

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No. APSRTC-12023/4/2019-IE



Office of the VC & MD,
RTC House, Vijayawada-13.

CIRCULAR No.01/2019-IED, Dated:21.10.2019.

Sub: PIB: Operation of Production Incentive Bonus Scheme of all Workshops – Extension of validity of the scheme up to the completion of merger process – Reg.

Ref: 1) Circular No.03/1995-IED, Dated: 14.07.1995.

2) Circular No.04/2013-IED, Dated: 17.06.2013.

3) Lr.no.IR3/781(5)/2014-PO-IV, dt.10.09.2014 (MOU with the recognized Union)

4) Circular No.02/2014-IED, Dated: 16.09.2014.

5) Circular No.07/2016-IED, Dated: 19.09.2016.

6) Circular No.11/2018-IED, Dated: 11.10.2018.

The Production Incentive Bonus Scheme was first introduced initially at Vijayawada and Hyderabad in 1972 with a view to improve the productivity in Workshops and later extended to the other Workshops and being extended from time to time.

The first revised circular vide reference 1st cited was communicated based on the studies conducted by M/s NPC at ZWS: Hyderabad and ZWS: Vijayawada in the year 1992-93. In view of the positive results achieved, the Corporation extended the validity of the scheme from time to time.

Based on the study report 2004 and decisions taken vide reference 3rd cited, the existing incentive scheme is revised and thus second revised PIB scheme came into force with effect from the production month of October 2014.

The Production Incentive Bonus Scheme is in operation at the following units of the Corporation;

1. Zonal Workshop, Kadapa (KDP)
2. Zonal Workshop, Nellore (NLR)
3. Zonal Workshop, Vijayawada (VJA)
4. Zonal Workshop, Vizianagaram (VZM)

In order to suit the present environment of operations in APSRTC, VC&MD has formulated three committees to submit their recommendations to improve the productivity of Production Units. Whenever the approved recommendations received, separate circular instructions shall be issued.

The Government of Andhra Pradesh have proposed to merge APSRTC in to Government by renaming as Public Transport Department. An expert committee was formed by the Government & obtained recommendations on procedure to be followed in merging the APSRTC in to Government of Andhra Pradesh.

While extending the validity of the PIB Circular of Work Shops, the following are included.

Clause No.3.3.1

Auditing and allowing man hours based on job cards vis-a-vis actual work carried out shall be done by Dy.CAO/AO concerned, but not allowing the complete Standard Man Hours (SMHs) given for that Unit / Aggregate. It means the SMHs shall be arrived and allowed purely based on the actual work/activities turned out.

Clause No.3.4.1

The base level production hours of the employee shall taken into consideration for that particular production month when the employee is worked for full / partial month. However, the clauses for payment of incentive are stands good as per Circular No.02/2014-IED, Dt.16.09.2014.

Clause No.3.7.1 Man Hour Rate (MHR):

The MHR applicable for sharing of labour cost saved at various slabs and various %PLs i.e., 80 - 100%PL (1st slab), 100 - 110% PL (2nd slab) and 110 - 125/150%PL (3rd slab) should be rounded off to two decimal points.

Clause No.5.5.1

Dy.CAO/AO has to submit the audited reconciliation statements in prescribed proforma filed as Annexure M, at the end of cycle period.

Clause No.6.1

Non sanctioned post / category shall not be operated in Workshops by WM concerned.

Clause No.6.2

The ratio between General to Production & Workmen to Supervisor are to be considered based on the ratio of immediate previous production month or the ratio stipulated for that Unit by the circulars from time to time, whichever is less.

Clause No.6.3

The requirement of category wise manpower shall be arrived based on the production hours given up to that month in that cycle period on monthly basis along with auditing of production given vis-a-vis identification of surplus / shortage of employees category wise and shall be notified by Dy.CAO/AO concerned.

Clause No.6.4

Redeployment of manpower shall be carried out in every January and July months of every year in order to keep manpower in commensuration with the production given up to that month by Executive Director (Zone) in consultation with Dy.CAO (Zone).

Clause No.6.5

The Executive Director (Zone) in consultation with Dy.CAO(Zone) is empowered to fill up the shortage of category wise manpower by means of outsourcing / contract basis / repatriation after establishing need and sufficient justification, when there are no same surplus categories available in the Zone, for a period of 6 months or till a regular postings are made as per the rules and regulations in vogue, whichever occurs earlier.

Clause No.7.2.1

Dy.CAO/AO is responsible to allow the incentive amount to the employees who are working in the production units based on the latest sanctions given by the competent authority, on monthly basis.

