

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Lr.No.IE-2/367(19)/2003-IED.

O/o the VC & MD,
MSRD, HYDERABAD,
Dt.10.05.2004.

CIRCULAR No. 08/2004 – IED.

Sub:- **INCENTIVES** – Modified Incentive Scheme for all Depots of the Corporation –Circular Instructions issued – Reg.

- Ref:-
1. Board Resolution No.44/1993, Dt.21.4.1993.
 2. Cir.No.IED-1/2001, Dt.9th February 2001(District scheme)
 3. Cir.No.IED-2/2001, Dt.9th February 2001(HCR scheme)
 4. Cir.No.IED-5/2001, Dt.18th April 2001(Town scheme)
 5. Cir.No.IED-30/2001, Dt.4th December 2001(Ghat scheme)
 6. Cir.No.4/2004-IED, dt.01-03-2004.

1.0. Introduction

The Corporation Board vide resolution 1st cited has authorised the Managing Director to modify or incorporate alterations to the Incentive Schemes depending on changing operational conditions and to extend the validity of the scheme from time to time. Vide Circular 2nd to 5th cited, the earlier Depot Incentive Schemes were implemented in all the Depots of the Corporation w.e.f.1-2-2001,1-2-2001,1-5-2001 and 1-12-2001 respectively. Vide Circular 6th cited, the validity of the above Schemes were extended up to 31-02-2005 or till a revised scheme is implemented which ever is earlier. Accordingly, the Incentive Scheme has been modified for implementation in all the Depots of the Corporation w.e.f. **1. 6. 2004.**

2.0. Parameters Prescribed For Payment Of Incentive Are As Follows

i) Mofussil Depots

1. Earnings
2. HSD KMPL
3. Tyre CPK
4. Spring Consumption
5. Lub KMPL

ii) HCR/Town Depots

1. Earnings
2. HSD KMPL
3. Lub KMPL

iii) Ghat Depots (Alipiri and Tirumala)

1. Earnings
2. HSD KMPL

Depots covered under Mofussil, HCR,Town and Ghat categories are listed at **Appendix - A**

2.1. Qualifying Parameters For Payment Of Incentive

1. Arrival punctuality of services(%)
2. Total cancellation of Kms.(%)
3. Breakdown rate

2.2. Category-Wise Eligible Parameters For Payment Of Incentive Are As Follows

i) Mofussil depots

1. Driver : Earnings, HSD kmpl, Tyre cpk, Springs consumption
2. Conductor : Earnings
3. Maintenance staff : HSD kmpl, Tyre cpk, Lub kmpl, Springs
4. Traffic sup : Earnings, Service targets
5. Traffic staff : Earnings
6. Others (Admn&Accts) : Earnings, Cost parameters

ii) HCR/ Town depots

1. Driver : Earnings, HSD kmpl
2. Conductor : Earnings
3. Maintenance staff : HSD kmpl, Lub kmpl
4. Traffic sup : Earnings, Service targets
5. Traffic staff : Earnings
6. Others (admin&accts) : Earnings, Cost parameters

iii) Ghat depots (Alipiri and Tirumala)

1. Driver : Earnings, HSD kmpl
2. Conductor : Earnings
3. Maintenance staff : HSD kmpl
4. Traffic sup : Earnings, Service targets
5. Traffic staff : Earnings
6. Others(Admin&Accts) : Earnings, Cost parameters

Categories covered under Maintenance staff, Traffic staff, Supervisors and Others are shown at **Appendix-B**.

3.0. Incentive Payment On Earnings Parameter

Conductor and Driver are identified as individuals to receive incentive under this parameter.

3.1.Crew Incentive

3.1.1. Method of Fixing Service Target

The service targets shall be fixed basing on quarterly moving average EPK and the corresponding correction factor.

The twelve months are divided into four quarters i.e. January to March, April to June, July to September and October to December.

The quarterly correction factors are indicated in the following table:

s.no	Quarter	Correction factor
1	January to March	1.04
2	April to June	1.10
3	July to September	0.90
4	October to December	1.03

In this method the targets fixed for the Quarter and will be valid for the entire quarter.

Duly taking into account the time taken for preparation and obtaining approval of the Regional Manager concerned, the EPK realized up to 24th of the last month in the quarter is considered as the EPK for that month. The correction factors will be revised once in two years.

3.2. Illustration for Fixing the Service Target Amounts

3.2.1. Moffusil Services

To fix the target amount for a service for the Quarter APRIL'04 to JUN '04, the average EPK of the service for the previous quarter i.e. JANUARY '04 to MARCH '04 should be multiplied with the corresponding correction factor and the service scheduled kilometers.

Example:

Average EPK of an ordinary service from Jan '04 to Mar '04 = Rs. 11.00
Scheduled kms of the service = 200

Applicable correction factor = 1.10

Service target for the quarter APR '04 to JUN '04 = 11.00 X 200 X 1.10
= Rs. **2420/-**

Similar calculations as indicated above should be followed for all types of mofussil services.

3.2.2. HCR Depots and Town Depots

For City and Town services quarterly targets have to be fixed with out correction factors.

Example:

Average EPK of a ordinary service from Jan '04 to Mar '04 = Rs. 10.00
Scheduled kms of the service = 140
Service target for the quarter APR '04 to Jun '04 = 10.00 X 140
= Rs. **1400/-**

Similar calculations shall be followed for fixation of targets for all types of services in HCR and Town depots.

3.3. Fixation Of Targets For New Services

A service which is introduced newly in the process of augmentation is called a new service. Mere change of service timings do not entail a service to be categorised as a new service. While rescheduling a service if more than 50% of the scheduled kms are rescheduled on other than the original route(s), such service also will be considered as a new service.

Fixation of targets for new services shall be done as indicated below:

- a) For a new service, EPK equivalent to 65% of the OR should be fixed as target for ordinary services for the initial quarter.
- b) For a new service, EPK equivalent to 75% of the OR should be fixed as target for Express, Luxury, Hi-Tech and A.C services(Except Garuda services) for the initial quarter.
- c) For a new service, EPK equivalent to 60% of the OR should be fixed as target for city and town services for the initial quarter.

For the subsequent quarter, the average EPK achieved in previous quarter with correction factor should be fixed as service EPK. In the case of HCR and Town Depots correction factor need not be applied.

3.4. Rate Of Incentive Payment For Crew

Incentive will be paid under two heads i.e.,

- a) A fixed percentage of earnings as incentive on attaining the target.
- b) Additional incentive for the earnings realized over and above the target for 10%, 20%,30%,40% and > 40%.

3.4.1. Moffusil Services

The rates of payment of incentive will be different for:

- a) Ordinary,
- b) Express and
- c) the remaining types of services i.e Luxury, Hi-Tech and A/C (except Garuda for which a separate scheme is in vogue)

3.4.2. HCR/Town Services

For Hyderabad city (21 depots), Town Operations { VSP(U), VJA(U), and HNK depot (11 depots)} the incentive rates will be different for:

- a) Ordinary, Metro Express, City express and Suburban
- b) Veera, Metro Liner and City liner

The rates of incentive payment for crew for MOFUSSIL SERVICES are indicated in the following table

Sl. No.	Type & Category	on reaching Target	Above Target				
			>Tgt. to 110%	>110% to 120%	>120% to 130%	>130% to 140%	>140%
			(%)	(%)	(%)	(%)	(%)
1	Ord./Gramani Conductor						
	Spot	0.40	2.50	3.00	4.00	5.00	6.00
	M.end	0.20	1.25	1.50	2.00	2.50	3.00
	Driver						
	Spot	0.40	2.50	3.00	4.00	5.00	6.00
2	Express Conductor						
	Spot	0.25	2.25	2.50	3.00	4.00	5.00
	M.end	0.13	1.13	1.25	1.50	2.00	2.50
	Driver						
	Spot	0.25	2.25	2.50	3.00	4.00	5.00
3	Lux/HT/A.C Conductor						
	Spot	0.20	2.00	2.25	2.50	3.00	3.50
	M.end	0.10	1.00	1.13	1.25	1.50	1.75
	Driver						
	Spot	0.20	2.00	2.25	2.50	3.00	3.50

The rates of incentive payment for crew for HCR AND TOWN SERVICES are indicated in the following table

Sl. No.	Type & Category	on reachin target	Above Target				
			>Tgt. to 110%	>110% to 120%	>120% to 130%	>130% to 140%	>140%
			(%)	(%)	(%)	(%)	(%)
1	ORD./ME/SUB. Conductor						
	Spot	0.30	2.25	3.00	4.00	5.00	6.00
	M.end	0.15	1.13	1.50	2.00	2.50	3.00
	Driver						
2	ML/VEERA/C.LINER Conductor						
	Spot	0.25	1.25	2.50	3.50	4.50	5.50
	M.end	0.13	0.63	1.25	1.75	2.25	2.75
	Driver						
	Spot						
	Spot	0.25	1.25	2.50	3.50	4.50	5.50

3.4.3. Distribution of Incentive Amount

Spot incentive payment will be equal for driver and conductor, which will be paid after the spell of duty. Month end incentive for the Conductor shall be accumulated and is payable at the end of the month subject to fulfilling attendance and other eligibility clauses. The Driver is not eligible for month end incentive on earnings parameter. An Illustration showing the calculation of spot and month end incentives for a Mofussil ordinary service is given below.

