

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No. AM(T)/367(04)/2022-IED



O/o the VC & MD,
RTC House, VJA.

CIRCULAR No.03/2022-IED, Dt.05.07.2022

Sub:- **MODIFIED INCENTIVE SCHEME (DIS&PIB)**:- Implementation of Incentives of Depot Incentive Scheme (DIS), TIM Drivers incentive (without conductor) and Production Incentive Bonus (PIB) – Instruction for implementation of incentives to the PTD employees w.e.f., 01.06.2022 – Consequent to the AP G.O. Ms.No.114, Dt.03.06.2022. – Orders issued – Reg.

- Ref:-
1. Circular No. 23/2010-IED, Dt.26.11.2010.
 2. Circular No. 05/2012-IED, Dt.11.10.2012.
 3. Circular No. 03/2019-IED, Dt.29.10.2019.
 4. Circular No. 06/2019-IED, Dt.28.11.2019.
 5. Circular No. 03/2020-IED, Dt.22.01.2020.
 6. Circular No. 02/2022-IED, Dt.13.06.2022.
 7. Circular No. IED-2/2000, Dt.26.05.2000.
 8. Circular No. 01/2022-IED, Dt.13.06.2022.
 9. Circular No. 02/2014-IED, Dt.16.09.2014.
 10. Circular No.01/2019-IED, Dt.21.10.2019.
 11. Circular No.06/2021-IED, Dt.30.12.2021.
 12. Circular No.13/2004-IED, Dt.22.11.2004.
 13. Circular No.04/2019-IED, Dt.30.10.2019.
 14. Circular No.01/2021-IED, Dt.18.01.2021.
 15. Circular No.09/2022-OPD (P), Dt.13.04.2022. (Fare hike Circular by OPD)
 16. AP G.O.Ms.No.114, Dt.03.06.2022.
 17. This office Lr.No.A.E.(M)/367(5)/2022-IED, Dt.13.06.2022 (For PIB - Workshops / Tyre shops)
 18. This office Lr.No.AM(T)/367(03)/2022-IED, Dt.15.06.2022 (For DIS - Operations)

DIS- On Earnings Parameter

DIS – TIM incentive

PIB – Zonal Workshops

PIB – Tyre Retreading Shops

01.Introduction:

Government have issued comprehensive orders regarding the implementation of the allowances / Special pays / perquisites / **incentives** to the Public Transport Department employees vide G.O. at ref. **16th** cited, **duly GoAP had with deliberate discussions with Employees Associations** and to clear the apprehensions of the Employees for taking the entire matter & keeping in view on the welfare of the employees by the Government, after careful consideration.

Depot Incentive Scheme (DIS): To motivate the employees, the Depot Incentive Scheme was 1st introduced and implemented at all depots of the Corporation in 1980.

TIM Incentive Scheme: TIM Incentive scheme was introduced and implemented to the drivers operating the services with TIMs (*without conductor*) in the Corporation w.e.f., 26.05.2000, Vide Cir.ref. at **7th** cited.

Subsequently, these schemes were modified from time to time to suit the business environment, further vide Cir. ref. at **6th** & **8th** issued instructions consequent upon the fare revision Vide Cir. ref. at **15th** cited.

Production Incentive Bonus (PIB):

The Production Incentive Bonus (PIB) was introduced in Production Units (PU) from 1972 in ZWSs & from 1976 in TRSs, with a view to improve the productivity. In view of positive results achieved, the Corporation extended the validity of the scheme vide Cir. ref. at **11th** cited for ZWSs & ref.**14th** cited for TRSs.

The corporation has modified the incentive schemes (DIS & PIB) consequent to the **A.P.G.O. at ref.16th** cited, for communicating the instructions for implementation of incentives to the PTD Employees w.e.f., 01.06.2022.

