

# 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 20/2018 dated 25.07.2018

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

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

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It has come to notice that there is no uniformity in dealing with disciplinary cases across various units in APSRTC and punishments are being imposed arbitrarily in a large number of cases disproportionate to the delinquencies.

A study revealed that about 40,000 minor and 1,000 major punishments are being awarded to the employees every year. This is a very large proportion of the available employee strength of the organization. Obviously, punishment rolls are being initiated for petty and flimsy reasons also leading to disgruntlement and unhappiness among the employees. An organization like APSRTC whose strength is its workforce cannot afford to alienate its own employees and expect to perform efficiently.

It is therefore 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.

The following procedural guidelines have been evolved consequent to number of brainstorming sessions among the senior officers and feedback from the unions of APSRTC.

- (i) All types of offences are categorized into minor or major offences and the punishments proposed for such offences are standardized as furnished in **Annexure-I**.
- (ii) An Offence Rating Scale is designed with points assigned to each type of minor offence.
- (iii) For each minor offence committed by the employee, points as earmarked on the Offence Rating Scale would be awarded on the "Score Sheet" as shown in the **Annexure-III**.
- (iv) The Score Sheet will be filed in the P Case of the employee concerned and must be updated as and when any minor offence is reported duly awarding points as indicated in the Offence Rating Scale and cumulative score shall be recorded.
- (v) Cases need not be opened for each and every minor offence. 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 under which the case has to be opened will be based on the gravest of all the offences committed upto that point of time.
- (vi) Once the disciplinary case is initiated on all the minor offences committed upto that point of time, the scoring shall start afresh for the subsequent offences.
- (vii) The sub classification of minor and major offences and the proposed punishments are given in **Annexure-II**.

- (viii) All the cases of minor punishments shall invariably be disposed off within one month from the date of submission of explanation by the employee. 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 one month from the date of completion of the stipulated time.
- (ix) In all the cases of major punishments, final order shall be passed within one 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 and the case shall be disposed off within one month from the date of completion of the stipulated time.
- (x) Further, all the Appeal, Review and Mercy petitions shall be disposed off by the competent authority within one month from the date of receipt of the representation from the employee concerned.
- (xi) Appeals/Review/Mercy petitions received from now onwards on punishments already awarded shall also be disposed off by the competent authority concerned according to the instructions issued in this circular, if such appeals are not time barred.

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 also be disposed off in accordance with this circular only.

The offences listed in Annexure-II are not exhaustive and if any offence that is not specifically covered is reported, it shall be dealt with as per the gravity 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 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 the various offences and the punishments to be imposed, by conducting gate meetings.

Encl: (i) Annexure -I (Pages 1 to 3)  
(ii) Annexure -II (Pages 4 to 19)  
(iii) Annexure -III

  
25/7/18  
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 National Mazdoor Union.

Copy to: General Secretary, APSRTC Employees' Union.

Copy to: General Secretaries of: APSRTC Bahujana Workers Union/APSRTC Karmika Parishat/APSRTC Karmika Sangh/ APSRTC Staff & Workers Federation/APSRTC United 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**

**Classification of offences and punishments:**

**(A) Minor Offences:**

**(No need to conduct Domestic Enquiry-Suspension not warranted)**

Sl. No.	Classification of offence	Punishment proposed
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 not exceeding one year without cumulative effect preceded by Charge sheet
5	Minor-5	Punishment of deferment of increment not exceeding two years without cumulative effect preceded by Charge sheet

**(B) Major offences:**

**(Domestic Enquiry is required)**

Sl. No.	Classification of offence	Punishment proposed
6	Major-1	Punishment of deferment of increment not exceeding 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 not exceeding 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 upto 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 is warranted wherever required)

**Note:**

1. Repetition of any offence attracts punishment in next higher level in the Punishment scale, unless otherwise specified.