Target Amount (Rs.)	=	2000	
Ticket Amount (Rs.)	=	2600	
Amount above tgt		600	
% of Excess amount above tgt	=	30	
Conductor Incentive:			Rs.
Spot	=	Target Amt X 0.4%+Above tgt.amt.X 4%	
	=	2000 X 0.4%+ 600 X 4%	= 32.00
Month End	=	Target Amt X 0.2%+Above tgt.amt.X 2%	
	=	2000 X 0.2%+ 600 X 2%	= 16.00
Total Conductor Inc.	=		48.00
Driver Incentive:			
Spot	=	Target Amt X 0.4%+Above tgt.amt.X 4%	
	=	2000 X 0.4%+ 600 X 4%	= 32.00
Grand Total Incentiv to Crew	=		80.00

If the Ticket amount realized is above the target and falling under a particular slab, the total above target amount will be multiplied with the rate prescribed for that particular slab to arrive at the incentive payable for the above target amount. Similarly the incentive for other types of services will be calculated.

3.4.4. Ceiling Limit For Incentive Payment

Incentive on earnings parameter is payable to crew without any ceiling limit.

3.5. Incentive On Sale Of Travel As You Like Tickets(TAYL) In HCR

On sale of each TAYL ticket Re.0.25 will be paid as incentive for the conductors. The amount realized through the sale of these tickets shall not be clubbed with the ticket amount for the purpose of payment of incentive. The incentive earned on this parameter will be paid after spell of the duty. The incentive earned by the conductor through the sale TAYL tickets is not linked to service cancellations.

3.6. Incentive For Conductors On Sale Of Link Tickets (For Travel Between Tirupati And Tirumala)

In order to motivate the conductors, to increase the sales of Link tickets, it is decided to pay incentive to the Conductors on sale of Link Tickets as follows:

1. For the services that are being operated up to Tirupati two types of tickets can be issued by Conductors:
 - a. Single Journey Ticket (SJT). This ticket is Valid for onward journey from Tirupati to Tirumala. Value of Ticket is Rs.22/-.
 - b. Return Journey Ticket (RJT). The ticket is Valid for Up & down Journey i.e., from Tirupati to Tirumala and back. Value of Ticket is Rs.44/-.
2. For the services that are being operated up to Tirumala, exclusive Return Journey Ticket can be issued by the Conductor. This ticket is valid for performing journey from Tirumala to Tirupati. The value of the ticket is Rs.22/-

3.6.1. Incentive For Sale Of Link Tickets

Incentive will be paid to the Conductors depending on the type of Link Ticket sold:

i) For The Services Operated Up To Tirupati

- a. An amount of Re.1/- will be paid on sale of each return journey Link Ticket (i.e., Rs.44/- RJT). An amount of Rs.0.50 ps will be paid on sale of half RJT (for child, Rs 24/- RJT).
- b. An amount Rs 0.50 ps. will be paid on sale of each single journey Link Ticket (i.e., Rs.22/- SJT ticket). An amount of Rs.0.25 ps will be paid on sale of half SJT (for child, Rs 12/- SJT).

ii) For The Services Operated Up To Tirumala

An amount of Rs. 0.50 ps. will be paid on sale of each exclusive Return Journey Ticket in the services operated up to Tirumala (i.e., Rs.22/- RJT) . An amount of Rs.0.25 ps will be paid on sale of exclusive half RJT (for child, Rs 12/- RJT).

3.6.2. Conditions For Payment Of Incentive on link tickets

1. For the purpose of payment of incentive the amount realized on sale of link tickets shall not be added to the ticket amount.
2. There is no target prescribed for sale of Link tickets by conductors. The incentive will be paid on the basis of the actual number of link tickets sold.
3. 50% of the incentive earned on sale of Link tickets shall be paid after the spell of duty. Remaining 50% shall be paid as month end incentive subject to the fulfilment of the eligibility conditions.

3.7. Incentive For The Services Operated Between Tirumala And Tirupati

Incentive on earnings parameter shall not be paid for the services operated between Tirumala and Tirupati.

3.8. Linkage Of Spot Incentive To Service Punctuality

It is proposed to incorporate punctuality parameter for payment of incentive for all services.

However on a Pilot basis, it is proposed to link 10% of the spot incentive payment to service punctuality for Hi- Tech, Luxury and A.C services having route lengths greater than or equal to 300 kms. Grace time allowed for arrival punctuality is 30 minutes. Payment of 10% of spot incentive to crew is subject to the arrival punctuality being within the grace time prescribed.

This parameter will be implemented in a phased manner for all the remaining services.

3.9. Conditions For Payment Of Spot Incentive

1. It is proposed to pay incentive for a particular service basing on its type irrespective of the depot operating the services.
2. Incentive will not be allowed to a service, if a scheduled trip or part of scheduled trip is cancelled/deviated for any reason whatsoever, even on attaining the target.
3. In case of One man operation service, only the driver's share of the incentive will be paid.
4. In case of Hire Services, incentive will be paid to the service conductor only.
5. If more than one driver is involved in operation of a day/night service, the incentive payable, will be shared equally.
6. The service-wise earnings targets are liable for revision whenever the fares are revised.
7. Fraction of a rupee incentive amounts earned by the crew on spot incentive will be pooled and paid at the month end along with month end incentive without any conditions.
8. Incentive shall not be paid for the earnings realized by the Volvo services as special allowance is being paid in place of spot and month end incentive.
9. If a service completes all its scheduled trips and operates extra kms, incentive shall be paid only for the earnings realized for operating the scheduled kms. The earnings realized for performing additional trips shall not be added in the service earnings for the purpose of payment of incentive.

3.10. Ready Reckoner For Crew On Incentive Calculations

A Ready Reckoner of incentive calculations should be supplied along with the MTD-141 card (Service instruction card) to enable the crew to know the amount of incentive that the service is likely to earn on reaching/exceeding the targets for various slabs that have been prescribed. Additionally the Break even target for the service should be indicated in the appropriate place in the top right hand portion of the STAR document besides indicating the same in the Ready Reckoner supplied along with the MTD-141 Card.

An illustration of the Ready Reckoner is shown in the following table:

Ready Reckoner
 Service type = District Ordinary
 Target amount = Rs.2000 Break even amount = -----

S.no	Ticket	Incentive payable in Rs.			
	amount	Conductor		Driver	Total
		Spot	Month end	Spot	
1	1999	0.	0.00	0.	0.
2	2000	8.	4.00	8.	20.
3	2200	13.	6.50	13.	32.
4	2400	20.	10.00	20.	50.
5	2600	32.	16.00	32.	80.
6	2800	48.	24.00	48.	120.
7	3000	68.	34.00	68.	170.
8	3200	80.	40.00	80.	200.

3.11. Incentive Payable To Traffic Supervisors And Staff

The average incentive on earnings parameter paid to the crew (worked out on total crew on rolls) will be paid to each traffic supervisor from TI-III/DC up to the rank of Asst. Manager(T), Bus Station Managers/ Controllers at Bus Stations and chart Controllers.

Half the amount payable to the Traffic Supervisors will be paid as incentive to the ADCs and others working in Traffic Section.

It is proposed to link 50% of the month end incentive payable to **Total Cancellation of kms(%)**. The amount so linked should be distributed as per the criteria prescribed at para no.8.3

3.12. Additional Incentive For Traffic Supervisors

Keeping in view the high priority to increase occupancy, an additional incentive to Traffic Supervisors from the rank of TI-II up to Asst. Manager(T) will be paid depending upon the percentage of services which achieve the targets on a monthly basis. The minimum percentage of services to exceed targets will be 50% to become eligible for this additional incentive.

For Depot Manager, the additional incentive will be paid if the number of services achieving the targets is not less than 55% in the month. Higher incentive shall be payable for higher levels of performance.

The slab wise rates for additional incentive are indicated in the following tables.

SLABS FOR PAYMENT OF ADDITIONAL INCENTIVE TO TRAFFIC SUPERVISORS

% of targets Achievement	Amount (Rs.) Per head
= >50 & upto 55	400
>55 & upto 60	500
>60%	600

SLABS FOR PAYMENT OF ADDITIONAL INCENTIVE TO DEPOT MANAGERS

% of targets Achievement	Amount (Rs.) Per month
= >55 & upto 60	500
>60 & upto 65	600
>65%	700

Illustration For Arriving At The Additional Incentive Payable For Traffic Supervisors:

The services operated by a depot per day = 110

Number of services operated in a month = 30 x 110 = 3300

In order to become eligible for Rs. 400/- additional incentive 50% of the total services i.e., 1650 services must achieve the targets. Depending upon the actual % achievement, appropriate additional incentive amounts will be paid in three slabs as shown in the above table.

