

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.CE/OR(1)/2001-CE(IE&C).

O/o.The V C & M D.,
Msrdr/Hyderabad-20,
Dt. 8th March 2001.

CIRCULAR No.6/2001 – IED.

Sub:- AWARDS – Depot Award Scheme for DMs and Supervisors for improvement in Performance Index – Reg.

1.0 INTRODUCTION:

1.1 Optimum Resource Utilisation is essential for efficient functioning of any Organisation. Optimum Resource Utilisation will result in improved overall performance. A concerted and concentrated effort by the management team at the depot is the pre-requisite in this direction. With an objective to create competitive environment and to motivate for achieving higher performance levels a Reward Scheme has been designed for Depot Managers and their Supervisors. The salient features of the Reward Scheme are as follows:

2.0 SALIENT FEATURES:

2.1. Following Parameters are identified for measuring the performance:

1. OR & VU
2. Crew Utilisation in KMs
3. Punctuality of departures from the depot
4. HSD KMPL
5. Tyre KMs

3.0 PERFORMANCE INDEX:

$$P.I = 50 (OR \times VU) + 15(\text{Crew Utilisation}) + 15 (\text{Punctuality}) + 15 (\text{HSD KMPL}) + 5 (\text{Tyre KMs})/100.$$

3.1. Performance Index is computed for the period/year reckoned for presentation of awards over the corresponding previous period/year. The growth in Performance Index over the previous period / year is the criterion for selection of depots for awards.

3.2 Appropriate weightages are given to the parameters as above while computing the Performance Index and marks will be allocated from the matrix, commensurate with the growth in performance index at lower and higher levels of performance. The matrix is developed such that the effort required at lower and higher levels of performance for a given growth is appropriately allocated with marks. Ranking of the depots is done in the descending order of the marks scored.

4.0 NUMBER OF AWARDS:

4.1 REGIONAL CATEGORY: There is one Cash Award of Rs.0.50 lakh for the top ranking depot in each Region, except Hyderabad City Region where there are two Awards of Rs.0.50 lakh each for two top ranking depots, considering its size.

4.1.1 Two Regions having less than 6 depots each are considered as one region and hence there is one Award for the top ranking depot among the depots in such two Regions.

4.2. CORPORATE CATEGORY: For the growth achieved in Performance Index in Corporate Category, 3% of the total depots i.e., 6 depots will be selected. For the three top ranking, 1st, 2nd and 3rd depots, the Cash Award is Rs.1.00, Rs.0.90, Rs.0.80.lakhs respectively, and for the next 4th, 5th and 6th top ranking depots the Cash Award is Rs.0.70, Rs.0.60, Rs.0.50 lakhs respectively.

4.3 The amounts in both the above categories will be reduced on prorata basis if the period reckoned for awards is less than 12 months.

5.0 ELIGIBILITY:

5.1 The Depot Manager and his team of Supervisors in Traffic Section from Asst.Manager (T) to TI-III/DC and in Maintenance Section from Asst.Engineer(Mech) to Leading Hand are eligible to share the Cash Award as per the weightages given to various categories at Para No.8.1

5.2 The Depot Managers and Supervisors of the above Award winning depots will be given Appreciation Letters from MD in case of DMs and Zonal ED in case of Supervisors in addition to the Cash Awards. If a depot gets ranking to become eligible for the Cash Award in both the Regional category as well as Corporate category, the depot will be given Cash Award in Corporate category only and the one Award in the Regional category will be presented to the next ranking depot in the respective Regions.

6.0 APPRECIATION AND DISCIPLINARY ACTION:

6.1 Apart from the above Cash Awards the Depot Managers of 30% of the total depots i.e., 63 depots will be given Appreciation Letters, whose depots are ranked next to the above Cash Award winning depots in the corporate category.

6.2 Disciplinary action will be initiated against the Depot Managers of 3% of depots i.e., 6 depots getting lowest rank. The Depot Managers of next lowest ranking 10% of the depots i.e., 21 will be given letters recording the displeasure for the bad performance.

7.0 PERFORMANCE PERIODS:

7.1 The Performance period for the purpose of measurement of growth in Performance Index is normally one year. However, initially, Depots will be selected for Awards for the growth in Performance Index achieved during the periods from Feb 2001 to July 2001 over the corresponding period of the previous year. Further, Depots will be selected for Awards for the growth in Performance Index achieved for the period from August 2001 to March 2002 over the corresponding period for the previous year.

8.0 WEIGHTAGES FOR DISTRIBUTION OF CASH AWARD AMOUNT:

8.1 The Cash Award amount will be distributed among the DM and his team of Supervisors as per the weightages which will be communicated separately.

8.2 ELIGIBILITY FOR CASH AWARDS:

The following are the conditions, which regulate the payment of cash awards:

- 1) The DM/Supervisor who worked for the full period/year considered for measuring the growth in performance index, is eligible for the full cash award as per the weightage.
- 2) The DM/Supervisor who worked for less than the period/year is eligible for the cash award on pro-rata basis.
- 3) Supervisor who is holding higher post will be eligible for the Cash Award applicable to the post in which he is officiating, provided there is a sanctioned post.

9.0 AWARENESS CAMPAIGN:

9.1 Meetings should be conducted with the DMs and their Supervisors by the RMs to explain the objective of the Scheme and to create awareness regarding the need to improve the over all performance of the depots. RMs and other Inspecting Officials should create competitive environment and motivate the DMs and Supervisors during their inspection of depots by keeping the Award Scheme on their agenda for discussions.

10.0 DATA PROCESSING:

10.1 The relevant data will be collected, compiled and processed by CMIS Section for the purpose of ranking of the depots based on the growth in the Performance Index.

10.2 The ranking list of the depots will be verified by the Committee constituted for the purpose and recommend to VC & MD for the sanction of the Cash Awards.

10.3 The Scheme is valid from 1-02-2001 to March 2002 on a trial basis. The Scheme will be reviewed and further extended depending on its effectiveness.

This has the concurrence of FA & CAO.

Sd/- x x x

VICE CHAIRMAN & MANAGING DIRECTOR.

Copy to: All EDs/FA/CAO

: All HODs/RMs,


: All DY.CTMs/DY.CMEs/DY.CAOs/DYCAO(TA&I) 20 Copies/
Principals of ZSTCs.

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

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

: The Secretary General, APSRTC, E.U. Satyanaryana Reddy Marg, Hyd.

// ATTESTED //


CHIEF ENGINEER (IE & C)