**Example 1:**

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	third time onwards	----->	Major-1
Major-1	if repeats	----->	Major-2
Major-2	if repeats	----->	Major-3
Major-3	if repeats	----->	Major-4

**Example 2:**

Minor-1	if repeats	----->	Minor-2
Minor-1	again repeats	----->	Minor-2
Minor-1	again repeats	----->	Minor-2

2. A punishment defined in one scale does not include the punishment defined in another scale.
3. On reaching or crossing a bench mark score of 6, a consolidated charge sheet will be issued on all the offences with at least one charge framed for each offence. After issuing Charge Sheet, all the points accrued are nullified i.e., the points are substituted by the Charge Sheet and a fresh rating starts for all subsequent cases.
4. The punishment to be awarded in these cases of consolidated charge sheet shall be as following duly observing the established disciplinary procedure.
  - 4.1. For the 1<sup>st</sup> set of 6 points --- > Minor-3 (censure preceded by charge sheet)  
After issuing charge sheet, all these points will be nullified and fresh rating starts.
  - 4.2. For the 2<sup>nd</sup> set of 6 points--- > Minor-4 (deferment of increment for one year without cumulative effect preceded by charge sheet)  
After issuing charge sheet, all these points will be nullified and fresh rating starts.
  - 4.3. For the 3<sup>rd</sup> set of 6 points--- > Minor-5 (deferment of increment for two years without cumulative effect preceded by charge sheet)  
After issuing charge sheet, all these points will be nullified and fresh rating starts.
  - 4.4. For the 4<sup>th</sup> 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 preceded by charge sheet)  
After issuing charge sheet, all these points will be nullified and fresh rating starts.
  - 4.5. For the 5<sup>th</sup> 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 preceded by charge sheet)  
After issuing charge sheet, all these points will be nullified and fresh rating starts.

  
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4.6. For the 6<sup>th</sup> set of 6 points--- > Major-3 (Reversion/Reduction of Pay upto two incremental stages with cumulative effect preceded by charge sheet besides family counseling if the employee is willing)  
After issuing charge sheet, all these points will be nullified and fresh rating starts.

4.7. For the 7<sup>th</sup> set of 6 points--- > Major-4 (Removal from service preceded by charge sheet)

5. 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.



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Sl. No.	Classification	Period	Remarks
1.1	Continuously	13 to 30 days	Kept off duty for 13 to 30 days in a continuous manner. This is a period of suspension and is not counted as a period of absence. It is preceded by charge sheet (suspension order).
1.2	Kept off duty	7 days	Kept off duty for 7 days in a continuous manner. This is a period of suspension and is not counted as a period of absence. It is preceded by charge sheet (suspension order).
1.3	Kept off duty	1 to 6 days	Kept off duty for 1 to 6 days in a continuous manner. This is a period of suspension and is not counted as a period of absence. It is preceded by charge sheet (suspension order).

## Annexure-II


## 1. Absenteeism:

## 1.1. Minor offences

Sl. No.	Misconduct	Punishment proposed
1.1.1	Up to 3 days at a stretch	Minor-1 Treated as Absent, No wages for the absence period Only One point is awarded No charge sheet required
1.1.2	4 to 7 days at a stretch	Minor-2 Advisory Letter to be given, Treated as Absent, No wages for the absence period Two points are awarded 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	Minor-4 Treated as Absent, No wages for the absence period. Punishment of deferment of increment not exceeding one year without cumulative effect preceded by charge sheet.

## 1.2. Major offences

Sl. No	Misconduct		Punishment proposed
1.2.1	21 to 60 days continuously	First time	Major-1 Punishment of deferment of increment not exceeding 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)
		Second time	Major-2 Punishment of deferment of increment not exceeding 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)

  
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		Third time	Major-3 Reversion/ Reduction of Pay upto two incremental stages with cumulative effect preceded by Charge sheet(suspension not warranted) besides family counselling if the employee is willing (suspension not warranted)
		Fourth time	Major-4 Removal from service preceded by charge sheet (suspension is not required)
1.2.2	61 days and above continuously or intermittently in a calendar year		Major-4 Removal from service preceded by charge sheet (suspension is not required)

**Note:**

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



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2. C&T cases:

2.1. Fare not collected (FNC)

2.1.1. Minor offences

Sl. No.	Nature of case	Misconduct	Punishment proposed
2.1.1.1	Number of passengers is above seating capacity	Total Ticket amount i) ≤ Rs.20/- for City Services ii) ≤ Rs.30/- for Mofussil Services	Minor-1 Only one point is awarded. No charge sheet required
		Total Ticket amount i) >Rs.20/- and ≤Rs.50/- for City Services 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
2.1.1.2	Number of passengers is equal to or below seating capacity	Total Ticket amount i) ≤ Rs.20/- for City Services 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 Services ii) >Rs.30/- and ≤Rs.100/- for Mofussil Services	Minor-3 Censure preceded by Charge sheet

2.1.2. Major offences

Sl. No.	Nature of case	Misconduct	Punishment proposed
2.1.2.1	If the number of passengers is above seating capacity	Total Ticket amount i) >Rs.50/- for City Services ii) >Rs. Rs.100/- for Mofussil Services	Major-1 Punishment of deferment of increment not exceeding 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)

