

## ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the Managing Director  
Bus Bhavan, MSRD, Hyd- 20.

No.IR2/137(1)/2016-PO-III

### CIRCULAR NO.PD-07/2016, DATED:29.01.2016.

Sub: CODE OF DISCIPLINE - Verification of Union Membership in APSRTC on 18.02.2016 –  
Supply of cloth and panels to the Unions to strictly prohibit defacing the properties of the  
Corporation – Reg.

Ref: Circular No. PD-05/2016, dated 25.01.2016.

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Through the reference cited, the programme for conducting Secret Ballot and Postal Ballot in the Depots/Units of the Corporation for the purpose of verification of Union Membership has been communicated to all concerned for taking timely action.

It has been our experience that the Unions while canvassing for the election deface the Buses, Walls and Buildings of the Corporation with writing of slogans and pasting of posters, despite the repeated instructions prohibiting such unhealthy practice. In order to completely eliminate this practice, the Management is supplying cloth and Panels as detailed below to all participating Unions in the respective Units for publicity on the condition that they shall not deface the Buses, Walls and Buildings of the Corporation with Slogans and Posters.

- a) 5 meters of white cloth to each participating Union in every depot and every RM's Office.
- b) 50 meters of white cloth to each participating Union in every Non-Operational Unit, viz., KDP,NLR,VJA and VZM (Non- Operational Unit is taken as 10 units).
- c) For the above purpose, the Head Office Non-Operational Unit is also taken as 1 Unit.  
and
- d) One aluminum panel of the size 2 meters x 1 ½ meters to each participating Union as above.

The Depot/Unit Secretaries of the participating Unions shall place their requisitions for the banner cloth and panel on the Regional Manager, in case of Operational Units and the Dy.CPM(Zone) in case of Non-Operational Units by 08.02.2016 to enable RMs/Dy.CPMs to assess the quantity that can be drawn from the Zonal Stores. The banner cloth and aluminum scrap panels shall be collected together by the participating Union through its authorized representative at the Depot/Non-Operational Unit. If any Union at any Unit is not willing to take the aluminum sheets, the same shall be given in writing stating that they do not ask for aluminum sheets again and to such Unions the banner cloth only may be supplied. The aluminum sheets taken by the Union should be returned by 19.02.2016.

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Arrangements are being made by the Controller of Stores (C-II), Bus Bhavan for procurement, and supply the banner cloth to the Controllers of Stores of the Zones. The COS concerned shall in turn distribute the cloth to the Regional Managers and Dy.CPMs of the Zones immediately as per requirement. The Regional Managers and Dy.CPMs shall make sure that the cloth is distributed to the Unit Officers by 11.02.2016. In case of Head Office Units, the Personnel Officer-II has to take action in obtaining banner cloth and Aluminum sheets by placing indents at COS(C-II)/HO and WM, VJA). The un-utilized Banner cloth, if any, may be returned to the Zonal Stores immediately after the Union Verification is over.

Scrap Metal or Aluminum sheets may be supplied for panels. Where scrap panels are not available, new MS or Aluminum sheets may be supplied. These panels must be returned to the Unit Officer on 19.02.2016, by the Depot/ Unit Secretary of the Union who received the panels. The panels may be allowed to be displayed in the Depot/Unit premises while the banners are meant for outside display.

The cloth for banner and metal or aluminum sheets for panels should be made available by the Unit Officer to the Unions by 12.02.2016.

The Unit Officers should indicate a certain place inside the Depot/Unit for the display of boards by the Unions. The Unions may be allowed to express their views for consideration, while deciding the single place for display of boards by all the Unions. The display of the boards by the following contesting Unions at the respective Depot/Unit, may be done in the following alphabetical order from left to right.

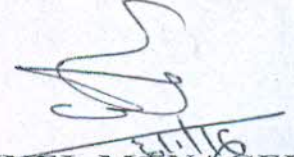
APSRTC Bahujana Workers Union  
APSRTC Employees' Union  
APSRTC Karmika Parishad  
APSRTC Karmika Sangh  
APSRTC National Mazdoor Union  
APSRTC Staff & Workers' Federation  
The APSRTC United Workers' Union  
YSR RTC Mazdoor Union.

Display of banners on the cloth supplied by the Corporation or of their own of the participating Unions within or over the premises of Depot/Bus Station/Offices/ Production Units/any other premises of the Corporation is not permissible. If any display of banners in or over the premises of the Corporation is noticed, Secretary of the Union concerned of the Unit may be advised by the Unit Officer to remove the Banners from the Corporation premises.

Display or hangings or tying and fixing Banners on any Buses, Walls, Buildings, Water Tanks, Depot Garages, Bus Stations etc., and in or over any premises or vehicles of the Corporation is prohibited. Only the panels or the metal sheets supplied by the Corporation shall be permitted for display in the premises of the Corporation at the place indicated by the Unit Officer.

All Unit Officers shall be vigilant and ensure the removal of Slogans and Posters, if any in or on the premises of Corporation. Any instances of violation shall be reported to the Regional Office, Zonal Office and Head Office as the case may be. If any Union indulges in defacing walls and buildings of the Corporation, in violation of the instructions, a Debit Notice for the estimated cost of damages shall be served on the Depot/Unit Secretary of the Union concerned and such cost shall be recovered from his salary besides initiating disciplinary action against the individual.

Necessary action shall be taken accordingly.



**CHIEF PERSONNEL MANAGER**

To  
All Regional Managers.  
All Dy.CPMs/POs/All other Officers of the Corporation.

Copy to: OSD to VC & MD

**Copy to: General Secretaries:**

APSRTC Bahujana Workers Union	}	They are requested to advise their
APSRTC Employees' Union	}	Depot Secretaries/Non-Operational Unit
APSRTC Karmika Parishad	}	Secretaries to place their requisitions on the
APSRTC Karmika Sangh	}	Regional Manager/Dy.CPM(Zone) concerned
APSRTC National Mazdoor Union	}	by 08.02.2016 to enable RMs/Dy.CPMs to draw
APSRTC Staff & Workers' Federation	}	the required quantity for the Operational/Non-
The APSRTC United Workers' Union	}	Operational Units.
YSR RTC Mazdoor Union.	}	