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ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.IE-1/367(9)/06-IED

Office of the VC & MD,
Msrd, Hyd-20.

Circular No. IED 23/2006, dt.23.11.2006

Sub: PIB- Production Incentive Bonus Scheme in Printing Press, Miyapur,
Hyderabad –Revision - Reg.

Ref: 1.Circular No.XXXVII/1989/IED, dt.16-08-1989.

2. Circular No. IED 2/1995, dt.13-07-95

3. Agreement reached with Recognized Union on 17-11-06

4. Case No.PA/200(2)/2006-PP, dt.18-11-06

1.0 INTRODUCTION:

The Production incentive Bonus Scheme was introduced in APSRTC Printing Press vide Resolution No.185/1975, dt.12.11.1975. This has been extended from time to time to suit the requirements.

1.1 The existing norms were fixed based on the studies conducted in the year 1992-93 by M/s APPC. In view of subsequent changes in Printing technology, changes in requirement of printing of documents etc., which have an effect on the standard norms required at Printing Press, a fresh work study was entrusted to M/s NPC. Based on the study report, agreement & notings (referred as 3rd & 4th), the existing incentive scheme is revised.

1.2 According to the decisions taken vide references 3rd and 4th cited, the norms for various activities at 100% PL, are shown hereunder.

S.No	Activity	Norm/shift/m/c at 100%PL
1	T-24 Tickets	96,000 impressions
2	T-24 Star Document	1,12,000 impressions
3	Rotary Tickets	1,75,000 impressions
4	RO-62 Forms	35,000 impressions
5	HMT Forms	25,000 impressions

It is decided to increase the ticket printing norm per shift per machine to 97,500 and 1,80,000 for T-24 and Rotary machines respectively after fixing the suitable new numbering machines.

1.3 80% performance level in production is reckoned as the base production for the Printing Press Unit. Incentive amount will be paid for the production achieved above the base performance level either on actual production of the month or on the yearly cumulative average up to the month under consideration, whichever is less.

2.0 Machines available for use at Printing Press, Miyapur:

S.No	Name of the Machine	No. of Machines
1)	Rotary Ticket Printing Machines	3
2)	Wire Stitching Machines	7
3)	HMT SOM 1&1 Off set Printing machine	1
4)	RO 62 Rotary Web Off set Printing m/c	1
5)	T-24	1
6)	Collating Machine	1
7)	Cutting Machines	3

2.1 For the purpose of assessment of performance and payment of incentive bonus, the Printing Press has been divided into 6 groups as under:

- Group-A .. Tickets Printing on Rotary Machines.
- Group-B .. Tickets Printing on T-24 Machine
- Group- B1 .. Printing of Star document /Computer Stationery on T-24 Machine.
- Group-C .. Forms Printing & forms binding (Stationery Section)
- Group C1 .. Forms Printing & forms binding (Stationery Section)
- Group- D ... General section (Plate making, DTP, Shop Clerk, ASK etc.)

2.2 After deducting the time for Off Line activities, Machine Down time and LMR (Lock up Make Ready) time and basing on the decision taken vide reference 4th cited, the production norms of various groups at base PL of 80% in a production month, are as follows.

- Group-A .. 1411.20 lakhs of tickets.
(3 Rotary Machines)
- 1451.52 lakhs of tickets after fixing of the suitable new numbering machine(s).

- Group-B .. 1658.89 lakhs of tickets on T-24 Machine.
1684.80 lakhs of tickets on T-24 machine after fixing of the suitable new numbering machine(s).
- Group-B1 43.008 lakhs of Star Document/ computer stationery on T-24 machine.
- Group- C & C1 11.52 Lakhs on RO-62 and HMT machines for Forms Printing.
(RO-62 -6.72 Lakhs/shift, HMT-4.80 Lakhs/shift; Total =11.52 Lakhs impressions). When these two machines operated a shift/day.