02. Modified the Incentives in **APSRTC, as per G.O.** at ref. **16th** cited and furnished hereunder:
 Vide clause no. **38.1** in the G.O. read above, "The incentive shall be paid in the ratio of **25:75** (Driver: Conductor) to Drivers and Conductors of the PTD, for achieving Bus revenue over and above the target revenue set for the following products/services mentioned below:

i. **Depot Incentive Scheme on improvement of bus revenue over targets:**

S.No.	Type of Bus	On reaching Target	On exceeding Target
1	Pallevelugu	0.31%	1.18%
2	Express	0.16%	0.65%
3	Ultra Deluxe	0.15%	0.83%
4	Super Luxury	0.13%	0.98%
5	Indra	0.13%	1.15%

ii. The incentive amount on spot on achieving the bus revenue over and above the target shall be distribute in the ratio of **25:75** to Driver and conductor.

iii. Illustration for Incentive Payment for Driver and Conductor:

Depot : Vijayawada
 Service No : K031
 Service Type : Express
 Service Target Amount say : Rs.26,371.00
 Achieved Service Earnings say : Rs.37,447.00

Calculation of Incentive to Driver & Conductor, as per G.O:

Incentive on reaching Target : Rs.42.19 (26371 X 0.16%)
 Incentive on exceeding Target : Rs.71.99 ((37447-26371) X 0.65%)
 Total Incentive payable to Driver & Conductor : Rs.114.18 (42.19+71.99)
 Driver share (**25%**) on spot : Rs.28.55 (114.18 X 25%)
 Conductor share (**75%**) on spot : Rs.85.63 (114.18 X 75%)

iv. In case of driver operating services with TIMs without conductor (OMS), Spot incentive will be paid @ **25%** after spell of the duty, on achieving the bus revenue over and above the targets.

v. In case of double drivers operating services with TIMs without conductor, spot incentive will be paid @ **50%** out of driver share of **25%** from the payable amount, for each driver after spell of the duty.

vi. Eligibility to earn incentive on earnings parameter to be followed vide clause no. **IV. i.** of Cir. at ref. **6th** cited shall be stands good.

vii. However, the spot incentive payment to crew is linked to arrival punctuality for special type products of the above, vide clause nos. **04.0, 04.1.** of Cir. at ref. **1st** cited shall be stands good.

viii. **PHB Drivers:** Vide clause no. **45.1** in the G.O. read above, This Incentive to Private Hired Bus (PHB) drivers for additional revenue realized over and above the service 'Revenue targets' shall be paid on par with Public Transport Department drivers", duly followed vide clause no. **'5'** of Cir. at ref. **2nd** cited and to ensure 'Annexure-A' of Cir. 12/2018-IED & clause no. **'VI'** of Cir. at ref. **6th** cited.

02.1: For computation of SCFs and other instructions is to be followed vide clause no. **XI.** of Cir. at ref. **6th** cited, shall be stands good.

02.2: Conditions to arrive SCFs for fixing the quarterly service target amounts on dynamic methodology mentioned in examples 1 & 2, to be adopted vide clause no. **'02.e'** of Cir. at ref. **4th** cited.

02.3: Fixation of quarterly service target earnings vide clause nos. **03.3, 03.4** of Cir. at ref. **1st** cited, shall be stands good.

02.4: Fixation of targets for any **new service** to be adopted vide clause no. **03.6** of Cir. at ref. **1st** cited, shall be stands good.

03. Vide clause no. **39.1** in the G.O. read above, "The Incentive to Drivers operating buses without Conductors shall be paid at the rates for the following products/services mentioned below and valid w.e.f., **01.06.2022**":

S.No.	Type of Bus	Incentive of Rs.1.00 for the ticket value up to Rs.	Incentive of Rs.2.00 for the ticket value more than Rs.
1	Express	205	205
2	Ultra Deluxe	245	245
3	Super Luxury	260	260
4	Indra	320	320

