

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the V C & M D
Mushirabad, Hyderabad-20.
dt.15-3-04.

No.O&M/512(3)/2003-IED

Circular No.6/2004-IED, dt.15-3-04.

Sub: NORMS-Communication of revised norm in various
Departments of Corporation for the financial year 2003-04 – Reg.

Ref: 1)Board Resolution No.157/2000, dt.4-11-2000.

2)Circular No.22/2001-IED, dt.23-8-01.

3)Circular No.4/2003-IED, dt.18-2-2003.

With a view to have continuous productivity improvement and optimising the personnel cost, Corporation Board vide Resolution cited under Ref.1, approved the norm of 7.775 per schedule. Also resolved to reduce it to 6.878 per schedule and around 6.20 on vehicles held by the end of the financial year 2004-05 in various departments at the Depots, Regions, Zones and Head Office.

In view of the Board Resolution, the revised norm of 6.681 on fleet held has been communicated for the Financial Year 2002-03 vide circular cited under Ref.3.

As per the Board Resolution, the revised norm for the Financial Year 2003-04 is prepared category-wise at Depots & Department-wise at Non Operational Units & Production Units is shown in Appendix. The Corporate norm to be maintained by the end of Financial Year 2003-04 is 6.813 per schedule and 6.40 on fleet held.

All EDs, HODs and RMs shall ensure that the staff sanctions are maintained within the revised norms only.

This circular supercedes all the previous circulars issued on staff norms.

This has the approval of V C & M D.

Encl: Appendix (over leaf)


EXECUTIVE DIRECTOR(MIS)

To

All EDs/HODs/RMs for information and necessary action.

REVISED NORM FOR THE FINANCIAL YEAR 2003-04

CATEGORY	Staff Norm for 2003-04
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DEPOT - CREW

DRIVER	2.4677
CONDUCTOR	2.0092
TOTAL	4.4769
DC/ADC	0.2500

TRAFFIC SUPERVISORS

CI/STI/TI-II	0.0427
TI-III	0.0267
CONTROLLERS	0.0566
TOTAL	0.1260
BOOKING CLERKS	0.0000
DRI. INSTRUCTOR	0.0000
L.V. DRIVER	0.0000
TOTAL	0.0000

HELPER	0.1667
SHRAMIK	0.3333
TOTAL	0.5000
MECHANICS	0.3500

ARTISANS

C.B / P.B	0.0400
TYRE MECH.	0.0340
ELECTRICIAN A.C/D.C	0.0510
PAINTER	0.0240
WELDER/TIN SMITH	0.0160
TRIMMER	0.0240
BLACK SMITH	0.0220
HAMMER MAN	0.0220
M W MECH.	0.0012
TOTAL	0.2342

MECH. SUPERVISORS

MF/AMF/MC	0.0490
LH/VI	0.0370
TOTAL	0.0860

P.D. STAFF

AM/SUPDT/Dy. SUPDT	0.0124
P.A./TYPIST	0.0124
SA(P)/JA(P)	0.0349
RC/RT	0.0124
TOTAL	0.0721
ATTENDER	0.0000
SWEEPER	0.0000
TOTAL	0.0000

CATEGORY	Staff Norm for 2003-04
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A.D. STAFF

AM/SUPDT/Dy. SUPDT	0.0124
SA(P)/JA(P)	0.0244
TOTAL	0.0368

STORES STAFF

AM/SUPDT/Dy. SUPDT	0.0124
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SECURITY STAFF

SASI/SHG/SG	0.0900
DEPOT TOTAL	6.2344

Note: * Norm to be achieved at Corporate level by implementing 17.20% Single Crew Duty & 15.30% OMS/TIMS.

NON OPERATING UNITS:

REGION/ZONAL NOUs

PERSONNEL	0.0319
ACCOUNTS	0.0302
MIS --	0.0049
TRAFFIC	0.0490
SPD	0.0213
CED --	0.0167
MEDICAL	0.0128
SECURITY	0.0340
SUB TOTAL	0.2008
MECH. (PROD. UNITS)	0.2000
NOU TOTAL	0.4008

0.049
+ 0.05

0.099

HEAD OFFICE:

PERSONNEL	0.0180
ACCOUNTS	0.0102
MIS --	0.0029
TRAFFIC	0.0130
MECHANICAL	0.0550
SPD	0.0026
CED --	0.0069
MEDICAL --	0.0098
SECURITY	0.0090
H. O. TOTAL	0.1274

BUS STATIONS:

0.0500

SBR ON SCHs	6.813
SBR ON HELD	6.40