The Binding norms for repetitive jobs are given in the Annexure-A.

- Group- D ... General section (Plate making, DTP, Shop Clerk, ASK etc.)

2.3 The workers are divided into three categories viz.,

- Category -I Skilled (Senior)
Category-II Skilled (Junior)
Category-III Un skilled

2.4 These three categories of workmen will be paid incentive amount at the ratio of 6: 5: 4.

2.5 Deployment of manpower at Printing Press: Miyapur is as follows:

S.No	Name of the Machine	Name of the Group	Description of the work	Man power deployed			
				C-I	C-II	C-III	Tot.
1	Rotary	A	Tickets Printing	12	39	6	57
2	T-24	B	Tickets Printing	4	31	10	45
3	T-24	B1	Star document/ Computer stationery printing	2	10	4	
4	RO-62, HMT When T-24 m/c is engaged for Tickets printing	C	Forms printing & Binding	1	6	3	10
5	RO-62, HMT When T-24 m/c is engaged for printing of star doc.& Comp. stationery	C1	Forms printing & Binding	3	27	9	
6		D	General	4	4	6	14

Hence as per the agreement with the recognized union, dt.17-11-06, the total manpower required is 126, which includes leave reserve @ 10.7% for all groups.

3. MAN HOURS AVAILABLE:

Average effective man-hours available per employee per production month is 152.

4. MAN HOUR RATE:

It is the amount in rupees considered to convert the standard man hours (which are saved due to the application of the scheme), into incentive amount to be distributed. It is also used for arriving at the incentive amount to be recovered from the future incentive amounts eligible when the PLs are below 80%.

5. SHARING OF LABOUR COST SAVED DUE TO INCREASED PRODUCTION BETWEEN THE EMPLOYEES & THE MANAGEMENT;

5.1 Once the actual performance level exceeds the base performance level during a production month as given at 1.3, the rate of distribution of savings on personnel cost is calculated. The following percentages of savings accrued are payable to the production men.

Slab	Performance level	% of sharing
1 st Slab	For production above 80% PL and upto 100% PL.	80% of the Labour cost saved
2 nd Slab	For production above 100% PL & upto 110% PL.	90% of the Labour cost saved
3 rd Slab	For production above 110% PL & upto 125% PL.	95% of the Labour cost saved

5.2 PAYMENT OF INCENTIVE BONUS TO GENERAL MEN:

The general Section (Group-D) has to be given incentive on production of A, B, B1, C & C1 groups (the average amount earned by A, B, B1, C & C1 groups put together).

5.3 WORKED OUT EXAMPLE:

Total earnings of Group-A + Total earnings of Group B + Total earnings of Group-B1+ Total earnings of Group-C + Total earnings of Group-C1 divided by Equivalent men of all the five groups = "E".

The General Section workmen of Category-I has to be paid =Rs.E x 6

-do- Category-II =Rs.E x 5

-do- Category-III =Rs.E x 4

6. PAYMENT OF INCENTIVE BONUS TO OFFICERS & SUPERVISORY PERSONNEL:

Any officer or Supervisor working in the section shall have the production incentive bonus linked with the incentive amount given to the Category-I staff (per head) of that section.

6.1 The rate of incentive bonus payable to different categories of Officer/Supervisor of Printing Press is as follows:

a)	Leading Hand	Incentive earned by the Cat-I work men of the Section	+	Rs.10/-
b)	Dy.Suptd (Production):	-do-	+	Rs.15/-
c)	Leading Hand(Genl):	Incentive earned by the Cat-I workmen of the Genl. Section	+	Rs.10/-
d)	Dy.Suptd (Genl) :	-do-	+	Rs.15/-
e)	Supdt (Genl) :	-do-	+	Rs.20/-
f)	Asst.Engineer (Genl):	-do-	+	Rs.25/-
g)	A.W.M :	-do-	+	Rs.50/-

7. The maximum performance level shall be limited to 125% for payment of incentive in order to maintain the quality of production.