- a. The incentive amount shall be paid **on spot** to Drivers operating buses *without Conductors*.
 - b. The TIM driver is allowed incentive Rs.1/- for the ticket value up to Rs.205, 245, 260, 320 for the Express, Ultra Deluxe, Super Luxury and Indra respectively and thereafter incentive of Rs.2/- per ticket value as against the concerned product duly following the instructions mentioned at clause no.'3.2' of Cir.at ref. 8th cited.
 - c. Conditions mentioned in clause no. '05.3' of Cir. at ref.1st cited to be adopted while paying the incentive. Further, while payment of TIM incentive clause no. 'V' of Cir. at ref. 3rd cited shall be stands good.
04. Payments of incentive to the crew for operating PPC services to be followed vide clause no. '06.0' of Cir. at ref.1st cited.
 05. The deviation of low paying services on potential routes to be followed vide clause nos. '10.0', '10.1', '10.2' & '10.3' of Cir. at ref.1st cited, duly **DPTO** erstwhile Regional Manager is empowered to accord exemption for KMs cancelled to calculate the percentage of cancellation for the purpose of incentive payment, duly distributing the arrived incentive share between Driver : Conductor is **25:75**. When a trip is operated with more than one driver with TIM the driver **25%** share shall be shared equally.
 06. Fixations of scheduled KMs to be adopted vide clause no. '09.0' of Cir. at ref.1st cited, and monthly operational plan of the depot duly indicated the daily scheduled KMs shall be prepared well in advance shall have the approval of **DPTO** erstwhile Regional Manager concerned.
 07. Percentages of cancellation for the purpose of incentive calculation to be followed vide clause no.'11.0' Cir. at ref.1st cited, duly approved by the **DPTO** erstwhile Regional Manager.
 08. Conditions adopted for payment of incentive on earnings parameter vide clause no.'13.0'. of Cir. at ref.1st cited, whereas in case of Hire Services, issuing of incentive payment to the PHB drivers duly allowing **25%** share of payable incentive, to be followed vide clause no. 'VI'. of Cir. at ref.6th cited.
 09. **Production Incentive Bonus (PIB) to the employees of Workshops and Tyre shops:**
 - a. **Zonal Workshops (ZWSs):**
 - i. Vide clause no.40 in the G.O. read above, "**100%** Performance level reckoned as the base production level at all ZWSs. Incentive amount will be paid for the production achieved above the base performance level i.e., >100% either on actual production of the month **or** on the yearly cumulative average up to the month under consideration, **whichever is less**.
 - ii. If the actual performance in a particular month **or** the yearly cumulative average performance of that month is below the performance level (<100%), **no incentive will be paid** irrespective of reason(s) whatsoever which have contributed to the performance falling below base level at ZWSs.
 - iii. The Effective Man Hours (EMHs) shall be adopted vide clause no.'3.2'. of Cir. at ref. 9th cited.
 - iv. Yearly cumulative average performance level (YCAPL) **shall be continued** vide clause no's.'5.1' to '5.5' of Cir. at ref. 9th cited.
 - v. Provision of manpower vide clause no.'6'of Cir. at ref.9th cited shall be continued.
 - vi. Sharing of labour cost saved: While computing for payment of incentive to the employees of Zonal Workshops for more than 100% PEL and the following table depicts the sharing of labour cost saved in slabs at various % of PLs.

Slab	Performance Level	% of sharing
1 st slab	For the production above 100% and up to 110% PL	90% of the labour cost saved
2 nd slab	For the production above 110% and up to 125% PL	95% of the labour cost saved
 - vii. Vide clause nos.'7.2', **8**, all sub clauses of '10' and '11' mentioned at Cir. ref. 9th cited, are stands good. Further, vide clause nos.'3.3.1', '3.4.1', '5.5.1', '6.1', '6.2', '6.3', '6.4', '6.5', '7.2.1', '10.2.1' and '11.11.1' mentioned at Cir. ref.10th cited, *remains unchanged*.
 - viii. While calculating the %YCA PEL for the cycle period of 2021-2022(Jul'21 to Jun'22) the base production hours from the production month Jun'2022 shall be taken as 100%.
 - ix. **No incentive** shall be provided to the Supervisors & JSOs at ZWSs from 01.06.2022, as was not mentioned in the G.O. read above.
 - x. **For example**: The sharing of the labour cost saved at various slabs is illustrated duly assuming the Production Section Manpower and Performance for incentive calculation sake only as per G.O. (ref. 16th cited) guide lines was given bellow:

A	Production Month		Apr'22
B	Section		Units
C	Man Power	Skilled	12
D		Un-Skilled	3
E	Total Manpower (C + D)		15
F	EMHs		157
G	Base Hours @ 100PL		2355
H	Man Hour Rate Rs.		86.68
I	Actual Production Hrs.		2653.56
J	P.E.L (I / G)%		112.68
K	EQ.MEN = (CX3)+(DX2)		42
L	@ 100% PEL	(E X F X 1)	2355.00 Hrs.
M	@ 110% PEL	(E x F x 1.1)	2590.50 Hrs.
N	@ 125% PEL	(E x F x 1.25)	2943.75 Hrs.

S.No	SLABS	HOURS SAVED	% OF SHARING OF LABOUR COST SAVED	MHR (Rs.)	Inc. Amount (Rs.)
<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>	<i>f (cXdXe)</i>
O	SLAB-1 (100% to 110%) / Actual Production-Base Hrs)*	2590-2355 (M-L) = 235.50	90%	86.68	18371.83
P	SLAB-3 (110% to 125% above)/ Actual Prod. Hrs - Hrs.@110%PL*	2653.56 - 2590.50 (N-M) = 63.06	95%		5192.74
Q	TOTAL				23564.56
R	INCENTIVE TO SKILLED Rs.	(Total Incentive / EQ. Men (K)) X 3			1683
S	INCENTIVE TO UN-SKILLED Rs.	(Total Incentive / EQ. Men (K)) X 2			1122

Note: * Slabs are considered based on the actual production hours given.

b. Tyre Retreading Shops (TRSs):

- 100% Performance level reckoned as the base production level for all the Tyre Retreading Shops and payment of incentive shall be reckoned from 100% for all the Tyre Retreading Shops.
- The Effective Man Hours (EMHs) shall be adopted vide clause no. 'II. f' of Cir. at ref.12th cited.
- Provision of manpower vide clause no. II. 'g' of Cir. at ref.12th cited, shall be continued.
- Sharing of labour cost saved:** While computing for payment of incentive to the employees of Tyre shops for more than 100% PEL and the following table depicts the sharing of labour cost saved in slabs at various % of PLs.

Slab	Performance Level	% of sharing
1 st slab	For the production above 100% and up to 125% PL	90% of the labour cost saved

- Ceiling of performance level vide clause no. 'II.j' of of Cir. at ref.12th cited, *shall remain unchanged.*
- For **Category of employees** & incentive payable to **General group**, vide clause nos. **III a & b**, all sub clauses of **IV** and **VI** mentioned of Cir. at ref.12th cited, *are stands good.* Further, vide **h.1)** of clause no. 'II' and all sub clauses of 'III' and 'VI' mentioned at Cir. ref.13th cited, *remains unchanged.*
- No incentive** shall be provided to the Supervisors & JSOs at TRSs from 01.06.2022, as was not mentioned in the G.O. read above.

For example: The sharing of the labour cost saved at 100% to 125% slab is illustrated duly assuming the Production Section Manpower and Performance for incentive calculation sake only as per G.O. (ref.16th cited) guide lines was given below:

S.NO	DESCRIPTION	TRS: VZM	VALUES			
A	Production MONTH		Oct'2021			
B	MAN POWER	SKILLED	18			
C		UN-SKILLED	10			
D	TOTAL MANPOWER (B + C)		28			
E	EMHs		142			
F	Base Hours @100%PL (D X E)		3976			
G	Man HOUR RATE Rs.		70.23			
H	Actual Production Hours		4530.42			
I	P.E.L (H X 100)/ F		113.94			
J	EQ. Men (BX3)+(CX2)		74			
Calculating Methodology						
S.No	SLABS	HOURS SAVED	% OF SHARING OF LABOUR COST SAVED	MHR (Rs.)	Inc. Amount (Rs.)	
	a	b	c	d	e (bXcXd)	
K	SLAB-1 (125%-100%)/ Actual Prod.hrs - Base Prod.hrs	4530.42 - 3976.00 =	554.42	90%	70.23	35043.22
L	TOTAL					35043.22
M	INCENTIVE TO SKILLED Rs.	(Total Incentive / EQ. Men (J)) X 3			1420.67	
N	INCENTIVE TO UN-SKILLED Rs.	(Total Incentive / EQ. Men (J)) X 2			947.11	
Note:	1. Slabs & %.PLs should be rounded off to two(2) decimal points. 2. Existing MHRs of various TRSs shall be continued					

10. Garage staff shall be considered the cadres of **Mechanics, Artisans, Dy. Mech. and Asst. Mech.**, only as to follow the G.O. ref.16th cited.

11. Vide clause no.41 in the G.O. read above, "**Incentive to Drivers and Garage Staff on Diesel Oil saved**":

- a. Fixation of route wise/service wise Targeted HSD KMPL applicable to drivers to be adopted by '15.1.1.', of Cir. at ref.1st cited, for arriving the incentive to drivers and garage staff on diesel oil saved only, for all types of products including **Dolphin Cruise**.
- b. Methodology to earn incentive on fuel performance applicable to drivers and garage staff of PTD on diesel oil saved @ Rs.6.50 per each litre of fuel saved over and above the targeted diesel oil consumption for that bus service.
- c. The drivers and garage staff on various levels on achievement on type wise operation shall be allowed as given below:
 - Slabs & sharing are only to be adopted vide clause no. 'III' of circular no.13/2018-IED for Vennela sleeper, Amaravati/ Garuda plus and Indra services.
 - Slabs & sharing are only to be adopted vide clause no. ii. of 7.0 at Cir. ref. at 4th cited, for Night rider-42, Night rider-48, Vennela-30 and for Super Luxury AC Economy services.
 - Further, the slabs & sharing of Amaravati product mentioned vide clause no. 'III' of circular no.13/2018-IED are to be adopted for the **Dolphin Cruise** product, duly dispensing the existing methodology i.e., 'The fixed amount of Rs.25/- per duty per driver shall be paid at the end of the month in lieu of incentive on HSD KMPL' issued vide Cir.No.02/2021-IED.
 - Whereas, slabs & sharing are for the remaining products vide clause no.'15.1.5' of Cir. at ref.1st cited shall be adopted.
- d. The KMs operated as well as HSD oil/Lube oil/Tyre consumed by the Dolphin Cruise buses shall be included for arriving at the HSD KMPL/Lube KMPL/Tyre CPK of the depot respectively.
- e. The amount saved on HSD parameter shall be distributed to Garage staff in the ratio of 3:2 between Class-3 and Class-4 respectively subject to a maximum ceiling limit of Rs.400/- per month per employee.
- f. All types of products, in the concerned depot shall be taken into consideration while calculating the incentive on HSD oil saved for Drivers and Garage staff.
- g. Further, method of arriving KMPL, vide 3rd para of clause no.'15.1.6' mentioned at Cir. ref.1st cited, shall be followed strictly.
- h. Methodology for incentive payment to garage staff to be adopted the table (Fuel & KMs to be taken into account) mentioned/shown vide clause no. '15.1.3' of Cir. at ref. 1st cited. However if in a depot, monthly performance (HSD KMPL) **is less than the targeted HSD KMPL no incentive** amount shall be paid if not fuel saved over and above the targeted diesel oil consumption for that service.

For example an illustration for calculation of Incentive on HSD Oil saved by the Driver as per G.O.

