

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.IR2/137(6)/2016-PO-III

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

CIRCULAR NO.PD-<sup>49</sup>/2016, DATED 06.12.2016

Sub: CODE OF DISCIPLINE – Registered and Un- recognized Trade Unions in  
APSRTC – Rights/ Obligations – Reiteration of instructions – Reg.

- Ref: 1) Circular No.PD-18/1991, dated 20.03.1991.  
2) Circular No.PD-14/1999, dated 08.02.1999.  
3) Circular No.PD-19/2006, dated 20.05.2006.  
4) Circular No.PD-25/2009, dated 08.09.2009.  
5) Circular No.PD-71/2010, dated 06.01.2011.

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Instructions were issued through circular 1<sup>st</sup> cited on the Rights and Obligations of the un-recognized Trade Unions in APSRTC. The said instructions were also reiterated through circulars 2<sup>nd</sup> and 5<sup>th</sup> cited. However, instances have come to notice that the above instructions are not being followed in to to. Hence, the instructions are once again reiterated hereunder for compliance in letter and spirit.

Since every registered Trade Union has the right to represent individual grievances of dismissal, discharge and disciplinary matters of its members, the un-recognized Trade Unions can take up the individual grievances like dismissal, discharge and other disciplinary matters of their members with the management at the Depots/ Units concerned with prior appointment. **These Unions cannot raise any issue of policy nature.**

In this connection necessary instructions have already been issued through the references cited. In view of the Union membership verification conducted in the month of February, 2016 the instructions are once again reiterated hereunder.

- (i) The registered and unrecognized Unions in APSRTC can represent only on matters or grievances relating to dismissal, discharge or removal of their members. For this purpose, the representation of the un-recognized Union will arise only when an employee is dismissed or discharged from service, **and not before an order of dismissal or discharge or inflicting any other punishment is passed or when disciplinary proceedings are pending.**
- (ii) They should not engage in any form of physical duress;
- (iii) They should not take up demonstrations which are not peaceful and they should not resort to rowdyism in demonstration;
- (iv) They should not allow their members to engage or cause other employees to engage in any Union activity during working hours, unless as provided for by law, agreement or practice;

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- (v) They should discourage unfair labour practices such as (a) negligence of duty, (b) careless operation, (c) damage to property (d) interference with or disturbance to normal work; and (e) insubordination;
- (vi) They should take prompt action to implement awards, agreements, settlements and decisions;
- (vii) They should display in conspicuous place in the Union Offices the provisions of Code of Discipline in the local languages; and
- (viii) They should express disapproval and take appropriate action against Office Bearers and members for indulging in any action against the spirit of Code of Discipline.

Violation of above instructions will be viewed seriously.

  
EXECUTIVE DIRECTOR (A&P)

8/12/16

To  
All Officers of APSRTC

- Copy to: Sr.RAO/AG:RTC Branch, Mushirabad, Hyderabad.
- Copy to: OSD to VC & MD.
- Copy to: General Secretary, APSRTC National Mazdoor Union.
- Copy to: General Secretary, APSRTC Employees' Union.
- Copy to: General Secretary, APSRTC Class-II Supervisors Association.
- Copy to: General Secretary, APSRTC Security Staff Welfare Association,
- Copy to the General Secretaries of :  
APSRTC Bahujana Workers Union/ APSRTC Karmika Parishad / APSRTC Karmika Sangh/  
APSRTC Staff & Workers Federation./The APSRTC United Workers Union /  
YSR RTC Mazdoor Union.
- Copy to: Notice Board & Incharge Record Room.