Clause No.10.2.1

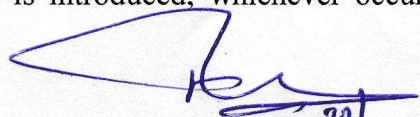
The enclosed Annexures H to N should be submitted after auditing in addition to the existing statements vide Circular No.02/2014-IED, dt.16.09.2014 at the end of production month.

Clause No.11.11.1

When there is a increase in base production hours in any production section even due to employee transfers, ED(E) is the competent authority to approve the increase, in consultation with CE(IE).

All other terms and conditions of the Circular No.02/2014-IED, dt.16.09.2014 and Circular No.07/2016-IED, dt.19.09.2016 remain unchanged.

The Vice Chairman & Managing Director with the concurrence of FA&CAO accorded sanction for **extension of the validity of Production Incentive Bonus Scheme to all the Workshops for a period up to the completion of merger process with the above modifications** or till a new / modified incentive scheme is introduced, whichever occurs earlier.



VICE CHAIRMAN &
MANAGING DIRECTOR.

- Copy to: ED(E), ED(A), ED(O), Director(V&S), FA&CAO & all EDs(Z) for favour of inf. pl.
- : Sr.RAO(AG), RTC House, Vijayawada for information please.
 - : All RMs / HODs for information please.
 - : CE (IT) is requested to arrange to keep the scanned copy of this circular in web portal under "IED" circulars.
 - : Secretary to Chairman and Secretary to VC&MD for kind information please.
 - : All WMs/Dy.CMEs/Dy.CAOs/AOs/Principals of ZSTCs/Principal of Transport Academy
 - : PO (R&T) for inclusion in monthly index.
 - : The General Secretary, APSRTC, E.U, PNBS, Vijayawada.
 - : The General Secretary, APSRTC, National Mazdoor Union, Vijayawada.
 - : The General Secretaries of APSRTC Karmika Parishat, APSRTC SWF, APSRTC BWU, APSRTC Karmika Sangh, APSRTC Workers Union & YSR RTC Mazdoor Union.
 - : The General Secretary, APSRTC Class-II Supervisors' Association.

| ANNEXURE - H | | | | | | | | | | | | | |
|-----------------------------------------------------------------------------------------------------------|------------|----------------|-----|-----|---------------|-----|-----|----------|-------------------|---------------|----------|--------------------------|----------------------------|
| Statement showing the details of Base production changes during the month of ____ & ____ at ZWS: _____ | | | | | | | | | | | | | |
| Sl. No | Section | Previous Month | | | Current Month | | | Variance | Base Prod. in Hrs | | Variance | Remarks | |
| | | SKD | USK | TOT | SKD | USK | TOT | | Previous Month | Current Month | | Skilled Manpower changes | Unskilled Manpower changes |
| 1 | BCO | | | | | | | | | | | | |
| 2 | Engine | | | | | | | | | | | | |
| 3 | FIE | | | | | | | | | | | | |
| 4 | Units | | | | | | | | | | | | |
| 5 | Electrical | | | | | | | | | | | | |
| 6 | Radiator | | | | | | | | | | | | |
| | TOT Prod. | | | | | | | | | | | | |
| 7 | General | | | | | | | | | | | | |
| | TOT m.p. | | | | | | | | | | | | |
| Gen. men to Prod. men ratio: | | | | | | | | | | | | | |
| _____ as per committee. | | | | | | | | | | | | | |

Prepared By

Checked by

Audited by

Approved by

| Annexure-I | | | | | | | | |
|------------------------------------------------------------------------------|------|-----------|-------------|--------------------|----|---------|-------------------------------|------------------------------------------|
| Month wise unauthorized man power changes at ZWS: _____ for the cycle period | | | | | | | | |
| Sl. No | Name | Staff No. | Designation | Transfer/Promotion | | Remarks | Whether approved by CA or not | Incentive amounts to be withdrawn period |
| | | | | From | To | | | |
| July | | | | | | | | |
| | | | | | | | | |
| August | | | | | | | | |
| | | | | | | | | |
| September | | | | | | | | |
| | | | | | | | | |
| October | | | | | | | | |
| | | | | | | | | |
| November | | | | | | | | |
| | | | | | | | | |
| December | | | | | | | | |
| | | | | | | | | |
| January | | | | | | | | |
| | | | | | | | | |
| February | | | | | | | | |
| | | | | | | | | |
| March | | | | | | | | |
| | | | | | | | | |
| April | | | | | | | | |
| | | | | | | | | |
| May | | | | | | | | |
| | | | | | | | | |
| June | | | | | | | | |
| | | | | | | | | |

