

# ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

O/o the VC & MD,  
MSRD, HYDERABAD-20,  
Dated: 18.04.2001.

Lr.No.IE-3/367(3)/2001-IED.

## CIRCULAR No.5/2001 - IED.

Sub:- INCENTIVE – Modified Incentive Scheme for Hanamkonda, Vijayawada town depots and Vishakapatnam City Depots – Circular Instructions issued – Reg.

- Ref:-
1. Circular No. XVI/1991/IED, dt. 18-10-1991.
  2. Circular No. XVII/1991/IED, dt. 18-10-1991.
  3. Circular No. 23/1999 - IED, Dt 10-11-1999.
  4. Corporation Resolution No. 44/1993, dt.21-4-1993.

### 1. INTRODUCTION

The Depot Incentive Scheme for Hanamkonda, Vijayawada town depots and Vishakapatnam City Depots has been modified vide reference 1<sup>st</sup> and 2<sup>nd</sup> cited. The revised rates on incentive payments on earnings parameter after fare revision in November 1999 have been communicated vide reference 3<sup>rd</sup> cited. The Board vide Resolution 4<sup>th</sup> cited has approved to continue the existing scheme in operation and authorized the Managing Director to modify the Scheme depending on the changing operating conditions from time to time. Accordingly, the Scheme has been modified. This Modified Scheme is effective for a period of TWO YEARS with effect from 1<sup>st</sup> May 2001.

### SALIENT FEATURES OF THE SCHEME:

The Incentive will be paid based on the improved performance of the following parameters:

- EARNINGS
- HSD OIL KMPL
- TYRE CPK
- REDUCTION IN CANCELLATION
- FAILURE RATE



## 2. INCENTIVE FOR IMPROVEMENT IN EARNINGS:

### 2.1. Fixation of Service targets :

2.1.1. The target for a service will be the moving average EPK obtained for the last 12 (Twelve) months multiplied by scheduled KMs. The 12 months moving average EPK will be calculated monthly by adding the performance of the latest month and deleting the performance of the starting month. Since some time is required for calculating the service-wise earnings target and obtain the approval of the Dy.CTM. concerned, the EPK realized up to 20<sup>th</sup> of the latest month shall be taken into account. For new services the average EPK calculated on data available will be used for obtaining the initial target for the service. Moving averages will be calculated basing on the data generated.

The above target EPK so fixed may be decreased by 5 paise if the service had not reached the target at least on 7(seven) occasions during the first 20 days of the previous month. The target may be increased by 5 paise in case the service has reached the target on more than 15 (fifteen) occasions during the first 20 days of the previous month.

### 3. THE PERCENTAGE OF INCENTIVE AMOUNT PAYABLE:

3.1. The percentage of incentive amount payable on earnings parameter to crew in respect of various types of services will be as follows:

S.NO	TYPE OF SERVICE	CATEGORY	On Reaching the Target(%)	ABOVE TARGET EARN(%)	
				>0% - 20%	>20%
1	Ordinary	COND	0.20	0.30	2.40
		DRI	0.14	0.16	0.60
2	Express	COND	0.18	0.71	2.09
		DRI	0.13	0.15	0.55
3	City Express	COND	0.24	0.98	2.92
		DRI	0.18	0.21	0.74
4	City Liner	COND	0.19	0.75	2.23
		DRI	0.13	0.15	0.55
5	Suburban/Moff Gramani	COND	0.20	0.73	2.33
		DRI	0.14	0.16	0.60

The incentive corresponding to the earnings realized over and above the target earnings is calculated in a telescopic manner as shown below:

- i) In case the above target earnings falls between above 0% and 20% then
  - The incentive is paid at the rate applicable to the slab on achieving the target for the target amount.
  - Incentive is paid at the rate corresponding to the slab (>0% to 20%) for the earnings realised over and above the target.



ii) In case the above target earnings are more than 20%, then

- Incentive is paid at the rate applicable to the slab on achieving the target for the target amount
- Incentive is paid at the rate applicable to >0% - 20% slab for the earnings corresponding to 20% of the above target earnings
- Incentive is paid at the rate applicable to >20% slab for the remaining above target earnings.

3.1.2. In case of District Services operated by the City/Town Depots, the target fixation and rate of incentive payment on earnings parameter for the District services is made as per the District Depot Incentive Scheme Circular (Circular No.1/2001-IED, Dated.9.2.2001). The accumulated Depot Pool amount corresponding to the District services is added to the depot pool amount of the City/Town services and distributed among different employees.

3.1.3. The above percentages of incentive is subject to modification whenever revision of fares takes place.

3.1.4. Compensation for operating special hire services and committed trips.

3.1.5. The incentive amount payable for services operated on special hire and committed trips viz., permanent contract, casual contract etc., for which hire charges will be collected separately, shall be at the rate of 5 ps. Per km. The amount payable shall be 2 paise per Km. each to conductor and driver and 1 paise per km. will be credited to the depot pool amount.

3.1.6. Out of 2 paise payable to conductors a service 1 paise shall be paid after the spell duty the balance 1 paise shall be accumulated over the month and payable at the end of the month subject to attendance and other eligibility clauses. The 2 paise amount payable to drivers shall be paid after the spell duty fully

3.2. The method of payment to crew and formation of depot pool on reaching and crossing the base target in respect of various types of services will be as follows:

3.2.1. On attaining the base target fixed for various types of services as detailed at para 3.1, the conductor and driver will be eligible for percentages of earnings as indicated against each type of services at para 3.1. 1.33 times the drivers spot amount will constitute depot pool amount. On crossing the base target the conductor and driver are eligible for percentage of extra earnings as indicated against each type of services at para.3.1. The amount earned on reaching the target shall be paid to the driver and conductor on the spot after the spell duty. The amount earned on over and above the base target (in two slabs) shall be accumulated and payable to crew at the end of the month subject to attendance and other eligibility clauses. No incentive is allowed to the depot pool on over and above the base target.

3.2.2. In respect of various types of hired bus services on attaining the base target, the conductor alone is eligible for percentages of earnings as indicated against each type of services at para 3.1. This amount shall be paid to the conductor after



spell duty. On crossing the base target the conductor alone is eligible for incentive on extra earnings at the rates as indicated against each type of service at para 4.1. This amount will be accumulated and payable to the conductor at the month end subject to attendance and other eligibility clauses.

3.2.3. No incentive shall be paid to the drivers of hired bus services.

3.3. All the booking clerks employed at the booking counters shall be eligible for incentive from the depot pool subject to attainment of target, set for each shift duty. The targets for each counter/shift will be set separately

#### 4.0. INCENTIVE FOR IMPROVING HSD OIL KMPL:

##### 4.1. INTRODUCTION:

The Drivers and the Maintenance Staff including DM and Supervisors attached to maintenance wing are identified as individuals and group respectively for the purpose of improving the HSD Oil KMPL.