4.0. Incentive Payment On Cost Parameters For Maintenance Staff And Drivers

Parameter wise ceiling limits are prescribed for payment of incentive on cost parameters to Maintenance staff and Drivers per head per month. For drivers Incentive on HSD KMPL shall be paid without fixing any ceiling limit. The parameter wise ceiling limits are indicated in the following table:

**PARAMETER-WISE CEILING LIMITS PER HEAD PER MONTH (Rs.)
MOFUSSIL DEPOTS**

Sl.no	PARAMETER	MAINTENANCE STAFF	DRIVERS
1	HSD KMPL	400	No ceiling
2	TYRE CPK	100	25
3	SPRING CONS.	25	25
4	LUB KMPL	25	Nil
	TOTAL	550	

**PARAMETER-WISE CEILING LIMITS PER HEAD PER MONTH (Rs.)
(HCR AND TOWN DEPOTS)**

Sl.no	PARAMETER	MAINTENANCE STAFF	DRIVERS
1	HSD KMPL	400	No ceiling
2	LUB KMPL	25	Nil
	TOTAL	425	

**PARAMETER-WISE CEILING LIMITS PER HEAD PER MONTH (Rs.)
GHAT DEPOTS (ALIPIRI AND TIRUMALA)**

Sl.no	PARAMETER	MAINTENANCE STAFF	DRIVERS
1	HSD KMPL	400	No ceiling
	TOTAL	400	

For the purpose of incentive payment security staff working at Depot garage are included in maintenance staff. The ceiling limit fixed for payment of incentive is Rs.300/- after applying all the eligibility clauses. ADCs working in garage are eligible for 50% of the incentive earned by the maintenance supervisor.

4.1. Incentive On HSD KMPL

The Drivers and the Maintenance Staff including supervisory personnel are identified as individuals and group respectively, for the purpose of payment of incentive on HSD KMPL parameter. The drivers and the Maintenance staff will be paid at the rate of Rs.2.50/- per litre of HSD Oil saved with appropriate sharing based on the level of the HSD KMPL achieved.

4.2. Base Targets For Maintenance Staff And Drivers

4.2.1 Mofussil Depots

Category	Base TARGET	Calculating Base
Maintenance staff and Drivers	5.00	4.85

The above targets will be applicable to all Mofussil Depots except Paderu.

4.3. Depots in Hyderabad City Region

Separate KMPL bases are prescribed for AL-370, HINO and Double Decker Vehicles.

Maintenance Staff and Drivers		
Category	Base target	Calculating base
HINO	4.80	4.60
AL-370	4.40	4.20
D.Deck	3.70	3.60

4.4. Town Depots

Category	Base target	Calculating base
Maintenance staff and Drivers	5.00	4.60

4.5. Ghat Operations (Alipiri, Tirumala and Tirupati)

Category	Base TARGET	Calculating Base
Maintenance staff and Drivers	4.60	4.50

In case of Alipiri, Tirumala and Tirupati Depots the Bases prescribed are only for the vehicles operated between Tirupati and Tirumala. For the remaining services the KMPL bases prescribed for Mofussil operations shall be applicable.

4.6. Paderu Depot

Category	Base target	Calculating Base
Maintenance staff and Drivers	4.50	4.40

4.7. Incentive Payment For Maintenance Staff And Drivers

4.7.1. Method Of Computing Hsd Oil Kmpl

For the purpose of computing the HSD OIL KMPL for payment of incentive in a month, the HSD OIL KMPL actually obtained for the Depot should be worked out by dividing the Total Kms. operated with total quantity of HSD OIL consumed. The HSD Oil KMPL should be rounded off to the nearest two decimal points.

The HSD oil and Kilometers to be considered for arriving at the Depot KMPL for incentive purposes should be as per the details given below.

Sl. No.	HSD OIL TO BE TAKEN INTO ACCOUNT.	Sl. No.	KMS.TO BE TAKEN INTO ACCOUNT
1	HSD Oil consumed for Depot buses.	1	Revenue KMs.
2	HSD Oil consumed for Depot DGT.	2	Kms. Operated by DGT of the Depots or the estimated Kms. For 8 round trips per month between the Depot and the servicing point like workshops and stores which ever is lower.
3	HSD Oil consumed for staff Buses/ Oil Tanker/Water Tanker.	3	Kms. Operated by Staff Buses/ Oil Tanker/Water Tanker.
4	HSD Oil consumed for DGTs of other Departmets like Civil Engg., Stores etc.	4	Total Kms. Operated by DGTs of other Departments.
5	OTHERS: a) HSD OIL shortage. b) HSD OIL consumed by Generators. c) Misc. HSD OIL issues.	5	OTHERS: Non-Rev.Kms. Between depot to Bus station at the rate of one round trip per Bus schedule where the bus station is located at a distance of more than one Km.
HSD OIL TO BE EXCLUDED		KMs. TO BE EXCLUDED	
1	Jeeps/cars	1	Jeeps/cars
2	Training Vehicles	2	Training Vehicles.
3	Inspection vehicles	3	M.V.I.Inspection and route survey etc.,
		4	Mobile courts
		5	Vehices utilised for breakdown relief.
		6	Relief Vans.
		7	Bank Vehicles.
		8	Ambulance
		9	Kms.operaed by hired bus services.

If HSD oil is found excess in the ground tank it should be taken into MTD 29/R return under receipt column on the last day of the month duly intimating the Audit.

The excess of HSD oil found over the book stock shall not be deducted from the total consumption while calculating the incentive payable on HSD oil parameter.

In case of Hyderabad City depots and Town depots where Mofussil and City operations are present the kms operated by DGTs and Departmental vehicles and HSD oil consumed are distributed proportionately among all types of operations.

The HSD oil savings should be computed from calculating base to actual KMPL achieved. Percentage of sharing at various levels of HSD KMPL achievement slab wise are indicated in the following tables. If the performance of HSD level falls in particular slab, the sharing applicable for that slab shall be applicable for entire savings.

4.8. Mofussil Depots

4.8.1. Slabs For Maintenance Staff

Sl. No.	KMPL slab	Calculating Base	Eligible Share(%)
1	5.00	4.85	45
2	> 5.00 & upto 5.10	4.85	50
3	> 5.10 & upto 5.20	4.85	55
4	> 5.20	4.85	60

4.8.2. slabs for drivers

Sl. No.	KMPL slab	Calculating Base	Eligible Share(%)
1	5.00	4.85	80
2	> 5.00 & upto 5.10	4.85	85
3	> 5.10 & upto 5.20	4.85	90
4	> 5.20	4.85	95

4.9. HCR DEPOTS

4.9.1. Slabs For Maintenance Staff

AL-370/6.65 vehicles

Sl. No.	KMPL slab	Calc. Base	Eligible Share(%)
1	4.40	4.20	65
2	> 4.40 & upto 4.50	4.20	70
3	> 4.50 & upto 4.60	4.20	75
4	> 4.60	4.20	80

Hino vehicles

Sl. No.	KMPL slab	Calc. Base	Eligible Share (%)
1	4.80	4.60	65
2	> 4.80 & upto 4.90	4.60	70
3	> 4.90 & upto 5.00	4.60	75
4	> 5.00	4.60	80

Double Deck vehicles

Sl. No.	KMPL slab	Calc. Base	Eligible Share (%)
1	> 3.70	3.60	85

4.9.2. Slabs For Drivers

AL-370/6.65 vehicles

Sl. No.	KMPL slab	Calc. Base	Eligible Share(%)
1	4.40	4.20	30
2	> 4.40 & upto 4.50	4.20	35
3	> 4.50 & upto 4.60	4.20	40
4	> 4.60 & upto 4.70	4.20	45
5	> 4.70	4.20	52

Hino vehicles

Sl. No.	KMPL slab	Calc. Base	Eligible Share(%)
1	4.80	4.60	30
2	> 4.80 & upto 4.90	4.60	35
3	> 4.90 & upto 5.00	4.60	40
4	> 5.00 & upto 5.10	4.60	45
5	> 5.10	4.60	52

Double Deck vehicles

Sl. No.	KMPL slab	Calc. Base	Eligible Share (%)
1	> 3.70	3.60	85

4.10. Town Depots (Tata)

4.10.1. Slabs For Maintenance Staff/Drivers

Sl. No.	KMPL slab	Calculating Base	Eligible Share(%)
1	5.00	4.60	70
2	> 5.00 & upto 5.10	4.60	75
3	> 5.10 & upto 5.20	4.60	80
4	> 5.20	4.60	85

4.10.2. Town Depots (AL)

For Town depots (AL fleet), the same bases, slabs, and sharings will be applicable as for Moffussil depots.

