



DEPOT INCENTIVE SCHEME 2010

[TO BE IMPLEMENTED W.E.F. 01-12-2010]

**PREPARED BY
INDUSTRIAL ENGINEERING DEPARTMENT**

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.IE-2/367(06)/2008-IED.



O/o the VC & MD,
MSRD, HYDERABAD,

CIRCULAR No. 23/2010 – IED, Dated: 26.11.2010.

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

- Ref: -
01. Board Resolution No.44/1993, Dated; 21.4.1993.
 02. Circular No. 08/2004 - IED, Dated; 10-05-2004.
 03. Circular No. 10/2004 - IED, Dated; 29-09-2004.
 04. Circular No. 12/2004 - IED, Dated; 05-10-2004.
 05. Circular No. 14/2004 - IED, Dated; 16-12-2004.
 06. Circular No. 01/2005 - IED, Dated; 01-02-2005.
 07. Circular No. 04/2005 - IED, Dated; 15-06-2005.
 08. Circular No. 07/2005 - IED, Dated; 26-11-2005.
 09. Circular No. 05/2007 - IED, Dated; 14-09-2007.
 10. Circular No. 06/2007 - IED, Dated; 12-10-2007.
 11. Circular No. 01/2008 - IED, Dated; 01-02-2008.
 12. Circular No. 02/2008 - IED, Dated; 06-02-2008.
 13. Circular No. 03/2008 - IED, Dated; 15-02-2008.
 14. Circular No. 07/2008 - IED, Dated; 24-04-2008.
 15. Circular No. 12/2008 - IED, Dated; 23-05-2008.
 16. Circular No. 29/2008 - IED, Dated; 18-12-2008.
 17. Circular No. 13/2009 - IED, Dated; 11-11-2009.
 18. Circular No. 04/2010 - IED, Dated; 29-01-2010.
 19. Circular No. 07/2010 - IED, Dated; 16-02-2010.
 20. Circular No. 10/2010 - IED, Dated; 06-03-2010.
 21. Circular No. 12/2010 - IED, Dated; 20-03-2010.
 22. Circular No. 16/2010 - IED, Dated; 05-05-2010.
 23. Circular No. 18/2010 - IED, Dated; 25-06-2010.
 24. Circular No. 15/2006 - IED, Dated; 18-10-2006.
 25. Circular No. 21/2010 - IED, Dated; 28-09-2010.

01. 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 cited at ref: 2, Modified Depot Incentive scheme was implemented at all the Depots of the Corporation with effect from 01-06-2004. Vide circulars cited at ref: 3 to 23, linked Depot Incentive Schemes were introduced to meet the field requirements, from time to time. Vide Circular cited at ref; 25, the validity of all the above Schemes were extended up to 30-11-2010 or till a revised scheme is implemented whichever is earlier. Accordingly, the **Depot Incentive Scheme - 2010** has been conceived for implementation at all the Depots of the Corporation with effect from **01. 12. 2010.**

02. Parameters Prescribed for Payment of Incentive & Related Categories:

S.No.	Unit	Parameters	Categories
1	All Mofussil Depots Excluding ALP & TML	Coach Earnings	Conductors, Drivers, Depot Manager, Traffic Staff, Traffic Supervisors, AD/PD and Others.
		HSD KMPL	Depot Manager, Garage Supervisors, Drivers, All Garage Staff, KMPL Team, Safety Driving Instructor, System Supervisor, Depot Security Staff, AD/PD Staff & Others.
		Tyre CPK	Depot Manager, Garage Supervisors, Drivers, All Garage Staff, Tyre Section Employees, Safety Driving Instructor, System Supervisor, Depot Security Staff, AD/PD Staff & Others.
		Lube KMPL	Depot Manager, Garage Supervisors, All Garage Staff, Safety Driving Instructor, System Supervisor, Depot Security Staff, AD/PD Staff & Others.
		Springs Consumption	Depot Manager, Garage Supervisors, Drivers, All Garage Staff, Safety Driving Instructor, System Supervisor, Depot Security Staff, AD/PD Staff & Others.
2	Mofussil Depots of TML & ALP and City Operational Depots of HYD, HNK, VJA & VSP.	Coach Earnings	Conductors, Drivers, Depot Manager, Traffic Staff, Traffic Supervisors, AD/PD and Others.
		HSD KMPL	Depot Manager, Garage Supervisors, Drivers, All Garage Staff, KMPL Team, Safety Driving Instructor, System Supervisor, Depot Security Staff, AD/PD Staff & Others.
		Tyre CPK	Depot Manager, Garage Supervisors, Drivers, All Garage Staff, Tyre Section Employees, Safety Driving Instructor, System Supervisor, Depot Security Staff, AD/PD Staff & Others.
		Lube KMPL	Depot Manager, Garage Supervisors, All Garage Staff, Safety Driving Instructor, System Supervisor, Depot Security Staff, AD/PD Staff & Others.
3	ALL DEPOTS	Additional Incentive on achievement of high % of Service Targets on monthly basis.	Depot Manager, Traffic Class-2 Supervisors
4	ALL DEPOTS	Additional Incentive on achievement of high fuel performance on monthly basis.	Depot Manager, Garage Class-2 Supervisors.
5	ALL DEPOTS Appreciating Parameters	BREAKDOWN RATE achieved @ every 10000 KMs of Operation at Appreciating level	Depot Manager, Garage Supervisors, All Garage Staff, Safety Driving Instructor.
		% of Cancellation of KMs due to Mechanical/Tyre Failure at Appreciating level	
6	ALL DEPOTS, Qualifying Parameters	% of Cancellation of KMs due to Mechanical Reasons	Depot Manager, Garage Supervisors, All Garage Staff, Safety Driving Instructor, System Supervisor, Depot Security Staff, AD/PD Staff & Others.
		Breaks down Rate @ every 10000 KMs of Operation	
		% of Total Cancellation of KMs	Depot Manager, Traffic Supervisor, Traffic Staff, AD/PD & Others.
		Arrival Punctuality of service	Conductor, Drivers, Depot Manager, Traffic Supervisor, Traffic Staff, AD/PD & Others.
7	Regional / Divisional Head Quarter Depots.	Incentive on Cost Parameters of Garage linked to the Qualifying Parameters.	Regional /Divisional Core Group Supervisors

Depots covered under Mofussil, City and Ghat categories are listed at **Appendix – A**.

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

03.0 Incentive Payment on Earning Parameter:

03.1 Quarterly Average EPK:

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

03.2 Quarterly Correction Factor:

For each quarter, a multiple factor based on the performance and growth in previous two years is fixed to neutralize the seasonal variation to arrive at quarterly service targeted EPK. The Region/Selected depot wise correction factors are as follows:

Region/Selected Unit Correction Factors					
S. No.	Region/Selected Unit	Jan to Mar.	Apr to Jun.	Jul to Sep.	Oct to Dec.
1	HR	0.97	1.10	0.97	0.96
2	SR	0.98	1.09	0.97	0.96
3	RRD	0.97	1.09	0.88	1.07
4	MBNR	0.99	1.04	0.88	1.10
5	MDK	0.99	1.07	0.87	1.08
6	NLG	1.01	1.03	0.92	1.05
7	ADB	1.03	1.04	0.87	1.08
8	KMM	1.02	1.03	0.92	1.04
9	KRMR	1.02	1.03	0.93	1.03
10	NZB	0.99	1.07	0.89	1.06
11	WL	1.06	0.98	0.93	1.04
	HNK Depot	1.08	0.91	0.99	1.03
12	CTR	0.97	1.09	0.96	0.98
	TML,ALP Depots	0.95	1.16	0.93	0.97
13	NLR	1.02	1.05	0.98	0.95
14	PRKM	1.00	1.07	1.00	0.94
15	ATP	1.02	1.01	0.95	1.02
16	KDP	1.00	1.06	0.96	0.99
17	KRNL	1.01	1.04	0.91	1.05
18	GNT	1.02	1.04	0.96	0.99
19	KRI (R)	1.03	1.00	0.97	1.01
	KRI (U)	1.03	1.00	0.97	1.00
20	WG	1.04	0.98	0.95	1.04
21	EG	1.02	1.00	0.94	1.04
22	VSP (R)	1.01	1.04	0.88	1.08
	VSP (U)	0.99	1.02	0.98	1.02
NECR					
23	VZM Dist.	1.05	1.00	0.92	1.03
	SKLM Dist.	1.09	1.01	0.89	1.02

Note: The above correction factors are valid from Dec' 2010 to Jun' 2011. From July' 2011 the individual DEPOT-WISE CORRECTION FACTORS will be communicated well in advance to arrive at targeted EPK with effect from July' 2011.

03.3 Service Targeted EPK:

It is a product of Quarterly average EPK of a service and corresponding correction factor.

03.4 Fixation of quarterly Service targeted earnings:

It is a product of the quarterly service targeted EPK and Service Schedule KMs. The service target fixed is valid for entire quarter.

For a particular service, if the quarterly average EPK is decreased by 15% or more, then the targeted EPK of the service for ensuring quarter shall be **the targeted EPK of the current quarter multiplied by the correction factor of ensuing quarter**, which needs to be highlighted by the DCP and to be verified by the Dy. CTM /DVM while recommending for sanction of Regional Manager.

The DCP module will generate quarterly service EPK for the quarter under consideration along with existing quarterly service EPK of that particular service to enable the sanctioning authority to review the variance for taking appropriate decision.

If a Depot is unable to produce the sanction of the Regional Manager, the AO/Dy. CAO shall stop the monthly incentive payment and not to release the funds.

03.5 Illustration for fixing the Service Target Amounts:

To fix the target amount for a service for the Quarter January 2010 to March 2010, the average EPK of the service for existing quarter (October 2009 to December 2009) of the Region/Selected Depots should be multiplied with corresponding correction factor and the service schedule kilometres.

Example No. 1:

Depot	= KORUTLA
Applicable correction factor (KRMR Region) for Jan' 10 to Mar' 10	= 1.02
Average EPK of the Quarter of the Service = (Oct' 09 Earnings + Nov' 09 Earnings + Up to 24-12-2009 Earnings) / (Oct' 09 operated KMs + Nov' 09 operated KMs + up to 24-12-2009 operated KMs)	
Average EPK of a Pallevelugu service	= ₹ 14.14
Targeted Service EPK of the quarter Oct' 09 to Dec' 09	= ₹ 14.80
% of decrease in service targeted EPK (14.80-14.14)/14.80	= 4.46%
Since the % of decrease in achieved Service EPK is below 15%, Targeted EPK (Average EPK OF quarter X Correction factor)	= ₹ 14.42
Schedule KMs of the Service	= 200 KMs
Service target for the Quarter (Jan' 10 to Mar '10) (Quarterly moving average targeted EPK X Schedule KMs)	= 14.42 X 200 = ₹ 2884.00

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

Example No. 2:

Depot	= BHEL
Applicable correction factor (Secunderabad Region) for Jan' 10 to Mar' 10	= 0.98
Average EPK of the Quarter of the Service = (Oct' 09 Earnings + Nov' 09 Earnings + Up to 24-12-2009 Earnings) / (Oct' 09 operated KMs + Nov' 09 operated KMs + up to 24-12-2009 operated KMs)	
Average service EPK of a city service for the quarter under consideration	= ₹ 10.15

Targeted Service EPK of the quarter Oct' 09 to Dec' 09	= ₹ 12.38
% of decrease in service EPK ((12.38-10.15)/12.38	= 18.01%
Since the % of decrease is more than 15%, Target Fixation is done as follows:	
Targeted EPK of the quarter Oct' 09 to Dec' 09 (15.04 X 0.96)	= ₹ 14.44
Targeted EPK for Jan' 10 to Mar' 10 (14.44 X 0.98)	= ₹ 14.15
Schedule KMs of Service	= 160 KMs
Service target for the Quarter in ₹ (Jan' 10 to Mar '10) =14.15 X160	= ₹ 2264/-

Similar calculations as indicated above should be followed whenever the service quarterly EPK decreased by 15% for the quarter under consideration, when compared with previous quarterly EPK

03.6 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 does not entitle a service to be categorized 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 shall be considered as a new service. Fixation of targets for new services shall be done as follows:

- For a new service, EPK equivalent to 65% of the OR should be fixed as target for ordinary services, initially.
- For a new service, EPK equivalent to 75% of the OR should be fixed as target for Express, Deluxe, Super Luxury A.C and all other special type of service initially.
- For a new service, EPK equivalent to 60% of the OR should be fixed as target for city services initially.

03.7 Rate of Incentive Payment for Crew:

Incentive will be paid under two heads i.e.

- A fixed percentage of earnings as incentive on attaining the target.
- Additional incentive for the earnings realized over and above the target for 110%, 120%, 130%, 140% and >140%.

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

S. No.	Type	On Reaching the targets	>Target & up to 110%	>110% & up to 120%	>120% & up to 130%	>130% & up to 140%	>140%
1	Pallevelugu/Gramini/Mini Buses						
	Conductor Spot	0.31%	1.89%	2.26%	3.02%	3.78%	4.54%
	Conductor Month end	0.16%	0.95%	1.13%	1.51%	1.89%	2.27%
	Driver Spot	0.31%	1.89%	2.26%	3.02%	3.78%	4.54%
2	Express						
	Conductor Spot	0.19%	1.65%	1.83%	2.20%	2.93%	3.67%
	Conductor Month end	0.10%	0.83%	0.92%	1.10%	1.47%	1.84%
	Driver Spot	0.19%	1.65%	1.83%	2.20%	2.93%	3.67%
3	Deluxe						
	Conductor Spot	0.15%	1.49%	1.67%	1.86%	2.23%	2.61%
	Conductor Month end	0.08%	0.75%	0.84%	0.93%	1.12%	1.31%
	Driver Spot	0.15%	1.49%	1.67%	1.86%	2.23%	2.61%
4	Super Luxury/Meghdooth Non AC						
	Conductor Spot	0.15%	1.48%	1.67%	1.86%	2.22%	2.60%
	Conductor Month end	0.08%	0.74%	0.84%	0.93%	1.11%	1.30%
	Driver Spot	0.15%	1.48%	1.67%	1.86%	2.22%	2.60%

S. No.	Type	On Reaching the targets	>Target & up to 110%	>110% & up to 120%	>120% & up to 130%	>130% & up to 140%	>140%
5	Super Luxury AC/Meghdooth AC						
	Conductor Spot	0.15%	1.50%	1.69%	1.88%	2.25%	2.63%
	Conductor Month end	0.08%	0.75%	0.85%	0.94%	1.13%	1.32%
6	Meghamala						
	Conductor Spot	0.15%	1.48%	1.67%	1.85%	2.22%	2.59%
	Conductor Month end	0.08%	0.74%	0.84%	0.93%	1.11%	1.30%
	Driver Spot	0.15%	1.48%	1.67%	1.85%	2.22%	2.59%

II. The rates of incentive payment for crew for HCZ, VJA, VSP & HNK City Services (Including JnNURM Buses at NEC and TPT Regions) are indicated in the following table:

S. No.	Type	On Reaching the targets	>Target & up to 110%	>110% & up to 120%	>120% & up to 130%	>130% & up to 140%	>140%
1	City Ordinary/Vestibue/City Mini Buses						
	Conductor Spot	0.21%	1.20%	2.07%	2.75%	3.44%	4.12%
	Conductor Month end	0.11%	0.60%	1.04%	1.38%	1.72%	2.06%
2	Metro .Express/Semi Low Floor Non AC						
	Conductor Spot	0.19%	1.15%	1.98%	2.63%	3.29%	3.95%
	Conductor Month end	0.10%	0.58%	0.99%	1.32%	1.65%	1.98%
3	Metro Delux/Low Floor Non AC						
	Conductor Spot	0.16%	0.83%	1.67%	2.34%	3.01%	3.67%
	Conductor Month end	0.08%	0.42%	0.84%	1.17%	1.51%	1.84%
4	VOLVO City/Low Floor AC						
	Conductor Spot	0.08%	0.40%	0.80%	1.12%	1.44%	1.76%
	Conductor Month end	0.04%	0.20%	0.40%	0.56%	0.72%	0.88%
	Driver Spot	0.08%	0.40%	0.80%	1.12%	1.44%	1.76%

Note: Vide Circular No. 13/2009-IED, dated: 11-11-2009, the drivers of (VOLVO City/Vestibule were allowed ₹ 25/- allowances per duty per driver in lieu of incentive on coach earnings and HSD KMPL and similarly Vide Circular No. 07/2010-IED, Dated: 17-02-2010 and circular No. 12/2010-IED, dated; 24-02-2010, the drivers of Semi low floor Non AC were allowed ₹ 15/- and ₹ 25/- allowances for Low floor AC drivers. Since the drivers of VOLVO City/Vestibule/JnNURM Semi Low Floor and Low Floor buses are now allowed incentive on coach earnings and HSD KMPL. Hence, the allowance per duty per driver given as per above Circular Instructions shall be withdrawn.

