

ANDHRA PRADESH PUBLIC TRANSPORT DEPARTMENT

No.IR2/430(04)/2026-PO.III

Office of the Commissioner: PTD &
Ex-Officio: VC&MD, APSRTC,
RTC House, PNBS, Vijayawada.

NOTIFICATION NO.PD -30/2026, DATED 16.09.2026

Sub: **LEAVE** – Sanction of three days (3) leave in a month to Women employees of APPTD duly debiting from their leave account – Reiteration of instructions issued – Reg.

Ref: 1) Minutes of meeting dated 12.08.2026 held with the APPTD (RTC) Employees Associations JAC.
2) Circular No. PD - 39/2016 dated 30.08.2016
3) VC&MD letter No. IR2/660(7)/2026 PO.III dated 26.02.2026

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During the joint meeting with the APPTD (RTC) Employees' Associations JAC held on 12.08.2026, it was represented by the JAC that though guidelines were issued from HO to grant 3 days leave to women employees per month, the field officers are not granting the leaves and requested for redressal of the issue.

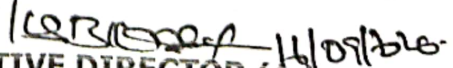
In this connection this is to inform that :

- 1) After absorption of all APSRTC employees into Government under Public Transport Department (PTD) w.e.f. 01.01.2020, all the rules applicable to other Government employees are equally made applicable to PTD employees. There is no specific rule position in AP Leave Rules for sanction of 3 days leave to women employees in a month.
- 2) Considering the nature of duty and working atmosphere of women employees in PTD, instructions were issued to all EDs and DPTOs through reference 3rd cited letter, to sanction 3 (three) days leave to Women employees in a month as already instructed in circular 39/2016, dated 30.08.2016.

At point No. 32 of Minutes of meeting dated 12.08.2026 communicated to the JAC, it was agreed for reiteration of the guidelines issued earlier for grant of 3 days leave per month to women employees for strict compliance.

Therefore, all Officers of PTD are hereby once again instructed *"to sanction 3 (three) days leave to Women employees in a month, duly debiting the leave from their leave account, as accumulated as per AP Leave Rules. In case, if the Women employees are not having sufficient leave at their credit, the same may be treated as leave without pay (LWP)".*

The above instructions shall be followed strictly in true spirit.


EXECUTIVE DIRECTOR (Admin)

To :

All Officers of APPTD.



ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

IR1/430(01)/2016-PO-III

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

CIRCULAR No. PD- 39/2016, Dated. 30-08.2016.

Sub:-LEAVE: -Sanction of (3)Three days leave in a month to lady employees of APSRTC -- Instruction -- Communicated .

Ref:-1.Circular No. PD-30/2010, dated 02.06.2010

2. Representation of General Secretary APSRTC National Mazdoor Union, dated 22.07.2016.

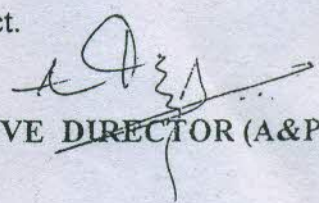
Instructions were issued through the Circular under reference 1st cited, allowing (3) three days Casual Leave in addition to 15 days Casual Leave i.e 18 days in a calendar year to the lady Conductors as agreed in the Memorandum of Settlement entered into with APSRTC National Mazdoor Union on 22.01.2010.

The General Secretary, APSRTC National Mazdoor Union (Recognised) through the representation 2nd cited has informed that lady employees, especially, lady conductors are experiencing much difficulty in getting the leave sanctioned during monthly periods and requested for sanction of (3)Three days leave in every month to lady employees.

Considering the request, the Competent Authority has agreed for sanction of (3) three days leave to woman employees in a month duly debiting the leave from their leave account.

All the Unit Officers are therefore, instructed to sanction (3) three days leave to woman employees in a month, duly debiting the same to their leave account. In case if the lady employees are not having sufficient leave at their credit, the same may be treated as LWP.

These instructions will come into force with immediate effect.


EXECUTIVE DIRECTOR (A&P)

To
All Officers of the Corporation.

Copy to: Sr.RAO/AG:APSRTC 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: the General Secretaries of APSRTC Bahujana Workers Union/ APSRTC Karmika Parishat / APSRTC Karmika Sangh/ APSRTC Staff & Workers Federation./ APSRTC United Workers Union / YSR RTC Mazdoor Union.

Copy to: General Secretary, APSRTC Class-II Supervisors Association.

