

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.IE-2/367(18)/2003-IED.



O/o the VC & MD, MSRD,
HYDERABAD, Dt.06.01.2004.

CIRCULAR No. 1/2004 – IED.

Sub:- **INCENTIVE** – Incentive Scheme to the Drivers for operating services with Ticket Issuing Machines – Reg.

- Ref:-
1. This Office Cir.No.IED - 02/2000, dt. 26.05.2000.
 2. This Office Cir.No.IED - 04/2000, dt. 31.08.2000.
 3. This Office Cir.No.IED - 04/2001, dt. 01.02.2001.
 4. This Office Cir.No.01/2002-IED, dt. 02.01.2002.
 5. This Office Cir.No.04/2002-IED, dt. 07.02.2002.
 6. This Office Cir.No.30/2003-IED, dt. 28.07.2003.
 7. This Office Cir.No.10/2001-IED, dt. 25.07.2001.
 8. This Office Cir.No.05/2002-IED, dt. 21.02.2002.

I. INTRODUCTION:

The Incentive Scheme to the Drivers for operating Ticket Issuing Machines has been introduced and implemented in District Depot and HCR Depot services vide Circulars at reference 1st and 7th cited. Subsequently these Schemes have been modified and extended further vide Circulars cited at reference 2nd to 6th and 8th.

The Vice Chairman and Managing Director with the concurrence of F.A. has accorded approval for renewal of Incentive Scheme to the Drivers, operating the services with TIM & valid up to 30.11.2005 w.e.f. 01.02.2004. Further the validity of the existing schemes are extended upto 31.01.04. This circular supercedes the instructions given in all the above circulars and covers all the TIM services (TIMS) operated by drivers.

II. TICKET ISSUING MACHINE HANDLING ALLOWANCE:

1. An amount of Rs. 5/- shall be paid as machine handling allowance per Service completed.
2. If a service is completed by two or more driver duties Rs.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 Rs.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, it is illustrated with the following three examples.

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1. Service name: 6.00 hrs HYDERABAD

No. of Trips = 2 i.e. HNK to HYD & HYD to HNK
No. of drivers required = 1
No. of driver duties = 1

As the service is being operated and completed with one driver duty, Rs.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 HYDERABAD

No. of Trips = 2 i.e. VJA to HYD & HYD to VJA
No. of drivers required = 1
No. of driver duties = 2

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

3. Service name: 17.00 hrs MUMBAI

No. of Trips = 2 i.e. HYD to Mumbai & Mumbai to HYD.
No. of drivers required = 2
No. of driver duties = 6

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

III. INCENTIVE ON SALE OF TICKETS:

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

a) MOFUSSIL SERVICES:

1. An amount of Re.1/- per passenger for the tickets issued worth up to Rs.25/- through the TIM on the bus.
2. An amount of Rs.2/- per passenger for the tickets issued worth above Rs.25/- through the TIM on the bus.

b) CITY SERVICES:

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

IV. CONDITIONS:

1. 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 normally 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.

2. 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. He can allow the left over passengers, if any, and issue tickets to them in the bus after the dispatch from the intermediate Bus Station.
3. 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.
4. In case of loss/ tamper of TIM, besides recovering the cost of the TIM , disciplinary action shall be initiated against the driver concerned.
5. In case of service is being operated by double drivers, the incentive shall be equally distributed between two drivers after spell of the duty for operating TIM.
6. If a driver is involved in C & T irregularity, the driver is not eligible to receive the incentive for operating TIM.
7. 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.
8. 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.

V. MAXIMUM INCENTIVE PAYABLE:

The maximum ceiling limit on the sale of tickets through Ticket Issuing Machine including machine handing allowance is fixed at Rs.1000/- irrespective of whether the service has been converted from OMS to TIMS or Conductor service converted into TIMS. These payments will be in addition to the crew Allowances and the Depot Incentive amount paid to the Drivers.

VI. METHOD OF PAYMENT:

The eligible incentive amount will be paid to the driver on the spot after the spell of duty.

VII. MODIFICATIONS:

Corporation reserves the right to extend, curtail, withdraw or modify the Scheme as deem fit during its validity at its discretion without assigning any reason what so ever.

VIII. AUDITING :

The Accounts In charge of the unit shall carry out the post auditing of all payments related to TIMS and it shall be counter checked and corrected by the AO/Dy.CAO of the region and consolidated statement shall be sent to IED.


EXECUTIVE DIRECTOR (MIS)

- Copy to :
- Secretary to Chairperson for kind infn.pl.
 - PA to VC & MD for kind infn.pl.
 - All officers of the corporation.
 - Dy.CME (Comp) with an advise to perform the necessary software modifications & install in all the units both in systems & TIMs, as required./ AG Audit , APSRTC branch, HYD.
 - The General Secy., APSRTC, NMU, Vidyanagar, Hyderabad.
 - The Secretary General, APSRTC, E.U., Satyanarayana Reddy Marg, Hyd.

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