4.1.2. With a view to motivate the maintenance staff and drivers for achieving higher KMPL performance the base targets are classified as least base target, standard base target and higher base target. While the maximum ceiling limit for incentive payment is fixed as Rs.300/- for the maintenance staff and drivers achieving least base target and standard base target. The ceiling limit is relaxed as Rs.400/-for exceeding the higher base target.

##### 4.1.3. BASE TARGETS FOR MAINTENANCE STAFF AND DRIVERS:

Sl. No.	TYPE	CATEGORY	Town/Sub. Services			District Services		
			LEAST BASE	STD. BASE	HIGHER BASE	LEAST BASE	STD. BASE	HIGHER BASE
1	LEYLAND	Maint. Staff	3.80	4.70	>5.00	4.50	4.90	>5.20
		Drivers	4.00	4.80	>5.10	4.70	5.00	>5.30
2	HINO	Maint. Staff	---	5.10	---	---	5.10	---
		Drivers	---	5.20	---	---	5.20	---
5	TATA	Maint. Staff	4.00	4.80	>5.10	4.50	4.90	>5.20
		Drivers	4.20	4.90	>5.20	4.70	5.00	>5.30

##### 4.2. INCENTIVE FOR MAINTENANCE STAFF AND DRIVERS:

The Maintenance Staff and Drivers will be paid at the rate of Rs.2.50/- per Litre of HSD OIL saved. The HSD oil savings should be computed directly from calculating base to actual KMPL. The amount earned by the Maintenance Staff and Drivers on HSD OIL parameter will be paid at the end of the month along with incentive payment on other parameters.



### 4.3. TATA FLEET: (VIJAYAWADA AND VISHAKAPATNAM DEPOTS)

#### 4.3.1. MAINTENANCE STAFF: (EXCLUSIVE CITY/TOWN SERVICES):

Sl. No.	KMPL SLAB	SAVINGS	% OF SHARING
1	4.01 to 4.59	Lts. saved from 3.95 to 4.59 X Rs. 2.50	27%
2	4.60 to 4.69	Lts. saved from 3.98 to 4.69 X Rs. 2.50	38%
3	4.70 to 4.79	Lts. saved from 3.98 to 4.79 X Rs. 2.50	47%
4	4.8	Lts. saved from 4.02 to 4.60 X Rs. 2.50	55%
5	4.81 to 4.90	Lts. saved from 4.09 to 4.90 X Rs. 2.50	65%
6	4.91 to 5.00	Lts. saved from 4.10 to 5.00 X Rs. 2.50	70%
7	5.01 to 5.10	Lts. saved from 4.11 to 5.10 X Rs. 2.50	75%
8	5.11 to 5.20	Lts. saved from 4.17 to 5.20 X Rs. 2.50	80%
9	5.21 and above	Lts. saved from 4.23 to 5.21 and above X Rs. 2.50	85%

#### 4.3. 2. MAINTENANCE STAFF (MIXED FLEET):

a). The Standard Weighted Average Base KMPL for Mixed Fleet shall be computed as follows:

Let us assume that the type wise Operated Kms of Depot vehicles are as follows:

Operated Kms. of City/Town TATA vehicles be... A  
 Operated Kms. of Dist. TATA vehicles be ... B

$$\text{Standard Weighted Average Base KMPL} = \frac{A + B}{A/4.80 + B/4.90}$$

= K (Round it off two decimal points)

If the Depot KMPL is more than the Standard Weighted Average Base KMPL, the slabs and savings shall be worked out as shown below.

Sl. No.	KMPL SLAB	SAVINGS	% OF SHARING
1	K	Lts. saved from (K-0.78) to K X Rs. 2.50	55%
2	Above K to (K+0.10)	Lts. saved from (K-0.71) to (K+0.10) X Rs. 2.50	65%
3	Above (K+0.10) to (K+0.20)	Lts. saved from (K-0.70) to (K+0.20) X Rs. 2.50	70%
4	Above (K+0.20) to (K+0.30)	Lts. saved from (K-0.69) to (K+0.30) X Rs. 2.50	75%
5	Above (K+0.30) to (K+0.40)	Lts. saved from (K-0.63) to (K+0.40) X Rs. 2.50	80%
6	Above (K+0.40)	Lts. saved from (K-0.57) to (K+0.40) & above X Rs. 2.50	85%



b) If the Depot KMPL is less than the Standard Weighted Average Base KMPL, the Least Weighted Average Base KMPL has to be calculated with respective least bases as follows.

$$\begin{aligned} \text{Least Weighted} \\ \text{Average Base KMPL} &= \frac{A+B}{A/1.0 + B/1.5} \\ &= J \text{ (Round it off to two decimal points)} \end{aligned}$$

If the Depot KMPL is less than Standard Weighted Average Base KMPL and equal or more than the Least Weighted Average Base KMPL, the slabs and savings shall be worked out as shown below:

Sl. No.	KMPL SLAB	SAVINGS	% of Sharing
1	J to (J+0.59)	Lts. saved from (J-0.05) to (J+0.59) X Rs. 2.50	27%
2	(J+0.60) to (J+0.69)	Lts. saved from (J-0.04) to (J+0.69) X Rs. 2.50	36%
3	(J+0.70) to below K	Lts. saved from (J-0.02) to below K X Rs. 2.50	47%

c) If the Depot HSD KMPL is less than the Least Weighted Average Base KMPL, the incentive is not eligible for Maintenance Staff on HSD OIL KMPL parameter

#### 4.3.3. DRIVERS (EXCLUSIVE CITY/TOWN SERVICES):

Sl. No.	KMPL SLAB	SAVINGS	% of Sharing
1	4.21 to 4.40	Lts. saved from 4.00 to 4.40 X Rs. 2.50	20%
2	4.41 to 4.60	Lts. saved from 4.00 to 4.6 X Rs. 2.50	23%
3	4.61 to 4.89	Lts. saved from 4.20 to 4.89 X Rs. 2.50	32%
4	4.90	Lts. saved from 4.44 to 4.90 X Rs. 2.50	55%
5	4.91 to 5.00	Lts. saved from 4.52 to 5.00 X Rs. 2.50	65%
6	5.01 to 5.10	Lts. saved from 4.56 to 5.10 X Rs. 2.50	70%
7	5.11 to 5.20	Lts. saved from 4.60 to 5.20 X Rs. 2.50	75%
8	5.21 to 5.30	Lts. saved from 4.66 to 5.30 X Rs. 2.50	80%
9	5.31 & above	Lts. saved from 4.70 to 5.31 and above X Rs. 2.50	86%