8. If the actual performance in a particular month or the yearly cumulative average performance of that month is below the base performance level, no incentive will be paid irrespective of the reason(s) which have contributed to the performance falling below the base.

8.1 The yearly cumulative average performance level will be computed beginning from the production month of October and closed by the end of the production month of

September every year. At the end of 12 months period, month wise actual production achieved is compared to the production of that month, on which the incentive amounts are arrived and allowed. Then actual incentive amount paid shall be reconciled and the difference of amount shall be paid or recovered.

8.2 During the Reconciliation, the incentive amounts shall be recovered for the months, when actual production of those production months are below base PL of 80%.

After reconciliation, the recoveries shall be effected from the incentive amounts payable in the immediate month/subsequent months in case of insufficiency and a certificate be sent to ED(E)/CE(IT & MS) to that effect by the Accounts department auditing the incentive claims.

8.3 The Method of calculating the yearly cumulative average performance level is shown as illustration at Annexure B .

9. ELIGIBILITY OF PAYMENT OF PIB TO EMPLOYEES:

9.1 An employee/ Supervisor/Officer will be eligible for incentive amount only if the absence period does not exceed,

- i) 10 days in a production month, in case the employee has leave to his/her credit, or
- ii) 5 days in a production month, in case the employee does not have sufficient leave in credit covering the period of the absenteeism.

9.2 The staff deputed for training in Fire-fighting/Home guards/improvement of skills in and outside State, are eligible to receive production incentive bonus amount irrespective of the period of such training undergone. The maximum number of participants in such training programme shall be restricted to minimum or to the decision of the Works Manager concerned.

9.3 STRIKE/AGITATION/WORK TO RULE/LIGHTENING STRIKE TOOL DOWN STRIKE ETC.

9.3.1 Employees participated in a strike or agitation or work to rule or lightening strike or tool down etc. will not be eligible to receive the incentive amount payable for that production month.

9.3.2 Employees who have attended to their duties on the day of Strike/Agitation etc. shall be eligible to receive the incentive amount payable for that month even if a section of the employees participated in the strike/agitation etc. subject to the fulfillment of other clauses.

9.3.3 Employees who participate in hunger strike duly attending to their duties are not eligible to receive the incentive amount. If any employee goes on leave and participate in the hunger strike, then also they are not eligible for the incentive payment. Employees participating in hunger strike duly availing their weekly off are not eligible for incentive payment.

9.3.4 In case of representation, the individual group action other than work-stoppages, shall be referred to the Managing Director of the Corporation, who will review the matter based on the merits of each such case and the decision of Managing Director is final and binding.

9.4. ELIGIBILITY OF PIB TO EMPLOYEES IN CASE OF TRANSFER:

9.4.1 In case an employee who has worked in a section for more than 15 days in a production month and is subsequently transferred to other section, with in Printing Press, is eligible for the incentive amount of the section in which he has worked for more than 15 days.

9.4.2 In case an employee has worked in a section for more than 15 days in a production month and is subsequently transferred to other places (out side the Printing Press) on administrative grounds, such employee is eligible for the incentive amount of the section in which he has worked.

9.5 ELIGIBILITY OF PIB TO EMPLOYEES IN CASE OF NEW APPOINTMENT.

In case of an employee is appointed after 10 days in a production month and worked for the remaining period of the production month, which is less than 20 days, the employee will not be eligible for the incentive amount.

9.6 ELIGIBILITY OF PIB TO EMPLOYEES IN CASE OF LIFTING OF SUSPENSION:

In case an employee under suspension resumes duty after 10 days in a production month and works for less than 20 days, such employee will not be eligible to receive the incentive amount.