However, for Garuda services the payment of special allowances as allowed vide circular no. 28/2003 – IED, Dated: 28.07.2003 holds good.

03.8 Distribution of Incentive Amount:

The spot incentive payment will be equal for driver and conductor, which will be paid after the spell of duty. Month end incentive on earning parameter to conductor shall be accumulated and is payable at the end of the month, subject to fulfillment of eligibility clauses stipulated.

03.9.0 Incentive Scheme for TML-TPT buses operation on earning parameter:

The operation connected to TML can be categorized as follows:

1. Operation between TPT and TML.
2. Operation of service up to TPT and issue of Link Tickets to the TML bound passengers.
3. Operation up to TML from faraway destinations (Other Than TPT).
4. Operation on TML hills.

03.9.1 Operation between TPT and TML:

Incentive amount shall not be paid on earnings parameter for the services operated between TPT and TML exclusively, since these buses are operated as one man service.

03.9.2 Operation of services up to TPT and issue of link tickets to TML bound passenger and method of payment of Complimentary Incentive:

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:

For the services that are being operated up to TPT, two types of tickets can be issued by Conductors.

- a. Single Journey ticket (SJT). This ticket is Valid for onward journey from TPT to TML. Value of Ticket is ₹ 30/-. An amount of 50 Ps will be paid on sale of each single journey Link Ticket. An amount of 25 Ps will be paid on sale of half SJT (for child, ₹ 15/-).
- b. Return Journey Ticket (RJT). The ticket is Valid for up & down journey i.e., From TPT to TML and back. Value of Ticket is ₹ 54/-, an amount of ₹ 1/- will be paid on sale of each return journey Link Ticket. An amount of 50 Ps will be paid on sale of half RJT (for child ₹ 27/-).

03.9.2.1 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 at month end subject to the fulfillment of the eligibility conditions.

03.9.3 Operation up to TML from far away destinations (Other than TPT):

The rates of incentive on earning parameter for mixed operation (Plain & Ghat) irrespective of the type and route length are furnished as follows:

Ghat & Plain Operation						
Type	On Reaching the targets	>Target & up to 110%	>110% & up to 120%	>120% & up to 130%	>130% & up to 140%	>140%
Conductor Spot	0.14%	1.25%	1.39%	1.67%	2.23%	2.79%
Conductor Month end	0.07%	0.63%	0.70%	0.84%	1.12%	1.40%
Driver Spot	0.14%	1.25%	1.39%	1.67%	2.23%	2.79%

The above rates of incentive are applicable to all type of services for all depots, operating services up to TML from faraway destination other than TPT irrespective of route length in plain and Ghat operation.

03.9.4 Operation on TML Hills & TPT-Tiruchanur (Express) & Rates of Incentive:

Express Service	On Reaching the targets	>Target & up to 110%	>110% & up to 120%	>120% & up to 130%	>130% & up to 140%	>140%
TML-Papavinasanam						
Conductor Spot	0.10%	0.85%	0.94%	1.13%	1.51%	1.89%
Conductor Month end	0.05%	0.43%	0.47%	0.57%	0.76%	0.95%
Driver Spot	0.10%	0.85%	0.94%	1.13%	1.51%	1.89%
TPT-Tiruchanur						
Conductor Spot	0.12%	1.07%	1.18%	1.42%	1.90%	2.38%
Conductor Month end	0.06%	0.54%	0.59%	0.71%	0.95%	1.19%
Driver Spot	0.12%	1.07%	1.18%	1.42%	1.90%	2.38%

The rest of the terms & conditions shall remain unchanged such as fixation of service targets etc.

04.0 Linkage of Spot Incentive to Service Punctuality:

The Spot Incentive payment to crew is linked to arrival punctuality. The unpunctual operation reduces the spot incentive payment to crew and the details are as follows;

- The 10% of Incentive payment for the crew is linked to arrival punctuality to all special type services. For Express, the route length should be above 100 KMs and for all other Special Type vehicles i.e. Deluxe and above, irrespective of route length.
- For special type vehicles having route length 200 KMs and more, 5% of spot Incentive linked to arrival punctuality at the destination in up journey and 5% of spot incentive on arrival punctuality at the destination in down journey by allowing grace time of 30 minutes at both the destinations keeping in view the Traffic hazards.
- For all special type vehicles having route length less than 200 KMs (Express services which is having route length above 100 KMs only) the punctuality shall be reckoned on arrival at originating point only after spell of its duty. For such vehicles the 30 minutes grace period is allowed only after completion of the service at originating point. For the above vehicles 10% of spot amount is directly linked for the arrival punctuality

Example: GNT-II depot operates GNT-VJA nonstop (Deluxe) having route length around 33 KMs and may operate more than one round trip by a crew in their duty. The arrival punctuality shall be reckoned at spell of duty of the crew after completing the service at GNT bus station.

- The services operated from various origins to peripheral traffic generating points of twin cities of Hyderabad and Secunderabad, the arrival at MGBS / JBS shall be considered as the case may be.

04.1 Mechanism suggested to record the Arrival Punctuality:

- All the Depots which are operating the Special type services should prepare a rubber stamp with the following details.

Scheduled Arrival Time :
Actual Arrival Time :

- No sooner the special type service having 200 KMs and more Route length reports to the Chart maintaining controller at both origin and destination Bus Stations, he has to stamp in Star Document and fill up the details.
- For all the special type services such as Deluxe and above category having less than 200 KMs. route length and the express type having the route length above 100 KMs., the stamping has to be done at the originating bus station only, after completion of its spell of the duty.
- A board has to be made available at the Bus Stations indicating the Special type services such as Deluxe & above category and Express services having a route length of more than 100 KMs terminating from that Bus Station for the information of the Controller maintaining Chart.
- It is better to maintain a separate chart for such services.
- When the service returned to Depot after completion of its trip, the Conductor or the Driver (in case of TIM service) has to invariably get the details stamped on the STAR document.
- At the time of remitting the cash in the cash counter, the ADC has to verify the details stamped on the Star document regarding punctuality and feed them in DCP for the payment of Incentive.
- If punctuality is maintained even on one journey (either up or down) 5% is allowed in case of Special Services having route length more than 200 KMs.

05.0 INCENTIVE SCHEME TO DRIVERS, OPERATING BUSES WITH TIM:

The instructions regarding payment of incentive to Drivers for operating services with Ticket issuing machines are as follows.

05.1 TICKET ISSUING MACHINE (TIM) HANDLING ALLOWANCE:

1. An amount of ₹ 5/-, shall be paid as machine handling allowance per Service completed.
2. If a service is completed by two or more driver duties ₹ 10/- shall be paid as machine handling allowance.
3. If a service is being operated and completed with more than one driver and each driver performs more than one duty, ₹ 10/-, will be paid as machine handling allowance per each driver.

For easy understanding the method to be adopted for calculating the M/C handling allowance for the services, illustration is given with the following three examples.

1. Service name: 6.00 hrs HNK-HYD

Number of Trips	= 2 i.e. HNK to HYD & back
Number of drivers	= 1 (Number of driver duties = 1 (say))

As the service is being operated and completed with one driver duty, ₹ 5/- shall be paid as M/C handling allowance to the driver after spell of duty along with incentive eligible.

2. Service name: 20.00 hrs VJA-HYD

Number of Trips	= 2 i.e., VJA to HYD & back
Number of drivers	= 1 (Number of driver duties = 2 (say))

As the service is being operated with two driver duties, the driver shall be paid ₹ 10/- as Machine handling allowance after spell of duty along with incentive eligible on TIM.

3. Service name: 17.00 hrs HYD-MUMBAI

Number of Trips	= 2 i.e., HYD to Mumbai & back.
Number of drivers	= 2 (say) (Number of driver duties = 6 (2 X 3))

As this service is being operated with double drivers, each driver is performing three duties, hence ₹ 10/- shall be paid per driver as M/C handling allowance, after spell of duty along with eligible incentive.

05.2 INCENTIVE AMOUNT ON SALE OF TICKETS:

Incentive shall be calculated to the driver depending on the value of the ticket and number of passengers issued with tickets through TIM as per the following criteria.

a) All types of services except city and Pallevelugu:

The driver shall be paid @ ₹ 1/- towards incentive per passenger on the ticket worth up to ₹ 70/- and for the tickets worth above ₹ 70/- @ ₹ 2/-, issued through TIM by service driver per passenger, with a ceiling limit of ₹ 2000/- per month per driver including machine handling allowances.

b. CITY & PALLEVELUGU SERVICES:

Incentive shall be calculated at the rate of 25 paise on sale of ticket to a passenger (adult/child) irrespective of ticket value. If the driver issues one ticket for more than one passenger, the driver is entitled to receive incentive amount 25 paise for each passenger.

05.3 CONDITIONS:

1. The eligible incentive amount will be paid to the drivers on the spot i.e., after the spell of duty.
2. The incentive shall be calculated only for the tickets issued by the Driver after the bus starts from the originating point. At the originating bus station, the tickets are to be issued in the booking counter. In such cases, the Driver has to issue tickets only after receiving the auxiliary way bill from the booking counter.
3. In case of intermediate Bus Stations, the Driver has to report to the booking counter and collect the auxiliary way bill, as in the case of regular one man service. The driver can allow the left over passengers, if any, and issue tickets to them in the bus after the dispatch from the intermediate Bus Station.
4. The Driver is responsible for safe handling and safety of the Ticket Issuing Machine. In case of any damage to the machine, the total incentive paid during the month shall be recovered, besides recovering the cost of repairs / replacement of TIM.
5. In case of loss/ tampering of TIM, besides recovering the cost of the TIM, disciplinary action shall be initiated against the driver concerned.
6. In case of service is being operated by double drivers, the eligible incentive shall be equally distributed between two drivers after the spell of the duty for having operated the TIM.
7. If a driver is involved in C & T irregularity, the driver is not eligible to receive the incentive and handling allowance for operating TIM.
8. In case of double drivers operating a service, if one of the drivers involved in C&T irregularities, the other driver is eligible to receive his share of amount (Incentive & handling allowance) for that service after spell of duty.
9. In case of change over service, the Driver has to take two copies of Remittance Report at the change over point, he has to retain one copy with him, which shall be submitted in the depot after incoming and hand over one copy of the Remittance Report to the other Driver who performs duty from the change over point. If another change over is involved, the second Driver shall also take two copies of the Remittance Report. One copy of Remittance Report and the copy of Remittance Report of previous Driver shall be handed over to the third Driver. The incoming Driver also shall take two copies of Remittance Report after incoming to the Depot and submit them to the Earnings

Section ADC along with the Remittance Report of other Drivers. Incentive shall not be paid, if any copy of the Remittance Report is not produced by the incoming Driver.

10. Whenever **Special Services** are being operated by a depot, the terms and conditions stipulated in the circular No. 15/2006-IED, dated: 18-10-2006, only, holds good.

05.4 MODIFICATIONS:

Whenever fares are revised, the incentive rates of the TIM will be reviewed and revised. These payments will be in addition to the crew Allowances and the Incentive amount paid to the Drivers under depot incentive scheme.

06.0 Payment of incentive to the crew for operating a service which was declared as PPC in the Operational Planner:

In order to motivate the crew for operation of a scheduled service which has been declared as PPC in the Plan of Operation, but restored due to operational exigencies, it is allowed to pay incentive on earnings parameter to crew considering as scheduled service for the purpose of incentive payment.

For the purpose of arriving at the Depot over all % of cancellations, such service (PPC) shall be treated as an extra service, i.e., the scheduled KMs shall not be altered though incentive is paid on earnings parameter for that particular service.

07.0 Incentive amount to conductor on sale of Travel As You Like Tickets(TAYL)

- On sale of each TAYL ticket 25 Ps will be paid to the conductors as incentive.
- The amount realized through the sale of these tickets shall not be clubbed with the ticket amount for the purpose of fixing the service target and incentive payment.
- The incentive earned on this parameter will be paid after spell of the duty.
- The incentive earned by the conductor through the sale of TAYL tickets is not linked to service cancellations.
- The scheme is applicable for all City Depots of HCR, VSP, and VJA. The Pallevelugu service conductors (Neighboring District) which are touching Hyderabad, Secunderabad, HNK, Vijayawada & Visakhapatnam cities are permitted to issue TAYL tickets with the terms & conditions stipulated for sale of tickets in city services.

08.0 Ceiling Limit For Incentive Payment on earnings parameter for the crew:

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

09.0 Fixation of Schedule Kilometres:

The scheduled KMs (Excluding the scheduled KMs of hired buses) 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.

10.0 Deviation of low paying services on potential routes:

From the Corporate office the calendar of plan of operation is supplied to depots every month well in advance showing auspicious, inauspicious days, marriage muhurtham days & jathras to plan the operations pertaining to potential routes/ sectors by the Depot authorities. The depot authorities are well aware of the traffic potentiality/pattern and can plan in advance for extra operation at the time of submitting the monthly plan of operation for sanction of Regional Manager.

However, deviation of schedule service on potential route is allowed for the purpose of incentive payment, limiting to 3 times in a month and the deviation shall be certified by Traffic-In Charge of the depot provided ***“The service is deviated only from low paying routes having the OR below 55% and where more than two schedules are operated.”*** Further, this service shall be treated as new service for the purpose of incentive, duly taking 70% OR as targeted OR for fixation of service targets.

The Rates of incentive are as follows, which has to be shared equally between conductor and driver:

OR in % ----->	70%	>70%	>80%	>90%
Rate of incentive in % ----->	0.20%	2.00%	3.00%	4.00%

The incentive amount calculated as per the above rates of incentive shall be shared equally between conductor and driver. In case more than one driver is operating the special service along with conductor, the calculated share of driver shall be shared among the drivers equally.

The services deviated other than the permitted, (stipulating certain conditions) incentive shall not be allowed to crew, if a schedule service is cancelled/deviated for any reason whatsoever, even on attaining the target. However, if the cancellation as per the guidelines laid down for the special services operation, the crew will be eligible for incentive under Special Service Operation.

10.1 Example:

A depot has operated a service no 1234 on potential route and the particulars of operation are as follows:

KMs operated	: 370 -----	A
Earnings realized on normal fare	: ₹ 7770/- -----	B
EPK realized	: $7770 / 370 = 21.00$ -----	C
Avg. Basic fare of Pallevelugu	: 46.86 Ps. -----	D
Avg. seating capacity of PV	: 52.76 -----	E
Targeted EPK on 70% OR (D X E X 70%)	: ₹ 17.31 -----	F
Targeted Earnings at 70% OR (A X F)	: ₹ 6404.70 or say ₹ 6405.00 -----	G
OR realized (70% X C / F)	: 84.92% -----	H

Now, CHECK

1. Whether the route on which service is deviated having more than TWO schedules.
2. Whether the OR of the route is below 55% as per ABCD analysis report.
3. Whether the service is deviated on High potential route.
4. How many times this service is deviated during this calendar month.