Name of the Depot : XXX													
Name of the Driver : XYZ				Staff No.123456				Month : June'2022					
Operational and HSD consumed details:													
Date	KMs optd	HSD consu med	KMPL	Route	Type	Veh.No	Tar.KMPL (Assumed)	Saving in Litres	Eligible sharing	% of growth	Multipli cation factor	Inc. amount (in Rs.)	
a	b	c	d	e	f	g	h	i ((b/h)-c)	j	k (d-h)/h%	l	m (iXjXlXR.6.50)	
01.06.2022	468	89.5	5.23	BHEL	EXP	27Z-0257	5.45	0.00	0.00%	0.00%	1.00	0.00	
03.06.2022	468	78.0	6.00	JLP-BHE	EXP	27Z-0296	5.55	6.32	63.00%	8.11%	1.10	28.49	
05.06.2022	224	42.0	5.33	GUNTUR	PV	27Z-0075	5.81	0.00	0.00%	0.00%	1.00	0.00	
08.06.2022	374	69.5	5.38	BHEL	SL	27Z-0280	5.02	5.00	20.00%	7.17%	1.10	7.15	
10.06.2022	374	72.5	5.16	BHEL	SL	27Z-0153	5.02	2.00	20.00%	2.79%	1.00	2.60	
12.06.2022	374	75.0	4.99	BHEL	SL	27Z-0153	5.02	0.00	0.00%	0.00%	1.00	0.00	
15.06.2022	374	65.5	5.71	KKPL	SL	27Z-0301	5.09	7.98	23.00%	12.18%	1.20	14.31	
17.06.2022	374	69.0	5.42	KKPL	SL	27Z-0280	5.09	4.48	23.00%	6.48%	1.10	7.36	
19.06.2022	374	71.0	5.27	KKPL	SL	27Z-0280	5.09	2.48	23.00%	3.54%	1.00	3.70	
20.06.2022	374	74.0	5.05	KKPL	SL	27Z-0153	5.09	0.00	0.00%	0.00%	1.00	0.00	
22.06.2022	374	74.5	5.02	KKPL	SL	27Z-0154	5.09	0.00	0.00%	0.00%	1.00	0.00	
24.06.2022	374	73.5	5.09	KKPL	SL	27Z-0155	5.09	0.00	0.00%	0.00%	1.00	0.00	
26.06.2022	374	75.5	4.95	KKPL	SL	27Z-0156	5.09	0.00	0.00%	0.00%	1.00	0.00	
28.06.2022	374	77.5	4.83	KKPL	SL	27Z-0157	5.09	0.00	0.00%	0.00%	1.00	0.00	
30.06.2022	374	68.5	5.46	KKPL	SL	27Z-0251	5.09	4.98	23.00%	7.27%	1.10	8.19	
	5648	1075.5	5.25	Total incentive payable									71.81

Note: For the drivers, the HSD KMPL incentive shall be paid without any ceiling limit.

i. Likewise an Illustration for calculation of Incentive to Garage staff on HSD oil saved as per G.O.

Name of the Depot : XXX													
Month : June'2022													
No of Employees Claa-3 : 71													
No of Employees Claa-4 : 11													
Equivalent Men (71 X 3 + 11 X 2) : 235													
Operational and HSD consumed details:													
Type	Revenue KMs	HSD Consumed	Non Revenue KMs	Non Revenue HSD	Total KMs	Total HSD	Gross KMPL	Target KMPL	HSD Oil saved	Eligible sharing	% of growth	Multipli cation factor	Inc. amount (in Rs.)
a	b	c	d	e	f (b+d)	g (c+e)	h (f/g)	i	j ((f/i)-g)	k	l ((h-i)/i%)	m	n (jXkXmX Rs.6.50)
Express	71112	13807	153	41	71265	13848	5.15	5.16	0.00	0.00%	0.00	1.00	0
Garuda	98249	32780	211	57	98460	32837	3.00	2.95	539.27	16.00%	1.69	1.00	560.84
Pallevelugu	669575	118720	1441	389	671016	119109	5.63	5.61	501.70	39.00%	0.36	1.00	1271.80
Super Luxury	320877	62585	691	186	321568	62771	5.12	5.15	0.00	0.00%	0.00	1.00	0
Total	1159813	227892	2496	673	1162309	228565	5.09		1040.97				1832.64
Incentive amount to class-3, each employee =				1832.64 X (3/235)		=		Rs. 23.40					
Incentive amount to class-4, each employee =				1832.64 X (2/235)		=		Rs. 15.60					