9.7 ELIGIBILITY OF PIB TO EMPLOYEES IN CASE OF AVAILING SPECIAL CASUAL LEAVE:

In case of an employee avails special casual leave for Vasectomy/Tubectomy operation, he/she will be eligible to receive the incentive amount on pro-rata basis for the number of days he/she has worked in that production month.

9.8 ELIGIBILITY OF SWEEPERS FOR THE PIB SCHEME:

Regular Sweepers working in Printing Press are eligible for production incentive bonus, same as un-skilled employees subject to their acceptance in writing to adhere to the leave conditions as applicable to the Un-skd. employees including the working hours.

9.9 ELIGIBILITY OF PIB TO CASUAL WORK MEN ENGAGED AGAINST SANCTIONS

The casual work men engaged against the sanctions shall be included for base and production performance calculation. They also eligible to receive incentive amount on par with the other work men of the same category subject to eligibility of other clauses.

10. PERQUISITES TO WORKMEN:

10.1 The Government Printing Press is providing milk and bread to employees as the Press workers are subjected to poisoning. The Government Press employees are supplied with 3 slices of bread and 125 ml. of milk per day per head. A similar benefit will be provided to the workmen in our Printing Press and they will be given in terms of cash. This cash will be given every month to all employees covered by the PIB Scheme of Printing Press.

11. DELEGATION OF POWERS.

11.1 CHANGE OF BASE PRODUCTION:-ED(E) in consultation with CE (IT & MS) is authorized to revise the base production at Printing Press on need base.

11.2 ED(E) is authorized to revise the base production at Printing Press for reasons of Staff being long absence/ sick/ leave/ suspension etc. for a period exceeding 6 months in consultation with the CE(IT & MS).

11.3 When the manpower is added against the retirements, transfers etc., in order not to change the total no. of employees, then also approval of ED (E) is required in consultation with CE (IT & MS)

11.4.CME(C&B) is authorized to reduce the base production in case of an employee dismissed/removed/terminated/expired/promoted/retired/ voluntary retired duly making an endorsement to this effect in the production claim sheet.

11.5. The Input man hours of the employees, which are to be reduced from the base production due to the reasons mentioned in 12.2 to 12.4, shall be carried out from the subsequent production month, if the period of reduction/ addition happens in the current production month.

11.6 CME (C & B) is authorized to revise the manpower with in the Printing Press keeping the General men to Production men ratio un altered, with the concurrence of Dy. CAO: CE.

12. All the production statements and audited claim sheets should be sent to IED for verification and record and CE (IT & MS) shall give clearance to pay the next month's incentive after verification of calculations to avoid excess or short payments as per annexure-C.

13. CE(IT&MS) is authorized to arrange to correct mathematical and other errors if any noticed at a later date and arrange such recoveries/payments to the staff concerned accordingly.

14. CE (IT & MS) is authorized to communicate the revised norms, for any changes in design of tickets/ impression layouts/ technology / machines or replacement of old numbering machines with new numbering machines etc., or due to the extent of outsourcing the activities of Printing/ Binding, on the request of MED.

15. The monthly production shall be verified by the Accounts Officer (TA & I), Head Office before the payment of incentive is made.

16. All Accounts Officers concerned viz., AO (TA & I), AO (C & B) and AO:BBW & PP will ascertain the production figures, certify them and arrange payment of incentive amount on the date agreed to by the recognized union, from time to time.

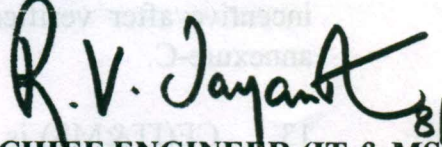
17. ED(E) is authorized to incorporate any other changes/ modifications in this scheme as may be considered necessary from time to time, in consultation with the CE(IT&MS)& CA.

18. All the figures of production hours shall be rounded off to the next two decimal points.

19. While paying the incentive amounts to the eligible employees, the incentive amount shall be rounded off to the nearest rupee.