#### 4.3.4. DRIVERS (EXCLUSIVE DISTRICT SERVICES):

Sl. No.	KMPL SLAB	SAVINGS	% of Sharing.
1	4.70	Lts. Saved from 4.60 to 4.70 X Rs.2.50/-	22.50%
2	4.71 TO 4.80	Lts. Saved from 4.60 to 4.80 X Rs.2.50/-	27.50%
3	4.81 TO 4.99	Lts. Saved from 4.60 to 4.99 X Rs.2.50/-	31.50%
4	5.00	Lts. Saved from 4.71 to 5.00 X Rs.2.50/-	55%
5	5.01 TO 5.10	Lts. Saved from 4.71 to 5.10 X Rs.2.50/-	65%
6	5.11 TO 5.20	Lts. Saved from 4.71 to 5.20 X Rs.2.50/-	70%
7	5.21 TO 5.30	Lts. Saved from 4.71 to 5.30 X Rs.2.50/-	75%
8	5.31 TO 5.40	Lts. Saved from 4.71 to 5.40 X Rs.2.50/-	80%
9	5.41 & Above	Lts. Saved from 4.71 to 5.41 & above X Rs.2.50/-	85%

#### 4.3.5. DRIVERS (MIXED FLEET):

Let us assume that the type wise Operated KMs of Depot vehicles are as follows:

Operated Kms. of City/Town TATA vehicles be... A

Operated Kms. of Dist. TATA vehicles be ... B

$$\begin{aligned} \text{Standard Weighted} & \quad A + B \\ \text{Average Base KMPL} & = \frac{A/4.90 + B/5.00}{A/4.90 + B/5.00} \\ & = K \text{ (Round it off two decimal points)} \end{aligned}$$

If the Depot KMPL is more than the Standard Weighted Average Base KMPL, the slabs and savings shall be worked out as shown below.

Sl. No.	KMPL SLAB	SAVINGS	% OF Sharing
1	K	Lts. saved from (K-0.48) to K X Rs.2.50	55%
2	Above K to (K + 0.10)	Lts. saved from (K-0.38) to (K + 0.10) X Rs.2.50	65%
3	Above (K + 0.10) to (K + 0.20)	Lts. saved from (K-0.34) to (K + 0.20) X Rs.2.50	70%
4	Above (K + 0.20) to (K + 0.30)	Lts. saved from (K-0.30) to (K + 0.30) X Rs.2.50	75%
5	Above (K + 0.30) to (K + 0.40)	Lts. saved from (K-0.24) to (K + 0.40) X Rs.2.50	80%
6	Above (K + 0.40)	Lts. saved from (K-0.20) to (K + 0.40) & above X Rs.2.50	85%

b) If the Driver KMPL is less than the Standard Weighted Average Base KMPL, the Least Weighted Average Base KMPL has to be calculated with respective least bases as follows.

$$\begin{aligned} \text{Least Weighted} & \quad A + B \\ \text{Average Base KMPL} & = \frac{A/4.20 + B/4.70}{A/4.20 + B/4.70} \\ & = J \text{ (Round it off to two decimal points)} \end{aligned}$$



If the Driver KMPL is less than Standard Weighted Average Base KMPL and equal or more than the Least Weighted Average Base KMPL, the slabs and savings shall be worked out as shown below:

Sl. No.	KMPL SLAB	SAVINGS	% OF SHARING
1	Above J to ( J+0.20)	Lts.saved from (J-0.20) to (J+0.20) X Rs.2.50/-	20%
2	( J + 0.21) to ( J+ 0.40)	Lts.saved from (J-0.20) to (J+0.40) X Rs.2.50/-	23%
3	( J + 0.41) to below K	Lts.saved from J to below K X Rs.2.50/-	32%

c) If the Driver HSD KMPL is equal or less than the Least Weighted Average Base KMPL, the Driver is not eligible for Incentive payment on HSD OIL KMPL parameter.

#### 4.4. HANAMKONDA DEPOT:

##### 4.4.1. INCENTIVE FOR MAINTENANCE STAFF:

a). The Standard Weighted Average Base KMPL for Mixed Fleet shall be computed as follows:

Let us assume that the type wise Operated KMs of Depot vehicles are as follows:

Operated Kms. of City AL/6.65 vehicles be ... A  
 Operated Kms. of City HINO vehicles be ... B  
 Operated Kms. of Dist. AL/6.65 vehicles be ... C  
 Operated Kms. of Dist. HINO vehicles be ... D

$$\begin{aligned} \text{Standard Weighted} & & & A + B + C + D \\ \text{Average Base KMPL} & = & \frac{\quad}{\quad} \\ & & & A/4.70 + B/5.10 + C/4.90 + D/5.10 \\ & & & = K \text{ (Round it off two decimal points)} \end{aligned}$$

If the Depot KMPL is more than the Standard Weighted Average Base KMPL, the slabs and savings shall be worked out as shown below:

Sl. No.	KMPL SLAB	SAVINGS	% of Sharing
1	K	Lts.saved from (K-0.50) to K X Rs.2.50	55%
2	Above K to (K + 0.10)	Lts.saved from (K-0.50) to (K + 0.10) X Rs.2.50	65%
3	Above (K + 0.10) to (K+0.20)	Lts.saved from (K-0.40) to (K + 0.20) X Rs.2.50	70%
4	Above (K + 0.20) to (K+0.30)	Lts.saved from (K-0.47) to (K + 0.30) X Rs.2.50	75%
5	Above (K + 0.30) to (K+0.40)	Lts.saved from (K-0.45) to (K + 0.40) X Rs.2.50	80%
6	Above (K + 0.40)	Lts.saved from (K-0.45) to above (K+0.4) X Rs.2.50	85%



In case the Depot attains eligible sharing of 80% (Higher base KMPL) and above, then the ceiling limit on total Incentive payable to the Depot Manager and the Maintenance Staff excluding Security Staff will be Rs.400/-. Otherwise if the eligible sharing is less than 80%, the ceiling limit shall be Rs.300/-.

b) If the Depot KMPL is less than the Standard Weighted Average Base KMPL, the Least Weighted Average Base KMPL has to be calculated with respective least bases as follows.

$$\text{Least Weighted Average Base KMPL} = \frac{A + B + C + D}{A/3.80 + B/5.10 + C/4.70 + D/5.10}$$

= J (Round it off two decimal points)

If the Depot KMPL is less than Standard Weighted Average Base KMPL and equal or more than the Least Weighted Average Base KMPL, the slabs and savings shall be worked out as shown below:

Sl. No.	KMPL SLAB	SAVINGS	% of Sharing
1	Above J to (J + 0.20)	Lts. saved from (J-0.05) to (J+0.20) X Rs. 2.50	20%
2	Above (J + 0.20) to below K	Lts. saved from J to below K X Rs. 2.50	24%

d) If the Depot HSD KMPL is lesser than or equal to the Least Weighted Average Base KMPL, the incentive is not eligible for Maintenance Staff on HSD OIL KMPL parameter.

