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## ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.P2/255(5)/2009-PO-IV

Office of the Managing Director,  
Bus Bhavan, Hyderabad-624.**CIRCULAR NO.PD-30/2009, DATED 27/10/2009**SUB: ESTABLISHMENT - Extending of certain facilities to the Contract Crew -  
Sanction communicated - Reg.Ref: Memorandum of Understanding reached with the Recognised APSRTC  
National Mazdoor Union on 10.12.2008.

\* \* \*

The VC&MD with the concurrence of Financial Advisor & Chief Accounts Officer has accorded sanction to extend the following facilities to the Contract Conductors and Drivers in terms of the Memorandum of Understanding reached with the Recognised APSRTC National Mazdoor Union on 10.12.2008.

**1. PROVISION OF 2<sup>nd</sup> CHANNEL OF APPEAL (REVIEW PETITION):**

To provide 2<sup>nd</sup> channel of Appeal to the Driver/Conductor appointed on Contract basis i.e. Review Petition with the next higher authority i.e., Regional Manager, against the orders passed by the Appellate Authority (i.e.) Dy. CTM or DVM.

The Driver/Conductor appointed on contract basis may appeal against the orders of the authority who passed the original order or against the orders of Appellate Authority, within two months from the date the appellant receives copy of the order appealed against.

**2. ISSUE ONE SET OF BUS PASS WITH TWO MONTHS VALIDITY:**

To issue of One set of Privilege Bus Pass with two months validity to the Drivers and Conductors appointed on Contract basis who worked for 240 days, to travel free in Deluxe/Express service of the Corporation in the slack season along with their family (not exceeding 5 full tickets) within the State of Andhra Pradesh. The Unit Officer shall maintain bus pass account.

The Driver/Conductor appointed on contract basis shall submit his/her family declaration to the Unit Officer furnishing details of his/her family duly obtaining two witnesses from the employees. "Family", in relation to Driver/Conductor appointed on contract basis, means -

1. Wife/Husband residing with and wholly dependent on him/her.
2. Sons under 21 years of age wholly dependent on him/her (the age restriction will not apply to bonafide students of recognised institutions)
3. Unmarried daughters if they are wholly dependent on him/her.
4. Dependent parents of an employee residing with and wholly dependent on him/her.

**3. FESTIVAL ADVANCE:**

To grant of Festival Advance to the Drivers and Conductors appointed on contract basis and worked for a minimum period of 240 days, on the same scale applicable to regular employees, on condition that they furnish surety from one permanent employee and One Contract Driver/Conductor of the Corporation.

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No permanent employee shall be allowed to stand surety for more than two Contract Drivers/Conductors. The permanent employee or Contract Driver Conductor standing surety for Contract Drivers/Conductors to declare that they have not stood surety for more than two Contract Drivers/Conductors.

The proforma application to be submitted by the Contract Drivers/Conductors for grant of Festival Advance is at ANNEXURE to this Circular.

The other terms and conditions for grant and recovery of Festival Advance are the same as applicable to regular employees.

#### 4. PROVIDING OF UNIFORM (THREE SETS IN TWO YEARS):

Instructions were issued through the Circular No.PD-6/2007, dated 27.10.2007 to provide One set of Uniform per annum to the Conductors and Drivers who are appointed on Contract basis and who have put in a minimum period of 240 working days. It was also stipulated therein that those who compete 240 working days after 1<sup>st</sup> November of the year, no uniform shall be supplied for that year. However, they are eligible for one set of Uniform from the subsequent year.

It is now decided to provide 3 sets of Uniform on par with the regular crew, to the Conductors/Drivers appointed on contract basis and have actually worked for 240 days.

The other terms and conditions for supply of Uniform shall be the same as applicable to the regular crew.

#### 5. FOOT WEAR ALLOWANCE:

As per the existing instructions the employees of Mechanical & Traffic wings of APSRTC are eligible for footwear allowance @ Rs.180/- per annum.

It is decided to pay Footwear allowance, on par with regular Drivers/Conductors, to the Conductors/Drivers appointed on contract basis who actually worked for 240 days

The existing procedure for drawl and payment of Footwear Allowance shall be the same as applicable to regular crew.

These instructions will come into force with immediate effect.

Encl: Annexure.

Sd/- B.S.R.MURTHY  
EXECUTIVE DIRECTOR (A&P)

To  
All Officers of the Corporation.

// ATTESTED //

  
27/10/08  
DY.CHIEF PERSONNEL MANAGER (IR&W)

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- Copy to: RSr.AO/AG:RTC Branch, Mushirabad, Hyderabad.  
Copy to: Secretary to Chairman/PS to VC & MD.  
Copy to: Dy.CAO(TA&INS)  
Copy to: PRO/HO for translation into Telugu.  
Copy to: PO(Trg.)/HO, for inclusion in monthly index of Circulars (4 copies).  
Copy to: General Secretary, APSRTC National Mazdoor Union, 20/1, Vigyanpuri, Vidyanagar, Hyderabad.  
Copy to: General Secretary, APSRTC Employees' Union, Satyanarayanareddy Marg, Azamabad, Hyderabad.  
Copy to: General Secretary, APSRTC SW&F (State Office), Nanduri Prasada Rao Bhavan, 1-7-130/5, Risala Khursheed Jahi, Zamistanpur, Hyderabad-20.  
Copy to: General Secretary, APSRTC Class-II Supervisors Association, Flat No.102, H.No.16-1-30/A/36, Star Balasai Nest, Lokayukhta Colony, Saidabad, Hyderabad-500 059.  
Copy to: General Secretary, APSRTC Security Staff Welfare Association, Hyderabad.  
Copy to: Notice Board & Incharge Record Room.

ANNEXURE

To  
The Depot Manager,  
A.P.S.R.T.C., \_\_\_\_\_ Depot.

Sir,

Sub:- Request for grant of Festival advance - Reg.

Rcf:- Cir.No.PD-30/2009, Dt.27.10.2009.  
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In terms of Circular under reference, I request the authority to kindly grant me Festival Advance.

Signature:

Name:

C.No.

Design:

Place of work:

Date:

UNDERTAKING OF SURETY

1. I agree to stand as surety for grant of Festival Advance to Sri/Smt \_\_\_\_\_ C.No. \_\_\_\_\_ Design. \_\_\_\_\_. In the event of not repaying the amount of Festival Advance granted to him/her, I undertake the responsibility of repaying the amount.

2. I declare that I have not stood surety for more than two Contract Driver/Conductor including the above.

Signature of Surety:

Name:

Designation:

Staff No.

Place of work

NOTE: No regular employee is allowed to stand as surety more than Two Contract Driver/Conductor.