4.11. Ghat Operations (Alipiri,Tirumala And Tirupati)

4.11.1. Slabs For Maintenance Staff/Drivers

Sl. No.	KMPL slab	Calculating Base	Eligible Share(%)
1	4.60	4.50	30
2	> 4.60 & upto 4.70	4.50	35
3	> 4.70 & upto 4.80	4.50	40
4	> 4.80	4.50	45

4.12. Paderu Depot

4.12.1. Slabs For Maintenance Staff/Drivers

Sl. No.	KMPL slab	Calculating Base	Eligible Share(%)
1	4.50	4.40	30
2	> 4.50 & upto 4.60	4.40	35
3	> 4.60 & upto 4.70	4.40	40
4	> 4.70	4.40	45

4.13. Method Of Arriving At Savings

Incentive on HSD KMPL parameter shall be paid based on the type of operation irrespective of the Depot operating the service.

The amount saved on HSD OIL KMPL will be arrived by multiplying the oil saved in litres from Base KMPL to actual KMPL with the rate per litre(Rs.2.50) of oil saved and eligibility slab as shown in the above tables. An Illustration for arriving at the payment of incentive for maintenance staff is filed at Appendix-C.

The amount saved on this parameter shall be distributed to Maintenance staff in the ratio of 3:2 between Class-II,Class-III and Class-IV respectively subject to a maximum ceiling limit of Rs.400/- per head per month. For Drivers the incentive shall be paid without any ceiling limits.

5.0. Incentive For Improving Tyre Performance

The incentive payment for this parameter will be based on the quantum of reduction achieved in Tyre CPK from the prescribed base. Drivers and Maintenance staff are identified as group to receive incentive on this parameter.

5.1. Fixation Of Targets

Region wise targets for Tyre CPK are indicated in the following table:

S.no	Region	Target CPK
1	RR	48
2	MBNR	50
3	NLG	46
4	MDK	48
5	KRMR	40
6	WGL	41
7	NZB	43
8	ADB	44
9	KMM	43
10	NLR	41
11	PKSM	44
12	CTR	40
13	KRI	38
14	WG	40
15	GNT	46
16	VZM	48
17	VSP	50
18	EG	43
19	SKLM	49
20	KDP	50
21	KRNL	50
22	ATP	50

5.2. Method Of Computing Tyre Cpk

For the purpose of computing the tyres CPK for payment of incentive in a month, the total consumption of tyres and revenue Kms. for the preceding four months including the incentive month shall be adopted.

Formula for arriving at the Actual CPK on Tyres is given below.

$$\text{Average Tyre CPK for the last four months (in piase per km)} = (C/K) * 100$$

Where

C = total cost of new tyres(including new tyres received along with new vehicles), RT,RC and Repair tyres received by the Depot during the four months.

For the purpose of computing the cost on tyres, the rates of New, RT, RC and Repair tyres shall be taken from the following table.

S.r	Type	Rate/tyre(Rs.)
1	New	5,554
2	RT	1,406
3	RC	1,163
4	Repair	277

K = Revenue Kms. operated during the four months.

The revenue Kms. operated by hired bus services shall not be taken into account. The tyre CPK should be rounded off to the nearest paise.

5.3. Savings

The savings on tyre CPK should be computed directly from target CPK to actual CPK achieved. Percentage of sharing at various levels of Tyre CPK saved, are indicated in the following tables.

Sl.no	REDUCTION IN CPK FROM TGT.	% SHARING
1	Upto 2ps.	30
2	> 2 upto 4 .	40
3	> 4 upto 6.	50
4	> 6	60

The formula for arriving at the savings on Tyre CPK parameter is given below:

The amount saved in Rupees, on Tyre CPK parameter= (S x K x P) /100

Where,

S = saving achieved in tyre CPK in paise

K = revenue Kms. operated by the depot for the month

P = percentage of sharing

5.4. Distribution Of Incentive Amount

The incentive amount payable on tyres parameter shall be distributed in the ratio of 3:1 amongst Maintenance Staff and Drivers respectively.

The amount saved on this parameter shall be distributed among the Maintenance staff in the ratio of 3:2 between Class-II, Class-III and Class-IV respectively subject to a maximum ceiling limit of Rs. 100/- per head per month. For drivers the incentive amount will be distributed equally subject to a ceiling limit of Rs. 25/- per head per month.

5.5. Special Incentive To Tyre Mechanic Of Alipiri And Tirumala Depots

In view of safety of the passengers and considering the work load involved and attention required for frequent removals and fitment of new tyres, it is decided to pay remuneration of Rs.50/- per month for each tyre mechanic.

The special allowance shall be paid to the tyre mechanics in Alipiri and Tirumala depots who are working against sanctioned post only in addition to the incentive payment of other parameters.

The Special allowance shall not be paid under the following occasions:

- a) Less than 23 days of attendance in a month.
- b) If any tyre is scrapped due to non-removal in time.
- c) Suspension during the month.
- d) Participation in any work to rule, lightening strike and tool down.

6.0. Incentive For Improving Springs Performance

The incentive payment for this parameter will be based on the quantum of reduction achieved in kgs. Per lakh Kms from the prescribed base.

6.1. Fixation Of Targets

Targets fixed are as follows:

Sl. No.	TYPE OF FLEET	TARGET CONSUMPTION PER LAKH KMS
1	TATA	220 Kgs.
2	LEYLAND	180 Kgs.

6.2. Method Of Computing Spring Consumption Per Lakh Kms

For the purpose of arriving at the consumption of springs, the spring leaves received during four months including the month under consideration by the depots from Workshops, Stores, New vehicles, other depots, including local purchase shall be taken into account for arriving at the Spring Consumption. For the purpose of accountal of the reconditioned spring assemblies received from workshops (if any) is

considered as half of new assembly for arriving at the weight. Workshops will have to clearly specify in the 68A / 68c whether new springs or reconditioned springs are supplied.

The weight of spring assemblies and spring leaves shall be computed. The weights of the various spring blades are shown at Appendix-D. For the purpose of arriving at the consumption, the spring assemblies and spring leaves received on MTD 68B, RS-17 Issue Note, New and C.O. Vehicles shall be accounted.

For the purpose of computing the Spring consumption per lakh kms. for payment of incentive in a month, the total consumption of spring blades and assemblies in kgs and revenue Kms. for the preceding four months including the incentive month shall be considered.

Formula for arriving at the Actual spring consumption per lakh kms. is given below.
Average Spring consumption for the last four months (in kgs. per lakh kms)

$$= (C/K) * 100000$$

Where

C = Spring consumption in kgs for the last four months.

K = revenue Kms. Operated for the last four months.

The drivers and maintenance staff will be paid at the rate of Rs.24/- per Kg. Of springs saved on spring parameter from the respective Target.

The revenue Kms. operated by hired bus services shall not be taken into account. The spring consumption per lakh Kms. should be rounded off to the nearest Kg.

6.3. Savings

The savings on spring consumption should be computed from Target to actual consumption. Various slabs of saving in spring consumption and percentage of sharing fixed for payment of incentive are shown below.

Sl. No.	SLABS FOR SAVINGS FROM TARGET	% SHARING
1	Up to 50 Kgs.	40
2	Above 50 Kgs. to 100 Kgs.	50
3	Above 100 Kgs.	60

The formula for arriving at the savings on spring consumption parameter is given below:

The amount saved in Rupees, on Spring consumption parameter

$$= (S \times K \times R \times P)/100000$$

Where

S = Savings of springs in kgs.per lakh kms.

K = Revenue kms operated by the depot for the month.

R = Rate per kg saved (Rs.24/-)

P = percentage of sharing corresponding to the Spring consumption achieved.

6.4. Distribution

The incentive amount payable on Spring consumption parameter shall be distributed in the ratio of 3:1 amongst Maintenance Staff and Drivers respectively.

The amount saved on this parameter shall be distributed among the Maintenance staff in the ratio of 3:2 between Class-II,Class-III and Class-IV respectively subject to a maximum ceiling limit of Rs. 25/- per head per month. For drivers the incentive amount will be distributed equally subject to a ceiling limit of Rs. 25/- per head per month.

7.0. Incentive For Improving Lub Oil Kmpl

The total Lub oil KMPL has to be considered for the purpose of incentive payment. The Maintenance Supervisors and Staff only are eligible for incentive on this parameter. Ceiling limit per head per month is fixed at Rs. 25/-.

7.1. Fixation Of Targets

The base targets are furnished below:

BASES FOR MOFUSSIL DEPOTS		
Fleet	BASE	Calc. base
TATA	650	600
AL	800	750

BASES FOR HCR AND TOWN DEPOTS		
FLEET	BASE	Calc. base
TATA/AL	600	500

The Lub oil KMPL bases for HNK town depot will be as per the mofussil depot bases.

7.2. Method Of Computing Lub Oil Kmpl

For the purpose of computing the Lub oil KMPL for payment of incentive in a month, the LUB Oil KMPL actually obtained for the Depot should be worked out by dividing the gross Kms. operated with total quantity of lubricating oil consumed for top up, oil changes (Engine, FIP, Air Cleaner including base oil) and miscellaneous oil like generator, DGTs of depot Stores and Civil Engg. Department, Staff buses, oil tanker, water tanker and T&P Items. Fraction of Lub KMPL shall be rounded off to the nearest integer.