#### 4.4.2. INCENTIVE FOR DRIVERS:

##### EXCLUSIVE CITY/TOWN SERVICES (LEYLAND FLEET):

Sl. No.	KMPL SLAB	SAVINGS	% of Sharing
1	4.01 to 4.30	Lts. saved from 3.87 to 4.30 X Rs. 2.50	20%
2	4.31 to 4.50	Lts. saved from 3.88 to 4.50 X Rs. 2.50	22%
3	4.51 to 4.79	Lts. saved from 4.00 to 4.79 X Rs. 2.50	25%
4	4.8	Lts. saved from 4.35 to 4.80 X Rs. 2.50	55%
5	4.81 TO 4.90	Lts. saved from 4.41 to 4.90 X Rs. 2.50	65%
6	4.91 to 5.00	Lts. saved from 4.46 to 5.00 X Rs. 2.50	70%
7	5.01 to 5.10	Lts. saved from 4.56 to 5.10 X Rs. 2.50	75%
8	5.11 to 5.20	Lts. saved from 4.57 to 5.20 X Rs. 2.50	80%
9	5.21 and above	Lts. saved from 4.84 to 5.21 and above X Rs.	85%



#### 4.4.3. DRIVERS: EXCLUSIVE DISTRICT SERVICES (LEYLAND):

Sl. No.	KMPL SLAB	SAVINGS	% of Sharing.
1	4.70	Lts. Saved from 4.60 to 4.70 X Rs.2.50/-	22.50%
2	4.71 TO 4.80	Lts. Saved from 4.60 to 4.80 X Rs.2.50/-	27.50%
3	4.81 TO 4.99	Lts. Saved from 4.60 to 4.99 X Rs.2.50/-	31.50%
4	5.00	Lts. Saved from 4.71 to 5.00 X Rs.2.50/-	55%
5	5.01 TO 5.10	Lts. Saved from 4.71 to 5.10 X Rs.2.50/-	65%
6	5.11 TO 5.20	Lts. Saved from 4.71 to 5.20 X Rs.2.50/-	70%
7	5.21 TO 5.30	Lts. Saved from 4.71 to 5.30 X Rs.2.50/-	75%
8	5.31 TO 5.40	Lts. Saved from 4.71 to 5.40 X Rs.2.50/-	80%
9	5.41 & Above	Lts. Saved from 4.71 to 5.41 & above X Rs.2.50/-	85%

#### 4.4.4. DRIVERS: EXCLUSIVE HINO FLEET (DIST./CITY/TOWN):

Sl. No.	KMPL SLAB	SAVINGS	% of Sharing.
1	5.20	Lts. Saved from 5.10 to 5.20 X Rs.2.50/-	30%
2	5.21 TO 5.40	Lts. Saved from 5.10 to 5.40 X Rs.2.50/-	37%
3	5.41 TO 5.60	Lts. Saved from 5.10 to 5.60 X Rs.2.50/-	42%
4	5.61 & Above	Lts. Saved from 5.10 to 5.61 & Above X Rs.2.50/-	45%

#### 4.4.5. MIXED FLEET OPERATION:

a). The Standard Weighted Average Base KMPL for Mixed Fleet shall be computed as follows:

Let us assume that the Type wise Operated Kms of a Driver are as follows:

- Operated Kms. of City AL/6.65 vehicles be ... A
- Operated Kms. of City HINO vehicles be ... B
- Operated Kms. of Dist. AL/6.65 vehicles be ... C
- Operated Kms. of Dist. HINO vehicles be ... D

$$\text{Standard Weighted Average Base KMPL} = \frac{A + B + C + D}{A/4.80 + B/5.20 + C/5.00 + D/5.20}$$

= K (Round it off to two decimal points)

If the Driver KMPL is more than the Standard Weighted Average Base KMPL, the slabs and savings shall be worked out as shown below.

Sl. No.	KMPL SLAB	SAVINGS	% of Sharing
1	K	Lts. saved from (K-0.40) to K X Rs.2.50/-	55%
2	Above K to (K+0.10)	Lts. saved from (K-0.31) to (K+0.10) X Rs.2.50/-	65%
3	Above (K+0.10) to (K+0.20)	Lts. saved from (K-0.25) to (K+0.20) X Rs.2.50/-	70%
4	Above (K+0.20) to (K+0.30)	Lts. saved from (K-0.10) to (K+0.30) X Rs.2.50/-	75%
5	Above (K+0.30) to (K+0.40)	Lts. saved from (K-0.10) to (K+0.40) X Rs.2.50/-	80%
6	Above (K+0.40)	Lts. saved from (K-0.07) to above (K+0.40) X Rs.2.50/-	85%



b) If the Driver KMPL is less than the Standard Weighted Average Base KMPL, the Least Weighted Average Base KMPL has to be calculated with respective least bases as follows.

$$\begin{aligned} \text{Least Weighted} \\ \text{Average Base KMPL} &= \frac{A+B+C+D}{A/4.00 + B/5.20 + C/4.70 + D/5.20} \\ &= J \text{ (Round it off two decimal points)} \end{aligned}$$

If the Driver KMPL is less than Standard Weighted Average Base KMPL and equal or more than the Least Weighted Average Base KMPL, the slabs and savings shall be worked out as shown below:

Sl. No.	KMPL SLAB	SAVINGS	% of Sharing
1	Above J to (J+0.10)	Lts saved from J to (J+0.10) X Rs.2.50/-	30%
2	Above (J+0.10) to (J+0.30)	Lts saved from J to (J+0.30) X Rs.2.50/-	37%
3	Above (J+0.30) to (J+0.50)	Lts saved from J to (J+0.50) X Rs.2.50/-	42%
4	Above (J+0.5) to below K	Lts saved from J to below K X Rs.2.50/-	47%

c) If the Driver HSD KMPL is equal or less than the Least Weighted Average Base KMPL, the Driver is not eligible for Incentive payment on HSD OIL KMPL parameter.

4.5. For the purpose of calculating KMPL, the Kms and HSD Oil to be taken into Account and the Kms. and HSD Oil to be excluded are detailed below.

Sl. No.	HSD OIL TO BE TAKEN INTO ACCOUNT.	Sl. No.	KMS TO BE TAKEN INTO ACCOUNT
1	HSD Oil consumed for Depot buses	1	Revenue KMs
2	HSD Oil consumed for Depot BWT	2	Kms Operated by DGT of the Depot or the estimated Kms. For 3 round trips per month between the Depot and the servicing point like workshops and stores which ever is lower.
3	HSD Oil consumed for staff Bus/Oil Tanker/Water Tanker	3	Kms. Operated by Staff Bus/Oil Tanker/Water Tanker.
4	HSD Oil consumed for DGTs of other Departments like Civil Engg., Stores etc.	4	Total Kms. Operated by DGTs of other Departments.
5	OTHERS:	5	OTHERS
a)	HSD OIL shortage.		Non-Rev.Kms. Between depot to Bus station at the rate of one round trip per Bus schedule where the bus station is located at a distance of more than one Km
b)	HSD OIL consumed by Generators		
c)	Loss HSD OIL issues.		
d)	HSD OIL received from other depots		



HSD OIL TO BE EXCLUDED		KMS. TO BE EXCLUDED	
1	Jeeps	1	Jeeps
2	Training Vehicles	2	Training Vehicles.
3	Inspection vehicles	3	Inspection vehicles, Mobile Courts M.V.I. inspection and route survey etc.,
		4	Vehicles utilised for break-downs relief.
		5	Relief Vans.
		6	Bank Vehicles.
		7	Test Vehicles.
		8	Ambulances
		9	Medical vans.
		10	Kms operated by hired bus services.