For the above, if the answer is “YES and not more than THREE deviations”, the incentive has to be calculated as shown below:

Incentive on achieving target (0.20% X G)	=	₹ 12.81 -----	I
Earnings realized above the Target 7770 – 6405	=	₹ 1365.00 -----	J
Incentive above target amount (3% X J)	=	₹ 40.95 -----	K
Total Incentive Earned (I +K)	=	₹ 53.76	
Incentive amount payable to Conductor or Driver	=	₹ 53.76 / 2 = ₹ 26.88	

- When a service is operated with a single driver and with TIM (Conductor-less service), the incentive shall be paid fixing the targeted earnings equal to 70% OR of that service with incentive rate furnished above.
- The driver is eligible for TIM operating incentive along with TIM handling allowance on the spot.
- When such trip is operated with more than one driver with TIM or with a Driver and Conductor without a TIM, the incentive amount shall be shared equally evaluating the incentive amount as per table furnished above.
- No incentive shall be paid to the crew members on the actual schedule, due to deviation for operating such a schedule as a special service.
- The services operated as special, achieved less than 70% OR, no incentive shall be paid.
- The depot Traffic authorities have to maintain a **service wise separate register** to ensure the deviation of schedule service 3 times in a month and **have to calculate the incentive on earning parameter manually**. The register should be kept available for audit before payment of incentive at the month end.

10.2 Treatment of KMs on operation of these Schedule Deviated Service:

When a schedule service is deviated, the Kilometers shall be shown as extra and shall not be considered to offset the cancellation of KMs of schedule service fully or partly for all purpose.

In order to exclude the cancellation of kilometres of the schedule service deviated, for the purpose of calculating percentage of cancellation, approval of the Regional Manager has to be obtained well in advance for exemption. After obtaining the permission of the Regional Manager, these cancelled kilometres can be excluded from the percentage of cancellation. If the same is not obtained these cancelled kilometres shall be included for the purpose of calculating percentage of cancellation.

10.3 Managerial Deviation of schedule trip to meet the exigencies:

At the depot scheduled trips is deviated on account of non-availability of traffic in scheduled trip or late arrival of schedule trip, to avoid bunching. In the interest of Organization that trip is operated on other route to clear the sudden spurt of traffic at bus station arose due to various reasons. The depot authorities are forced to deviate the schedule trip to other destinations to clear the traffic demand with normal fare.

In this situation, the depot authority may obtain the sanction of Regional Manager to exempt the schedule cancellation by giving appropriate justification on day wise basis at month end. The format is furnished as follows;

Date	Schedule Trip Cancelled		Deviated to		Cause of deviation
	Route	KMs	Route	KMs	
1.11.2010					
1.11.2010					
2.11.2010					
3.11.2010					
3.11.2010					
3.11.2010					
And so on					

The Regional Manager is empowered to accord exemption for KMs cancelled to calculate the percentage of cancellation for the purpose of incentive payment. Under no circumstances the extra KMs on deviated route will not offset the cancelled schedule KMs. Under no circumstances incentive shall not be paid to crew on schedule service.

11.0 Calculation of % of Cancellation of Kilometres:

Percentage of cancellation for the purpose of incentive shall be calculated, only based on the scheduled KMs cancelled with reference to schedules planned at the beginning of the month, approved by the Regional Manager as indicated above. The details are as follows;

1. 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.
2. Any additional trip operated by the Depot with additional buses does not contribute to the scheduled trips or scheduled KMs, as such these additional KMs cannot be offset against the cancelled scheduled KMs.
3. 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.
4. Change in scheduled KMs should have the prior approval of the concerned **REGIONAL MANAGER**.
5. 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.

12.0 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 the rank of TI-III/DC & up to Asst. Manager (T).

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

12.1 Targets Prescribed For Incentive Payment, linked to Total Cancellation Parameter for Traffic Supervisors and traffic staff:

Fifty percent (50%) of incentive earned by traffic wing is linked to on reduction of total cancellation from the base and rest 50% of incentive shall be paid directly. The base for total cancellation of Schedule KMs is fixed at 3%. The amount linked on this parameter will be paid to the Traffic Supervisors and traffic staff based on the following sharing. (Percentage of cancellation of KMs = Cancelled KMs X 100/Scheduled KMs)

S.No.	REDUCTION FROM TARGET	SHARING
1	Below 1%	100%
2	equal to 1% and up to 2%	75%
3	Above 2% and upto 3%	50%
4	Above 3%	0%

The DCP module shall take care of arriving at all the figures for the purpose of calculation of percentage of cancellation on the claim statement, except the scheduled Kms as per approved operational plan and exempted KMs, which has to be fed manually after having ratification of Regional Manager.

12.2 Payment of Additional incentive to DM & traffic supervisors on achievement of service targets in % on monthly basis:

Keeping in view the high priority to increase occupancy, an additional incentive to Traffic Supervisors from the rank of Dy. Supt.(Traffic), up to Asst. Manager (T) and Depot Manager 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 55% to become eligible for this additional incentive, subject to the condition that the EPB of the month under consideration shall be minimum of 5% more than the EPB of corresponding month of last year, duly neutralizing the fare hike.

S. No.	% of achievement of service targets	Amount to be paid to DM & Traffic Supervisors
1	=>55% & up to 60%	₹ 400/-
2	>60% & up to 65%	₹ 500/-
3	>65% & up to 70%	₹ 600/-
4	>70%	₹ 800/-

12.3 Illustrations For Arriving At The Additional Incentive Payable For Depot Manager and Traffic Supervisors

The services operated by a depot per day	= 110
Number of services operated in a month	= 30 X 110 = 3300
Number of Services achieved targets	= 1932
% of Service targets achieved	= 1932/3300 X 100 = 58.55%
EPB for the month under consideration	= ₹ 6442/-
Expected Growth in EPK due to fare revision	= 22.50%
EPB of corresponding month of last year	= ₹ 5005/-
EPB of corresponding month of last year with growth of EPK due to fare revision	
₹ 5005 + 5005 X 22.50% = ₹ 5005 + 1126.13	= ₹ 6131.13
% of Growth in EPB ((6442 / 6131)-1)*100	= 5.07%

Hence 5 % growth in EPB is found, the Depot Manager and each Traffic supervisors are eligible to receive additional incentive on % of Service Targets achieved. As per the slab 55% & up to 60%, the additional incentive is ₹ 400/-

13.0 Conditions for Payment of Incentive on earnings parameter

01. The payment of incentive for a particular service is based on the type of service operated irrespective of the type of vehicle operated.
02. In case of one man operation service, only the driver's share of the incentive will be paid.
03. In case of Hire Services, incentive will be paid to the service conductor only.

04. If more than one driver is involved in operation of a day/night service, the incentive payable will be shared equally.
05. The service-wise earnings targets are liable for revision whenever the fares are revised.
06. 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.
07. 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 incentive payment.
08. Under no circumstances the revenue realized on sale of Toll Plaza, RJT, SJT, TAYL tickets or other cess if any levied at a later date, shall not be clubbed with service earnings for fixation of service targets and payment of incentive.
09. Incentive will not be allowed to a service, if a scheduled service is cancelled/deviated for any reason whatsoever, even on attaining the target. However, if the deviation of service as per the guide lines issued, at clause No. 08.1 above, and vide circular No. 15/2006-IED, dated: 18-10-2006, the crew will be eligible for incentive under deviated service & Special service operation respectively.

14.0 INCENTIVE FOR MAJOR BUS STATIONS HEADED BY ATM:

Incentive shall be paid to the staff of bus station headed by ATM. The bus stations are MGBS at Hyderabad, PNBS at VJA, Kurnool Bus Station, DBS at Visakhapatnam, NTR Bus Station at Guntur, Bus Station at TPT and Bus Station at Bangalore.

14.1 Methodology:

The incentive amount to each employee of major bus station is the average incentive paid to the AD/PD & the staff coming under others category mentioned at Appendix B , of all the depots of the Region. It shall be calculated and paid to all the employees working in the major bus station headed by ATM. The list of the bus stations headed by ATM along with Region attached is furnished here under:

S.No.	Bus Station	Regions
1	MG Bus Station-Hyderabad	Rangreddy
2	PN Bus Station-Vijayawada	Krishna (Mofussil Depots only)
3	NTR Bus Station-Guntur	Guntur
4	Kurnool Bus Station	Kurnool
5	D Bus Station-Visakhapatnam	Visakhapatnam (Mofussil Depots only)
6	Tirupathi Bus Station	Chittoor
7	Bangalore Bus Station	Ananthapur

For this purpose all the Depots of the Region in which the Major Bus station is located shall send a copy of the Incentive paid to the Administration and Accounts and other staff in the following pro-forma to the ATM of the Bus station concerned.

Depot	Category	On roll	Incentive paid
	AD,PD & others		

In case of Pandit Nehru Bus Station and Dwaraka Bus stations, the City Depots shall not be considered for arriving at the average incentive paid, as majority of the services catered to by them are district and long distance operations.

14.2 Supervision on effective upkeep of the bus stations:

In order to ensure effective upkeep of the Bus station, the incentive payment to the employees working at Major Bus stations shall be regulated as follows:

1. It shall be ensured that the bus station premises and toilets are kept in a clean and hygienic condition.
2. It should be ensured that the Public address system is kept in working condition and put to use, on a continuous and regular basis.
3. It shall be ensured that all the services are dispatched punctually.
4. It shall be ensured that the time table boards are updated, as and when changes occur.
5. It shall be ensured that the stall rents are collected promptly from the licensees.

The upkeep and implementation of the above items shall be certified by the Asst. Traffic Manager. If the above minimum conditions are not satisfied, penalty of reduction of the incentive eligible to each employee (up to maximum of 25%) can be imposed only by the concerned Regional Manager.

14.3 Eligibility conditions for payment of incentive:

1. If any complaint is lodged against the bus station employee, incentive shall not be paid to that employee for the month.
2. If any employee of the Bus station is involved in misappropriation / cash and ticket irregularities, incentive shall not be paid to the concerned employee for the month.

14.4 Auditing and Date of payment of incentive:

Since it requires some time to consolidate the data received from the Depots, it is proposed to pay incentive on 20th of the every month after pre-audit by concerned AO / Dy. CAO.

To understand better, an Illustration for payment of incentive for Major bus stations is furnished as follows:

14.5 Illustration for payment of incentive to Bus station employees (MGBS):

The incentive paid to the Administration, Accounts and other staff working in all the Depots of the Rangareddy region, has been furnished for a month to arrive at the average incentive paid. Depot wise incentive payment to AD/PD staff & others is shown in the following table.

AD PD & Others:

S.No.	Description	Hyd-1	Hyd-2	TND	PRG	VKB	PKT	Total
1	On Roll	14	23	10	13	9	19	88
2	Amount (Rs.)	626	1371	335	827	303	906	4368
Average (₹)								49.63

14.6 Methodology to be adopted for Payment of Incentive:

The average incentive paid to the each AD, PD and other staff in RR Region is ₹ 50/-. Hence each employee working at MGBS including ATM would be eligible for incentive payment of ₹ 50/- (Fifty only) for that particular month subject to satisfying eligibility criteria.

Similarly, for other Major Bus stations, incentive shall be paid following the above methodology.

Total Incentive:

The category-wise staff deployment in the MGBS bus station is as follows:

Category	on roll
Assistant Traffic Manager	2
Traffic Supervisors/Controllers	28
Traffic staff	73
Others	59
Total	162

Total amount payable at MGBS = 162 X 50 = ₹ 8100/-

15.0 INCENTIVE PAYMENT ON COST PARAMETERS FOR MAINTENANCE STAFF AND DRIVERS OF DEPOTS:

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 Fuel KMPL/KMPKg shall be paid without fixing any ceiling limit. The parameter wise ceiling limits are indicated in the following table:

S. No.	Parameter	All Mofussil Depots Excluding ALP & TML Depots	HYD, VJA, VSP & HNK City Depots and ALP & TML Mofussil Depots
		Ceiling in ₹	Ceiling in ₹
Drivers			
1	Fuel KMPL/KMPKg	No Limit	No Limit
2	Tyre CPK	25	25
3	Springs Consumption	25	Nil
Garage Staff			
1	Fuel KMPL/KMPKg	400	400
2	Tyre CPK	100	100
3	Lube KMPL	25	25
4	Springs Consumption	25	Nil
5	BREAKS DOWN RATE achieved at Appreciating level	400	400
6	% of Cancellation of KMs due to Mechanical Reasons at appreciating level	200	200
Total Maximum limit to garage staff		1150	1125

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

15.1 Incentive on Fuel KMPL/KMPKg:

15.1.1 Fixation of route wise HSD/CNG KMPL/KMPKg applicable for drivers:

The targeted KMPL/KMPKg is, average KMPL/KMPKg achieved during the ***last financial year*** by operating particular type of service such as Pallevelugu, Express, Super Luxury, etc., on a particular route and valid for the entire year under consideration irrespective of number of schedules are in operation on that route. If a particular route is operated by more than one depot, the route targeted KMPL/KMPKg shall be depot wise only.

Whenever a driver operates Specials, Marriage Specials, Jathras and etc., the average HSD KMPL achieved during the last financial year for the type of operation by the depot shall be taken as targeted HSD KMPL/CNG KMPKg.

If a new schedule is introduced on existing route under augmentation, the targeted HSD KMPL of that route shall be adopted.

In case of new type of product (New Product, such as Meghamala, Semi Low Floor, Low Floor AC & Non AC etc.) or new route with existing type are introduced and does not exists in the previous year, the average route wise HSD KMPL/CNG KMPKg achieved during the period of operation shall be taken as target on particular type of operation and then accumulated performance, till required data

is build-up. On completion of period specified, the average HSD KMPL/CNG KMPKg achieved during last financial year on that particular route and type of service shall be taken as targeted HSD KMPL/CNG KMPKg, for the year under consideration.

15.1.2 Methodology to earn incentive on fuel performance applicable to driver and maintenance staff:

The rate of HSD oil is fixed at ₹ 6.50 and for CNG at ₹ 4.50, percentage of sharing is to be allowed, based on the route/type and level of performance above the targeted/ eligible base.

- a) To receive incentive amount on HSD KMPL/CNG KMPKg parameter the eligible KMPL/KMPKg shall be reduced on type of operation from the targeted KMPL/KMPKg by 4%.
- b) The calculating base KMPL/KMPKg shall be reduced on type of operation from the targeted KMPL/KMPKg by 8%.
- c) Capping of HSD KMPL/CNG KMPKg is done due to limitation of achieving the performance on type wise basis. If a route fuel performance is more than the capping value, to appreciate the efforts made for achieving beyond capping value by the driver/depot the savings of HSD oil/CNG will calculated from calculating base considering the capping value of HSD KMPL/CNG KMPKg as targeted KMPL/KMPKg. The capping value product/type is furnished here under:

S.No.	Type	Capping value	S.No.	Type	Capping value
1	AL Pallevelugu	6.00	13	Meghmala	3.75
2	AL Express	5.80	14	City VOLVO	2.35
3	AL Deluxe	5.80	15	CNG	4.55
4	AL S Luxury	5.50	16	JnNURM_SLF_HCZ	4.50
5	AL City	5.30	17	JnNURM_SLF_Non HCZ Cities	5.10
6	Metro Exp	5.10	18	TATA Pallevelugu	5.70
7	Metro Dlx	5.05	19	TATA Express	5.60
8	Meghdoot AC	3.60	20	TATA Deluxe	5.80
9	Meghdoot NAC	4.15	21	TATA S Luxury	5.50
10	Garuda	3.05	22	TATA City	5.80
11	S.Hamsa	3.00	23	PDR	5.05
12	Vestibule	3.25			

- d) Once the driver achieved/crossed the eligible KMPL/KMPKg the driver is eligible to receive incentive amount from the calculating base HSD/CNG saved at various level of performance computed on daily basis and accumulated up to the month under consideration to pay month end incentive. If a driver HSD KMPL/CNG KMPKg is less than the eligible base, no incentive shall be paid.

15.1.3 Methodology for Incentive Payment to Maintenance Staff:

For the purpose of calculating the incentive to Maintenance Staff of a depot, the operational type wise average HSD KMPL/ CNG KMPKg achieved during the last financial year i.e., Pallevelugu, Express, Deluxe, Super Luxury and etc, shall become the target for such types of operation of that depot for the year under consideration.

