

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.IE-2/367(12)/2007-IED.

O/o the VC & MD, MSRD,
HYDERABAD, Dt.14.09.2007.

CIRCULAR No. 5/2007 – IED.

Sub:- **INCENTIVES** – Incentive Scheme to Drivers for operating services with Ticket Issuing Machines – Circular instruction issued – Reg.

- Ref:-
1. This Office Circular No. 1/2004-IED, dt. 06.01.2004.
 2. This Office Circular No. 8/2005- IED, dt.01.12.2005.
 3. This Office Circular No. 9/2005- IED, dt.09.12.2005.
 4. This Office Circular No.15/2006- IED, dt.18.10.2006.
 5. This Office Circular No. 2/2007- IED, dt.16.04.2007.
 6. Lr.No. AME-2(TIMs)/(SOFT 5.05)-IT, dt.25-08-2007.

I. INTRODUCTION

Instructions were issued vide reference 1st cited regarding payment of incentive to Drivers for operating services with Ticket Issuing Machines. Vide reference 3rd cited the validity of the existing Circular is extended upto 31.12.2007 or till a modified incentive scheme is introduced whichever is earlier.

The fares are revised thrice, on 06.10.2000, 04.02.03 and 07.02.06, since this scheme was first introduced. The total incentive amount per driver per month become three fold from Rs.500 to Rs. 1500 in four revisions. But the same incentive rates per ticket sold are continued.

In order to motivate the drivers further, the Vice Chairman & Managing Director with the concurrence of F.A. has accorded approval for enhancing the ceiling limit to Rs.1800/- per month per Driver from the existing limit of Rs. 1500/- per month per Driver on all types of services.

Vide reference 6th cited, instructions were already issued to all RMs **TO FLASH MODIFIED SOFTWARE Ver 5.05 IN ALL TIMs TO IMPLEMENT THIS CIRCULAR INSTRUCTIONS** in advance. Without flashing Ver 5.05, it is not possible to implement this Circular. Hence, all RMs are requested to ensure flashing of Ver 5.05 in all TIMs in the respective Regions by 18.9.2007 as mentioned vide ref. 6th cited.

The instructions regarding payment of incentive to Drivers for operating services with Ticket issuing machines are as follows.

II. TICKET ISSUING MACHINE (TIM) HANDLING ALLOWANCE:

1. An amount of Rs. 5/- shall be paid as machine handling allowance per Service completed.
2. If a service is completed by two or more driver duties Rs.10/- shall be paid as machine handling allowance.
3. If a service is being operated and completed with more than one driver and each driver performs more than one duty Rs.10/- will be paid as machine handling allowance per each driver.

For easy understanding the method to be adopted for calculating the M/C handling allowance for the services, illustration is given with the following three examples.

1. Service name: 6.00 hrs HYDERABAD

No. of Trips = 2 i.e. HNK to HYD & HYD to HNK
No. of drivers = 1
No. of driver duties = 1(say)

As the service is being operated and completed with one driver duty, Rs.5/- shall be paid as M/C handling allowance to the driver after spell of duty along with incentive eligible.

2. Service name: 20.00 hrs HYDERABAD

No. of Trips = 2 i.e. VJA to HYD & HYD to VJA
No. of drivers = 1
No. of driver duties = 2 (say)

As the service is being operated with two driver duties, the driver shall be paid Rs.10/- as M/C handling allowance after spell of duty along with incentive eligible, on TIM.

3. Service name: 17.00 hrs MUMBAI

No. of Trips = 2 i.e. HYD to Mumbai & Mumbai to HYD.
No. of drivers sent = 2 (say)
No. of driver duties = 6 (2X3)

As this service is being operated with double drivers, each driver is performing three duties, hence Rs.10/- shall be paid per driver as M/C handling allowance, after spell of duty along with eligible incentive.

