

# ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.IE-2/367(15)/2004 -IED.

O/o the VC & MD, MSRD,  
Hyderabad, Dt.05.10.2004.

## CIRCULAR No. 12/2004 – IED.

Sub:- **INCENTIVES** – Payment of incentive to the employees working at bus stations headed by Asst.Traffic Managers- Circular instructions issued - Reg Ref:- Cir.No.08/2004 - IED, dt. 10.05.2004.

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### **Introduction**

Vide reference cited modified Depot Incentive scheme has been introduced at all Depots of the Corporation. It was mentioned vide para 15.8 of the circular under reference that a separate incentive scheme will be evolved for the Bus stations controlled by ATMs such as MGBS, PNBS, NTRBS, DBS, TPTBS and Kurnool Bus station .

### **Methodology**

Predominantly, the Major bus station staff are indirectly serving the Depots of the Region where they are located. Hence it was felt appropriate to pay average incentive paid to the PD,AD and Other categories of all the Depots of the Region combined, as incentive to the each Major bus station employees including ATM.

For the purpose of payment of incentive to each Major bus station, the average incentive paid to the concerned Regional Depots shall be worked out 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 PNBS and Dwaraka Bus stations, the Town Depots shall not be considered for arriving at the average incentive paid, as a majority of the services catered to by them are district and long distance operations.

An Illustration for payment of incentive for Major bus stations is enclosed as **APPENDIX-A.**

### **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.

### **Eligibility conditions for payment of incentive**

1. If any complaints are lodged against the bus station employees, incentive shall not be paid for that employee for the month.
2. If any staff of the Bus station are involved in mis-appropriation/ cash and ticket irregularities, incentive shall not be paid to the concerned staff for the month.



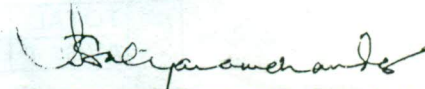
3. The terms and conditions prescribed at para 13 of the Depot Incentive circular (8/2004- IED dated 10-5-2004) shall govern the incentive payment.

**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 20<sup>th</sup> of the every month after pre-audit by concerned AO/Dy. CAO.

The scheme will come into force w.e.f 1<sup>st</sup> October 2004 and will be valid up to 31-5-2006 to be co-terminus with the existing Depot Incentive scheme.

This has the approval of VC & MD with the concurrence of FA.

  
**CHIEF ENGINEER (IT & MS)**  
5/10/04

Copy to : PA to VC & MD for kind infn. pl.

- : All EDs / FA / CAO / ED (Zones),
- : RMs of RR, KRS, GNT, KRNL, VSP, CTR
- : DVMs of RR, KRS®, VSP®, GNT, KRNL, TPT
- : AO/DY.CAOs of RR, KRS, GNT, KRNL, VSP, CTR
- : DY.CAO (TA&I) 20 copies/Principals of ZSTCs,
- : Dy.CME(Comp)/TO for incl. in month index.
- : ATMs of MGBS, PNBS, NTRBS, DBS, TPTBS and KBS.
- : A.G.Audit, RTC Branch, Hyd.
- : The General Secy., APSRTC NMU, Vidyanagar, Hyderabad.
- : The Secretary General, APSRTC, E.U., Satyanarayana Reddy Marg, Hyderabad.

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## APPENDIX-A

### **An illustration for payment of incentive to Bus station employees:**

#### **Bus station: MGBS**

The incentive paid to the Administration, Accounts and other staff working in all the Depots of the Rangareddy region, has been collected for the month of June '04 to arrive at the average incentive paid. Depot wise data is shown in the following table.

Sl. No.	DEPOT	AD,PD&Others.	
		On roll	Amount
1	H1	14	626
2	H2	23	1371
3	TND	10	335
4	PRG	13	827
5	VKB	9	303
6	PKT	19	906
<b>TOTAL</b>		<b>88</b>	<b>4368</b>
<b>AVG.</b>			<b>50</b>

#### **Methodology to be adopted for Payment of Incentive**

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

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

#### **Total Incentive**

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

Assistant Traffic Manager	= 2
Tr.Supervisors/Controllers	= 28
Tr.staff	= 73
Others	= 59
<b>Total</b>	<b>= 162</b>

**Total amount payable at MGBS = 162 X 50 = Rs. 8100/-**