

**ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**

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

No.IR2/137(2 )/2016-PO.III

**CIRCULAR NO.PD-06/2016, DATED:29.01.2016.**

Sub: **CODE OF DISCIPLINE**: Verification of Union Membership in A.P.S.R.T.C. –  
Secret ballot on 18.02.2016 - Arrangement of refreshments and working lunch to  
officials of Labour Department on the day of Election - Instructions - Issued - Reg.

Ref: 1. Memo No.H2/601/2015, dt. 25.01.2016 from the Chief Returning Officer & Addl.  
Commissioner of Labour, AP, Hyderabad.  
2. Circular No.05/2016, dt.25.01.2016.

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For the purpose of Union Membership Verification in the Corporation, the secret ballot will be conducted on 18.02.2016 at all Depots/RM's Office Units and Non-Operational Units by the officials of Labour Department. The Chief Returning Officer & Addl. Commissioner of Labour, Hyderabad has informed through the letter 1<sup>st</sup> cited, that one polling booth will be established at each Depot/Unit, irrespective of the No. of voters.

The Officials of Labour Department have to stay at the Polling Booths for nearly 36 hours and they will not be able to leave the Polling Booths on the day of election. Hence, it is decided to arrange refreshments like snacks, tea and working lunch to the Officials of Labour Department who are on election duty at Depots and Non-Operational Units by APSRTC on 18.02.2016.

The Depot Managers in respect of Operational Units and Dy.Chief Personnel Managers of the Zones in respect of Non-Operational Units of the Zones are authorised to incur expenditure for arranging refreshments and working lunch to the Officials of the Labour Department who are on election duty on 18.02.2016 at Depots and Non-Operational Units up to the limits specified below.

|   |                          |   |
|---|--------------------------|---|
| 1 | At Depots                | Rs.800/- per each Depot   |
| 2 | At Non-Operational Units | Rs.24,000/- per each Zone (limited to 3 booths)<br>@ Rs. 800/- per booth. |
| 3 | PO-II/Head Office        | Rs.800/- (for one (1) polling booth at MD's Office )                      |

The expenditure is to be charged to AH No.7315.

This has the sanction of Vice Chairman and Managing Director with the concurrence of Chief Accounts Officer.

  
**CHIEF PERSONNEL MANAGER**

To

All Executive Directors (Zones).  
All Regional Managers  
All Dy. CPMs of Zones, All Works Managers..  
OSD to VC & MD.  
All Depot Managers  
All POs of RM's Offices/PO.II.Head Office.