

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the V C & M D  
Mushirabad, Hyderabad-20.  
Dt. 18-2-2003

No.O&M/512(2)/2002IED

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

Sub: NORMS-Communication of revised norm in various  
Departments of Corporation for the financial year 2002-03- Reg.  
Ref: 1)Board Resolution No.157/2000, dt.4-11-2000.  
2)Circular No.22/2001-IED, dt.23-8-2001.

With a view to improve productivity and optimizing the personnel cost, Corporation Board vide Resolution cited under Ref.1, approved the norm of 7.775 per schedule and norm 7.775 shall be reduced to 6.878 by the end of the financial year 2004-2005 in various departments at the Depots, Regions, Zones and Head Office.

In view of Board Resolution, the revised norm of 6.729 per bus held has been communicated for the Financial Year 2001-2002 vide circular cited under Ref.2.

As per the Board Resolution, the revised norm for the Financial Year 2002-03 is prepared category-wise at Depots & Department-wise at Non Operational Unit & Production Units is shown in Appendix-I. The Corporate norm to be maintained by the end of Financial Year 2002-03 is 7.113 per schedule and 6.681, on fleet held.

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

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

This has the approval of VC&MD.

Encl: Appendix-I.

  
EXECUTIVE DIRECTOR(MIS)

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



REVISED NORM FOR THE YEAR 2002-03

<b>CATEGORY</b>	Staff Norm for 2002-03
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**DEPOT:**

<b>1 CREW</b>	
DRIVER	2.4829
CONDUCTOR	2.2515
<b>TOTAL</b>	4.7344
<b>2 D/C/ADC</b>	
	0.2500
<b>3 TRAFFIC SUPERVISORS</b>	
C/I/STI/TI-II	0.0427
TI-III	0.0267
CONTROLLERS	0.0566
<b>TOTAL</b>	0.1260
<b>4 BOOKING CLERKS</b>	
	0.0000
<b>DR.I.NSTRUCTOR</b>	
	0.0010
<b>L.V.DRIVER</b>	
	0.0000
<b>TOTAL</b>	0.0010

<b>5 HELPER</b>	
SHRAMIK	0.1667
	0.3333
<b>TOTAL</b>	0.5000
<b>6 MECHANICS</b>	
	0.3500
<b>7 ARTISANS</b>	
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
<b>TOTAL</b>	0.2342
<b>8 MECH SUPERVISORS</b>	
MF/AMF/MC	0.0490
LHVI	0.0370
<b>TOTAL</b>	0.0860

<b>9 P.D. STAFF</b>	
AM/SUPDT/DY.SUPDT	0.0124
P.ATYPIST	0.0124
SA(P)/JA(P)	0.0349
RC/RT	0.0124
<b>TOTAL</b>	0.0721
<b>10 ATTENDER</b>	
	0.0080
<b>SWEEPER</b>	
	0.0233
<b>TOTAL</b>	0.0313

<b>CATEGORY</b>	Staff Norm for 2002-03
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**11 A.D. STAFF**

AM/SUPDT/DY.SUPDT	0.0124
SA(F)/JA(F)	0.0244
<b>TOTAL</b>	0.0368

**12 STORES STAFF**

AM/SUPDT/DY.SUPDT	0.0124
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**13 SECURITY STAFF**

SASI/SHG/SG	0.0900
<b>DEPOT TOTAL</b>	6.524

Note: \* Norm to be achieved at Corporate level by implementing 16.03% Single Crew Duties & 6.55% OMS/TIMS.

**NON OPERATIONAL UNITS :**  
( RM OFFICES,ZONAL OFFICES

<b>&amp;PRODUCTION UNITS)</b>	
PERSONNEL	0.0319
ACCOUNTS	0.0302
MIS	0.0049
TRAFFIC	0.0490
SPD	0.0213
CED	0.0167
MEDICAL	0.0128
SECURITY	0.0340
<b>SUB TOTAL</b>	0.2008
MECH.(PROD.UNITS)	0.2090
<b>NOU TOTAL</b>	0.410

**HEAD OFFICE :**

PERSONNEL	0.0180
ACCOUNTS	0.0102
MIS	0.0029
TRAFFIC	0.0130
MECHANICAL	0.0570
SPD	0.0026
CED	0.0069
MEDICAL	0.0098
SECURITY	0.0090
<b>H. O. TOTAL</b>	0.129

BUS STATIONS 0.0500

SBR PER SCH.	7.113
SBR PER VEH.HELD	6.681