To evaluate eligible base and calculating base to arrive at incentive payment, the operational type wise performance shall be reduced from targeted KMPL/KMPKg and capping shall be done similar to drivers, in case of maintenance staff also, shown in the pre-paras.

If in a depot, monthly performance (HSD KMPL/CNG KMPKg) is less than the eligible base HSD KMPL / CNG KMPKg, no incentive amount shall be paid on such type of operation. The procedure of calculating the incentive amount is similar to that of procedure adopted for drivers. The procedure adopted for drivers on calculating for savings on new product discussed in case of drivers holds good for Maintenance staff also.

The HSD oil consumed towards non revenue KMs, miscellaneous usage and ground tank shortage shall be accounted proportionately in the various types of revenue KMs operated. The details of KMs and HSD oil to be accounted are furnished here under:

S. No.	FUEL TO BE TAKEN INTO ACCOUNT.	S. No.	KMs.TO BE TAKEN INTO ACCOUNT
1	Fuel consumed for Depot buses.	1	Revenue KMs.
2	Fuel 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	Fuel consumed for staff Buses/Oil Tanker/Water Tanker.	3	KMs. Operated by Staff Buses, Oil Tanker, Water Tanker.
4	Fuel consumed for DGTs of other Departmental like Civil Engineering, Stores etc.	4	Total KMs. Operated by DGTs of other Departments vehicles such as civil engineering & stores DGT etc.
5	<u>OTHERS:</u> a) FUEL shortage. b) Fuel consumed by Generators. c) Misc. Fuel issues.	5	<u>OTHERS:</u> Non-Revenue 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	Vehicles utilized for breakdown relief.
		6	Relief Vans.
		7	Bank Vehicles.
		8	Ambulance
		9	KMs operated 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 KMPL parameter.

The fuel consumed by DGTs and KMs operated are distributed proportionately among all types of operations.

The HSD/CNG savings should be computed from calculating base on type wise operational basis to actual KMPL/KMPKg, provided the KMPL/KMPKg shall be equal or more than eligible base of that type/route. The drivers and maintenance staff shall be paid at the rate of **₹ 6.50 per litre on HSD & ₹ 4.50 per Kg of CNG** saved with appropriate sharing based on the level of the HSD/CNG KMPL/KMPKg achieved.

15.1.4 Multiple Factor: Further multiple factors are introduced on achievement of higher KMPL, compared with the targeted KMPL/KMPKg on a particular route/type applicable to drivers and maintenance staff.

S.No.	% of improvement achieved from the targeted	Multiple Factor
1	= >05% & < 10%	1.1
2	= >10% & < 15%	1.2
3	= >15% & < 20%	1.3
4	= >20%	1.4

The explanation is furnished here under:

Route	Type	Make	Route KMPL	Achieved KMPL	% of sharing allowed	% of improvement Achieved	Multipli-cation Factor	Actual % of Sharing to be
Hyd-VJA	Express	AL	5.19	5.45	17%	5.01%	1.10	18.70%

15.1.5 Slabs and Sharing: The % of sharing to be allowed to drivers and maintenance staff on various level of achievement on type wise operation are tabulated as follows:

PROPOSED SLABS AND SHARING FOR ROUTE-WISE & TYPE-WISE KMPL INCENTIVE SCHEME (Rate of Incentive ₹ 6.50)												
AL & EICHER				AL & EICHER			AL, TATA & EICHER			AL		
DIST.ORD GRAMANI MOFFUSIL PV				EXPRESS DELUXE			SUPER LUXURY Semi- Sleeper (NAC) TATA GHAT Super Luxury			Vestibule (City) Vestibule (Sub) Double Deck(OR) Double Deck(EXP)		
S.No.	Range	Sharing		Range	Sharing		Range	Sharing		Range	Sharing	
		MNT	DRV		MNT	DRV		MNT	DRV		MNT	DRV
1	<4.90	6%	10%	<5.00	7%	12%	<4.75	3%	5%	<2.50	1%	2%
2	4.90	10%	17%	5.00	10%	17%	4.75	7%	11%	2.50	2%	3%
3	5.00	13%	22%	5.10	13%	22%	4.80	8%	14%	2.55	3%	5%
4	5.10	16%	26%	5.15	16%	26%	4.85	9%	15%	2.60	5%	8%
5	5.20	19%	31%	5.20	19%	31%	4.90	10%	17%	2.65	7%	11%
6	5.30	24%	40%	5.25	21%	35%	4.95	11%	18%	2.70	8%	14%
7	5.40	29%	49%	5.30	24%	40%	5.00	12%	20%	2.75	10%	17%
8	5.50	34%	57%	5.35	27%	45%	5.05	14%	23%	2.80	12%	20%
9	5.60	39%	65%	5.40	29%	49%	5.10	16%	26%	2.85	14%	23%
10	5.65	42%	70%	5.45	32%	54%	5.15	17%	29%	2.90	15%	25%
11	5.70	44%	74%	5.50	35%	58%	5.20	20%	34%	2.95	16%	26%
12	5.75	47%	78%	5.55	38%	63%	5.25	22%	37%	3.00	17%	28%
13	5.80	50%	83%	5.60	41%	68%	5.30	24%	40%	3.05	19%	31%
14	5.85	53%	88%	5.65	43%	72%	5.35	27%	45%	3.10	20%	34%
15	5.90	55%	92%	5.70	46%	77%	5.40	29%	49%	3.15	22%	37%
16	5.95	57%	95%	5.75	49%	82%	5.45	33%	55%	3.20	24%	40%

AL & EICHER				AL & EICHER			AL & EICHER			S.Hamsa		
CITY.ORD				METRO EXP(C)			METRO DELUXE			S.Hamsa (City)		
SUB URBAN				METRO EXP(Sub)			METRO DLX (Sub)			S.Hamsa (Sub)		
				METRO EXP(Plus)			METRO DLX (Plus)					
				TATA			TATA					
				METRO EXP(Plus)			METRO DLX (Plus)					
S.No.	Range	Sharing		Range	Sharing		Range	Sharing		Range	Sharing	
		MNT	DRV		MNT	DRV		MNT	DRV		MNT	DRV
1	<4.50	3%	5%	<4.30	4%	6%	<4.20	3%	5%	<2.50	1%	2%
2	4.50	7%	11%	4.30	5%	8%	4.20	5%	9%	2.50	2%	3%
3	4.60	8%	14%	4.40	5%	9%	4.30	7%	12%	2.55	3%	5%
4	4.65	10%	17%	4.45	7%	12%	4.35	9%	15%	2.60	5%	8%
5	4.70	12%	20%	4.50	9%	15%	4.40	11%	18%	2.65	7%	11%
6	4.75	14%	23%	4.55	10%	17%	4.45	13%	22%	2.70	8%	14%
7	4.80	16%	26%	4.60	11%	18%	4.50	15%	25%	2.75	10%	17%
8	4.85	17%	29%	4.65	15%	25%	4.55	17%	28%	2.80	12%	20%
9	4.90	19%	32%	4.70	19%	31%	4.60	19%	31%	2.85	14%	23%
10	4.95	21%	35%	4.75	22%	37%	4.65	20%	34%	2.90	15%	25%
11	5.00	23%	38%	4.80	26%	43%	4.70	23%	38%	2.95	16%	26%
12	5.05	25%	42%	4.85	29%	49%	4.75	28%	46%	3.00	17%	28%
13	5.10	27%	45%	4.90	33%	55%	4.80	31%	51%	3.05	19%	31%
14	5.15	29%	48%	4.95	37%	62%	4.85	33%	55%	3.10	20%	34%
15	5.20	31%	51%	5.00	40%	66%	4.90	36%	60%	3.15	22%	37%
16	5.25	32%	54%	5.05	43%	71%	4.95	39%	65%	3.20	24%	40%

JnNURM (SLF HCZ)				JnNURM (SLF Non HCZ)			VOLVO CITY			MEGAMALA		
AL & TATA (HCZ)				AL & TATA (Non HCZ)			VOLVO (Sub)			Super Luxury (AC)		
CITY.ORD				CITY.ORD			MERCEDES BENZ(C)			MAYURI (SLEEPER)		
SUBURBAN				SUBURBAN			MERCEDES BENZ(Sub)			SEMI-SLEEPER (AC)		
METRO EXP (C)				METRO EXP (C)								
METRO EXP (Sub)				METRO EXP (Sub)								
S.No.	Range	Sharing		Range	Sharing		Range	Sharing		Range	Sharing	
		MNT	DRV		MNT	DRV		MNT	DRV		MNT	DRV
1	<3.90	2%	3%	<4.30	2%	3%	<1.85	1%	2%	<3.10	1%	2%
2	3.90	4%	6%	4.30	4%	6%	1.85	2%	3%	3.10	3%	5%
3	3.95	5%	9%	4.35	5%	9%	1.90	3%	5%	3.15	4%	6%
4	4.00	7%	12%	4.40	7%	12%	1.95	5%	8%	3.20	5%	8%
5	4.05	9%	15%	4.45	9%	15%	2.00	5%	9%	3.25	7%	11%
6	4.10	11%	18%	4.50	11%	18%	2.05	7%	12%	3.30	8%	14%
7	4.15	13%	22%	4.55	13%	22%	2.10	8%	14%	3.35	10%	17%
8	4.20	15%	25%	4.60	15%	25%	2.15	9%	15%	3.40	12%	20%
9	4.25	17%	28%	4.65	17%	28%	2.20	11%	18%	3.45	14%	23%
10	4.30	20%	34%	4.70	20%	34%	2.25	12%	20%	3.50	16%	26%
11	4.35	22%	37%	4.75	22%	37%	2.30	13%	22%	3.55	17%	28%
12	4.40	24%	40%	4.80	24%	40%	2.35	14%	23%	3.60	17%	29%
13	4.45	26%	43%	4.85	26%	43%	2.40	15%	25%	3.65	19%	32%
14	4.50	28%	46%	4.90	28%	46%	2.45	16%	26%	3.70	21%	35%
15	4.55	29%	49%	4.95	29%	49%	2.50	17%	28%	3.75	22%	37%
16	4.60	31%	52%	5.00	31%	52%	2.55	19%	31%	3.80	24%	40%

TATA				TATA			TATA			TATA			PDR DEPOT		
DIST.ORD				EXPRESS			DELUXE			CITY.ORD			ORDINARY		
GRAMANI				GHAT EXPRESS			GHAT DELUXE			SUB URBAN			EXPRESS		
MOFFUSIL															
GHAT ORD.													PDR		
S. No.	Range	Sharing		Range	Sharing		Range	Sharing		Range	Sharing		Range	Sharing	
		MNT	DRV		MNT	DRV		MNT	DRV		MNT	DRV		MNT	DRV
1	<5.00	5%	8%	<4.80	3%	5%	<5.00	7%	12%	<5.00	9%	15%	<4.30	2%	3%
2	5.00	8%	14%	4.80	5%	9%	5.00	11%	18%	5.00	19%	31%	4.30	3%	5%
3	5.05	10%	17%	4.90	8%	14%	5.10	14%	23%	5.10	23%	38%	4.35	7%	12%
4	5.10	14%	23%	5.00	11%	18%	5.15	16%	26%	5.20	26%	43%	4.40	8%	14%
5	5.15	16%	26%	5.05	12%	20%	5.20	17%	29%	5.25	29%	48%	4.45	9%	15%
6	5.20	17%	29%	5.10	14%	23%	5.25	20%	34%	5.30	31%	52%	4.50	10%	17%
7	5.25	20%	34%	5.15	16%	26%	5.30	23%	38%	5.35	34%	57%	4.55	11%	18%
8	5.30	24%	40%	5.20	17%	29%	5.35	26%	43%	5.40	37%	62%	4.60	12%	20%
9	5.35	27%	45%	5.25	20%	34%	5.40	29%	48%	5.45	40%	66%	4.65	13%	22%
10	5.40	29%	49%	5.30	23%	38%	5.45	31%	52%	5.50	43%	71%	4.70	14%	23%
11	5.45	31%	52%	5.35	26%	43%	5.50	34%	57%	5.55	44%	74%	4.75	16%	26%
12	5.50	33%	55%	5.40	29%	48%	5.55	37%	62%	5.60	46%	77%	4.80	17%	29%
13	5.55	36%	60%	5.45	31%	52%	5.60	40%	66%	5.65	48%	80%	4.85	19%	32%
14	5.60	39%	65%	5.50	34%	57%	5.65	43%	71%	5.70	50%	83%	4.90	21%	35%
15	5.65	41%	69%	5.55	37%	62%	5.70	45%	75%	5.75	53%	88%	4.95	23%	38%
16	5.70	44%	74%	5.60	41%	68%	5.75	49%	82%	5.80	55%	92%	5.00	25%	42%

Garuda				Meghdoot AC			Meghdoot NonAC			CNG Inc. Rate @ ₹ 4.50		
VOLVO CERITA MERCEDES BENZ LUXURA										CNG CITY CNG EXP CNG DIST.ORD CNG MOFFUSIL JnNURM SLF Non-AC CNG		
S.No.	Range	Sharing		Range	Sharing		Range	Sharing		Range	Sharing	
		MNT	DRV		MNT	DRV		MNT	DRV		MNT	DRV
1	<2.50	1%	2%	<2.95	1%	2%	<3.50	1%	2%	< 3.80	2%	3%
2	2.50	2%	3%	2.95	3%	5%	3.50	3%	5%	3.80	3%	5%
3	2.55	3%	5%	3.00	4%	6%	3.55	4%	6%	3.85	5%	8%
4	2.60	5%	8%	3.05	5%	8%	3.60	5%	8%	3.90	6%	10%
5	2.65	7%	11%	3.10	7%	11%	3.65	7%	11%	3.95	7%	12%
6	2.70	8%	14%	3.15	8%	14%	3.70	8%	14%	4.00	8%	14%
7	2.75	10%	17%	3.20	10%	17%	3.75	10%	17%	4.05	11%	18%
8	2.80	12%	20%	3.25	12%	20%	3.80	12%	20%	4.10	13%	22%
9	2.85	14%	23%	3.30	14%	23%	3.85	14%	23%	4.15	16%	27%
10	2.90	15%	25%	3.35	16%	26%	3.90	17%	28%	4.20	19%	32%
11	2.95	16%	26%	3.40	17%	28%	3.95	17%	29%	4.25	23%	38%
12	3.00	17%	28%	3.45	17%	29%	4.00	19%	31%	4.30	25%	42%
13	3.05	19%	31%	3.50	19%	31%	4.05	20%	34%	4.35	29%	48%
14	3.10	20%	34%	3.55	20%	34%	4.10	22%	37%	4.40	32%	54%
15	3.15	22%	37%	3.60	22%	37%	4.15	23%	38%	4.45	35%	58%
16	3.20	24%	40%	3.65	24%	40%	4.20	25%	42%	4.50	37%	62%

15.1.6 Method of arriving At KMPL/KMPKg:

The Fuel KMPL/KMPKg should be computed from calculating base to actual KMPL/KMPKg achieved, provided the KMPL shall be equal or more than the eligible base on type wise basis derived from the average KMPL achieved during the last year of that depot.

The amount arrived by multiplying the HSD oil/CNG saved in liters/Kgs from Base KMPL/KMPKg to actual KMPL/KMPKg with the rate per liter/Kg and sharing.

The Regional Dy. CME, Depot Manager, Garage In-Charge to ensure correctness of topping up of HSD oil at bunk of depots during periodical inspections, since this methodology calculate the incentive on day to day basis payable to drivers. Failure in the system may cause undue incentive payment on account of fluctuating consumption of fuel on day to day basis, though the route and type of operation is unchanged.