Copy to: General Secretary, APSRTC Security Staff Welfare Association, Hyderabad.

Copy to: Notice Board & Incharge Record Room.

ANDHRA PRADESH PUBLIC TRANSPORT DEPARTMENT
(ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION)

Office of the Commissioner, PTD &
Ex-Officio VC&MD: APSRTC,
RTC House, PNBS, Vijayawada.
Date: 26.02.2026

No.IR2/660(07)/2026-PO-III

To

All the Executive Directors of Zones,
All the District Public Transport Officers,
APPTD.

Sub:- Representations: Representation of grievances of Women employees of APPTD by PTD employees Service Associations – Guidelines issued - Reg.

It is represented by the PTD service associations for redressal of grievances pertaining to women employees working in PTD.

On examining the representations, the following instructions are issued for Redressal of the grievances of the PTD women employees.

S.NO	Grievance	Instructions issued
1	To permit all women employees including women officers to avail Child Care Leave as per Circular guidelines at all Depots/units.	Through this Office Notification No. 7/2022 Dated 13.05.2022, instructions were issued to implement the benefits of Child Care Leave to PTD employees as per the guidelines issued by the Government. However, in terms of item No. 3 of GO Ms.No. 132, Fin (HR.IV-FR&LR) Department dated 06.07.2016 while sanctioning the Child Care Leave, it shall be ensured that the availment of Child Care leave, shall not affect the operations/functioning of the office. Through G.O.Ms.No.199, Finance(HR.IV-FR&LR) Department dated 19.10.2022, the Government enhanced from the maximum spells to avail the eligible Child Care leave upto 10 spells instead of 03 spells permitted earlier. Through G.O.Ms.No. 36, Gen.Admn(Ser.W) Department dated 16.03.2024, the upper age limit was removed and permitted all women employees to avail prescribed child care leave facility in their service and before retirement to take care of the minor child for rearing or for looking after other needs of the child during school or college examinations, sickness etc. Through G.O.Ms.No.70, Fin (HR.IV-FR&LR) Department dated 15.12.2025, the Government permitted women employees and single male employees to avail the child care leave facility during their entire period of service, by removing the upper

		age limit of the children, including differently abled children, subject to the other eligibility conditions stipulated in the GOs issued earlier. The guidelines issued by Government from time to time on Child Care Leave shall be strictly followed.
2	To implement Three days leave for all Women Employees of APPTD	Instructions were issued through Circular No. PD 39/2016 dated 30.08.2016, duly advising all Unit Officers to sanction 3 (three) days leave to women employees in a month duly debiting the leave from their leave account. If case, if the women employees are not having sufficient leave at their credit, the same may be treated as leave without pay (LWP). The DMs/Unit Officers shall follow the above guidelines.
3	Provide sufficient rest rooms in all Depots and Bus stands and modernisation of all rest rooms for Women Employees of APPTD	Rest Rooms were already provided at depots/bus stations for women employees. The DPTOs may examine the issue and in case of any further need of providing rest rooms to women employees, proposals may be sent ED(O) for further consideration.
4	Constitution of Internal Committee for prohibition of Sexual harassment of Women employees at work places	Instructions were issued through Circular No. PD 14/2010 dated 29.03.2010, Circular No PD 15/2020 dated 05.08.220 and also through Letter No. P2/118(1)/2020 PO.III dated 29.05.2025 for constitution of Internal Committees at all DPTO offices to resolve the complaints on sexual harassment of women employees at work places, in compliance to the provisions under Act No. 14 of 2013 i.e. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act-2013. The DPTOs shall take action for strict compliance to guidelines issued.
5	Implementation of special allowance for women employees who crossed 45 yrs @Rs.200/-	In terms of G.O.Ms.No.114, Finance(PC-TA) Department, dated 03.06.2022 at point no.20.1, the Health allowance shall be paid at the rate of Rs.200/- per month to the Lady Conductors who crossed 45 years of age of PTD The DM/Unit officers shall take action for implementation of the above guidelines and arrange the special allowance w.e.f. the month the women employee crossed 45 years of age without giving scope for any delay. The IT wing of HO shall make necessary modifications in the HRMS, so as to identify the eligible women candidates every month, to avoid delay in arranging the special allowance promptly.

Action shall be taken accordingly.

Encl: As above

58-26/2

**Commissioner, PTD &
Ex-Officio VC&MD: APSRTC**

Copy to: All Officers of APPTD.

Copy to: CE(IT) for n/action on item no. 5.