

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.IR2/810(2)/2012-PO.IV

Office of the Managing Director,  
Bus Bhavan, Hyderabad- 624.

**CIRCULAR NO.PD-6/2013, DATED 25.01.2013**

Sub- TRADE UNIONS – State Conference of APSRTC EU on 27.01.2013 at Kadapa – Representation for arranging Buses and Sanction of Special Casual Leave to the employee delegates Instructions - Issued - Regarding.  
Ref- Representation of General Secretary, APSRTC Employees' Union dated 22.01.2013.

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The General Secretary, APSRTC Employees' Union vide representation cited has informed that a State Conference of their Union is being held at Kadapa on 27.01.2013 and requested for provision of Transport facility and Special Casual Leave for the Delegates attending the Conference.

After examining the request of the General Secretary, APSRTC Employees' Union, the VC & MD approved the following facilities:

1. Providing Bus of Pallavelugu type from each Regional Headquarters as indicated hereunder for transporting the Delegates to and fro. The bus will reach Kadapa in the morning of 27.01.2013. The bus will start at Kadapa on the night of 27.01.2013 and will reach the respective Regional headquarters on 28.01.2013. However, if the total number of Delegates in the Region, including Non-operational Unit, if any, at the rate of 4 Delegates for each Depot/Unit is less than 30, no bus shall be provided by the Regional Manager.

S.No.	Name of the Region	No. of buses to be provided
1	Hyderabad Region	2
2	Secunderabad	1
3	Adilabad	1
4	Nizamabad	1
5	Karimnagar	1
6	Warangal	1
7	Khammam	1
8	West Godavari	1
9	Guntur	1
10	East Godavari	1
11	Vishakapatnam	1
12	North East Coastal Region	1
<b>Total</b>		<b>13</b>

2. This transport facility is being provided subject to the condition that one set of privilege bus pass, for which they are normally entitled to shall be surrendered by the Employee/Delegates concerned who avail the bus facility. If there is no General Privilege Bus Pass at the credit of the employee delegate concerned, one set of the Slack Season bus pass of the year 2013 to which the employee delegate is entitled shall be surrendered. In this connection, the Unit Officers have to issue separate Bus Passes to the individual employee delegate as well as to his other eligible family members as per the Bus Pass declaration on the same route and the same validity period as per the requisition made by the employee delegate. An illustration is given hereunder for more clarity.

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**ILLUSTRATION:**

"X" is an employee working at Picket Depot. For the above purpose he made an application to DM/Picket for issue of Bus Pass for self and eligible family members (not more than four) on 26.01.2013. The DM/Picket has to issue two separate passes i.e. one to the employee and the other to the eligible family members of the employee (not exceeding four members) for the travel from Hyderabad to Kadapa and back. Though two separate bus passes are issued, it shall be treated as One Set of pass and debited to the account of the employee. The pass may be either General Privilege Bus Pass or the Slack Season Bus Pass whichever is immediately entitled to the employee delegate concerned.

**3. Provision of buses is subject to the following conditions:**

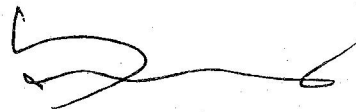
- i) No Banner should be exhibited.
  - ii) Buses will be operated only from the Regional Headquarters to Kadapa and back and not to any other place beyond Kadapa. The buses shall travel on the shortest route to be decided upon by the Unit Officer.
  - iii) There shall be no over loading in the buses.
  - iv) No traveling on the roof of the buses shall be allowed.
  - v) Buses after dropping the delegates at the Venue shall be parked at Bus Station, KDP under the control of DM/KDP.
4. To permit a maximum of 4 Delegates subject to exigencies of work from each Depot/Unit.

**5. Grant of special casual leave as indicated below:**

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|--|--------|
| a) KDP, Prakasham, KRNL, ATP, NLR<br>& TPT Regions.<br>(Including NOUs of Zones) | 1 day  |
| b) GNT, MDK, MBNR, NLG<br>RR, VJA Regions & GHZ.<br>(Including NOUs of Zones).   | 2 days |
| c) For all other Regions<br>(Including NOUs of Zones).                           | 3 days |
6. The names of the employee delegates from each depot/Unit shall be furnished to the Regional Manager concerned by the Secretaries of the local units of APSRTC Employees' Union.

All the Regional Managers/Unit Officers are requested to take necessary action and comply with the instructions indicated above.

Action may please be taken accordingly.



CHIEF PERSONNEL MANAGER

To  
All Officers of the Corporation.

Copy to :General Secretary, APSRTC Employees' Union, Satyanarayanareddy Marg,  
Azamabad, Hyderabad – 500 020 for information and necessary action..