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2.1.2.2	If the number of passengers is below seating capacity	Total Ticket amount i) >Rs.50/- for City Services ii) >Rs. Rs.100/- for Mofussil Services	Major-2 Punishment of deferment of increment not exceeding 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)
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**2.2. Over riding**

Sl. No.	Nature of case	Misconduct	Punishment proposed
2.2.1	Above Seating Capacity	Upto Two stages	Minor-1 Only 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 is required
2.2.2	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

**2.3. Fare collected ticket not issued/ Fare collected lower denomination/ Unconcerned/Reissue of tickets**

**2.3.1. Minor offences**

Sl. No	Misconduct	Punishment proposed
2.3.1.1	Total Ticket amount i) <= Rs.10/- for City Services ii) <=Rs.20/- for Mofussil Services	Minor-4 Punishment of deferment of increment not exceeding one year without cumulative effect preceded by charge sheet besides recovery of 10 times of the total ticket amount at a time

  
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**2.3.2. Major offences**

2.3.2.1	<p><b>Total Ticket amount</b>                      i) &gt;Rs.10/- and &lt;=Rs.30/- for City Services                      ii) &gt;Rs.20/- and &lt;=Rs.100/- for Mofussil Services</p>	First time	<p><b>Major-1</b>                      Punishment of deferment of increment not exceeding 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.</p>
		Second time and above	<p><b>Major-2</b>                      Punishment of deferment of increment not exceeding 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.</p>
2.3.2.2	<p><b>Total Ticket amount</b>                      i) &gt;Rs.30/- for City Services                      ii) &gt;Rs. Rs.100/- for Mofussil Services</p>	First time	<p><b>Major-2</b>                      Punishment of deferment of increment not exceeding 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.</p>
		Second time	<p><b>Major-3</b>                      Reversion/Reduction of Pay upto 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</p>
		Third time and above	<p><b>Major-4</b>                      Removal from service preceded by charge sheet(suspension warranted)</p>


  
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**2.4. Bus cash Excess/Short**

Sl. No.	Misconduct	Punishment proposed
2.4.1	Bus cash- Short	No action. Shortage shall be made good by the crew concerned.
2.4.2	Bus cash excess- Less than or equal to Rs.10/-	No action. The amount of excess cash shall be remitted to Corporation.
2.4.3	Bus cash excess- more than Rs.10/- and less than or equal to Rs.25/-	Minor-1 Only one point is awarded. No charge sheet required. The amount of excess cash shall be remitted to Corporation.
2.4.4	Bus cash excess more than Rs.25/-	Minor-2 Advisory Letter to be given and two Points are awarded. No charge sheet required. Double the amount of excess cash shall be remitted to Corporation.


**2.5. Private cash (Permitted upto Rs 200/- per calendar day for all types of services with self certification)**

Sl. No.	Nature of case	Misconduct	Punishment proposed
2.5.1	Above permitted limit without endorsement by supervisor/Officer	Rs.200/- to Rs.500/-	Minor-1 Only one point is awarded. No charge sheet required
		More than Rs.500/-	Minor-2 Advisory Letter to be given and two Points are awarded. No charge sheet required

  
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**2.6. Other C&T Cases**

Sl. No.	Nature of case		Misconduct	Punishment proposed
2.6.1	On Sighting issue of tickets		First time	Minor-1 Only one point is awarded, No charge sheet required
			Second time and above	Minor-2 Advisory Letter to be given and two Points are awarded. No charge sheet required
2.6.2	Unaccompanied Luggage	Without valid luggage ticket	First time	Minor-2 Advisory Letter to be given and two points are awarded. No charge sheet is required
			Second time	Minor-3 Censure preceded by Charge sheet
			Third time and above	Minor-4 Punishment of deferment of increment not exceeding one year without cumulative effect preceded by charge sheet.
2.6.3	Half Ticket (other than Fare collected and ticket not issued)		Minor-1 Only one point is awarded. No charge sheet required	
2.6.4	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	
2.6.5	Illegal gratification		Major-1 Punishment of deferment of increment not exceeding 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.	

  
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Sl. No.	Misconduct	Punishment proposed
2.6.6	Misappropriation of money by ADCs/DCs	Major-1 Punishment of deferment of increment not exceeding 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
2.6.7	Allowing prohibited articles in buses with knowledge	Major-2 Punishment of deferment of increment not exceeding 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, the TTIs will 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 is required to be obtained by the crew.