Prepared By

Checked by

Audited by

Approved by

[Handwritten Signature]
ATM/IED

[Handwritten Signature]
Dy Chief Mech. Engineer (IE)
APSRTC: NTR ADMINISTRATIVE BLOCK
RTC HOUSES, PNBS, VIJAYAWADA - 02

| Annexure-J | | | | | | | | | |
|--------------------------------------------------------------------------------------|------|-----------|-------------|----------------------|----|---------|--------------------------------|------------------------------------------|--|
| Section Wise Unauthorized man power changes at ZWS: _____ for the cycle period _____ | | | | | | | | | |
| Sl No. | Name | Staff No. | Designation | Transfer / Promotion | | Remarks | Whether approved by C A or not | Incentive amounts to be withdrawn period | |
| | | | | From | To | | | | |
| BCO Section | | | | | | | | | |
| Engine Section | | | | | | | | | |
| FIE Section | | | | | | | | | |
| Units Section | | | | | | | | | |
| Electrical Section | | | | | | | | | |
| Radiator Section | | | | | | | | | |
| General Section | | | | | | | | | |

Prepared By _____ Checked by _____ Audited by _____ Approved by _____

| ANNEXURE - K | | | | | | | | | | | | | | | | | | |
|------------------------------------------------------------------------------------------------------------|------|-----------|-------|--------|----|------|--------|-----------|---------|----------|----------|---------|----------|-------|-------|-----|------|-------|
| Summary of Incentive Amount withdrawals and recoveries to be made at ZWS: _____ for the Cycle Period _____ | | | | | | | | | | | | | | | | | | |
| Sl No. | Name | Staff No. | Desg. | Period | | July | August | September | October | November | December | January | February | March | April | May | June | Total |
| | | | | From | To | | | | | | | | | | | | | |
| BCO Section | | | | | | | | | | | | | | | | | | |
| Engine Section | | | | | | | | | | | | | | | | | | |
| FIE Section | | | | | | | | | | | | | | | | | | |
| Units Section | | | | | | | | | | | | | | | | | | |
| Electrical Section | | | | | | | | | | | | | | | | | | |
| Radiator Section | | | | | | | | | | | | | | | | | | |
| General Section | | | | | | | | | | | | | | | | | | |
| TOTAL | | | | | | | | | | | | | | | | | | |

Prepared By _____ Checked by _____ Audited by _____ Approved by _____

ANNEXURE-L

| REMARKS | |
|------------|------------------------------------------------------------------------------------------------------------------------|
| Changes in | <p>a) MHR : Change, MHR from _____ to _____ was Rs. _____.</p> <p>b) EMHs : EMHs from _____ to _____ were _____.</p> |

Prepared By _____ Checked by _____ Audited by _____ Approved by _____

[Handwritten Signature]
AECM/IED

[Handwritten Signature]
Dy Chief, Mech. Engineer (IE)
APSRTC; NTR ADMINISTRATIVE BLOCK
RTC HOUES, PNBS; VIJAYAWADA - 02

- Along with reconciliation claim sheets the information shall be furnished in the following proforma in addition to the existing statements.

ANNEXURE-M

| Summary of outflow of incentive amounts and reconciliation amounts for the block period _____ @ MHR Rs. _____ in Rs. | | | | | |
|-------------------------------------------------------------------------------------------------------------------------|-----------|---------------------|----------------|----------|---------|
| S.No. | Month | Amount already paid | Amount payable | Variance | Remarks |
| 1 | July | | | | |
| 2 | August | | | | |
| 3 | September | | | | |
| 4 | October | | | | |
| 5 | November | | | | |
| 6 | December | | | | |
| 7 | January | | | | |
| 8 | February | | | | |
| 9 | March | | | | |
| 10 | April | | | | |
| 11 | May | | | | |
| 12 | June | | | | |
| Total | | | | | |

Prepared By _____ Checked by _____ Audited by _____ Approved by _____

- Along with MHR arrears claim sheets the information shall be furnished in the following proforma in addition to the existing statements.

ANNEXURE-N

| Summary of Out flow of incentive amounts and arrears as per the revisions took place in MHR (for the particular block period) in Rs. | | | | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------|--------|-----|---------------------------------------|---------------|-------------------------------|----------|---------------|---------|
| Sl. No | Period | MHR | Amount already Paid at MHR= Rs. _____ | * Revised MHR | Amount Payable on revised MHR | Variance | % of Variance | Remarks |
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| Total | | | | | | | | |

NOTE: (1) *Final MHR applicable for the block period _____ (Apr'__ to Mar'__).
 (2) EMHs: For the months _____ to _____ were _____.

Prepared By _____ Checked by _____ Audited by _____ Approved by _____

APR 2012
ARMED

[Signature]
By Chief. Insp. Engineer (IE)
APSRTO: NTR ADMINISTRATIVE BLOCK
RTC HOUSES, PNBS; VIJAYAWADA - 02