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

15.1.7 Additional Incentive for Mechanical Supervisors & Depot Manager:

Keeping in view the importance for conserving HSD, an additional incentive is allowed for Maintenance supervisors (Class-II only) & Depot Manger for improvement achieved in Fuel KMPL/KMPKg. The slabs & corresponding additional incentive at various units are as follows:

SLABS FOR PAYMENT OF ADDITIONAL INCENTIVE TO DEPOT MANAGER & MAINTENANCE SUPERVISORS of Mofussil (except Paderu) VJA, VSP HNK City Depots,

HSD KMPL Achievement slabs		Amount Per head	
Depot Manager	Maint. supervisor	Depot Manager	Maint. Sup.
=> 5.60 & up to 5.70	=> 5.50 & up to 5.60	₹ 300/-	₹ 200/-
> 5.70 & up to 5.80	> 5.60 & up to 5.70	₹ 400/-	₹ 300/-
> 5.80	> 5.70	₹ 500/-	₹ 400/-

SLABS FOR PAYMENT OF ADDITIONAL INCENTIVE TO DEPOT MANAGER and Maintenance Supervisors of HCZ/Ghat depots

HSD KMPL Achievement slabs		Amount Per head	
Depot Manager	Maint. supervisor	Depot Manager	Maint. Sup.
=> 5.20 & up to 5.30	=> 5.15 & up to 5.25	₹ 300/-	₹ 200/-
> 5.30 & up to 5.40	> 5.25 & up to 5.35	₹ 400/-	₹ 300/-
> 5.40	> 5.35	₹ 500/-	₹ 400/-

SLABS FOR PAYMENT OF ADDITIONAL INCENTIVE TO DEPOT MANAGER & Maintenance Supervisor of Paderu depot

HSD KMPL Achievement slabs		Amount Per head	
Depot Manager	Maint. supervisor	Depot Manager	Maint. Sup.
=> 4.90 & up to 4.95	=> 4.85 & up to 4.90	₹ 300/-	₹ 200/-
> 4.95 & up to 5.05	> 4.90 & up to 5.00	₹ 400/-	₹ 300/-
> 5.05	> 5.00	₹ 500/-	₹ 400/-

**SLABS FOR PAYMENT OF ADDITIONAL INCENTIVE TO DEPOT MANAGER
& MAINTENANCE SUPERVISORS of CNG City Depots, Vidyadharapuram**

HSD KMPL Achievement slabs		Amount Per head	
Depot Manager	Maint. supervisor	Depot Manager	Maint. Sup.
=> 4.34 & up to 4.42	=> 4.26 & up to 4.34	₹. 300/-	₹. 200/-
> 4.42 & up to 4.50	> 4.34 & up to 4.42	₹. 400/-	₹. 300/-
> 4.50	> 4.42	₹. 500/-	₹. 400/-

15.1.8 Guide lines for arriving at the Payment of incentive for the Depots operating GARUDA (VOLVO, LUXURA & CERITA), Services, Meghdooth A/C & Non A/C, Meghmala, Seethalhamsa, GARUDA, VOLVO City, Semi Low Floor, Low Floor A/C & Non A/C & Vestibule Buses,

- 1) **Cancellation & BD Rate:** The percentage of Cancellations and Break down rate shall be worked out duly reckoning the KMs Operated by GARUDA, Meghdooth A/C & Non A/C, Meghmala, Seethalhamsa, VOLVO City, Semi Low Floor, Low Floor A/C & Non A/C & Vestibule buses.
- 2) **HSD KMPL:** The HSD KMPL team, Safety Driving Instructor, Additional Incentive to DM & Supervisor on high KMPL, the KMs operated as well as HSD oil consumed by the GARUDA, Meghdooth A/C & Non A/C, Meghmala, Seethalhamsa, VOLVO City, Semi Low Floor, d Low Floor A/C & Non A/C & Vestibule buses **shall be exempted** for arriving at the depots KMPL.
- 3) **Lub KMPL:** The Lub. oil consumed and KMs Operated by GARUDA, Meghdooth A/C & Non A/C, Meghmala, Seethalhamsa, VOLVO City, Semi Low Floor, Low Floor A/C & Non A/C & Vestibule 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 GARUDA, Meghdooth A/C & Non A/C, Meghmala, Seethalhamsa, VOLVO City, Semi Low Floor, Low Floor A/C & Non A/C & Vestibule Buses **shall be considered**.
- 5) **Springs Consumption:** Spring consumption per lakh KMs Shall be arrived at **by excluding the KMs** Operated by GARUDA, Meghdooth A/C & Non A/C, Meghmala, Seethalhamsa, VOLVO City, Semi Low Floor, Low Floor A/C & Non A/C & Vestibule Buses.

15.1.9. Illustration to calculate incentive to drivers on Fuel performance:

Name of the Depot: Ongole

Name of the Driver: XYZ.

Staff No: 106113

Month: December 2008

Operational and HSD consumed details:

KMs Opth	HSD Consumed.	KMPL	ROUTE	TYPE	Veh. No.	Target KMPL	Elgible KMPL	Calculating KMPL	Cap-ping KMPL	Saving in Litres	Eligible Sharing	% of Growth	Multiplication Factor	Inc. Amt. (in Rs.)
468	89.5	5.23	BHEL	EXP	28Z-2881	5.45	5.23	5.01	5.80	3.88	54%	0.00%	1.00	13.60
468	78.0	6.00	ULP-BHEL	EXP	28Z-0986	5.55	5.33	5.11	5.80	13.59	63%	8.03%	1.10	61.23
224	42.0	5.33	GUNTUR	PV	11Z-0749	5.81	5.58	5.34	6.00	0.00	83%	0.00%	1.00	0.00
374	69.5	5.38	BHEL	SL	28Z-2137	5.02	4.82	4.62	5.50	11.47	20%	7.15%	1.10	16.40
374	72.5	5.16	BHEL	SL	28Z-2139	5.02	4.82	4.62	5.50	8.47	20%	2.77%	1.00	11.01
374	75.0	4.99	BHEL	SL	28Z-2139	5.02	4.82	4.62	5.50	5.97	20%	0.00%	1.00	7.76
374	65.5	5.71	K.K.P.L	SL	11Z-1399	5.09	4.89	4.69	5.50	14.29	23%	12.08%	1.20	25.64
374	69.0	5.42	K.K.P.L	SL	28Z-2137	5.09	4.89	4.69	5.50	10.79	23%	6.39%	1.10	17.75
374	71.0	5.27	K.K.P.L	SL	28Z-2137	5.09	4.89	4.69	5.50	8.79	23%	3.44%	1.00	13.15
374	74.0	5.05	K.K.P.L	SL	28Z-2139	5.09	4.89	4.69	5.50	5.79	23%	0.00%	1.00	8.66
374	74.5	5.02	K.K.P.L	SL	28Z-2139	5.09	4.89	4.69	5.50	5.29	23%	0.00%	1.00	7.92
374	73.5	5.09	K.K.P.L	SL	28Z-2139	5.09	4.89	4.69	5.50	6.29	23%	0.00%	1.00	9.41
374	75.5	4.95	K.K.P.L	SL	28Z-2139	5.09	4.89	4.69	5.50	4.29	23%	0.00%	1.00	6.42
374	77.5	4.83	K.K.P.L	SL	28Z-2139	5.09	4.89	4.69	5.50	0.00	23%	0.00%	1.00	0.00
374	68.5	5.46	K.K.P.L	SL	28Z-3504	5.09	4.89	4.69	5.50	11.29	23%	7.17%	1.10	18.57
5648	1075.5	5.25	Total incentive payable										217.52	

15.1.10. Illustration to calculate incentive to garage staff on Fuel Performance:

Name of the Depot : Ongole
 Month: December 2008
 No of Employees Class-2/3 : 101
 No of Employees Class-4 : 11
 Equivalent Men (101 X 3 + 11 X 2) : 325

Operational and HSD consumed details:

Type	Revenue KMs	HSD Consumed	Non Revenue KMs	Non Revenue HSD	Total KMs	Total HSD	Gross KMPL
Express	71112	13807	153	41	71265	13848	5.15
VOLVO	98249	32780	211	57	98460	32837	3.00
Pallevelugu	669575	118720.8	1441	389	671016	119109	5.63
Super Luxury	320877	62585	691	186	321568	62771	5.12
Total	1159813	227892.8	2496	673	1162309	228566	5.09

Targeted HSD KMPL (Average HSD KMPL during last year) & eligible incentive to garage staff:

S.No.	Type	Gross KMs Operated	Gross HSD Cons-	Gross KMPL Achieved	Target KMPL	Eligible Base KMPL	Calculating Base	HSD Oil Saved	Eligible Sharing	Multipli-cation Factor	Incentive Amount in ₹
1	Express	71265	13848	5.15	5.16	4.95	4.75	1155	13%	1.00	1502
2	Garuda	98460	32837	3.00	2.95	2.83	2.71	3495	16%	1.00	5592
3	Pallevelugu	671016	119109	5.63	5.61	5.39	5.16	10933	39%	1.00	42638
4	Super Luxury	321568	62771	5.12	5.15	4.94	4.74	5070	17%	1.00	8620
Total		1162309	228565	5.09	Total			20653			58351.62

Incentive amount to class-2/3, each employee = $58351.62 \times 3 / 325 = ₹ 538.63$

Incentive amount to class-4, each employee = $58351.62 \times 2 / 325 = ₹ 359.08$

After Ceiling, the incentive amount to class-2/3, each employee = **₹ 400.00**

and the incentive amount to class-4, each employee = **₹ 359.08**

Additional incentive to Supervisors/Depot Manager:

KMs operated Excluding GARUDA (VOLVO, LUXURA & CERITA), operation = 1063849

HSD consumed Excluding GARUDA (VOLVO, LUXURA & CERITA) operation= 195729

HSD KMPL= 5.44 (Not eligible)

15.2.0 Incentive Scheme on Tyre CPK at Depots:

Reduction of CPK on tyres for the month under consideration to the base CPK shall be the incentive earning parameter. The last six (6) months moving average CPK on tyre and tubes of a particular Depot shall be considered as base CPK, excluding the month under consideration.

Saving accrued on account of reduction in CPK in the month under consideration to the six months moving average base CPK, shall make eligible to earn incentive proportionate to the level of reduction in CPK, with appropriate slabs and sharing to the garage employees & drivers.

15.2.1 The Rates of INPUTS:

To arrive at CPK, a fixed rate of various inputs is given here under, which are not taken from the financial performance booklet, and remain unchanged throughout the validity of the scheme (Unless revision is communicated by corporate office):

S.No.	Item	Rate in ₹
1	Nylon Tyre with tube & flap	7,900/-
2	Radial Tyre with tube & flap	10500/-
3	RT/RC of Nylon/ Radial Tyre (Including Repair content)	2,350/-

Definition of Weighted average Total Tyre cost is the average new tyre cost (Nylon + Radial) including tubes and flaps, and cost of RC/RT tyre & repair tyre i.e., **weighted average Tyre cost** = [Weighted Average new Tyre Cost + {(weighted average RT Factor) X Average RC/RT cost including Repair content}]. The cost shall be calculated on six tyres in Ps, rounded off to nearest 2 decimals only.

15.2.2 CAPPING ON TYRES CPK:

When weighted moving average CPK for the last 6 months (base CPK) is less than or equal to 37 Ps coupled with the CPK of the month under consideration is less than or equal to 37 Ps, a fixed amount of ₹ 100/- to each garage employee and for each driver a fixed amount of ₹ 25/- shall be paid subject to other eligibility clauses.

Tyre CPK		Eligibility	
Base CPK	For the Month Under consideration	Garage staff	Drivers
= 37	> 37	Not Eligible	Not Eligible
= 37	= 37	₹ 100/-	₹ 25/-
< 37	= 37	₹ 100/-	₹ 25/-

15.2.3 SLABS & SHARING:

The following slabs and sharing are introduced, in view of the cost of inputs are enhanced.

S. No.	Reduction in Tyre CPK	Slabs & Sharing at various CPK in Ps with grading of depots on tyre CPK				
		“A” Grade	“B” Grade	“C” Grade	“D” Grade	“E” Grade
		=<45	=<55	=<65	=<75	=<90
1	=< 2 Ps	76%	71%	66%	61%	56%
2	=< 4 Ps	77%	72%	67%	62%	57%
3	=< 6 Ps	78%	73%	68%	63%	58%
4	=< 8 Ps	79%	74%	69%	64%	59%
5	> 8 Ps	80%	75%	70%	65%	60%

15.2.4 Distribution of Incentive Amount:

The incentive amount payable on tyres parameter shall be distributed in the ratio of 3:1 (75%: 25%) amongst Maintenance Staff and drivers respectively at all selected depots.

The 75% saved amount on tyres, payable to maintenance staff shall be distributed in the ratio of 3:2 between Class-II/III, and Class-IV respectively subject to a maximum ceiling limit of ₹100/- per head per month.

The 25% saved amount on tyres, payable to drivers shall be distributed uniformly. The amount saved shall be divided by the number of drivers on roll, subject to a maximum ceiling limit of ₹ 25/- per head per month.

15.2.5 Terms & Conditions for payment of Incentive on Tyre CPK to Garage Staff and Drivers:

- Incentive will be paid only if the weighted average CPK of the month under consideration is less than the six (6) month moving and weighted average base CPK excluding the month under consideration.
- The methodology to arrive at CPK, the cost fixed for various inputs shall be taken, applicable to all depots during the validity of the scheme.

03. The CPK on six tyres in Ps shall be rounded off to the nearest two decimal points.
04. Most of the details required to calculate the eligible incentive amount, the serving TRS has to supply within the stipulated time.
05. The corporation can modify, withdraw, and extend the validity, deletion, addition of terms and conditions, in the scheme based on merits.

15.2.6 Incentive to Tyre Mechanics of ALP & TML depots:

The Tyre Mechanic of ALP & TML depots shall be paid either special allowances of ₹ 50/- or incentive on tyre CPK after application of qualifying parameters, whichever is more, subject to fulfilment of conditions that, no tyre should be scrapped due to non removal of tyres in time (S3) in a month and other eligibility conditions. The Tyre Mechanics also eligible to receive incentive under Special Incentive Scheme to Tyre Section employees.

15.2.7 Incentive Scheme for Tyre Section Employees of Depot:

A special Incentive scheme is introduced to Tyres Section employees of the Depots. The methodology adopted to calculate savings in Tyre CPK for earning incentive to Garage Staff and Drivers shall holds good for the Tyre Section Employees also, duly linking the incentive earned to quality parameters with appropriate slabs and sharing.

15.2.8 CAPPING ON TYRES CPK:

When weighted moving average CPK for the last 6 months (base CPK) is less than or equal to 37 Ps coupled with the CPK of the month under consideration is less than or equal to 37 Ps, a fixed amount of ₹ 450/- to class-3 and ₹ 300/-to class-4 employees shall be paid.

Tyre CPK		Eligibility	
Base CPK	For the Month Under consideration	Class-3	Class-4
= 37	> 37	Not Eligible	Not Eligible
= 37	= 37	₹ 450/-	₹ 300/-
< 37	= 37	₹ 450/-	₹ 300/-

The CPK on tyres is equal to or less to 37 Ps either in moving average or for the month under consideration, the capping fixed ceiling amount shall be paid to the employees of tyre section, ₹ 450/- for class-3 and ₹ 300/- for class-4.

15.2.9 SLABS & SHARING: The following are the slabs and sharing for the calculation of savings in CPK, in view of the cost of inputs are enhanced.

S. No.	Reduction in Tyre CPK	Slabs & Sharing at various CPK in Ps with grading of depots on tyre CPK				
		“A” Grade	“B” Grade	“C” Grade	“D” Grade	“E” Grade
		=<45	=<55	=<65	=<75	=<90
1	=< 1 Ps	20%	13%	7%	5%	3%
2	=< 2 Ps	22%	15%	9%	6%	4%
3	=< 3 Ps	25%	18%	11%	7%	5%
4	=< 4 Ps	28%	20%	13%	9%	6%
5	=< 5 Ps	31%	22%	15%	11%	7%
6	> 5 Ps	35%	25%	18%	13%	9%

15.2.10 Quality Parameter:

The eligible incentive shall be distributed in the following percentage duly linking to quality parameter.