The Kms and oil for jeeps, cars, Training vehicles, ambulances, relief vans, crew change vehicles and bank vehicles should not be accounted for this purpose. The rate of lubricating oil shall be reckoned as Rs.10/- per litre of Lub oil saved.

The total Lub oil savings should be computed from calculating base to actual KMPL achieved. Percentage of sharing at various levels of LUB KMPL achievement, are indicated in the following tables.

7.2.1 Mofussil fleet

LUB KMPL slabs and Sharing for Mofussil Depots			
Maintenance Staff: TATA			
Sl. No.	KMPL slab	Calc. Base	Eligible Share(%)
1	650 & upto 700	600	50
2	>700 & upto 750	600	60
3	>750	600	70
Maintenance Staff: AL			
Sl. No.	KMPL slab	Calc. Base	Eligible Share(%)
1	800 & upto 850	750	50
2	>850 & upto 900	750	60
	>900	750	70

7.2.2 HCR and Town Depots

LUB KMPL Slabs and Sharings			
Maintenance Staff:			
SI. No	KMPL slab	Calc. Base	Eligible Share(%)
1	600 & upto 650	500	50
2	>650 & upto 700	500	60
3	>700	500	70

7.3. Savings

The revenue Kms. operated by hired bus services shall not be taken into account.

The formula for arriving at the savings on Lub KMPL parameter is given below:

The amount saved in Rupees, on Lub KMPL parameter = (S x R x P)

Where

S = Lub oil saved in litres from base

R = Rate per litre saved (Rs.10/-)

P = percentage of sharing corresponding to the Lub KMPL achieved.

The amount saved on this parameter shall be distributed to Maintenance staff in the ratio of 3:2 between Class-II, Class-III and Class-IV respectively subject to a maximum ceiling limit of Rs. 25/- per head per month.

8.0. Qualifying Parameters

Incentive per employee on each parameter is added to get total incentive eligible per employee. The eligible individual incentive amount of maintenance staff is linked to qualifying parameters such as Total cancellation of kms(%) and Breakdown Rate. For maintenance staff 25% of the eligible incentive is linked to Total cancellation of kms. and another 25% to the Breakdown rate.

8.1. Fixation Of Scheduled Kilometres

The scheduled kms. excluding the scheduled kms. of hired bus services will be fixed before commencement of every month and should not be altered during the month except when new vehicles are added or when schedules are transferred from one Depot to another Depot. Withdrawal of vehicles from Depot to Workshops or long Off-road vehicles should not result in reduction of scheduled kms. Variation in scheduled kms. due to rescheduling if any should be taken into account.

The monthly operational plan of the Depot duly indicating the Daily schedule kms shall be prepared well in advance and shall have the approval of the Regional Manager concerned.

8.2. CALCULATION OF % OF CANCELLATION OF Kilometers

Percentage of cancellation for the purpose of incentive shall be calculated, only basing on the scheduled kms. cancelled with reference to schedules planned at the beginning of the month duly approved by the Regional₂₂ Manager as indicated above.

A scheduled trip is a committed trip and any cancellation of a scheduled trip / part of a scheduled trip, should be accounted in cancelled kms. Any additional trip operated by the Depot with additional buses or by diverting the scheduled buses

does not contribute to the scheduled trips or scheduled kms. As such these additional kms. can not be offset against the cancelled scheduled Kms. Additional / extra kms. operated for clearance of traffic, deploying additional vehicles not included in the schedules shall not be added to the kms. operated for working out the percentage of cancellations. Change in scheduled kms. should have the prior approval of the concerned **REGIONAL MANAGER**.

Kilometres cancelled due to external agencies not connected to APSRTC's working, like agitation, bundh, curfew, cyclone, road breaches etc. shall be exempted with due certification of the concerned REGIONAL MANAGER duly indicating the kms. exempted and reasons thereof.

8.3 Targets Prescribed For Incentive Payment On Cancellation Parameter

The base for cancellation is fixed at 3%. Incentive will be paid based on reduction of cancellation from the base.

$$\text{Percentage of cancellation of kms.} = (\text{Cancelled kms/scheduled kms.}) * 100$$

The amount linked on this parameter will be paid basing on the following sharings.

Sl. No.	REDUCTION FROM TARGET	% OF SHARING
1	3% and up to 2%	50%
2	below 2% and up to 1%	75%
3	below 1%	100%

8.4. Targets prescribed for incentive payment on Breakdown Rate Parameter

For the purpose of computing the BDR for payment of incentive in a month, the total No. of failures occurred by the service vehicles and the KMs adopted for the purpose of HSD Oil KMPL shall be considered.

$$\text{Breakdown rate} = (\text{Total No. of failures during the month/KMs operated}) * 10000$$

8.5. Fixation Of Target

The base target for BDR is fixed at 0.30 per 10,000 KMs and incentive will be paid on reduction of BDR from the base.

The amount linked on this parameter will be paid based on the following sharings.

Sl. No.	REDUCTION FROM TARGET	% OF SHARING
1	0.30 up to 0.20	50%
2	Below 0.20 up to 0.10	75%
3	Below 0.10	100%

9.0 Incentive For Safety Instructors

Safety Instructors will be eligible for incentive under depot incentive scheme in addition to the existing Special Allowance of Rs.500/- on par with the garage staff.

9.1. Method Of Payment

1. The Safety Instructors shall be included in the garage staff under Class-III category for the purpose of payment of Incentive.
2. 25% of the incentive earned by the Safety Instructor every month shall be set aside and linked to Accident rate of the depot. This incentive amount will be released if the Accident rate of the depot is lower when compared with the previous year. If the Accident rate of the depot is more when compared to the previous year, 25% of incentive amount accrued will be forfeited.
3. The accident rate of the depot shall be reckoned from APRIL to MARCH, every year for the purpose of releasing the set aside Incentive amount.

9.2. Conditions For Payment Of Incentive To Safety Instructor

1. Incentive shall be paid to the safety instructor provided there is an improvement in over all HSD KMPL of the depot for a particular month when compared to the corresponding month of last year. Minimum improvement shall not be less than 0.01 KMPL.
2. Every month the safety instructor shall be online for at least 20 days. The same shall be certified by the Depot Manager.
3. Bus gross HSD KMPL of a depot shall not be less than **5.00** and **4.80** for the District/town and other (All city depots, Ghat operation depots such as Paderu, Alipiri and Tirumala) depots respectively for the incentive month.

9.3. Guide Lines For Arriving At The Payment Of Incentive For The Depots Operating VOLVO Services.

- 1) Cancellation & BD Rate: The percentage of Cancellations and Break down rate shall be worked out duly reckoning the Kms. Operated by Volvo buses.
- 2) HSD KMPL:
 - a) Maintenance staff: The kms operated as well as HSD oil consumed by the Volvo buses shall be exempted for arriving at the depots KMPL.
 - b) Drivers: Drivers are not eligible to receive incentive on HSD KMPL parameter for operation of Volvo buses.

- 3) Lub KMPL: The Lub. oil consumed and Kms. Operated by Volvo buses shall be excluded for arriving at the Lub. KMPL.
- 4) Tyre CPK: For arriving at the tyre CPK the tyres consumed and Kms. Operated by Volvo buses shall be considered.
- 5) Springs Consumption: Spring consumption per lakh Kms. Shall be arrived at by excluding the Kms. Operated by Volvo buses as these buses are being operated with Air Suspension.

10.0 Additional Incentive For Mechanical Supervisors

Keeping in view the importance for conserving HSD oil, an additional incentive is proposed for Maintenance supervisors (Class-II only) for improvement achieved in HSD KMPL.

The minimum performance level is fixed at 5.5 to become eligible for this additional incentive.

For Depot Manager, the additional incentive will be paid if the HSD KMPL of the depot is equal to or more than 5.6 in the month. Higher incentive shall be payable for higher levels of performance.

The slab wise rates for additional incentive are indicated in the following tables.