III. INCENTIVE AMOUNT ON SALE OF TICKETS:

Incentive shall be calculated to the driver depending on the value of the ticket and number of passengers issued with tickets as per the following criteria.

a) All types of services except city and pallevelugu:

1. An amount of Re.1/- per passenger (adult/child) for the ticket issued worth up to Rs.50/- through the TIM in the service bus.
2. An amount of Rs.2/- per passenger (adult/child) for the ticket issued worth above Rs.50/- through the TIM in the service bus.

b) CITY & PALLEVELUGU SERVICES :

Incentive shall be calculated at the rate of 25 paise on sale of ticket to a passenger(adult/child) irrespective of ticket value. If the driver issues one ticket for more than one passenger, the driver is entitled to receive incentive amount 25 paise for each passenger.

IV. CONDITIONS:

1. The incentive shall be calculated only for the tickets issued by the Driver after the bus starts from the originating point. At the originating bus station, the tickets are to be issued in the booking counter. In such cases, the Driver has to issue tickets only after receiving the auxiliary way bill from the booking counter.
2. In case of intermediate Bus Stations, the Driver has to report to the booking counter and collect the auxiliary way bill, as in the case of regular one man service. The driver can allow the left over passengers, if any, and issue tickets to them in the bus after the dispatch from the intermediate Bus Station.
3. The Driver is responsible for safe handling and safety of the Ticket Issuing Machine. In case of any damage to the machine, the total incentive paid during the month shall be recovered, besides recovering the cost of repairs / replacement of TIM.
4. In case of loss/ tampering of TIM, besides recovering the cost of the TIM , disciplinary action shall be initiated against the driver concerned.
5. In case of service is being operated by double drivers, the eligible incentive shall be equally distributed between two drivers after the spell of the duty for having operated TIM.

6. If a driver is involved in C & T irregularity, the driver is not eligible to receive the incentive and handling allowance for operating TIM.
7. In case of double drivers operating a service, if one of the drivers involved in C&T irregularities, the other driver is eligible to receive his share of amount(Incentive &handling allowance) for that service after spell of duty.
8. In case of change over service, the Driver has to take two copies of Remittance Report at the change over point. He has to retain one copy with him, which shall be submitted in the depot after incoming and hand over one copy of the Remittance Report to the other Driver who performs duty from the change over point. If another change over is involved, the second Driver shall also take two copies of the Remittance Report. One copy of Remittance Report and the copy of Remittance Report of previous Driver shall be handed over to the third Driver. The incoming Driver also shall take two copies of Remittance Report after incoming to the Depot and submit them to the Earnings Section ADC along with the Remittance Report of other Drivers. Incentive shall not be paid, if any copy of the Remittance Report is not produced by the incoming Driver.
9. Whenever **Special Services** are being operated by a depot, the terms and conditions stipulated in the **Circular Nos. 15/06-IED and 02/07-IED** only holds good.

CEILING LIMIT ON INCENTIVE PAYABLE

The incentive earned by selling the tickets through Ticket issuing machine including Machine handling allowance shall not exceed Rs.1800/- per Driver per calendar month (including the TIM incentive paid for Special Services)

METHOD OF PAYMENT

The eligible incentive amount will be paid to the drivers on the spot i.e after the spell of duty.

MODIFICATIONS

Whenever fares are revised, the incentive rates of the TIM will be reviewed and revised. These payments will be in addition to the crew Allowances and the Incentive amount paid to the Drivers under depot incentive scheme.

Corporation reserves the right to extend, curtail, withdraw or modify the Scheme as deem fit during its validity at its discretion without assigning any reason what so ever.

AUDITING

The Accounts Incharge of the unit shall carry out the post auditing of all payments related to TIMs and it shall be counter checked and corrected by the AO/Dy.CAO of the Region and consolidated statement shall be sent to IED.

VALIDITY

These circular instructions will come into force with effect from 1st october 2007 and valid for a period of two years i.e upto 31/10/2009. This circular supercedes all the circulars issued on this subject.


14/9/2007
CHIEF ENGINEER (IT)

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