20. The production month of Printing Press starts from 24th of the previous calendar month and closes on 23rd of the current calendar month.

21. Production closing date for any production month shall not be extended under any circumstances.
22. VC & MD reserves the right to withdraw the scheme during its validity without assigning any reason whatsoever.
23. This circular will come into effect from the production month of December 2006 and it is valid up to the production month of November 2009 or till a new scheme is evolved and introduced, whichever is earlier.
24. The circular has the approval of Executive Director (IT & MS) with the concurrence of Financial Adviser.


CHIEF ENGINEER (IT & MS) 8/1/07.

Copy to

All EDs, FA, CAO, Secretary to Corporation
Secretary to Chairman, PA to VC & MD
CME (C & B), CME (O), CPM, CA
WM: BBBU & PP :MYP, Dy.CME(C&B), Dy.CME (P)
Dy.CAO; CE, Dy.CAO: TA & I
AO (C & B), AO: TA & I, AO: BBBU & PP: MYP, AWM : PP
AG Audit APSRTC Branch: HO
Training Officer, HO
Convenor, Shop Committee, Printing Press: MYP(though WM:PP:MYP).
General Secretary, APSRTC National Mazdoor Union
Secy. General, APSRTC Employees Union
General Secretary, Staff & Workers Federation
General Secretary, APSRTC Security Staff welfare Association
Public Relation's Officer for translation into Telugu.


10/1/07.

**STANDARD MAN MINUTES FOR VARIOUS BINDING ACTIVITIES
AT PRINTING PRESS, MYP-2006.**

S.No	Binding Activity	Quantity	Std. Man Mints.
1	RTC 73	per book of 25 leaves (4 foils)	8.17
2	RTC 106/R	per 1000	3.78
3	RTC 131	Book (50x3 Bits)	3.1
4	RTC 131	book of 50leaves 3 foils(numbering)	4.09
5	RTC 132	per book of 100 leaves	2.54
6	RTC 149 (Bus Pass)	book (100 bits)	1.1756
7	RTC 226	per 1000	6.05
8	RTC 265	Book(100 sheet)	5.848
9	RTC 266	per 1000	18.44
10	RTC 270	per 1000	5.64
11	RTC 273 (ID Card)	per 100 Bits	2.34
12	RTC-273	per 1000	7.5
13	RTC 350	per book	0.8571
14	RTC 354	per 1000	11.08
15	MTD-5/City	per book of 100 leaves	2.52
16	MTD-5/Dist	per book of 50 leaves(2 foils)	7.67
17	MTD-5/A	Book of 100 Bits	6.6695
18	MTD-7/R	per book	0.8571
19	MTD-29/R	per book of 100 leaves	2.68
20	MTD-40/A	per book of 100 leaves	2.47
21	MTD-40/R	per book of 100 leaves	2.8
22	MTD-41/R	per 1000	3.82
23	MTD-42/R	per 1000	26.39
24	MTD-43/R	per book of 50 leaves(2 foils)	11.23
25	MTD-44/R	per 1000	3.8
26	MTD-50 A	Book	13.41
27	MTD-68/B/Ws	per book of 50 leaves(2 foils)	4.7
28	MTD-68/B	Book(50x3 Bits)	4.8595
29	MTD-68/C	Book(100 Bits)	7.648
30	MTD-68/A	per book of 25 leaves (4 foils)	27.34
31	MTD-72/B	per book of 50 leaves(2 foils)	6.48
32	MTD-72/R	per book of 25 leaves (4 foils)	4.94
33	MTD-155/R	per 1000	3.87
34	MTD-273/R	per 1000	3.86
35	MTD-353/R	per book of 25 leaves (4 foils)	14.61
36	MTD-391/BL (pad 1/4)	per 100	5.94
37	MTD-391/A (pad 1/8)	per 100	5.94
38	MTD-419/A	per 1000	3.93
39	MTD-427/R	per book of 50 leaves(2 foils)	3.2
40	MTD-454	per book of 100 leaves	2.47
41	MTD-497	Book	20.96
42	Medical health book	per book	0.7865
43	White chits	per 1000	3.84
44	Double bound file boards	per file	17.2
45	Resolution case covers	per file	2.963