SLABS FOR PAYMENT OF ADDITIONAL INCENTIVE TO MAINTENANCE SUPERVISORS (Mofussil/town Depots except Paderu)

HSD KMPL Achievement	Amount (Rs.) Per head
=>5.5 & upto 5.6	200
>5.6 & upto 5.7	300
>5.7	400

SLABS FOR PAYMENT OF ADDITIONAL INCENTIVE TO DEPOT MANAGER (Mofussil/Town Depots except Paderu)

HSD KMPL Achievement	Amount (Rs.) Per head
=>5.6 & upto 5.7	300
>5.7 & upto 5.8	400
>5.8	500

**SLABS FOR PAYMENT OF ADDITIONAL INCENTIVE
TO MAINTENANCE SUPERVISORS
(HCR/Ghat depots)**

HSD KMPL Achievement	Amount (Rs.) Per head
=>5.15 & upto 5.25	200
>5.25 & upto 5.35	300
>5.35	400

**SLABS FOR PAYMENT OF ADDITIONAL INCENTIVE
TO DEPOT MANAGER
(HCR/Ghat depots)**

HSD KMPL Achievement	Amount (Rs.) Per head
=>5.2 & upto 5.3	300
>5.3 & upto 5.4	400
>5.4	500

**SLABS FOR PAYMENT OF ADDITIONAL INCENTIVE
TO MAINTENANCE SUPERVISORS
(Paderu depot)**

HSD KMPL Achievement	Amount (Rs.) Per head
=>4.85 & upto 4.90	200
>4.90 & upto 5.00	300
>5.00	400

**SLABS FOR PAYMENT OF ADDITIONAL INCENTIVE
TO DEPOT MANAGER
(Paderu depot)**

HSD KMPL Achievement	Amount (Rs.) Per head
>= >4.90 & upto 4.95	300
>4.95 & upto 5.05	400
>5.05	500

11.0 Incentive For Administrative And Accounts Staff And Others

For each of the Administration & Accounts staff and others, the incentive payable is the sum of 15% of individual Traffic supervisor incentive and 10% of individual Maintenance staff (class-III) incentive.

12.0 Incentive For Depot Manager

The Depot Manager will be eligible to receive the sum total of the incentives paid to individual Mechanical and Traffic Supervisors.

Additionally the DM is eligible to receive the sum total of incentive on increasing the number of services exceeding the targets and contributing to improvement in the HSD KMPL performance.

13. Conditions For Payment Of Incentive

13.1 The Following are the conditions which regulate the payment of incentive to the individual employees as indicated against each.

CATEGORY	CONDITION	ELIGIBILITY
ALL EMPLOYEES	1. Less than 23 days attendance (min. attendance for eligibility is 23 days in a month) except February. For Feb. month Min. attendance for eligibility is 22 days. However, in a case of DM& Office Staff when the working days happens to be less than 23 days in a month, they are eligible for incentive if they attend to their duties on all working days during that month.	Not eligible to receive the incentive amount payable at the end of the month
CONDUCTOR/ DRIVER	1. Public complaints viz misbehaviour with passengers, non stoppage of vehicles at stages and any other complaint. 2. Non display of destination boards.	1. Not eligible to receive the incentive amount payable at the end of the month. 2. Not eligible for the incentive payable for the day
CONDUCTORS	Involvement in Cash & Ticket irregularities.	<p>a) Moffusil and Town Depots</p> <ol style="list-style-type: none"> 1. The spot incentive earned for the day will be forfeited. 2. The month end incentive amount accrued on earning parameter till the date of involvement will be forfeited. However the conductor is eligible for drawl of incentive on earnings parameter from the day he performs duty after his involvement provided he is not placed under suspension subject to fulfilment of other conditions. <p>b) For HCR Depots</p> <ol style="list-style-type: none"> 1. Conductors involved in C&T cases are eligible to receive the spot incentive. In case the conductor is issued with Depot spare Memo, Spot incentive shall not be paid. 2. Conductors involved in C&T cases for more than two times in a month are not eligible for the month end incentive.

CATEGORY	CONDITION	ELIGIBILITY
DRIVERS	Involvement in Cash & Ticket irregularities.	The Conditions prescribed for conductors, shall be applicable to drivers also for payment of Spot incentive. The month end incentive shall be paid without linking to C&T cases, subject to fulfilling other eligibility clauses.
DRIVERS	Involvement in any accident (A/B/C), Scratches and dents to the vehicle.	Not eligible to receive the incentive at the end of month. In case of damages, dents and scratches (worth upto Rs.5000) when the driver is not responsible and the party concerned paid the cost of damages and damages caused to vehicles due to agitations, rastaroko, roits and bundhs etc., the driver is eligible to receive the month end incentive subject to fulfilment of other conditions. However if the cost of damages exceeds Rs. 5000, the month end incentive will not be paid.
ADMN.& STAFF	ACCOUN Pendency of work.	Not eligible if the pendency in the seat is more than 25% (to be certified by the D.M.).

13.2 Strike/Agitation, Work To Rule / Lightning Strike / Tool Down

Employees who attend to their duties on the day of strike/agitation etc., are eligible to receive the incentive amount payable for the month even if a section of the employees participate in strike/agitation etc., subject to the other eligibility clauses.

Employees, who participate in strike/agitation etc. will not be eligible to receive the incentive amount payable at the end of the month.

13.3 Hunger Strike

Employees who participate in hunger strike duly attending to their duties are not eligible for receipt of the incentive amount. If they go on leave and participate in the hunger strikes, then also they are not eligible for receipt of incentive payment.

Employees availing their weekly off /Special off and who participate in hunger strike are also not eligible to receive month end incentive payment.

13.4 Mechanical Staff Utilised As Drivers Or Conductors

Mechanical staff utilised as Drivers or Conductors are eligible to receive the daily incentive amount payable on earnings parameter. They are also eligible to receive the incentive amount payable on other parameters along with mechanical staff as usual.

13.5 Compensatory Off

Compensatory off given against weekly Off/Chartered Off/National Holidays should not be treated as attendance.

Compensatory Off given against two duties performed on a single day and Special Off given for additional hours of work over and above the normal 8 (eight) hours of work should be treated as attendance.

13.6 Special Off

If the Depot Secretary of the Recognized Union avails the facility of special off(weekly once apart from regular off) provided by the management, to redress the grievances of employees, is eligible to receive 100% month end incentive subject to 23 days of attendance including the special off and fulfilling other eligibility clauses.

13.7 Relieving Duty

Employees deputed to other Depots on relieving duty shall be treated as employees of that Depot for the purpose of eligibility for the payment of incentive amount. However they will not be eligible for further incentive amount from their parent Depot.

In case of Conductors and Drivers on relieving duty, the spot incentive amount earned shall be paid daily and the month end incentive amount earned by the crew shall be paid on pro-rata basis for the number of days worked in each Depot subject to attendance and other eligibility clauses.

13.8 Special Casual Leave

An employee who avails special casual leave for sterilisation, is eligible to receive the incentive amount during the month on pro-rata basis for the number of days attended for duty.

An employee who avails special casual leave to attend sports or cultural functions is eligible to receive the month end incentive payment subject to 23 days of attendance including the special casual leave sanctioned.

An employee who avails special casual leave to attend CCS / SRBS / SBT Fund /PF/ General Body/Managing Committee meetings/Union Annual General Body Meetings, is eligible to receive the month-end incentive payment subject to 23 days of attendance including the special casual leave sanctioned.

13.9 Joint Meeting

The Committee Members who participate in the monthly Joint meeting (for only 3 members) are eligible for month-end incentive subject to 23 days of attendance including the day they attended the meeting.

14.0 Election Duty

An employee who is drafted for election duty, is eligible to receive the incentive amount during the month on pro-rata basis for the number of days attended for duty.

14.1 Training Period

An employee who is deputed for training within and outside the state, is eligible to receive the incentive amount subject to 23 days attendance clause including training period.

14.2 Transferred Employees

An employee who has worked in a depot and subsequently transferred to other depot on administrative/request is eligible to receive the incentive amount on pro-rata basis for the number of days worked in each Depot subject to total 23 days attendance in the incentive month.

14.3 Joining Time

An employee transferred from one unit to another on administrative grounds, shall put in 23 days attendance including joining time to become eligible for receiving incentive payment for the month on pro-rata basis for the days actually worked.

14.4 New Appointee

In case of new appointee, the incentive shall be paid on pro-rata basis for the days actually worked.

14.5 Contract/Casual Drivers, Conductors And Maintenance Staff

Drivers, Conductors and Maintenance staff who are appointed on contract/casual basis against requirement are eligible for incentive on par with the regular employees.

14.6 Injured On Duty

An employee who is injured on duty is eligible to receive incentive on pro-rata basis for the days actually worked.

14.7 Holding Higher Post

An employee who is holding higher post should be paid the incentive amount applicable to the post to which he is officiating, only when he is working against the sanctioned post.

14.8 Suspended Employee

Once an employee is suspended, month end incentive shall not be paid. However if the period of suspension is treated as "ON DUTY", the employee is eligible for incentive payment for the number of days worked.

14.9 Depot Spare Period

An employee kept in Depot spare, is eligible for incentive payment on pro-rata basis for the number of days worked.

15.0 Holding Additional Charge

In case a Depot Manager holds additional charge of another Depot for the full incentive month, he is eligible to draw the incentive amount from the parent Depot or from the Depot holding charge whichever is higher, but not from both the Depots.

15.1 Equivalent Men

For the purpose of calculating equivalent men and average incentive earned by the crew, employees under suspension during the entire month shall be excluded.