Whenever HSD Oil is found excess in the ground tank it should be taken into MTD 29/R return under receipt column duly intimating the Audit.

The excess of HSD Oil found over the book stock shall not be deducted from the total consumption while calculating the incentive payable on HSD Oil parameter.

#### 5.0. INCENTIVE FOR IMPROVING TYRE PERFORMANCE:

5.1. For improving the performance of the tyres at the depots incentive amount will be paid for reduction in cost per KM on tyres.

5.2. The target CPK fixed and the percentage of payment to be made at various levels of CPK on tyres at the depots of City / Town / Sub-urban services are as follows:

Sl. No.	DEPOTS	DISTRICT SERVICES BASE(Ps.)	TOWN/SUB. SERVICES BASE(Ps.)
1	HNK	49	47
2	MJA	45	45
3	VSP	48	36

5.2.1. The base target Tyre CPK for mixed services should be computed as follows:

#### ILLUSTRATION (FOR LEYLAND DEPOT):

Let the four months Rev.Kms. of district vehicles be ...A

Let the four months Rev.Kms. of Town/sub-urban vehicles .. B

Base tyre CPK =

$$= \frac{A \times 49 \text{ ps.} + B \times 47 \text{ ps.}}{A + B} = C$$



### 5.3. METHOD OF COMPUTING TYRE CPK:

5.3.1. For the purpose of computing the tyres CPK for payment of incentive in a month, the total consumption of tyres and revenue Kms. for four months including the incentive month shall be adopted.

5.3.2. The CPK of tyres in paise for a particular month for the purpose of payment of incentive would be the total cost of new tyres, (including new tyres received along with new vehicles), RT/RC tyres and Repair tyres received by the Depot during the four months period including the month under consideration, divided by the Revenue Kms. operated during the same period multiplied by one hundred. The revenue Kms. operated by hired bus services shall not be taken into account. The tyre CPK should be rounded off to the nearest paise.

5.3.3. For the purpose of computing the cost of tyres, rates of New, RT/RC and Repair tyres shall be taken as follows:

1. NEW	..	Rs 5,400/- per tyre.
2. RT/RC	..	Rs. 1,150/- per tyre.
3. REPAIR	..	Rs. 200/- per tyre.

5.3.4. The savings on tyre CPK should be computed directly from base CPK to actual CPK.

The various slabs of savings in tyre CPK and percentage of sharing fixed for payment of incentive are as follows.

Sl No.	REDUCTION FROM TARGET CPK	% OF SHARING
1	Up to 2ps.	10% of savings computed from target CPK.
2	Above 2ps up to 4 ps.	40% of savings computed from target CPK.
3	Above 4ps up to 7 ps.	50% of savings computed from target CPK.
4	Above 7 ps	60% of savings computed from target CPK.

### 5.3.5.SAVINGS:

The amount saved on the Tyre CPK will be arrived by multiplying the saved Tyre CPK in paise from target with revenue Kms. of the month and percentage of sharing divided by one hundred



### 5.3.6. DISTRIBUTION:

#### VSP CITY:

The incentive amount payable on tyres parameter shall be distributed in the proportion of  $1/3^{rd}$  and  $2/3^{rd}$  amongst Maintenance Staff and Drivers respectively at the end of month along with other parameters.

#### HNK, VJA TOWN:

The incentive amount payable on tyres parameter shall be distributed in the percentages of 75% and 25% amongst Maintenance Staff and Drivers respectively at the end of month along with other parameters.

### 6.0. DEPOT POOL AMOUNT:

6.1. All employees of the depot are eligible for incentive from the depot pool amount. The depot pool amount shall be equivalent to 1.33 times the amount earned by the drivers of the depot on reaching the base target. The amount payable to drivers on crossing the base target will not be reckoned for the purpose of arriving at the depot pool amount.

The accumulated depot pool amount of District services shall be added to the depot pool amount of City. The total depot pool amount of District and City services shall be distributed as per the procedure detailed at para 7.7.

### 7.0. CANCELLATIONS:

7.1. In order to improve the operational performance of the depot reduction in percentage of cancellation has been identified as the parameter.

7.2. The Schedule Kms. Excluding the Schedule Kms. Of hired services will be fixed before commencement of every month and they should not be altered during the month except when new vehicles are added or when schedules are transferred from one depot to another depot. Withdrawal of vehicles from depot to workshop or long off-road of vehicles should not result in reduction of Scheduled KMs.

### 7.3. PERCENTAGE OF CANCELLATION:

7.4. Percentage of cancellations for the purpose of incentive shall be calculated only basing on the scheduled KMs cancelled with reference to schedules planned at the beginning of the month. A Scheduled trip is committed trip and any cancellation of scheduled trip/part of a scheduled trip should be accounted as cancellation/KMs cancelled. Any additional trip operated by the depot with additional buses or by diverting the scheduled buses does not contribute to the scheduled trip or scheduled KMs. As such these additional KMs should not be offset against the cancelled KMs. Additional extra KMs operated for clearance of traffic deploying additional vehicles, not included in the schedules, shall not be added to the KMs operated for working out the percentage of cancellation. Change in schedule KMs should have the prior approval of REGIONAL MANAGER.



7.5. KMs cancelled due to external agencies not connected to AP3RTC's working like agitations, bandh, curfew and road breaches etc. shall be exempted with due certification of the concerned RM duly indicating the KMs exempted and the reasons thereof.

7.6. The following table shows the level of performance and the corresponding percentage of incentive eligible on the reduction in cancellation percentage.

BASE: 5%

S.No	% OF CANCELLATION SLAB	ELIGIBLE SHARING (%)
1.	5% and up to 4%	50
2.	Below 4% up to 3%	60
3.	Below 3% up to 2%	70
4.	Below 2%	100

#### 7.7. DISTRIBUTION OF DEPOT POOL AMOUNT:

20% of the Depot Pool amount should be transferred to maintenance pool. The remaining 80% of the Depot Pool amount is payable as per the sharing at para 7.6, linked to the performance on percentage of cancellation attained by the depot at the end of the month. The amount thus earned should be distributed as follows:

CATEGORY	SHARING
1. Conductors.	25%
2. Drivers	25%
3. General Staff	50%

#### 8. INCENTIVE FOR REDUCTION IN BREAKDOWN RATE:

8.1. In order to ensure effective maintenance resulting in reduction of failures, breakdown rate is identified as qualifying parameter for maintenance staff.

8.2. The following table shows the slabs for the Breakdown rate and the corresponding eligible sharing.

Base = 0.75

S.No	SLAB	ELIGIBLE SHARE (%)
1	0.75	20
2	Below 0.75 to 0.45	40
3	Below 0.45 to 0.35	60
4	Below 0.35 to 0.25	80
5	Below 0.25	100



## 9. METHOD OF INCENTIVE PAYMENT TO EMPLOYEES:

### 9.1. CONDUCTORS:

The Conductors of the depot will be paid the incentive amount earned on Earnings and cancellation parameter.