- a) 70% eligible incentive shall be paid directly.
- b) 15% eligible incentive is linked to Mechanical defects identified by serving TRS.
- c) 10% eligible incentive amount is linked to % of tyres identified as less than 2mm NSD/WS identified by serving TRS.
- d) 5% eligible incentive amount is linked to rate of tyre punctures based on the record available at depot.

a) Mechanical Defects:

Mechanical defect causes severe damage to tyre. To redress, it is included in quality parameter. Mechanical defects include, under inflation, over inflation, misalignment, miss matching, hub bearing play, king pin play, brake binding, camber wear and etc. This information is supplying by the serving TRS and same has to be considered for evaluating eligible incentive earning.

15% of the incentive amount earned is linked to percentage of tyres having Mechanical defects during the month under consideration in the following slabs and percentage of sharing:

15% is linked to Mechanical Deffects		
S.No.	Slabs	Sharing
1	Up to 05%	100%
2	Above 05% & up to 10%	75%
3	Above 10% & up to 15%	50%
4	Above 15% & up to 20%	25%
5	Above 20%	0%

b) Percentage of tyres with less than 2 mm NSD/WS:

This subject is already addressed through series of circulars/letters etc; and informed its ill effect on tyre life. But it is noticed that presence of tyres with less than 2mm NSD is still exist.

The percentage of tyres less than 2 mm or WS is received by the serving TRS and communicating to the depots, has to be considered by the particular depot to evaluate eligible incentive earning.

10% of the incentive amount earned is linked to percentage of tyres having less than 2 mm NSD/WS (Non Skid Depth/worn smooth) in the following slabs and percentage of sharing:

10% linked to Below Two "MM/WS" Non Skid Depth		
S.No.	Slabs	Sharing
1	Up to 04%	100%
2	Above 04% & up to 08%	75%
3	Above 08% & up to 12%	50%
4	Above 12% & up to 16%	25%
5	Above 16%	0%

c) Rate of tyre punctures:

It is an established fact that tyre puncture reduces the strength of tyre and leading to scrap at low life besides increased workload on the garage, inconvenience to commuters when occurred on

line. Slackness/negligence/lack of skill during the preparation of tyre assembly is one of the factors contributing to tyre puncture.

The definition of the rate of tyre puncture in this scheme is no. of tyre punctures occurred during the month under consideration for every 10,000 KMs of operation. The monthly operated KMs shall be taken equal to the regular depot incentive scheme, claims under tyre CPK, in this scheme also. For example a particular depot has 15 occurrence of tyre puncture in a month and operated KMs are 10, 00,000, the rate of tyre puncture is $15 \times 10,000/10,00,000$ and equal to 0.15 will be tyre puncture rate.

Though in some cases, the tyre punctures did not resulted into cancellation of KMs, and not rendered inconvenience to travelling public, shall also be taken into account while arriving at incentive amount under this scheme.

The Tyre puncture attended at terminal point or attended by service driver on line or inside the garage or at out depots or attended by relief/break down van also shall be taken into account to arrive at incentive earning. However the tyre changes carried out for rotation of tyres, to avoid camber wear, miss matching and during regular maintenance such as Sch IV/III/II etc; shall be excluded for accounting tyre punctures.

Keeping in view the importance of minimizing the Tyre Punctures, 5% of the incentive amount earned is linked to rate of tyres punctured during the month under consideration and it should be certified by Depot Manager and Dy. CME of the region. The Depot should maintain a separate tyre puncture register which should be produced to depot audit wing along with claim. The audit wing of depot should cross check with the RG register and Breakdown register for correctness of the claim. False claim may cause recovery of incentive paid, besides disciplinary action as per the procedure against the erring employee. The 5% the linked incentive shall be paid in the following slabs and percentage of sharing:

S. No.	5% linked to Slabs for rate of tyre puncture for eligible incentive amount	Sharing
1	Up to 0.15	100%
2	Above 0.15 & up to 0.25	75%
3	Above 0.25 & up to 0.35	50%
4	Above 0.35 & up to 0.50	25%
5	Above 0.50	0%

15.2.11 Terms & Conditions for payment of Additional Incentive on Tyre CPK to Tyre Section Employees:

01. Incentive will be paid only if the weighted average CPK of the month under consideration is less than the six (6) month moving and weighted average base CPK excluding the month under consideration.
02. The methodology to arrive at CPK, the cost fixed for various inputs shall be taken, applicable to all depots during the validity of the scheme.
03. The ceiling limit on incentive earning under this scheme is ₹ 450/- to each class-3 employee and ₹. 300/- to each class-4 employee per month. This scheme is applicable only to tyre section employees of depots i.e., Tyre Section ADC, Tyre Mechanics and their Assistants including casual.
04. The out sourced persons engaged if any, shall be included for the purpose of eligible incentive calculation on par with regular employee as per the scheme, the amount earned by outsource persons shall be forfeited to the corporation and shall not be paid under any circumstances.
05. Incentive earned under this scheme is in addition to regular depot incentive scheme.

06. Any tyre identified as **S3** in a particular month, the tyre section employees are not eligible to receive incentive amount of that month besides disciplinary action shall be initiated on erring employee as per the procedure.
07. The eligible incentive amount earned shall be distributed in the ratio 3:2 between skilled and unskilled employees working in tyre section of the depot garage including the Tyre ADC, considering as skilled employee.
08. The CPK on six tyres in Ps shall be rounded off to the nearest two decimal points.
09. Since the Tyre CPK is depending upon the performance of tyres sent to TRS during the month under consideration, the AME (Tyres) has to invariably keep the relevant performance statements of depots every month on or before of 5th of the succeeding month for preparing incentive claim sheets at depots. The soft copy has to be uploaded in the respective RMs' folder in RTCWAN. From the respective Regional Manager folder of RTCWAN, the depots shall download the tyre performance and prepare the claim sheets on tyre CPK. **It is the responsibility of AME (Tyres) to ensure that, these files have to be uploaded without any deviation/delay to avoid unwanted consequences/IR problem on incentive payment on the stipulated date. In case, of TRS:WL, where OLIMS project is not implemented, the AME (Tyres) : WL/WM: KRMR should ensure to upload the performance of DATA files in RTCWAN (concern RM folder) in text format duly taking assistance of H.O. computers Department invariably to depots on or before of 5th of succeeding month to enable the depots to incorporate the tyre performance to arrange incentive payment on Tyre CPK.**

15.2.12. Illustration for Calculation of Incentive on Tyre CPK:

Name of the Depot : REPALLE
 Calculation incentive for the Month : Jul' 08
Procedure for calculating Moving and weighted Average CPK :

S. No.	Cost of New Tyre (Radial) Rs.=	10500					Cost of New Tyre (Nylon)	7900		Cost of RC/RT	2350
	Description	Jan' 08	Feb' 08	Mar' 08	Apr' 08	May' 08	Jun' 08	Total	Jul' 08		
1	No. of New Nylon Tyres received	19	26	19	12	23	23	122	13		
2	No. of New Radial Tyres received	4	3	3	7	11	7	35	7		
3	Total Tyres New Received	23	29	22	19	34	30	157	20		
4	Average New Tyre Life (Nylon)	57700	58813	57865	64519	61764	56887	59247	58835		
5	Average New Tyre Life (Radial)	67024	120148	112579	133837	151148	130059	127891	145761		
6	Weighted Average New Life	59322	65158	65326	90057	90682	73960	74549	89259		
7	No of RCs Done (Nylon)	43	48	77	34	72	85	359	45		
8	No of RCs Done (Radial)	2	12	6	8	13	9	50	10		
9	No of RCs	45	60	83	42	85	94	409	55		
10	Average RC Tyre Life (Nylon)	32041	35825	32969	36240	34917	33335	34027	36245		
11	Average RC Tyre Life (Radial)	61134	58089	55122	51596	39637	52714	51051	49719		
12	Weighted Average RC Life	33334	40278	34570	39165	35639	35190	36108	38695		
13	No of Tyres Scrapped (Nylon)	14	17	23	13	21	30	118	13		
14	No of Tyres Scrapped (Radial)	2	8	4	6	7	5	32	7		
15	Total Tyres Scrapped	16	25	27	19	28	35	150	20		
16	RT Factor Nylon	3.0714	2.8235	3.3478	2.6154	3.4286	2.8333	3.0424	3.4615		
17	RT Factor Radial	1.0000	1.5000	1.5000	1.3333	1.8571	1.8000	1.5625	1.4286		
18	Weighted Average RT Factor	2.8125	2.4000	3.0741	2.2105	3.0357	2.6857	2.7267	2.7500		
19	Average Total Life (Nylon)	156112	159966	168239	159301	181479	151336	162769	184298		
20	Average Total Life (Radial)	128158	207282	195262	202632	224760	224944	207658	216788		
21	Weighted Average Total Life	153074	161825	171598	176632	198872	168472	173004	195670		
22	Weighted Average Cost Per Tyre	14961.55	13808.97	15478.62	14052.63	15875.11	14818.10	14887.28	15272.50		
23	CPK of operation of a bus (paise)	58.64	51.20	54.12	47.74	47.90	52.77	51.63	46.83		

Calculation of Incentive Amount to Garage Staff and Drivers:

Operated KMs during Jul' 08	: 6,54,835
Weighted Average CPK for the month of Jul' 08	: 46.83 Ps.
Six Month Moving and Weighted Average CPK excluding the month under consideration i.e. Jan' 08 to Jun' 08	: 51.63 Ps.
Savings per KM (51.63-46.83)	: 4.80 Ps
Grading of Depot	: "B"
(Moving weighted Average Base CPK = 51.63 Ps)	
% of sharing eligible for 4.80 Ps saving in "B" grade Depots	: 73%
Total Savings (654835 KMs X 4.80 Ps./100)in ₹	: 31432.08
Eligible Incentive amount (31432.08 X 73%) in ₹	: 22945.42

Distribution among the Garage staff & Drivers:

Eligible Incentive to Garage Staff (75% X 22945.42) =	: ₹ 17209.06
Eligible Incentive to Garage Staff (25% X 22945.42) =	: ₹ 5736.35

Calculation of Additional Incentive Amount to Tyre Section Employees:

Operated KMs during Jul' 08	: 6,54,835
Weighted Average CPK for the month of Jul' 08	: 46.83 Ps.
Six Month Moving and Weighted Average CPK excluding the month under consideration i.e. Jan' 08 to Jun' 08	: 51.63 Ps.
Savings per KM (51.63-46.83)	: 4.80 Ps
Grading of Depot	: "B"
(Moving weighted Average Base CPK = 51.63 Ps)	
% of sharing eligible for 4.80 Ps saving in "B" grade Depots	: 22%
Total Savings (654835 KMs X 4.80 Ps./100)	: ₹ 31432.08
Eligible Incentive amount (31432.08 X 22%)	: ₹ 6915.06
1. Direct 70% Incentive amount	: ₹ 4840.54—A
2. Mechanical defects Link 15% amount	: ₹ 1037.26
Percentage of Mechanical Defects in Jul' 08	: 29.51%
Eligible Share	: Zero
Eligible Incentive (1037.26 X 0%)	: ₹ 0.00-----B
3. Less than 2 mm NSD /WS link 10% amount	: ₹ 691.51
Percentage of tyres less than 2 mm NSD in Jul' 08	: 1.64%
Eligible Sharing	: 100%
Eligible Incentive amount in (691.51 X 100%)	: ₹ 691.51-----C
4. Tyre Puncture Rate link 5% amount	: ₹ 345.75
No. of occurrence of tyre puncture during Jul' 08	: 60
Rate of tyre puncture (60 X 10000/654835)	: 0.92
Eligible Share	: Zero
Eligible Incentive (345.75 X 0%)	: ₹ 0.00-----D
Total Eligible Incentive (A + B + C + D)	: ₹ 5532.05

Distribution among the Tyre Section Employees:

No. employees in tyre section (2 Tyre Mechanics, 1 Tyre ADC, 1 Assistant): 4
Equivalent Men (2 X 3 + 1 X 3 + 1 X 2) : 11
Eligible Incentive to per Tyre Mechanic/Tyre ADC : ₹ 1508.74
(5532.05 X 3/11)

Ceiling Limit : ₹ 450.00
Eligible Incentive to per assistant : ₹ 1005.83
(5374.89 X 2/11)
Ceiling Limit : ₹ 300.00

15.3.0 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.

Fixation of Targets; Targets fixed are as follows:

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

15.3.1 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 Corporation has taken a decision to induct Super Luxury Vehicle fitted with Air suspension only. To calculate Spring Consumption on the vehicles fitted with Air Suspension in the rear position, the KMs operated by these vehicles *shall be taken 50% only* for the purpose of calculation of spring consumption to arrive at incentive payment on Spring Consumption parameter.

The weight of spring assemblies and spring leaves shall be computed. The weights of the various spring blades are shown at Appendix-E. 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 ₹ 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

15.3.2 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:

S.No.	SLABS FOR SAVINGS FROM TARGET	SHARING
1	up to 50 Kgs	40%
2	> 50 Kgs & up to 100 Kgs	50%
3	> 100 Kgs	60%

The formula for arriving at the savings on spring consumption parameter is, 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 ₹ 24/-
 P = percentage of sharing corresponding to the Spring Consumption achieved.

15.3.3 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 ₹ 25/- per head per month. For drivers the incentive amount will be distributed equally subject to a ceiling limit of ₹ 25/- per head per month.

15.4.0 Incentive For Improving Lube Oil KMPL;

The total Lube oil KMPL has is considered as parameter 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 ₹ 25/-.

The base targets are as follows:

BASES FOR MOFUSSIL DEPOTS			BASES FOR HCZ AND TOWN DEPOTS		
Fleet	BASE	Calc. base	FLEET	BASE	Calc. base
TATA	650	600	TATA/AL	600	500
AL	800	750			

The Lube oil KMPL bases for HNK city depot will be on par with the Mofussil depot.

15.4.1 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 Engineering Department, Staff buses, oil tanker, water tanker and T&P Items. Fraction of Lube 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.

15.4.2 **Mofussil Fleet:**

LUBE KMPL slabs and Sharing for Mofussil Depots applicable to maintenance staff					
S. No.	TATA		AL		Eligible Share
	KMPL slab	Calc. Base	KMPL slab	Calc. Base	
1	650 & up to 700	600	800 & upto 850	750	50%
2	>700 & upto 750	600	>850 & upto 900	750	60%
3	>750	600	>900	750	70%

15.4.3 **HCZ, VJA, VSP & HNK city Depots:**

LUBE KMPL Slabs and Sharings for HCZ, VJA, VSP & HNK City depots applicable to Garage Staff			
S.No.	KMPL slab	Calculating Base	Eligible Share
1	600 & up to 650	500	50%
2	>650 & up to 700	500	60%
3	>700	500	70%

15.4.4 **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 (₹ 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 ₹25/- per head per month.

16.0 **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 % of cancellation of KMs due to mechanical reasons and Breakdown Rate. For maintenance staff 25% of the eligible incentive is linked to % of cancellation of KMs due to mechanical reasons and another 25% to the Breakdown rate.

16.1 **Targets prescribed for incentive linked 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 as certified by the Security wing of the Depot and the KMs adopted for the purpose of Fuel performance shall be considered.

