issuing charge sheet and following disciplinary proceedings besides recovery of 10 times of the total ticket amount at a time.	
2.4.2	Total Ticket amount i) >Rs.10/- and ≤ Rs.30/- for City ii) >Rs.20/- and ≤ Rs.100/- for Mofussil Services	Penalty of Rs.4000/- shall be imposed duly issuing charge sheet and following disciplinary proceedings besides recovery of 10 times of the total ticket amount at a time.	
2.4.3	Total Ticket amount i) >Rs.30/- for City ii) >Rs. Rs.100/- for Mofussil Services	First time	Penalty of Rs.8000/- shall be imposed duly issuing charge sheet and following disciplinary proceedings besides recovery of 10 times of the total ticket amount at a time
		Second time	Termination from service preceded by charge sheet and following disciplinary proceedings. (put off warranted)



2.5. C&T: Bus cash Excess/Short

Sl. No.	Nature of Irregularity	Classification	Punishment
2.5.1	Bus cash- Short		No action. Shortage amount shall be made good immediately at the time of remittance of bus cash by the crew concerned. If shortage is not made good on the same day, penalty of 10 times of the shortage amount shall be imposed within a month, preceded by charge sheet and following disciplinary procedure.
2.5.2	Bus cash excess- Less than or equal to Rs.10/-		No action since excess amount was already remitted by way of TPT (Top Punched Ticket).
2.5.3	Bus cash excess- more than Rs.10/- and less than or equal to Rs.25/-	Minor-1	One point is awarded. No charge sheet required since excess amount was already remitted by way of TPT (Top Punched Ticket).
2.5.4	Bus cash excess more than Rs.25/-	Minor-2	Advisory Letter to be given and two Points are awarded. No charge sheet required. Penalty equal to TPT amount shall be collected on the same day. If penalty amount is not paid on the same day, additional penalty equal to 10 times of TPT amount shall be imposed, preceded by charge sheet and following disciplinary procedure.

2.6. C&T: Excess Private cash (Permitted upto Rs 200/- per calendar day for all types of services with self certification)

Sl. No.	Nature of Irregularity	Misconduct	Classification	Punishment
2.6.1	Private cash above permitted limit without endorsement by supervisor/Officer	> Rs.200/- and ≤ Rs.500/-	Minor-1	One point is awarded. No charge sheet required
		> Rs.500/-	Minor-2	Advisory Letter to be given and two Points are awarded. No charge sheet required



2.7. C&T: Other Irregularities

Sl. No.	Nature of Irregularity	Classification	Punishment
2.7.1	Issue of tickets on Sighting TTIs	Minor-1	One point is awarded. No charge sheet required
2.7.2	Unaccompanied Luggage - Without valid luggage ticket	1 st Time	Minor-2 Advisory Letter to be given and two points are awarded. No charge sheet is required
		2 nd Time	Minor-3 Censure preceded by Charge sheet
		3 rd Time and above	Minor-4 Penalty of Rs.2000/- shall be imposed duly issuing charge sheet and following disciplinary procedure.
2.7.3	Non issue of Concessional/ Child Ticket	Fare not collected	Minor-1 One point is awarded. No charge sheet required.
		Fare Collected	Shall be dealt as per item 2.4 of this circular
2.7.4	Non observance of validity of all types of passes and warrants etc.,	Minor-2	Advisory Letter to be given and two points are awarded. No charge sheet required
2.7.5	Illegal gratification		Penalty of Rs.4000/- shall be imposed duly issuing charge sheet and following disciplinary procedure.
2.7.6	Allowing prohibited articles in buses with knowledge		Penalty of Rs.8000/- shall be imposed duly issuing charge sheet and following disciplinary procedure

Note:

In case of offences that come under Minor-1 and Minor-2, TTIs shall give a copy of MTD-43/R only to the crew concerned. No Charge memo shall be served by TTIs for these offences. No spot explanation to be obtained from the crew by TTIs.

Based on MTD-43/R, Unit Officers shall take action as per the instructions in this circular.

At the time of checking by TTIs, number of bus pass holders (all types of passes), staff (retired/in service) and warrants shall also be included in bus capacity.

In cases of offences like Fare not collected and ticket not issued(including invalid bus pass holders), Over riding etc., TTIs shall impose penalty on the passengers concerned to the tune of 10 times of the ticket value for the trip they have not taken valid ticket or Rs.500/- whichever is less.

ED (O) is advised to provide necessary training to TTIs on the revised guide lines as per this circular on framing allegations on MTD 43/R and charge memo.