### 9.2. DRIVERS:

The Drivers of the depot will be paid the incentive earned on Cancellation Tyres and in addition to the amounts earned individually from HSD OIL savings and Earnings..

### 9.3. GENERAL STAFF:

The portion of incentive amount payable to General Staff should be distributed as per the weightages shown hereunder:

S.NO	CATEGORY	WEIGHTAGE
1.	Traffic Staff, Controllers, ADCs, DCs (Traffic) Booking Clerks, Drivers on light vehicles and other departmental vehicles.	1.0
2.	Administrative & Accounts staff.	0.5
3.	All other staff viz. Sweepers/ Scavengers staff on out of Designation duties etc.	0.5

The total equivalent men for the incentive amount will be calculated giving above weightages for each category. The incentive pool earned will be divided by the equivalent men and the individual incentive will be arrived at. This amount will be multiplied by the weightage factor in order to obtain the incentive payable to individual employees in various categories.

### 9.4. MAINTENANCE STAFF:

The incentive amount earned by the Maintenance staff from Depot pool, savings on HSD Oil and Tyres parameters forms maintenance pool and is paid as follows:

- 20% of the above pool amount payable is linked to the cancellation parameter as per the eligibility slab at para 7.6.
- 10% of the above pool amount payable is linked to the failure rate as per the eligibility slab at para 8.2.

The above eligible amount along with remaining 70% of the maintenance pool amount is distributed to maintenance staff in the ratio of 3:2 between the Class-I, II, III & Class-IV Employees respectively subject to the maximum of



Rs.300/- if HSD KMPL performance is below or equal to the higher base target and subject to maximum of Rs.400/- if the HSD KMPL performance is above the higher base target subject to other eligibility conditions. The maximum ceiling is limited to Rs.300/- only for all security personnel at depot.

#### 10. SUPERVISION ON EFFECTIVE MAINTENANCE:

In order to ensure effective maintenance with regard to upkeep of vehicles and quality of Schedule-III & IV, the incentive payments to the Depot Manager and Mechanical Supervisors shall be regulated as follows:

- a) It should be ensured that all the vehicles are fitted with effective fuel tank caps, radiator caps, water pump grease cups, air cleaners and dust covers for good upkeep of vehicles.
- b) At least 90% of the demand of Schedule-III & IV of the vehicles during the month shall be completed.
- c) Quality of Schedule-III & IV has to be ensured such that these vehicles do not fail within 15 days of the completion of the schedules.

The total amount payable to the DM and Mechanical Supervisors will be reduced as follows, if the above minimum conditions are not fulfilled.

- 20% against upkeep
- 20% against non-compliance of 90% schedule-III & IV maintenance demand.
- 20% against failure of schedule-III & IV vehicles if failure is above 7% of the total schedule-III & IV vehicles attended and occur within the 15 days such attention.

The upkeep, quality of maintenance and failures of Schedule-III & IV shall be certified by the Depot Manager every month. This certificate shall be countersigned by the concerned DY.CME who shall check the veracity of the contents of the certificate periodically during his inspections with inspect to the basic records available at the Depot. In the event of any observation contrary to the above certificate by inspecting Official in the rank of RM/HOD and above, the monthly incentive amounts paid to the DM and Mechanical Supervisors shall be fully recovered. The Depot Manager shall also certify that the records are correctly maintained. In addition to certifying for fitment of items indicated above para, the DM shall also ensure for the general upkeep of the vehicles at the Depot.

#### 11. MAXIMUM INCENTIVE PAYABLE:

The maximum ceiling limit for incentive payment to the employees per month on all the parameters excluding the incentive allowance paid to the D.M. and Supervisory staff is shown below.



Sl. No.	CATEGORY	INCENTIVE AMOUNT	CEILING LIMIT(Rs.)
1	a) CONDUCTORS SPOT b) CONDUCTORS TOTAL INCLUDING SPOT:	750/- 1000/-	
2	a) DRIVERS SPOT b) DRIVERS TOTAL INCLUDING SPOT:	750/- 1000/-	
3	DEPOT MANAGER & MAINT.SUP./C - III/IV	400/-	If depot KMPL is more than higher base, KMPL
4	SECURITY STAFF.	300/-	If depot KMPL is less or equal to the higher base, KMPL
5	Tr.SUP. & Tr.STAFF	300/-	
6	ADMN/ACCT/OTHERS.	300/-	

## 12. ELIGIBILITY FOR INCENTIVE PAYMENT:

12.1. The following are the conditions which regulate the payment of incentive to the individual employees as indicated against each.

CATEGORY	CONDITION	ELIGIBILITY
A. ALL EMPLOYEES	1. Less than 23 days attendance (min. attendance for eligibility 23 days in a month) except February. For Feb. month Min. attendance for eligibility is 22 days. However, in a case of DM& Office Staff when the working days happens to be less than 23 days in a month, they are eligible for incentive if they attend to their duties on all working days during that month.	Not eligible to receive the incentive amount payable at the end of the month.
	2. Suspension during the month.	- do -



CATEGORY	CONDITION	ELIGIBILITY
B. CONDUCTORS	1. Involvement in Cash & Ticket irregularities.	The month end Incentive amount accrued on Earnings parameter till the date of involvement will be forfeited, however, the Conductor is eligible for drawl of incentive on earnings parameter from the day he performs duty after his involvement provided he is not placed under suspension subject to fulfillment of other conditions.
	2. Public complaints viz., misbehaviour with passengers non-stoppage of vehicles at the stages, any other complaint.	Not eligible to receive the incentive amount payable at the end of Month.
	3. Failure to wear Uniform and foot wear.	Not eligible for incentive amount payable for the day.
C. DRIVERS	1. Public complaints viz., Misbehavior with passengers, Non-stoppage of vehicles at Stages and any other complaint.	Not eligible for Incentive Pool amount, payable on the USD OIL, KMPL, & Tyres. In - do -
	2. Involvement in any accident (A,B & C) and scratches and dents to the vehicles.	In addition the cost Damage shall be recovered as per the Cir.No.24/83-MED. dt.7.12.83.
	3. Failure to wear Uniform and foot wear.	Not eligible for inc. Amount payable for The day
	4. Non-display of Destination Boards.	- do -
D. MAINT. STAFF	Failure to wear Uniform.	Penalty of Re. 1/- per day.



CATEGORY	CONDITION	ELIGIBILITY
E. SECURITY STAFF	Theft occurring in the Unit.	In case of any theft in the premises of any unit of the corporation, the Security Staff of that Unit are not eligible for incentive for that month.
F. GEN. STAFF	Failure to wear Uniform. (Where applicable)	Penalty of Re. 1/- per day.
G. ADMN/ACCT. STAFF.		If the pendency in the seat is more than 25% (to be certified by the D.M.) they are not eligible for monthly Incentive.