Breakdown rate: = (Total No. Of failures during the month X 10,000 / KMs operated)

16.1.1 Fixation of Target:

For all the depots of Corporation excluding Hyderabad & Secunderabad city Regions depots, 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. For the depots of Hyderabad & Secunderabad city Regions, base target for BDR is fixed at 0.40 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 sharing as follows:

S. No.	For All Depots Excluding HCZ Depots, BASE=0.30	For Hyderabad City Zone Depots, BASE=0.40	Sharing
	Breaks Down Rate	Breaks Down Rate	
1	< 0.10	< 0.25	100%
2	= 0.10 & up to 0.20	= 0.25 & up to 0.30	75%
3	> 0.20 & up to 0.30	> 0.30 & up to 0.40	50%
4	> 0.30	> 0.40	0%

16.2 Targets Prescribed for Incentive Payment on Percentage of Mechanical Cancellation Parameter for Maintenance staff:

25% of the incentive earned by maintenance staff on all the parameters is linked to percentage of mechanical cancellations for all the depots of the Corporation as per the following slabs and sharing. For arriving at the percentage of mechanical cancellations, kilometers cancelled on account of want of bus, late supply of bus, tyre failures and mechanical failures shall be considered as per MTD-110 R

Percentage of Mechanical cancellation of KMs = (Kms Cancelled due to mechanical reasons X 100 /Schedule KMs)

All Depots of Corporation, the bases & slabs are as follows:

S. No.	For All Depots Excluding HCZ Depots, BASE=0.40	For Hyderabad City Zone Depots, BASE=0.50	Sharing
	Mech. Cancellation (%)	Mech. Cancellation (%)	
1	< 0.20	< 0.25	100%
2	= 0.20 & up to 0.30	= 0.25 & up to 0.35	75%
3	> 0.30 & up to 0.40	> 0.35 & up to 0.50	50%
4	> 0.40	> 0.50	0%

17.0 INCENTIVE EARNING ON APPRECIATING PARAMETERS APPLICABLE TO GARAGE STAFF:

With a view to minimize the tangible and intangible losses to the Corporation due to Break-downs and cancellations of KMs due to Mechanical reasons, these parameters are added to earn incentive in order to appreciate the efforts made by the Maintenance wing of depot.

17.1 Appreciating Parameters:

17.2 SALIENT FEATURES: This scheme is grouped in two parts:

- 1) For Breakdown Rate at appreciating level on monthly basis.
- 2) For maintaining Cancellation of KMs due to Mechanical Reasons in a month at appreciating level.

The Depot may qualify for maintaining Breakdown at appreciating level and Cancellation of KMs due to Mechanical reasons in a month at appreciating level to receive incentive on monthly basis.

17.3 BREAKDOWN RATE achieved at Appreciating level on monthly basis:

The new parameter i.e. Break Down rate is introduced with a view to aim at ZERO level BD Rate and to improve the quality of service to the commuters. The details are as follows.

17.4 Definition of Breakdown of Vehicles & Breakdown rate:

“A Breakdown is defined as stoppage of bus on road due to mechanical defects or other failure rendering the bus immobile irrespective of the time involved”.

- a) Mechanical Failure: - Stoppage of bus on road due to mechanical defects and the bus becomes immobile irrespective of the time involved.
- b) Other Failures: - All break downs due to non mechanical causes like fuel shortage, engine oil shortage, tyre puncture/burst etc: rendering the bus immobile irrespective of the time involved.
- c) The vehicle becomes immobile on account of involved in accident, agitation not related to APSRTC, stoppage of bus by Police/Vigilance/Security/APSRTC authorities and struck up due to bad weather conditions shall not amount to breakdown under this scheme.
- d) Breakdown rate: - The number of breakdown occurred for every 10,000 KMs of operation are called Breakdown Rate, or simply BDR. The BDR has to calculate to two decimal points only.

It is proposed to allow incentive to the garage staff of the depot, achieved appreciating level of breakdown rate duly introducing ranges and amount to be paid, as follows:

S.No.	Mofussil and town Depots		For HCZ Depots	
	Appreciating BDR	Proposed Incentive per head	Appreciating BDR	Proposed Incentive per head
1	Equal to 0.00	₹ 400	Equal to 0.00	₹ 400
2	Equal to 0.01	₹ 300	Below & equal to 0.05	₹ 300
3	Equal to 0.02	₹ 200	Below & equal to 0.08	₹ 200
4	Equal to 0.03	₹ 100	Below & equal to 0.10	₹ 100
5	Equal to 0.04	₹ 50	Below & equal to 0.12	₹ 50
6	Equal to 0.05	₹ 25	Below & equal to 0.15	₹ 25
7	Above 0.05	₹ 0	Above 0.15	₹ 0

17.5 % of Cancellation of KMs due to Mechanical Reasons at appreciating level:

The new parameter i.e. % of mechanical Cancellation is introduced with a view to aim at ZERO level percentage and to improve the quality of service to the commuters. The details are as follows.

17.6 Definition of Cancellation of KMs due to Mechanical Reasons:

- a) **KMs cancelled on account of Breakdown of vehicle due to mechanical reasons and Tyre failures as per MTD 110 R have to be taken for the purpose of calculating the percentage of cancellation of KMs on mechanical reasons.**
- b) *The KMs. Cancelled for want of Bus and late supplies shall not be taken for this purpose.*
- c) Cancellation of schedule KMs on account of above two reasons shall be divided with the schedules KMs of the depot as per the plan of operation in a month, converting into percent will be the % of cancellation of KMs due to mechanical reasons in a month or simply M.C. %.

The incentive is allowed to the garage staff of the depot on achieving appreciating level of % of cancellation of KMs due to Mechanical reasons as defined above. The ranges and amount to be paid are as follows:

S.No.	Mofussil excluding HCZ Depots		For HCZ Depots	
	Appreciating % of Cancelled KMs due to Mechanical reasons	Proposed Incentive per head	Appreciating % of Cancelled KMs due to Mechanical reasons	Proposed Incentive per head
1	Equal to 0.00	₹ 200	Equal to 0.00	₹ 200
2	Equal to 0.01	₹ 150	Below & equal to 0.02	₹ 150
3	Equal to 0.02	₹ 100	Below & equal to 0.04	₹ 100
4	Equal to 0.03	₹ 50	Below & equal to 0.06	₹ 50
5	Above 0.03	₹ 0	Above 0.06	₹ 0

17.7 Methodology to calculate incentive amount:

The eligible appreciating incentive amount shall be multiplied by the number of workmen available on roll including Depot Manager, Mechanical supervisor, store supervisor and Garage DC/ADC. Thus the total worked out amount shall be distributed between Depot Manager / class-II Supervisors, class-III and class-IV employees of Maintenance wing in the ratio of 4:3:2 respectively **except security personnel**. For better understanding an illustration is furnished here under:

17.8 ILLUSTRATION:

01. Name of the Depot (Mofussil)	: XYZ
02. Month & year	: Jul' 09
03. No. of Workmen on roll including supervisors & garage DC/ADC	: 88
a) Depot Manager + Class-II employees	: 05
b) Class-III employees	: 37
c) Class-IV employees	: 46
04. Total equivalent men, (II:III:IV::4:3:2) = (5 X 4 + 37 X 3 + 46 X 2)	: 223
05. Breakdown rate for Jul'09	: 0.01
06. Appreciating incentive amount for "0.01" BDR at Mofussil depot	: ₹ 300/-
07. Total appreciating incentive amount on "0.01" BDR (88 X 300)	: ₹ 26400/-
08. % of KMs cancelled due to Mechanical Reasons (Mofussil)	: 0.02%
09. Appreciating incentive amount for "0.02%" Mechanical cancellation	: ₹ 100/-
10. Total appreciating incentive amount on "0.02%" M.C. (88 X 100)	: ₹ 8800/-
11. Total Incentive amount appreciation (Rs. 26400.00 + Rs. 8800.00)	: ₹ 35200/-
12. Incentive to Depot Manager (37400X 4 / 223)	: ₹ 631.39
13. Incentive to class-II Employees (37400X 4 / 223)	: ₹ 631.39
14. Incentive to class-III Employees (37400 X 3 / 223)	: ₹ 473.54
15. Incentive to class-IV Employees (37400 X 2 / 223)	: ₹ 315.70

17.9 TERMS & CONDITIONS:

01. Break down should be considered in passenger point of view in true spirit to gain good will of commuters as per the definition provided.
02. The Break downs certified by the security wing of the depot only has to be taken for the purpose of incentive calculation on this parameter.
03. For the purpose of calculating % Cancellation of KMs due to Mechanical Reasons at appreciating level, the cancelled KMs recorded in MTD-110 due to Mechanical Breakdowns and Tyre punctures are only to be considered.
04. This scheme is applicable to DM, all maintenance, store and garage DC/ADC staff except Security personnel.
05. The Dy. CME of the region shall countersign the claim of the depot, for onwards submission to Audit.

06. The false claim of the achievement by the depot, detected later, attracts severe disciplinary action against the erring employee, besides recovery of incentive amount. Hence it is desirable that, utmost care shall be taken at all levels for claims.
07. The Depots achieved ZERO breakdown coupled with ZERO cancellation of KMs due to mechanical reasons, *excluding satellite depots*, the Regional Manager concerned shall organize a function in the Depot premises, inviting local VIPs, Press and Electronic media to enlighten the achievement of Depot. To meet the expenditure for organizing a function the Regional Manager is authorized to sanction ₹ 1000/- per occasion. The Regional Manager should issue Appreciation Letters to one Supervisor and one Mechanic/Artisan of the depot based on his discretion. Further the Regional Manager is authorized to distribute sweets/snacks packets to every employee of garage including security personnel by incurring expenditure @ ₹25/- per packet per head and dedicate a memento/shield to the depot, detailing the achievement by incurring an expenditure of ₹500/-.
08. The amount earned on achievement of appreciating level parameters, eligible even for any single parameter too, **shall not be linked to qualifying parameter and shall be paid directly without linking.**

18.0 Incentive for Safety Driving Instructors:

The special allowance which is being paid to Safety Driving Instructors is now enhanced from ₹ 500/- per month to ₹ 1000/-, subject to no incident of fatal or major (Grievous injuries without considering cost of damage) accident occurrence for the month, otherwise, he will be entitled for the existing allowances of ₹ 500/- only. The Safety Driving Instructors are eligible for incentive under depot incentive scheme in addition to the Special Allowance.

18.1 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.

18.2 Conditions for Payment of Incentive to Safety Instructor:

- 1) Incentive shall be paid to the safety instructor provided there is an improvement in overall 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 Driving Instructor shall be online for at least 20 days. The same shall be certified by Depot Manager.

19.0 SPECIAL Incentive Scheme to KMPL Team:

In view of the introduction of New Technology by the Manufacturers of Chassis with high Horse Power Engines to meet the present competitive scenario, the role of HSD KMPL mechanic in the Depots has become prominent in improving KMPL. Based on the importance of HSD Oil KMPL and to appreciate the efforts made in improving the HSD KMPL, the KMPL team consisting of Mechanic(s) and Assistant(s), need to be motivated further. In view of the above facts an Additional incentive scheme is designed which is applicable to the KMPL team working at the Bus Depots.

19.1 SALIENT FEATURES OF THE SPECIAL INCENTIVE SCHEME FOR KMPL TEAM:

For the purpose of operating the Additional incentive scheme, all Depots of the Corporation have been grouped, are as follows:

1. Depots of Hyderabad and Secunderabad Regions and Paderu Depot.
2. Mofussil and VJA, VSP, HNK City depots.

This additional Incentive amount shall be allowed only if the HSD KMPL of the Depot is more than 4.80 in case Depots of Hyderabad and Secunderabad Region and Paderu depot and more than 5.00 in case of Mofussil and VJA, VSP, HNK City Depots.

19.2 TERMS & CONDITIONS:

1. The depots which have completed minimum one year since commission
2. This incentive Scheme is applicable only for HSD KMPL team of a Depot, in addition to the incentive amount paid under group incentive scheme along with other maintenance employees of the depot.
3. The slabs of HSD KMPL and incentive earnings i.e fixed incentive amount for reaching the target and variable incentive amount on crossing the target are furnished as follows:

Ranges and Slabs applicable for the Depots of Hyderabad and Secunderabad Regions and Paderu Depot:

S. No.	SLABS	On reaching the Target		On crossing the Target	
		Fixed Incentive Amount in ₹.		Incentive Amount in ₹. per unit (0.01)	
		Mechanic	Assistant	Mechanic	Assistant
1	>4.80 & Up to 5.00	135	90	60	40
2	>5.00 & Up to 5.10	150	100	75	50
3	>5.10 & Up to 5.20	180	120	90	60
4	>5.20 & Up to 5.30	210	140	120	80
5	>5.30	240	160	150	100

Ranges and Slabs applicable Mofussil Depots and City depots of VJA, VSP & HNK:

S. No.	SLABS	On reaching the Target		On crossing the Target	
		Fixed Incentive Amount in ₹.		Incentive Amount in ₹. per unit (0.01)	
		Mechanic	Assistant	Mechanic	Assistant
1	>5.00 & Up to 5.20	135	90	60	40
2	>5.20 & Up to 5.30	150	100	75	50
3	>5.30 & Up to 5.40	180	120	90	60
4	>5.40 & Up to 5.50	210	140	120	80
5	>5.50	240	160	150	100

4. The fixation of target of a month of a Depot is the HSD KMPL achieved during corresponding month of previous year as per the incentive claim sheet plus 0.01.
5. If a Mofussil depot KMPL was less than 5.00 during the corresponding month of last year and achieved more than 5.00 during the month of current year the targeted KMPL shall be 5.01. Similarly if a Depot HSD KMPL of Hyderabad & Secunderabad region and Paderu depot was less than 4.80 during corresponding of last year and achieved more than 4.80 during the month of current year, the targeted HSD KMPL shall be 4.81.
6. The HSD KMPL should be considered up to two decimals.

7. Incentive amount under the Scheme will be paid to the HSD KMPL team if the Depot Manager is satisfied with the performance of the KMPL Team.
8. If Schedules of a Depot are below 100, one Mechanic and one Assistant (Shramik or Helper) shall be eligible to receive incentive amount under this scheme.
9. If Schedules of a depot are equal to 100 or more, maximum of two mechanics and two assistants only, shall be eligible to receive incentive amount under this scheme, provided they are deployed as HSD KMPL team completely in that month. A certification to that effect should be obtained from Regional Dy.CME before arranging payment.

20.0 Incentive payment to System In-charges of Depots:

The System In-charges in a depot is playing a vital role in effective implementation of computerization projects at depots. He is playing key role in supporting Depot Manager by providing updated information regarding operational and maintenance matters which will help in smooth and effective functioning of depot. Hitherto, he is being paid the incentive amount on par with AD/PD staff under staff working in out of designation category.

In order to motivate the System Supervisor to perform his functions more effectively with due commitment, he is now included in garage staff and to pay incentive on par with class-3 employees of garage on cost parameter only (Excluding Appreciating parameters).

20.1 Conditions for payment of incentive to depot System Supervisor:

1. 50% of incentive amount earned shall be paid without any conditions subject to eligibility as per the conditions stipulated to all other employees.
2. 50% of the remaining amount shall be paid to him after certification by the Depot Manager that the following works are carried by him during the month:
 - All statements and periodicals generated through DCP are sent to DM's Office and RM Office in time.
 - All T&P equipment like UPS, ACs, Printers, Computer System and TIMs are in working condition.
 - Maintaining the LOG Books & Unit History Cards of Computer equipment and TIMs is up to date.
 - In case of any breakdown of System/PC/UPS etc., the system supervisor should follow up with the AMC firms and Head Office for early rectification of the problems.
 - Assisting the ADCs in uploading and downloading of TIMs data.
 - All MIS files & IED files are uploaded to RTCWAN regularly.
 - *If any Depot is triggered in a particular month for non-uploading the files in RTCWAN in the TOP TEN Brochure, published by IED, 20% incentive has to be recovered which was already paid in that month to the System Supervisor, from the on hand incentive amount to be paid in the ensuing month. The details of incentive amount recovered shall be sent to IED along with the incentive claim return making a copy to A.O of the Region*

21.0 Incentive to Core Group Supervisors of Regions:

The Regional Core Group supervisor is eligible to receive incentive amount equal to eligible incentive amount of Class-3 Employee of the garage staff of Regional/Divisional Head quarter depot (if more than one depot exists at Regional/Divisional HQs, then 1-depot) excluding the incentive on Appreciating Parameters, and shall be paid from the respective depot subject to other eligibility conditions.

It is informed by the computers Department that in Greater Hyderabad Zone and in CTR Region the RCGs are working in the control of respective DVMs and Dy. CTMs. Therefore the Depots attached to them for the purpose of drawing incentive are mentioned in the Appendix-C.