15.2 Formula For Payment On Pro-Rata Basis

The formula for paying month end incentive amount on pro-rata basis is as indicated below:

$$\frac{\text{No. of days worked X amount eligible at month end}}{\text{No. of days during the month excluding weekly offs}}$$

15.3 Crew Utilised For Jathras And Special Operations

Crew utilised for Jathras/Special operations / fairs & festivals are not eligible for incentive on earnings parameter. However, the kms. operated for Jathras/Special operations/fairs & festivals shall be taken into account for computing HSD OIL KMPL, TYRE CPK, SPRINGS consumption and Lub KMPL. For HCR and TOWN Depots the savings should be worked out on HSD KMPL and LUB KMPL parameters only . The number of days the crew/employees worked during Jathra special operations period shall be treated as **ON DUTY** for the purpose of payment of incentive..

15.4 Theft Occurring In The Depots

- a) In case any theft occurs in a Depot wherein the culprit is not known, but the date and time of theft is established to the satisfaction of the Depot Manager, the incentive payment to the concerned security personnel of that particular shift for that month should be withheld.
- b) In case theft occurs wherein the security personnel have caught the culprits red handed and averted the theft, incentive payment to the security personnel for that month can be paid.
- c) In case any theft/loss of tools and other materials occurs, for which neither responsibility was fixed on any employee nor the shift in which the theft has occurred was established, in such cases all the security personnel of that Depot become ineligible for incentive payment for that month.

15.5 Non-Payment Of Incentive For Serious Misconduct

Employees involved in serious misconduct in terms of CCA Regulations vide clause 9(1)(note -2) are not eligible for payment of daily and month-end incentive for the month in which the misconduct took place.

15.6 Incentive For Special Hire Services

Spot and month end incentive shall not be paid for the Hire Special (Marriage specials etc.,) services.

15.7 Month End Incentive Payment

The month end incentive shall be paid to each employee duly rounding off to nearest rupee.

15.8 Incentive For Mega And Major Bus Stations

A separate incentive scheme will be evolved for bus stations where the bus stations are headed by a Asst. Traffic Manager(MGBS, DBS, PNBS, TPT, NTRBS and KRNL bus station). Incentive shall not be paid to the staff and supervisors working in such Bus Stations till a new incentive scheme is evolved.

15.9 This scheme is not applicable to ex-TTD employees.

16.0 Auditing Of Incentive Documents

All the incentive claim documents shall be sent to the Depot Accounts wing giving two clear working days for pre-audit. The incentive shall not be disbursed without pre-audit. A copy of the pre-audited claim sheets duly filling all the columns shall be sent to the Industrial Engineering Department through concerned Dy.CAO/AO for review and record.

16.1 Date Of Payment Of Incentive

The incentive claim sheets of the depot, duly verified by the Depot Accounts supervisor in-charge shall be pre audited by the Regional Dy.CAO/AO and paid on the 15th of the succeeding month. If 15th happens to be a holiday it shall be paid on the next working day.

16.2 Validity Of The Incentive Scheme

This Incentive scheme will be in force for a period of two years i.e up to **31-5-2006**. Corporation reserves the right to withdraw the Scheme during its validity at its discretion without assigning any reason whatsoever.

This circular supersedes all the previous Depot incentive circulars and has the concurrence of the Financial Advisor.

Sd/- X X X X

VICE CHAIRMAN & MANAGING DIRECTOR

Copy to : PA to VC & MD for kind infn.pl.

All EDs/FA/CAO/ED(Zones),

All RMs / HODs,

All DY.CTM/DVMs/DY.CMEs/DY.CAOs/DY.CAO (TA&I) 20 copies/

Principals of ZSTCs/Dy.CME(Comp)/TO for incl. of month index.

All DMs / AOs / A.G. Audit, RTC Branch, Hyd.

The General Secy., APSRTC NMU, Vidyanagar, Hyderabad.

The Secretary General, APSRTC, E.U., Satyanarayana Reddy Marg, Hyd.

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// ATTESTED //

EXECUTIVE DIRECTOR (MIS)

Appendix - A

Depots covered under each category of operations

MOFUSSIL DEPOTS

S.No.	Depot	S.No.	Depot	S.No.	Depot	S.No.	Depot	S.No.	Depot	S.No.	Depot
1	HYD-1	31	HZB	61	KTDM	91	PLNR	121	MCL	151	RJPT
2	HYD-2	32	GDK	62	BDCM	92	MPL-1	122	CPT	152	PDTR
3	TND	33	MNT	63	MDR	93	MPL-2	123	VNK	153	BDVL
4	PRG	34	HSNB	64	SPL	94	KPM	124	SAP	154	JMD
5	PKT	35	JGTL	65	MNGR	95	BKK	125	PDRL	155	MDKR
6	VKB	36	MTPL	66	NLR-1	96	VJA	126	VZM	156	KRNL-1
7	SRD	37	KRTL	67	NLR-2	97	JPT	127	PPM	157	KRNL-2
8	MDK	38	SRCL	68	KVL	98	TVR	128	SLR	158	AND
9	ZHB	39	VWD	69	ATKN	99	NZD	129	SKT	159	YMG
10	SDPT	40	NZB-1	70	UDG	100	GVRM	130	SKLM-1	160	NDKR
11	NRKD	41	NZB-2	71	GDR	101	MTM	131	SKLM-2	161	PTL
12	GPJP	42	KMR	72	VGR	102	GDV	132	PLKD	162	NDL
13	DBK	43	ARMR	73	RPR	103	AVG	133	TKL	163	BPL
14	MBNR	44	BDN	74	VKD	104	VYR	134	PLS	164	ALG
15	SDNR	45	BWD	75	SLPT	105	ELR	135	VSP	165	ATKK
16	NRPT	46	BMGL	76	OGL	106	JRG	136	NRPM	166	KLKT
17	WNP	47	ADB	77	CRL	107	NDD	137	AKP	167	DN
18	ACPT	48	NRML	78	ADK	108	TPG	138	PDR	168	ATP
19	NGKL	49	ASF	79	KDKR	109	BVRM	139	KKD	169	GTY
20	GDWL	50	MNCL	80	MRKP	110	NSP	140	TN	170	GTKL
21	KVKT	51	BNS	81	PDL	111	TNK	141	RCPM	171	KLDG
22	NLG	52	VTNR	82	KNG	112	KVR	142	ELSM	172	RYDG
23	NKP	53	WL2	83	GDLR	113	GNT-1	143	RJY	173	TDPO
24	YGT	54	PRKL	84	TPT	114	GNT-2	144	AMP	174	URK
25	DVK	55	NSPT	85	PTR	115	TNL	145	RZL	175	HDP
26	SRPT	56	MHBD	86	STVD	116	RPL	146	GKRM	176	DVRM
27	KDD	57	WL1	87	SKHT	117	PNR	147	RVPM	177	KDR
28	MLG	58	JN	88	PLR	118	MLGR	148	CDP	178	PTP
29	KRM-1	59	TRR	89	CTR-1	119	BPTL	149	RYCT		
30	KRM-2	60	KMM	90	CTR-2	120	NRT	150	PLVD		

HYDERABAD CITY REGION DEPOTS

S.No.	Depot	S.No.	Depot	S.No.	Depot	S.No.	Depot	S.No.	Depot
1	FM	5	RJNR	9	UPL	13	RNG-2	17	KP
2	MP	6	HCU	10	MDN	14	HPT	18	JDM
3	BKP	7	DNR	11	IBP	15	KG	19	BHEL
4	MSRD	8	HYT	12	RNG-1	16	CNT	20	MDCL
								21	MYP

TOWN DEPOTS

S.No.	Depot	S.No.	Depot	S.No.	Depot	S.No.	Depot	S.No.	Depot
1	GVPT-1	3	IBM	5	ATNR	7	MDP	9	SML
2	GVPT-2	4	VDPM	6	GWK	8	WLTR	10	VSCD
								11	HNK

GHAT DEPOTS

S.No.	Depot	S.No.	Depot
1	ALPR	2	TML

Appendix – B

I. MAINTENANCE WING

i) MAINTENANCE SUPERVISORS

1. Asst.Engineer
2. Superintendent
3. Dy.Suptd.
4. A.M(MAT)/SUP(MAT)/DY.SUP(MAT)
5. Leading Hand /Vehicle Inspector
6. Driving Instructor
7. D.C. Oils/ DC(T&P)

ii) CLASS –III

1. Mechanic
2. Coach Builder
3. Panel beater
4. Tinsmith
5. Painter
6. Trimmer
7. Millwright Mechanic
8. Electrician DC & AC
9. Tyre Mechanic
10. Welder
11. Black smith
12. Hammer man
13. Pump Attendant
14. Helper.
15. Civil Engg. Maistry.
16. DGT Driver.
17. All other Artisans.
18. ADCs of Garage.
19. Security Staff of Depot garage.
20. Safety Instructor

iii) CLASS-IV

1. Shramik

II. TRAFFIC WING

i. TRAFFIC SUPERVISORS

1. Asst. Manager
2. Superintendent
3. Dy. Superintendent
4. T.I – III.
5. Depot Clerk (Traffic wing)

ii. TRAFFIC STAFF

1. ADC (Traffic Wing)
2. Controller.
3. Booking Clerk.
4. L.V.Driver.

III. ADMINISTRATION/ ACCOUNTS & OTHERS

1. A.M (P/F)/SUP (P/F)/DY.SUP(P/F)
2. S.A (P/F)/STENO
3. J.A (P/F)
4. Typist
5. Routine Clerk
6. Record Tracer
7. Attender/Peon.
8. Sweepers/Scavengers.
9. Staff on out of Designation duties.
- 10.Security staff deployed at Bus stations.