## 12.2. STRIKE/AGITATION, WORK TO RULE/LIGHTENING STRIKE/ TOOL DOWN.

The employees, who have attended to their duties on the day of strike/agitation etc., shall be eligible to receive the incentive amount payable for the month even if a section of the employees participate in a strike/agitation etc., subject to the other eligibility clauses.

The employees participated in the strike/agitation etc. will however, be not eligible to receive the incentive amount payable at the end of the month.

## 12.3. MECHANICAL STAFF UTILISED AS DRIVERS OR CONDUCTORS:

12.3.1. The Mechanical staff utilised as Drivers or Conductors are eligible to receive the daily incentive amount payable on earnings parameter. They are also eligible to receive the incentive amount payable on other parameters along with other mechanical staff as usual.

12.3.2. If any of the mechanical staff are utilised for the entire month as Drivers or Conductors, they will be eligible to receive full incentive amount payable like other Drivers or Conductors.

## 12.4. COMPENSATORY OFF:

12.4.1. Compensatory off given against weekly Off/Charterd Off/National Holidays should not be treated as attendance.

12.4.2. Compensatory Off given against two duties performed on a single day and Special Off given for additional hours of work over and above the normal 8 (eight) hours of work shall be treated as attendance.



## **12.5. RELIEVING DUTY:**

**12.5.1.** Employees deputed to other Depots on relieving duty shall be treated as employees of that Depot for the purpose of eligibility for the payment of incentive amount. However they will not be eligible for further incentive amount from their parent Depot.

**12.5.2.** In case of Conductors and Drivers on relieving duty, the spot incentive amount earned on reaching the target shall be paid daily and the month end incentive amount earned to the Conductors and Drivers shall be paid on pro-rata basis for the number of days an employee worked in each Depot subject to attendance and other eligibility clauses.

## **12.6. SPECIAL CASUAL LEAVE:**

**12.6.1.** If an employee avails special casual leave to the extent eligible in an incentive month for infectious diseases and presents himself for duty for less than 23 days, then he is not eligible to receive the incentive amount.

**12.6.2.** If an employee avails special casual leave for sterilization, is eligible to receive the incentive amount during the month on pro-rata basis for the No. of days he has attended for duty.

**12.6.3.** If an employee avails special casual leave to attend sports or cultural function is eligible to receive the monthly incentive payment subject to 23 days of attendance including the special casual leave sanctioned.

**12.6.4.** If an employee avails special casual leave to attend CCS General Body/Managing Committees meetings/Union Annual General Body Meetings, he is eligible to receive the monthly incentive payment subject to 23 days of attendance including the special casual leave sanctioned.

**12.7. TRAINING PERIOD:** If an employee is deputed to training in fire fighting/sports/Home guards/Improvement of his skills in and outside the state, he is eligible to receive the incentive amount irrespective of the period of such training on pro-rata basis for the number of days he has attended for duty in an incentive month. However, such training period should be restricted to a minimum at the discretion of the Regional Manager concerned.

## **12.8. TRANSFERRED EMPLOYEES:**

An employees who has worked in a depot and subsequently transferred to other depot on administrative grounds is eligible to receive the incentive amount on pro-rata basis for the number of days worked in each Depot subject to total 23 days attendance clause in the incentive month. Those who are transferred on request are not eligible for incentive in the month they effect transfer.

**12.9. NEW APPOINTEE:** In case an employee appointed after 8 (eight) days in an incentive month and works for the remaining period of incentive month which is less than 23 days, he will not be eligible for the incentive amount.



## 12.10. CONTRACT/CASUAL DRIVERS, CONDUCTORS AND MAINTENANCE STAFF:

Drivers and Conductors who are appointed on contract/Casual basis as per requirement are eligible for incentive on earning parameter. The incentive amount earned on reaching the target shall be paid daily. The month end incentive payment on crossing the target on earning parameter shall be made if they qualify the attendance and other eligibility clauses. There is no change in calculation of the depot pool amount for arriving at the month end payments. Drivers appointed on contract/casual basis are eligible for incentive payment on HSD Oil, Tyres and Cancellation parameters. The maintenance staff appointed on contract/casual basis are also eligible for incentive payment against the regular sanctions subject to attendance and other eligibility clauses.

**12.11. INJURED ON DUTY:** An employee who is injured on duty and whose absence exceeds 7 (Seven) days is not eligible for incentive.

**12.12. HOLDING HIGHER POST:** An employee who is holding higher post should be paid the incentive amount applicable to the post to which he is officiating, only when he is working against the sanctioned post.

**12.13. SUSPENDED EMPLOYEE:** Once the employee is suspended and incentive is not paid to him due to the application of the attendance clause he is not eligible to receive the incentive amount even if the period of suspension is treated as "ON DUTY" at a later stage.

**12.14. DEPOT SPARE PERIOD:** Where an employee is kept in Depot spare he will be paid incentive on pro-rata for the days he has performed duty.

**12.15. HOLDING ADDITIONAL CHARGE:** In case a Depot Manager holds additional charge of another Depot for the full incentive month, he is eligible to draw the incentive amount from the parent Depot or from the Depot holding charge whichever is higher, but not from both the Depots.

**12.16. HUNGER STRIKE:** Employees who have participated in the hunger strike duly attending to their duties are not eligible for receipt of the incentive amount. If they go on leave and participate in the hunger strikes, then also they are not eligible for receipt of incentive payment.

**12.17. COMPLAINTS:** Employees are not eligible for receipt of incentive amount only when public complaints are lodged against them but not for the complaints lodged by union or staff members.

**12.18.** For the purpose of calculating equivalent men employees under suspension during the entire month shall be excluded.

**12.19.** The formula for paying month end incentive amount on pro-rata basis shall be equivalent to,

$$\frac{\text{No. of days worked} \times \text{amount eligible at month end}}{\text{No. of days during the month excluding weekly offs}}$$



12.20. Whenever Drivers are not held responsible in the accidents/damages cases after the enquiry and if no disciplinary action against them is pending, such drivers are eligible for the payment of withheld incentive amount payable.

12.21. Crew booked for hire special (Marriage etc.) are not eligible for incentive payment.

12.21.1. Crew utilized for Jathras/Special operations / fairs & festivals are not eligible for incentive on earnings parameter. The kms. operated for Jathras/ Special operations/fairs & festivals shall be taken into account for computing HSD OIL KMPL. TYRE CPK and FAILURE RATE. However the number of days the crew/employees worked during Jathra special operations period shall be treated as ON DUTY for calculating incentive eligibility on attendance clause.

12.22. ELECTION DUTY: If an employee is drafted for Election duty, he/she is eligible to receive the amount during the month on pro-rata basis for the no. of days he has attended for his duty.

12.23. THEFTS: In case of any theft in the premises of any Unit of the Corporation the Security Staff that Unit are not eligible for the Incentive for that month.