3. Accidents:

3.1 Minor Offences:

Sl. No.	Nature of Irregularity	Classification	Punishment
3.1.1	Any accident(MTA/B/C) or damage in which Employee is not responsible		No action
3.1.2	Minor(MTC): Minor injuries to passengers or pedestrians or other vehicle users	Minor-3	Censure preceded by charge sheet
3.1.3	Major(MTB): Major injuries to passengers or pedestrians or other vehicle users		Penalty of Rs.2000/- shall be imposed duly issuing charge sheet and following disciplinary procedure.

3.2. Major offences

Sl. No.	Nature of Irregularity		Classification	Punishment
3.2.1	MTA (Fatal accident)	Partly Responsible		Penalty of Rs.4000/- shall be imposed duly issuing charge sheet and following disciplinary procedure.
3.2.2		Fully Responsible		Termination from service duly issuing charge sheet and following disciplinary procedure.

Note:

In case of accidents which involve both the injuries to passengers & road users and also damages to the vehicle, Unit officers shall implement corresponding punishment besides recovery of cost of damages as indicated in the table, duly framing separate charges for injuries and cost of damages, in the charge sheet.

4. Damages to buses, property & Loss of T&P items:

Sl. No.	Nature of Irregularity	Classification	Punishment
4.1	Damages to bus body, property, tyre, sub & major assemblies of bus and Loss of T&P items	Cost of damage/cost of lost T&P items of value less than or equal to Rs.2000/-	Actual cost of damage/cost of lost T&P items preceded by charge sheet and following disciplinary procedure.
		Cost of damage/ cost of lost T&P items of value greater than Rs.2000/-	Recovery up to 5% of the cost of damage/cost of lost T&P items subject to minimum Rs.2000/- and maximum Rs.25,000/- in equal installments not exceeding Rs.1000/- per month, preceded by charge sheet and following disciplinary procedure.

Note:

In case of accidents where in bus was damaged and which do not involve injuries to passengers & road users, the cost of damages to bus as indicated in the above table shall be recovered duly framing charges for cost of damages.



5. Intoxication

5.1. Minor offences

Sl. No.	Nature of Irregularity	Classification	Punishment
5.1.1	Upto 10mg/ 100ml alcohol found during Breath Analyzer checking.		No action is required
5.1.2	More than 10 mg/100ml to 30mg/ 100ml alcohol found during Breath Analyzer checking.	Minor-2	Shall be marked absent for that day. Shall not be granted leave for that day subsequently. Advisory Letter to be given and two points are awarded. No charge sheet required

5.2. Major offences

Sl. No.	Nature of Irregularity	Punishment
5.2.1	More than 30mg/100ml alcohol found in breath analyzer checking	1 st time Penalty of Rs.4000/- shall be imposed duly issuing charge sheet and following disciplinary proceedings.
		2 nd time Termination from service preceded by charge sheet and following disciplinary proceedings(put off warranted)

Note:

Regarding "Intoxication", all other instructions mentioned in Circular No.PD-27/2017 dated 20.12.2017 stand good, except the disciplinary actions mentioned in this circular.

Also in case of intoxication found during the en route check, disciplinary actions shall be taken as per the conditions stipulated at item No.5 of this Circular. In all the cases of intoxication (minor and major), crew concerned shall be withdrawn from the duty immediately and shall be marked absent for that day besides taking punishment as stipulated in circular.

Further, the instructions mentioned in this circular shall be applied to the intoxication cases detected from the date of issue of the circular no. PD 20/2018, dt. 25.07.2018.

6. Public complaints:

Sl. No.	Nature of Irregularity	Classification	Punishment to be imposed
6.1	Non stoppage of bus enroute- Overloaded beyond 50% of Seating Capacity		No action
6.2	Non stoppage of bus enroute- Overloaded below 50% of Seating Capacity	Minor -1	One point is awarded. No charge sheet required
6.3	Non stoppage of bus enroute- below seating capacity	Minor- 2	Advisory Letter to be given and two points are awarded. No charge sheet required
6.4	Misbehavior towards passengers	Minor- 3	Censure preceded by Charge sheet
6.5	Non picking up of the reserved passengers	Minor- 3	Censure preceded by Charge sheet
6.6	Non allowing of permitted passenger luggage	Minor -2	Advisory Letter to be given and two points are awarded. No charge sheet required
6.7	Unauthorized stoppage of buses (for Tiffin, meals etc)	Minor- 2	Advisory Letter to be given and two points are awarded. No charge sheet required
6.8	Non-responding to complaints on Ladies & PHC seats	Minor- 2	Advisory Letter to be given and two points are awarded. No charge sheet required

7. Dereliction of duties:

Sl. No.	Nature of Irregularity	Classification	Punishment
7.1	Not complying with his/her job responsibilities and/or the written instructions of superiors	1 st time	Minor-2 Advisory Letter to be given and two points are awarded. No charge sheet required
		2 nd time	Minor-3 Censure
		3 rd time and above	Penalty of Rs.2000/- shall be imposed duly issuing charge sheet and following disciplinary proceedings.