Based on MTD-43/R only, 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, Overriding, Half ticket and expiry of bus passes, TTIs shall impose penalty on the passengers concerned to a tune of 10 times of the ticket value for the distance they have not taken valid ticket or Rs.500/- whichever is lesser.

ED (O&MIS) is advised to provide necessary training to TTIs on the revised guide lines as per this circular.



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**3. Accidents & damages**

**3.1. Minor offences**

Sl. No.	Misconduct	Punishment proposed
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 the passengers or pedestrians or other vehicle passengers	Minor-3 Censure preceded by charge sheet
3.1.3	Major(MTB) Major injuries to the passengers or pedestrians or other vehicle passengers	Minor-4 Punishment of deferment of increment not exceeding one year without cumulative effect preceded by charge sheet.
3.1.4	Damages	Cost of damage is less than or equal to Rs.2000/-
		Actual cost of damage preceded by charge sheet and show cause notice for recovery
	Cost of damage is greater than Rs.2000/-	Recovery upto 5% of the cost of damage subject to a minimum of Rs.2000/- and a maximum of Rs.25,000/- in equal installments not exceeding Rs.1000/- per installment, preceded by C/S and SCN

**3.2. Major offences**

Sl. No.	Misconduct	Punishment proposed
3.2.1	MTA (Fatal accident)	Partly Responsible Major-2 Punishment of deferment of increment not exceeding 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)
		Fully Responsible Major-3 Reversion/ Reduction of Pay upto two incremental stages with cumulative effect preceded by Charge sheet besides family counselling if the employee is willing (suspension not warranted)

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**Note:**

In case of accidents which involve both the injuries and damage to the vehicle, Unit officers shall take corresponding punishment for injuries besides recovering cost of damage as indicated in the table, duly framing separate charges for injuries and cost of damage, in the charge sheet.


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**4. Intoxication**

**4.1. Minor offences**


Sl. No.	Misconduct	Punishment proposed
4.1.1	Upto 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

**4.2. Major offences**

4.2.1	More than 30mg/100ml alcohol found in breath analyzer checking	First time.	Major-2 Punishment of deferment of increment not exceeding 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)
		Second time	Major-3 Reversion/ Reduction of Pay upto two incremental stages with cumulative effect preceded by Charge sheet besides family counselling if the employee is willing (suspension not warranted)
		Third 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 instructions mentioned in this circular No. PD---/2018 dated 23.07.2018.

  
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**5. Public complaints:**

Sl. No.	Nature of offence	Punishment to be imposed
5.1	Non stoppage of bus enroute- Overloaded beyond 50% of Seating Capacity	No action
5.2	Non stoppage of bus enroute- Overloaded below 50% of Seating Capacity	Minor -1 Only one point is awarded. No charge sheet required
5.3	Non stoppage of bus enroute- below seating capacity	Minor- 2 Advisory Letter to be given and two points are awarded. No charge sheet required
5.4	Misbehavior towards passengers	Minor- 3 Censure preceded by Charge sheet
5.5	Non picking up of the reserved passengers	Minor- 3 Censure preceded by Charge sheet
5.6	Non allowing of permitted passenger luggage	Minor -2 Advisory Letter to be given and two points are awarded. No charge sheet required
5.7	Unauthorized stoppage of buses (for Tiffin, meals etc)	Minor- 2 Advisory Letter to be given and two points are awarded. No charge sheet required .
5.8	Non-responding to complaints on Ladies & PHC seats	Minor- 2 Advisory Letter to be given and two points are awarded. No charge sheet required



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**6. Dereliction of duties**

Sl. No.	Nature of offence	Punishment to be imposed
6.1	Not complying with the written instructions of superiors	Minor -2 Advisory Letter to be given and two points are awarded. No charge sheet required

**7. Misbehavior**

**7.1. Minor offences**

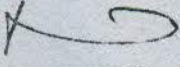
Sl. No.	Nature of offence	Punishment to be imposed
7.1.1	Misbehavior with Employees	Minor-3 Censure preceded by charge sheet

**7.2. Major offences**

7.2.1	Misbehavior with women employees/ women passengers	Major-2 Punishment of deferment of increment not exceeding 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)
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**8. Insubordination**

Sl. No.	Nature of offence	Punishment to be imposed
8.1	Insubordination with superior employees	Minor-4 Punishment of deferment of increment not exceeding one year without cumulative effect preceded by charge sheet