Appendix– C

Illustration for arriving at the incentive payable for Maintenance staff in case of HCR Depot operating Mofussil and City Services in a month.

Kilometers operated by Mofussil services(M_K) = 2.14 lakhs
HSD oil consumed by Mofussil services (H_M) = 0.40 lakh. litres
Kilometers operated by City services = 8.34 lakhs

In case of city services we need to know the kms operated and oil consumed by HINO and AL-370 vehicles as separate bases are prescribed for HINO and AL-370.

Kms operated by HINO vehicles (H_K) = 6.14 lakhs.
HSD oil consumed by HINO vehicles(H_H) = 1.21 lakh litres
Kms operated by AL-370 vehicles (A_K) = 2.20 lakhs.
HSD oil consumed by AL-370 vehicles(H_A) = 0.46 lakh litres

i) Calculation of incentive for Mofussil services

KMPL of Mofussil services (K_M) = 5.35

The base kmpl for Mofussil services (K_B) = 5.00

Calculating base for Mofussil service (C_B) = 4.85

As the KMPL of Mofussil services is greater than the base kmpl, the depot Maintenance staff are eligible for incentive.

Litres saved by the Mofussil services (S_L)

$$= (M_K / C_B) - H_M$$

$$= (2.14/4.85) - 0.40 = 0.041 \text{ lakh. Litres} = 4100 \text{ litres}$$

Incentive amount payable for mofussil services = $S_L \times \text{rate/litre saved} \times \% \text{sharing}$
= $4100 \times 2.50 \times 60\%$
= Rs. 6150/-

ii) Calculation of incentive for city services

a) City HINO Services

KMPL of HINO services (K_H) = 5.07

The base kmpl for HINO services (K_B) = 4.80

Calculating base for HINO service (C_B) = 4.60

As the KMPL of HINO services is greater than the base kmpl, the maintenance staff are eligible for incentive.

Litres saved by the HINO services (S_L)

$$= (H_k / C_B) - H_H$$

$$= (6.14/4.60) - 1.21 = 0.12478 \text{ lakh. Litres} = 12,478 \text{ litres.}$$

Incentive amount payable for HINO services = $S_L \times \text{rate/litre saved} \times \% \text{sharing}$

$$= 12478 \times 2.50 \times 80\%$$

$$= \text{Rs. } 24956/-$$

b) City AL-370 Services

KMPL of AL-370 services (K_A) = 4.78

The base kmpl for AL-370 services (K_B) = 4.40

Calculating base for AL-370 service (C_B) = 4.20

As the KMPL of AL-370 services is greater than the base kmpl, eligible for incentive.

Litres saved by the AL-370 services (S_L)

$$= (A_K / C_B) - H_A$$

$$= (2.20/4.20) - 0.46 = 0.063 \text{ lakh. Litres} = 6300 \text{ litres}$$

Incentive amount payable for AL-370 services = $S_L \times \text{rate/litre saved} \times \% \text{sharing}$

$$= 6300 \times 2.50 \times 80\%$$

$$= \text{Rs. } 12600/-$$

Total Incentive payable for Maintenance staff

= Inc. on Mofussil Services + Inc. on City HINO Services + Inc. on city AL- 370 services

$$= 6150 + 24956 + 12600$$

$$= \text{Rs. } 43706/-$$

Similar procedure shall be followed for arriving at the incentive payment for drivers .

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Appendix- D

WEIGHT OF LEYLAND FLEET SPRING ASSEMBLY & LEAFES I.FRONT SPRING

Sl. No.	DESCRIPTION	Weight in Kgs.
1	Front Spring Assembly(57" DIMPLE)	88.80
2	Main Leaf	11.31
3	2nd Leaf	11.45
4	3rd Leaf	9.25
5	3 A Extra Leaf	9.25
6	4th Leaf (C)	9.13
7	5th Leaf	7.56
8	6th Leaf	7.12
9	7th Leaf (C)	6.69
10	8th Leaf	4.98
11	9th Leaf	4.12
12	10th Leaf (C)	3.73
13	11th Leaf	2.10
14	12th Leaf	1.35

II. REAR SPRING

Sl. No.	DESCRIPTION	Weight in Kgs.
1	Rear Spring Assembly(60" DIMPLE)	102.97
2	Main Leaf	11.60
3	2nd Leaf	11.70
4	3rd Leaf	9.78
5	3 A Extra Leaf	9.78
6	4th Leaf	8.96
7	5th Leaf (C)	9.21
8	6th Leaf	7.47
9	7th Leaf	6.64
10	8th Leaf	5.82
11	9th Leaf	5.00
12	10th Leaf (C)	5.20
13	11th Leaf	3.48
14	12th Leaf	2.85
15	13th Leaf	1.90
16	14th Leaf (C)	2.82

I. FRONT SPRING (Centre Bolt Type)

Sl. No.	DESCRIPTION	Weight in Kgs.
1	Front Spring Assembly	89.36
2	Main Leaf	11.31
3	2nd Leaf	11.45
4	3rd Leaf	9.44
5	3 A Extra Leaf	9.44
6	4th Leaf	8.54
7	5th Leaf (C)	8.28
8	6th Leaf	6.50
9	7th Leaf	5.98
10	8th Leaf (C)	5.89
11	9th Leaf	4.28
12	10th Leaf	3.40
13	11th Leaf	2.44
14	12th Leaf	1.61

II. REAR SPRING (Centre Bolt Type)

Sl. No.	DESCRIPTION	Weight in Kgs.
1	Rear Spring Assembly	103.19
2	Main Leaf	11.60
3	2nd Leaf	11.70
4	3rd Leaf	9.85
5	4th Leaf	9.19
6	5th Leaf	8.57
7	6th Leaf (C)	8.70
8	7th Leaf	7.23
9	8th Leaf	6.57
10	9th Leaf	5.97
11	10th Leaf	5.29
12	11th Leaf (C)	5.67
13	12th Leaf	3.90
14	13th Leaf	3.28
15	14th Leaf	2.62
16	15th Leaf	2.09

WEIGHT OF TATA FLEET SPRING ASSEMBLY & LEAFES

I. FRONT SPRING

Sl. No.	DESCRIPTION	Weight in Kgs.
1	Front Spring Assembly(70 x 11) MM	81.95
2	Main Leaf	10.00
3	2nd Leaf	9.50
4	3rd Leaf	8.47
5	4th Leaf	8.33
6	4 A Extra Leaf	8.10
7	5th Leaf	7.44
8	6th Leaf (C)	7.35
9	7th Leaf	5.64
10	8th Leaf	4.75
11	9th Leaf	3.85
12	10th Leaf (C)	3.94
13	11th Leaf	2.10
14	12th Leaf	1.13
15	13th Leaf	0.90

II. REAR SPRING

Sl. No.	DESCRIPTION	Weight in Kgs.
1	Rear Spring Assembly(80 x 11) MM	100.60
2	Main Leaf	12.65
3	2nd Leaf	11.70
4	3rd Leaf	10.82
5	3 A Extra Leaf	10.30
6	4th Leaf	9.78
7	5th Leaf	8.81
8	6th Leaf (C)	8.54
9	7th Leaf	6.87
10	8th Leaf	5.90
11	9th Leaf	4.92
12	10th Leaf (C)	4.85
13	11th Leaf	2.98
14	12th Leaf	2.01

III. D.B. REAR SPRING

Sl. No.	DESCRIPTION	Weight in Kgs.
1	Rear Spring Assembly (80 x 11) MM	98.87
2	Main Leaf	12.65
3	2nd Leaf	11.70
4	3rd Leaf	10.50
5	4th Leaf	9.60
6	5th Leaf	8.90
7	6th Leaf (C)	9.06
8	7th Leaf	7.50
9	8th Leaf	6.80
10	9th Leaf (C)	7.00
11	10th Leaf	9.36
12	11th Leaf	5.17

IV. D.B. REINFORCED REAR SPRING

Sl. No.	DESCRIPTION	Weight in Kgs.
1	Rear Spring Assembly (80 x 11) MM	112.90
2	Main Leaf	14.40
3	2nd Leaf	13.60
4	3rd Leaf	11.90
5	4th Leaf	11.15
6	5th Leaf	11.16
7	6th Leaf (C)	9.30
8	7th Leaf	8.50
9	8th Leaf	7.60
10	9th Leaf (C)	7.88
11	10th Leaf	5.80
12	11th Leaf	7.00
13	12th Leaf	3.90

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