S.No	Binding Activity	Quantity	Std. Man Mints.
46	Xerox A4 210 X 297	Ream	29.02
47	Blank ruled register	Book	5.9889
48	White paper cut 1/4(Ream paper	1000 sheets	32.8
49	TPT-TML	per book of 100 leaves	1.2
50	Single folding of set of forms	100 sheets	5.947
51	2 Part Stationary preparation	1000 sets	9.13
52	3 Part Stationary preparation	1000 sets	12.33
53	Book with 25 forms	per book	14.17
54	Book with 2 Forms & hand staplin	per book	1.083
55	Numbering on Register	per book	5.86
56	Cover-4.2" x 7.5"	per cover	2.0956
57	Cover- 9" x 14"	per cover	2.6231
58	Cover- 12.5" x 15"	per cover	3.1642
59	Cover- 14" x 18"	per cover	4.151
60	1/24 loose	per 1000	3.84
61	1/2 loose (N)	per 1000	33.41
62	1/12 loose	per 1000	8.63
63	Pad 1/16 hospital	per 100	5.94
64	Books (N) 1/2	per book of 100 leaves	5.04
65	Book (N) 1/12	per book of 100 leaves	2.25
66	Book (N)-1/16	per book of 100 leaves	2.12
67	Books (NN) 1/16	per book of 100 leaves	2.43
68	1/2	per book of 25 leaves (5 foils)	34.29
69	1/4	per book of 25 leaves (5 foils)	18.32
70	1/8	per book of 25 leaves (5 foils)	9.93
71	1/16	per book of 25 leaves (5 foils)	5.81
72	1/2	per book of 25 leaves (6 foils)	34.36
73	1/4, MTD-497/ DS 8	per book of 25 leaves (6 foils)	18.41
74	1/8, RS 17, Small	per book of 25 leaves (6 foils)	9.95
75	1/16	per book of 25 leaves (6 foils)	5.83

**ILLUSTRATION FOR COMPUTING THE YEARLY CUMULATIVE AVERAGE
PERFORMANCE LEVEL (YCAPL) FOR INCENTIVE PAYMENT AT PRINTING PRESS: MYP**

1210A

S.No	Month	Base Prodn.	Cumulative Base	Actual Prodn.	Cum.actual Production	Actual %PL during the month	%YCAPL= (Cum.actual prod.x80)/ Cum.Base Prod	Inc.payable PL
1	Oct.	1411.20	1411.20	2169.72	2169.72	123.00	123.00	123.00
2	Nov	1411.20	2822.40	2028.60	4198.32	115.00	119.00	115.00
3	Dec	1411.20	4233.60	1323.00	5521.32	75.00	104.33	-
4	Jan	1411.20	5644.80	1852.20	7373.52	105.00	104.50	104.50
5	Feb	1411.20	7056.00	2205.00	9578.52	125.00	108.60	108.60
6	Mar	1411.20	8467.20	2116.80	11695.32	120.00	110.50	110.50
7	Apr	1411.20	9878.40	1764.00	13459.32	100.00	109.00	100.00
8	May	1411.20	11289.60	1587.60	15046.92	90.00	106.63	90.00
9	June	1411.20	12700.80	1411.20	16458.12	80.00	103.67	-
10	July	1411.20	14112.00	2081.52	18539.64	118.00	105.10	105.10
11	Aug	1411.20	15523.20	2063.88	20603.52	117.00	106.18	106.18
12	Sept	1411.20	16934.40	1675.80	22279.32	95.00	105.25	95.00

Note:- The above illustration has been given for Group-A. The same procedure should be followed for other sections.