  
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**9. Other offences**

Sl. No.	Nature of offence		Punishment to be imposed
9.1	Driving the vehicle without valid licence/rash driving		Minor-1 Only one point is awarded. No charge sheet required
9.2	Short accountal of money by ADCs/Crew		Penalty of 10 times of the amount remitted short preceded by charges sheet and SCN
9.3	Erroneous data entry by ADCs/Crew due to negligence		Minor-1 Only one point is awarded. No charge sheet required
9.4	Moral turpitude		Major-2 Punishment of deferment of increment not exceeding 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)
9.5	Theft	Theft of Corporation goods/Property	Major-2 Punishment of deferment of increment not exceeding 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
9.6	Intentional, wilful and deliberate fraudulent activity which is detrimental to the interest of the corporation		Major-3 Reversion/ Reduction of Pay upto two incremental stages with cumulative effect preceded by Charge sheet besides family counselling if the employee is willing (suspension not warranted)
9.7	Manhandle/ Assault	Assault on co-employees/ Passengers	Major-3 Reversion/ Reduction of Pay upto 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)

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**10. Garage staff**

Sl. No.	Nature of offence	Punishment to be imposed
10.1	For all types of unavoidable failures	No action
10.2	Enroute failure of vehicle- without cancellation of Kilometers where Mechanic/Artisan is responsible	Minor-1 Only one point is awarded, No charge sheet is required
10.3	Enroute failure of vehicle- with cancellation of Kilometers where Mechanic/Artisan is responsible	Minor-2 Advisory Letter to be given and two points are awarded. No charge sheet is required
10.4	Failure of vehicle leading to damage to sub/Major assembly of the vehicle	First time Minor-3 Censure preceded by charges sheet
		If repeats (2 <sup>nd</sup> time) Minor-4 Punishment of deferment of increment not exceeding one year without cumulative effect preceded by charge sheet
		If repeats (3 <sup>rd</sup> and above) Minor-5 Punishment of deferment of increment not exceeding two years without cumulative effect preceded by charge sheet
10.5	Tyre damage (Applicable to Drivers)	Side wall damage Minor-2 Advisory Letter to be given and two points are awarded. No charge sheet is required
		New Tyre Scrap due to concussion/Run flat Minor-4 Punishment of deferment of increment not exceeding one year without cumulative effect preceded by charge sheet


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10.6	Tyre damage (applicable for Tyre Mechanic)	Mismatching of tyres/ Non rotation of tyres in time	First time	Minor-3 Censure preceded by charges sheet
			If repeats (Second time and above)	Minor-4 Punishment of deferment of increment not exceeding one year without cumulative effect preceded by charge sheet
		Non removal of tyre in time		Minor-4 Punishment of deferment of increment not exceeding one year without cumulative effect preceded by charge sheet
		New Tyre scrap due to bead damage		Minor-4 Punishment of deferment of increment not exceeding one year without cumulative effect preceded by charge sheet
10.7	EOC/GOC Mechanic	Non carrying out EOC/GOC as per the mileages	First time	Minor-3 Censure preceded by charges sheet
			If repeats (Second time and above)	Minor-4 Punishment of deferment of increment not exceeding one year without cumulative effect preceded by charge sheet
10.8	HSD OIL (ADC/DC)	Lapses in account of HSD OIL received from the Suppliers		Minor-4 Punishment of deferment of increment not exceeding 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 charges sheet
10.9	Stores (Store Incharge)	Non placement of indents in time for supply of items from stores		Minor-3 Censure preceded by charges sheet
10.10	Artisans	Non performing assigned duties during vehicle maintenance		Minor-3 Censure preceded by charges sheet

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**Annexure-III**

<b>Employee score sheet for Minor offences</b>												
<b>Name of the Employee</b>			<b>Designation</b>							<b>Unit</b>		
<b>Sl. No</b>	<b>Date of offence</b>	<b>Type of offence</b>									<b>For the day</b>	<b>Cumulative</b>
		<b>Absenteeism</b>	<b>Accidents</b>	<b>Vehicle Failures</b>	<b>C&amp;T</b>	<b>Intoxication</b>	<b>Public complaints</b>	<b>Dereliction of duties</b>	<b>Other Minor offences</b>			
1	01.09.18					2					2	2
2	02.09.18								1		1	3
3	12.10.18				2						2	5
4	26.02.19	2									2	7
											<b>UNIT OFFICER</b>	

  
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