21.1 Conditions for payment of Incentive to Regional Core Group Supervisors:

1. 50% of incentive amount earned shall be paid directly.
2. 50% of remaining amount shall be paid on certification by the Dy.CTM / DVM that he has carried out the following works during the month.
 - The RCG is inspecting the Depots of the Region every month regularly.
 - The RCG is resolving all Software and Hardware issues at Depots in time.
 - The RCG is porting the latest Software at all the Depots of the Region within the stipulated time.
 - The RCG is coordinating all Depot System in-charges for functioning of all Computer equipment at all the Depots of the Region.
 - The RCG is imparting training to Drivers on usage of TIMs.
 - The RCG is ensuring the working condition of modems and telephone lines at all the Depots and also ensuring that MIS files & IED files are updated regularly from all the Depots to RTCWAN.
 - The RCG is taking initiative to send the cases pertaining to Non-moving and obsolete tickets and bus passes of all the Depots of the Region.
 - Any other work entrusted by regional office.

22.0 Incentive for Administrative and Accounts Staff and others at Depots:

The Personnel, Accounts and the staff categorized under others at Depots is eligible to receive incentive amount equal to the **SUM** of 25% of individual Traffic Supervisor incentive and 25% of individual Mechanical Staff (Class-III) incentive amount **excluding** the incentive eligible on Appreciating Parameters.

23.0 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 achieving the % of service Targets and contributing to improvement in the HSD KMPL. He is also eligible to receive incentive amount earned on Appreciating parameters such as Breakdown rate and % of Mech. Cancellation.

If a Depot Manager holds additional charge of other depot, he is permitted to choose incentive amount of any one depot provided he should hold the additional charge for complete calendar month. If SSO holds additional charge of a depot is eligible for incentive amount of Depot Manager on pro-rata basis subject to fulfilment of other eligibility clauses.

24.0 Conditions for Payment of Incentive:

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

CATEGORY	CONDITION	ELIGIBILITY
ALL EMPLOYEES	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

CATEGORY	CONDITION	ELIGIBILITY
CONDUCTOR/ DRIVER	Public complaints viz misbehavior with passengers, non stoppage of vehicles at stages and any other complaint.	Not eligible to receive the incentive amount payable at the end of the month.
	Non display of destination boards.	Not eligible for the incentive payable for the day
CATEGORY	CONDITION	ELIGIBILITY
CONDUCTORS	Involvement in Cash & Tickets irregularities.	Moffusil Services Operating Depots
		1.The spot incentive earned for the day will be forfeited. 2.Conductors involved in C&T cases up to one time in a month are eligible for the month end incentive.
		City Depots of VJA, VSP & HNK
		1. The spot incentive earned for the day will be forfeited. 2. Conductors involved in C&T cases up to two times in a month are eligible for month end incentive.
CONDUCTORS	Involvement in Cash & Tickets irregularities.	For all City Services of HCZ
		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 up to two times in a month are eligible for month end incentive.
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 if the driver is responsible for the damage caused to the vehicle. However, 1. In case of damages, dents and scratches <u>where the driver is not responsible</u> and the party concerned paid the cost of damages and 2. damages caused to vehicles due ot agitations, rastaroko, riots and bundhs etc, <u>where the driver is not responsible</u> the driver is eligible to receive the month end incentive subject to fulfilment of other conditions, even if, the cost of damages exceeds ₹ 5000.
ADMN.& ACCOUNTS STAFF	Pendency of work.	The AD/ PD Staff are not eligible for payment of Incentive, if the pendency of regular works and periodicals in the seat is more than 25% as certified by Depot Manager.

02. 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.

0.3 Hunger Strike: Employees who participate in hunger strike duly:

- a. Attending to their duties are not eligible to receive incentive amount at month end
- b. On availing leave are not eligible to receive incentive amount at month end.
- c. Availing their Special off are not eligible to receive incentive payment at month end.
- d. **However an employee participated in hunger strike in his weekly off is eligible for receipt of incentive subject to other eligibility clauses.**

04. Mechanical Staff Utilized as Drivers or Conductors: Mechanical staff utilized 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.

05. Compensatory Off: Compensatory off given against weekly Off/Charted 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.

06. 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.

07. 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 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.

08. Special Casual Leave: An employee, who avails special casual leave for sterilization, 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.

09. 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.

10. 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.

11. 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.

12. 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.

13. **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. **New Appointee:** In case of new appointee, the incentive shall be paid on pro-rata basis for the days actually worked.
15. **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.
16. **Injured On Duty:** An employee who is injured on duty is eligible to receive incentive on pro-rata basis for the days actually worked.
17. **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.
18. **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.
19. **Depot Spare Period:** An employee kept in Depot spare, is eligible for incentive payment on pro-rata basis for the number of days worked.
20. **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.
21. **Incentive for Special Hire Services:** Spot and month end incentive **shall not be paid** for the Hire Special (Marriage specials etc.,) services.
22. **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.**
23. **Formula for Payment on Pro-Rata Basis** The formula for paying month end incentive amount on pro-rata basis is as indicated below:
$$= \frac{\text{No. of days worked X amount eligible at month end}}{\text{No. of days during the month excluding weekly offs}}$$
24. **Crew Utilized for Jathras / fairs and festivals:** Crew utilized for Jathras, fairs & festivals are not eligible for incentive on earnings parameter. However, the KMs operated for Jathras, fairs & festivals shall be taken into account for computing Fuel performance, TYRE CPK. 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.
25. **Theft Occurring in the Depots:** 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 forfeited.


- a) 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.
- b) In case any theft/loss of tools and other materials occurs, for which neither responsibility was fixed on any employee nor was the shift in which the theft has occurred established, in such cases all the security personnel of that Depot become ineligible for incentive payment for that month.

26. **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.
27. **Month End Incentive Payment:** The month end incentive shall be paid to each employee duly rounding off to nearest rupee.
28. **MUSTERS:** It should be ensured that the muster submitted by depot shall be day wise generated through DCP module of all employees of the depot in calendar month format.
29. The certifications mentioned at Appendix -D have to be enclosed for claiming incentive payment from different wings of the depot.
30. This circular supersedes all previous circulars issued on this subject along with terms and conditions.
31. **Validity:** The validity of the scheme is for a period two years with effect from 01-12-2010. The Corporation reserves the right to review, revise, modify and withdraw the scheme during its validity at its discretion, without assigning any reason whatsoever.

This has the concurrence of FA and CAO.

Sd/-
(B.PRASAD RAO)
**VICE CHAIMAN &
MANAGING DIRECTOR**

//Attested//


Executive Director (E & IT) 26.11.2010

Copy to: Secretary to Chairman for kind information please.

PS to VC & MD for kind information please.

The Director (V & S), All EDs/FA/CAO/ED (Zones) for favour of information please.

All RMs / HODs.

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

Principals of All ZSTCs / Dy.CME-Sr.Manager-IT for necessary action.

Training Officers for inclusion in monthly index.

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

General Secretary APSRTC, National Mazdoor Union, Hyderabad.

Secretary General APSRTC, Employees Union, Hyderabad.

General Secretary APSRTC, SWF, Hyderabad.

General Secretary APSRTC, Class-II Supervisor Association, Hyderabad.

General Secretary APSRTC, Security staff Welfare Association Hyderabad.

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	VMWD	69	ATK (N)	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	ATK (K)
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	UTNR	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	MDSR
28	MLG	58	JN	88	PLR	118	MLGR	148	CDP	178	KDR
29	KRM-1	59	TRR	89	CTR-1	119	BPTL	149	RYCT	179	PTP
30	KRM-2	60	KMM	90	CTR-2	120	NRT	150	PLVD		

GREATER HYDERABAD CITY ZONE DEPOTS											
S.No.	Depot	S.No.	Depot	S.No.	Depot	S.No.	Depot	S.No.	Depot	S.No.	Depot
1	FM	5	MSRD-2	9	HYT-1	13	IBP	17	KG	21	BHEL
2	MP	6	RJNR	10	HYT-2	14	RNG-1	18	CNT	22	MDCL
3	BKP	7	HCU	11	UPL	15	RNG-2	19	KP	23	MYP-1
4	MSRD-1	8	DNR	12	MDN	16	HPT	20	JDM	24	MYP-2

VIJAYAWADA, VISAKHAPATNAM, HANAMAKUNDA CITY DEPOTS											
S.No.	Depot	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	11	HNK
2	GVPT-2	4	VDPM	6	GWK	8	WLTR	10	VSCD		

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

APPENDIX-B			
CLASS-I		Depot Manager	
I- MAINTENANCE WING			
i. MAINTENANCE SUPERVISOR			
S.No.	Class-II Supervisors	S.No.	Other Garage Supervisors
1	Asst.Engineer	1	Leading Hand
2	Superintendent	2	Vehicle Inspector
3	Dy.Supt.	3	D.C. Oils/ DC(T&P)
4	A.M(MAT)/SUP(MAT)/DY.SUP(MAT)		
ii) CLASS-III			
S.No.	Categories	S.No.	Categories
1	Mechanic	12	Hammer Man
2	Coach Builder	13	Pump Attendant
3	Panel Beater	14	Helper
4	Tinsmith	15	Civil Engineering Maistry
5	Painter	16	DGT Driver
6	Trimmer	17	All other Artisan
7	Millwright Mechanic	18	Garage ADCs
8	Electrician AC & DC	19	Security Staff of Depot Garage
9	Tyre Mechanic	20	Safety Driving Instructor
10	Welder	21	Depot System Supervisor
11	Blacksmith		
S.No.	iii) Class-IV		
1	Shramik		
II- TRAFFIC WING			
S.No.	i. Traffic Supervisor	S.No.	ii. Traffic Staff
1	Asst.Manager (T)	1	ADC (Traffic Wing)
2	Superintendent (T)	2	Controller
3	Dy.Supt. (T)	3	Booking Clerk
4	TI-III	4	L.V. Driver
5	Depot Clerk (Traffic Wing)		
III- PERSONNEL/ACCOUNTS & Others			
S.No.		S.No.	
1	AM(P/F), Supdt (P/F)/ Dy. Supdt (P/F)	6	Attender/Peon
2	Sr. Asst (P/F), Steno	7	Sweepers/Scavengers
3	Jr. Asst (P/F)	8	Staff on out of Designation
4	Typist	9	Security Staff deployed at Bus Station
5	Routine Clerk/Record Tracer		

APPENDIX-C

Depot allotted for Incentive Payment to Regional Core Group Supervisor															
S. No.	Region	Division	Depot	S. No.	Region	Depot	S. No.	Region	Depot	S. No.	Region	Depot	S. No.	Region	Depot
1	HR	CRMR	BKP	5	RR	HYD-1	10	KMM	KMM	15	ATP	ATP	20	GNT	GNT-1
2	HR	HYD	DSNR	6	MDK	SRD	11	KRMR	KRMR-1	16	KDP	KDP	21	KRS	VJA
3	SR	SNG	KP	7	MBNR	MBNR	12	NZB	NZB-1	17	TPT	TPT	22	WG	ELR
4	SR	SCBD	CNT	8	NLG	NLG	13	ADB	ADB	18	NLR	NLR-1	23	EG	RJY
				9	WL	WL-1	14	KRNL	KRNL-1	19	PRKM	OGL	24	VSP	VSP

It is noticed that at CTR & NEC Regions each one RCG is working under the control of respective Dy.CTM. The allotment of Depots for payment of incentive to them is as follows:

S. No.	Region	Division	Depot
1	CTR	CTR	CTR-1
2	CTR	TPT	TPT
3	NEC	VZM	VZM
4	NEC	SKLM	SKLM-1

Appendix – D

DEPOT MONTHLY INCENTIVE RETURN (CIR NO.23/2010-IED. Dated: 26.11.2010.)

To be certified by Personnel Wings:

1. Certified that the calculations have been made as per the parameter / targets mentioned in the Incentive Circular.
2. Incentive is drawn to eligible staff only considering their attendance and other eligibility classes.
3. Pendency of the work in the office is less than 25%.
4. Certified that casuals utilized only against the sanctions are paid incentive.
5. Certified that in case of drivers involved in accident/damage cases/public complaints, Incentive is not drawn during the month.
6. Certified that in case of conductors and other employees involved in C&T cases/public complaints and suspension respectively, incentive is not drawn during the month.
7. Certified that the employees transferred / reported during the month are paid incentive on pro-rata basis.

Personnel Department In-Charge of Depot

To be certified by Accounts Wings:

1. Pendency of the work in the office is less than 25%.
2. Certified that the maximum ceiling limit for payment of incentive to individual employee is strictly observed.
3. Incentive is prepared and pre-audited in the depot as per the circular instructions.
4. Certified that the employees transferred / reported during the month are paid incentive on pro-rata basis.

Accounts Department In-Charge of Depot

To be certified by Traffic Wings:

1. Certified that two clear working days are allowed to the depot Accounts wing for the pre-audit.
2. Certified that the employees working out of their designation are paid incentive on par with the other staff.
3. Verification of Conductors Trays, Idle trays, Bus passes Trays, Employee agent, CAT cards, ATB agents Tickets Etc.
4. Physical verification of Cash with DC (E).

Traffic In-Charge of Depot

To Certified by Mechanical Wing:

1. Certified that No. of failures furnished by maintenance wing is tallied with the Security Records.
2. Monitoring of HSD oil shortage and others.
3. Maintenance of all Scheduled Maintenance and there should not be any backlog.
4. Backlog in FC, EOC, GOC programmes and tyre maintenance.
5. Effective control on consumption of cost control items, LP and LR expenditure.

Garage In-Charge of Depot

Appendix – E

WEIGHT OF LEYLAND FLEET SPRING ASSEMBLY & LEAVES

(Source: Case No.OP4/760(1)/2007-MED, APSRTC Spring Specifications-2007)

Sl. No.	DESCRIPTION	Weight in Kgs.			
		FRONT		REAR	
		57" DIMPLE	CB TYPE	60" DIMPLE	CB TYPE
1	Total Spring Assembly	88.95	89.34	103.10	102.51
2	Main Leaf	11.31	11.30	11.60	11.60
3	2nd Leaf	11.45	11.45	11.70	11.70
4	3rd Leaf	9.25	9.35	9.78	9.85
5	3 A Extra Leaf	9.25	9.35	9.78	9.29
6	4th Leaf	9.17	8.54	8.96	8.57
7	5th Leaf	7.56	8.32	9.25	8.62
8	6th Leaf	7.12	6.77	7.47	7.23
9	7th Leaf	6.73	5.98	6.64	6.57
10	8th Leaf	4.98	5.92	5.82	5.97
11	9th Leaf	4.12	4.23	5.00	5.29
12	10th Leaf	3.77	3.40	5.24	5.58
13	11th Leaf	2.10	2.44	3.48	3.90
14	12th Leaf	1.35	1.61	2.85	3.16
15	13th Leaf	-	-	1.90	2.54
16	14th Leaf	-	-	2.84	1.93

WEIGHT OF TATA FLEET SPRING ASSEMBLY & LEAVES

(Source: Case No.OP4/760(1)/2007-MED, APSRTC Spring Specifications-2007)

S. No.	DESCRIPTION	Weight in Kgs.			
		FRONT	REAR		
		(70 x 11) MM	(80 x 11) MM	DB (80 x 11) MM	D.B. REINFORCED (80 x 13) MM
1	Total Spring Assembly	82.05	101.22	98.82	112.82
2	Main Leaf	10.00	12.45	12.65	14.40
3	2nd Leaf	9.50	12.42	11.70	13.60
4	3rd Leaf	8.47	10.82	10.50	11.90
5	3 A Extra Leaf	8.33	10.30	-	-
6	4th Leaf	8.10	9.78	9.60	11.15
7	5th Leaf	7.44	8.81	8.90	11.21
8	6th Leaf	7.39	8.57	9.10	9.30
9	7th Leaf	5.64	6.87	7.50	8.50
10	8th Leaf	4.75	5.90	6.80	7.60
11	9th Leaf	3.85	4.92	7.04	7.93
12	10th Leaf	3.97	4.89	9.36	5.80
13	11th Leaf	2.10	2.98	5.17	7.00
14	12th Leaf	1.13	2.01	-	3.90
15	13th Leaf	0.90	-	-	-