8. Misbehavior

8.1. Minor offences

Sl. No.	Nature of Irregularity	Classification	Punishment
8.1.1	Misbehavior with Employees	Minor-3	Censure preceded by charge sheet

8.2. Major offences

Sl. No.	Nature of Irregularity	Punishment
8.2.1	Misbehavior with women employees/ women passengers	Penalty of Rs.4000/- shall be imposed duly issuing charge sheet and following disciplinary proceedings.

9. Insubordination

Sl. No.	Nature of Irregularity	Punishment
9.1	Insubordination with superior employees	Penalty of Rs.2000/- shall be imposed duly issuing charge sheet and following disciplinary proceedings.

10. Other offences

Sl. No.	Nature of irregularity	Classification	Punishment
10.1	Driving the vehicle without valid licence/rash driving	Minor-1	One point is awarded. No charge sheet required
10.2	Short account of money by ADCs/Crew		Penalty of 10 times of the shortage amount shall be imposed preceded by charge sheet and following disciplinary procedure.
10.3	Erroneous data entry by ADCs/Crew due to negligence	Minor-1	One point is awarded. No charge sheet required
10.4	Moral turpitude		Penalty of Rs.4000/- shall be imposed duly issuing charge sheet and following disciplinary proceedings.
10.5	Theft of Corporation goods/Property		Penalty of Rs.4000/- shall be imposed duly issuing charge sheet and following disciplinary proceedings besides recovery of 10 times of the value of the goods / property at a time. (Put off not warranted)
10.6	Intentional, wilful and deliberate fraudulent activity which is detrimental to the interest of the corporation		Termination from service duly issuing charge sheet following disciplinary proceedings. (Put off warranted)
10.7	Manhandle/ Assault	Assault on co-employees/ Passengers/ Superiors	Termination from service duly issuing charge sheet following disciplinary proceedings. (Put off warranted)



Procedure for accumulation of points in minor-1 and minor-2 offences:

As per guidelines given at Annexure-I, points are to be accumulated for the employees indulged in irregularities that fall under minor-1 and minor-2 classification. In case of such minor irregularities, it is not necessary to open cases subject wise. Instead it is proposed to maintain a record of minor-1 and minor-2 irregularities committed by each employee in the form of a bunch/file.

It is instructed to open an exclusive file for each and every employee of the unit with unique identification code by his/her staff number and Score sheet of the employee concerned shall also be filed in that file.


For all the minor-1 and minor-2 offences committed by the employee, the clerk concerned shall file the relevant report in the file/bunch together with points awarded by the Depot Manager/Unit Officer on the report itself. No separate orders on minor-1 and minor-2 offences need to be issued. Further, the points awarded by the Unit officer for each minor-1/ minor-2 offence shall be recorded on the score sheet of the employee and attested by the Unit Officer.

As and when, the score of the employee reach/cross benchmark score of 6 points as recorded in the Score sheet, the Clerk shall open a case with case number duly entering the same in File register and submit to the Unit officer with the details such as total no. of points accumulated and the no. of sets of 6 points etc., seeking orders regarding issue of charge sheet and initiation of disciplinary action. The subject head of the case shall be opened on the severe offence compared to other offences contributed for accumulation of benchmark score of 6 points. This system is common for regular as well as contract employees.

The Depot Manager shall order to impose punishment as per the guidelines stipulated at Annexure-I of this circular, duly following established disciplinary procedure.

The file/bunch that was opened for each employee by his staff number shall invariably be attached to the P-Case of the respective employee and the same shall be transferred to the Unit wherever he/she gets transferred.

In cases of minor-3, minor-4, minor-5, major-1 etc., cases shall be opened separately for all the irregularities/lapses that fall under these classification i.e., separate case for each irregularity which shall be dealt separately and relevant punishment be imposed.



Employee score sheet for Minor offences															
Name of the Employee		Staff No.	Designation					Unit							
Sl. No	Date of offence	Type of offence							For the day	Cumulative	Signature of the Jr./Sr.	Signature of the PD	Signature of the Unit Officer		
		Absenteeism	C&T	Intoxication	Public complaints	Dereliction of duties	Other Minor offences	Vehicle failures							
1															
2															
3															
4															
5															
6															
Case No.										Set No.					
1															
2															
3															
4															
5															
6															
Case No.										Set No.					
1															
2															
3															
4															
5															
6															
Case No.										Set No.					