### 13. INCENTIVE ALLOWANCE FOR DEPOT MANAGER & SUPERVISORS:

13.1 The Depot Manager and all supervisors of the depot will be paid the following amounts in addition to what he or she earns as incentive along with other employees payable once in a month. However, the additional incentive allowance will not be paid to the supervisors, if he/she does not earn any incentive amount on the parameters considered.

Sl. No.	CATEGORY	AMOUNT IN Rs.
1	DEPOT MANAGER	150/-
2	A.E.(Mech), AM(T/M/P/F)	100/-
3	Supdt (Mech) Supdt. (T/M/P/F)	80/-
4	Dy. Supdt. (Mech) Dy. Supdt. (T/M/P/F), SSI	60/-
5	TI-III/ I/H/VI DI/DC/SASI	40/-

### 14. DATE OF PAYMENT OF INCENTIVE:

The incentive documents/claim statements should be pre-audited by the Depot Accounts Staff as per the instructions of CAO vide Accounts Cir.No.9 of 1980, dt. 21.3.1980 and they should obtain the certification of the concerned DY CAO/AO every month. The actual disbursement of the incentive amount to the staff should be made on 15<sup>th</sup> every month and if 15<sup>th</sup> happens to be a holiday it would be paid on the next working day.




## 15. AUDITING OF INCENTIVE DOCUMENTS:

All the ~~Incentive~~ Claim documents shall be sent to the Depot Accounts wing, giving two clear working days for pre-audit. The incentive shall not be disbursed without pre-audit. A copy of the pre-audit incentive claim sheets duly filling up of all the Columns shall be sent to the Industrial Engineering Department through concerned DY.CAO/AO for review.

## 16. THIS SCHEME IS VALID UP TO 30.04.2003.

16.1. Corporation reserves the right to withdraw the Scheme during its validity at its discretion without assigning any reason whatsoever.

17. This circular has the approval of VC & MD and supersedes all the previous circulars and is issued with the concurrence of F.A. & C.A.O.

  
CHIEF ENGINEER (IE & C)  
R

Copy to : All EDs / FA / CAO,  
All HODs/RMs of VSP/VJA & WL Regions.  
All DY.CTMs/DY.CMEs/DY.CAOs of VSP/VJA & WL  
Regions/DY.CAO(TA&I) 20 copies/Principals of ZSTCs of  
VZM/KRMR & VJA Zones.  
All DMs / AOs of VSP/VJA & WL Regions/A.G.Audit, RTC Branch,  
Hyd.  
The Secretary General, APSRTC, E.U., Satyanarayana Reddy Marg,  
Hyd.  
The General Secy., APSRTC, NMU, Vidyanagar, Hyderabad.



## ANNEXURE

### I. MAINTENANCE WING:

i) Depot Manager

ii) MAINTENANCE SUPERVISOR:

1. Asst. Engineer
2. Superintendent
3. Dy. Supdt.
4. A.M/MAT/SUP(MAT)/DY.SUP(MAT)
5. Leading Hand / Vehicle Inspector
6. Driving Instructor
7. D.C. Oils/ DC(T&P)

iii) CLASS - III:

1. Mechanic
2. Coach Builder
3. Panel beater
4. Tinsmith
5. Painter
6. Triturer
7. Millwright Mechanic
8. Electrician DC & AC
9. Tyre Mechanic
10. Welder

iv) CLASS-IV:

11. Black smith
12. Hammer man
13. Pump Attendant
14. Helper.
15. Civil Engg. Maistry.
16. DGT Driver.
17. All other Artisans.
18. ADCs of Garage.
19. Security Staff.

### II. GENERAL STAFF:

#### TRAFFIC SUPERVISORS/TRAFFIC STAFF:

1. Asst Manager (T)
2. Supdt.(T).
3. Dy. Supdt(T).
4. T.I.(Gr.III).
5. Depot Clerk(Traffic Wing).
6. Asst. Depot Clerk(Traffic Wing).
7. Controllers.
8. Booking Clerks.
9. L.V.Drivers

### III. ADMINISTRATION/ ACCOUNTS & OTHERS:

1. A.M (FF)/SUP (PT)/DY.SUP(P-F)
2. S.A (P-F)/STENO
3. J.A (P-F)
4. Typist
5. Routine Clerk
6. Record Taker.
7. Attender/peon
8. Sweepers/Scavengers.
9. Staff on Out of Designation duties.

\*\*\*\*\*



**ILLUSTRATION FOR COMPUTING INCENTIVE AMOUNT ON  
EARNINGS PARAMETER (ORDINARY SERVICE):**

The 12 months moving average EPK of a service is Rs. 10/-  
Schedule Kms. Of the service = 100

**I. CASE [A]: TARGET AMOUNT EQUALS TO TICKET AMOUNT:**

Target Amount = Rs. 1000.00.  
Ticket Amount = Rs. 1000.00.  
Above Target Earnings = Rs. 0.00

**CONDUCTOR Incentive:**

Spot = Ticket Amount X 0.20% = 1000 X 0.20/100 = Rs. 2.00.

**DRIVER Incentive:**

Spot = Ticket Amount X 0.14% = 1000 X 0.14/100 = Rs. 1.40.

**II. CASE [B]: ABOVE TARGET EARNINGS > 0% TO UPTO 20% OF  
TARGET AMOUNT:**

Target Amount = Rs. 1000.00.  
Ticket Amount = Rs. 1200.00.  
Above Target Earnings = Rs. 200.00.  
% of above Target Earnings = 20%

**CONDUCTOR Incentive:**

Spot = Target Amount X 0.20% = 1000 X 0.20/100 = Rs. 2.00  
Month end = Above Target Earn. X 0.80% = 200 X 0.80/100 = Rs. 1.60

**DRIVER Incentive:**

Spot = Target Amount X 0.14% = 1000 X 0.14/100 = Rs. 1.40  
Month end = Above Targ. Earn. X 0.16% = 200 X 0.16/100 = Rs. 0.32

**III. CASE [C]: ABOVE TARGET EARNINGS > 20% OF TARG. AMOUNT:**

Target Amount = Rs. 1000.00.  
Ticket Amount = Rs. 1450.00.  
Above Target Earnings = Rs. 450.00.  
% Above Target Earnings = 45%  
20% of Above Target Amount = 1000 X 20/100 = Rs. 200.00  
Remaining Above Target Amount = 450 - 200 = Rs. 250.00

**CONDUCTOR Incentive:**

Spot = Target Amount X 0.20% = 1000 X 0.20/100 = Rs. 2.00  
Month end = (20% Targ. Earn. X 0.80%) + (Above Targ. Amount -  
20% Targ. Amount) X 2.40%  
= (200 X 0.80/100) + (250 X 2.40/100) = Rs. 7.60

**DRIVER Incentive:**

Spot = Target Amount X 0.14% = 1000 X 0.14/100 = Rs. 1.40  
Month end = (20% Targ. Earn. X 0.16%) + (Above Targ. Amount -  
20% Targ. Amount) X 0.60%  
= (200 X 0.16/100) + (250 X 0.60/100) = Rs. 1.82