12. Vide clause no.42 in the G.O. read above, "Incentive to all Garage Staff and Drivers on savings due to reduction in TYRE cost":

- The slabs & % of sharing on Tyre CPK for calculate the incentive on savings due to reduction in Tyre cost/CPK to be followed the existing methodology and the distribution of Incentive amount vide clause no.'15.2.0' to '15.2.5' of Cir. at ref.1st cited, shall be adopted **except the clause no.15.2.2** for **garage staff and drivers** only.
- However, on the cost saved by reducing the consumption of Tyre cost at the depot shall be paid in a month to a maximum of Rs.100/- to garage staff per head and Rs.25/- to each driver.
- In any tyre identified **S3** in a particular month, the tyre sections employees including concerned maintenance mechanic for such, are not eligible to receive incentive amount of that month besides disciplinary action shall be initiate on erring employees as per the procedure.
- The illustration for calculating incentive on the cost saved by reducing consumption of Tyres at the depot shall be adopted from the illustration '15.2.12' of Cir. at ref.1st cited, **duly dispensing the calculation of additional incentive to the tyre section employees.**

13. Vide clause no.43 in the G.O. read above, "Incentive to all Garage Staff on Lubrication Oil saved":

- The slabs & % of sharing on Lubrication oil saved for calculate the incentive on lubrication oil saved shall be paid in a month, to maximum of Rs.25/- per garage staff per head per month.

- b. Incentive for improve lube oil KMPL shall be adopted existing methodology including considering the existing slabs vide clause no.'15.4.2' to '15.4.4' of Cir. at ref.1st cited, *shall be adopted* for **garage staff only**.

14. Vide clause no.44 in the G.O. read above, "Incentive to all Garage Staff & Drivers on savings due to reduction in Springs Consumption":

- a. The slabs & % of sharing on reduction in springs consumption for calculate the incentive on savings due to reduction in springs consumption to be adopted the existing methodology and the distribution of incentive amount vide clause no.'15.3.0' to '15.3.3' of Cir. at ref.1st cited, for **garage staff and drivers only** subject to a maximum ceiling limit of Rs.25/- per head per month **duly excluding the KMs operated by All AC Services of the concerned Depot**.
- b. Incentive on savings due to reduction in spring consumption **is not eligible** for City Depots and Alipiri & Tirumula mofussil depots for drivers and garage staff.

15. The qualifying parameters: The incentive for employee on each parameter to get total eligible per employee. The eligible individual incentive amount of garage staff is linked to qualifying parameters such as '% of cancellation of KMs due to mechanical reasons' and 'Breakdown rate', for this purpose for garage staff the eligible incentive is linked to be adopted vide clause nos.'2.0' to '4.0' mentioned in circular no. **03/2012-IED**, whereas to following the fixation of targets BDs & Mechanical cancellations shall be adopted the tables mentioned at clause no. '16.1' to '16.2' of Cir. at ref.1st cited, duly considering the % of mechanical cancellation, KMs cancelled on account of want of bus, late supply of bus, tyre failures and mechanical failures shall be considered as per MTD-110 R.

16. The date of payment of month-end group incentive at depots to be followed vide clause no.6.of circular no.**03/2012-IED**.

17. Conditions for Payment of Incentive in DIS: The following are the conditions which regulate the payment of incentive to the individual employees as indicated against each:

CATEGORY	CONDITION	ELIGIBILITY
Garage staff /Drivers	Less than 23 days attendance (min. attendance for eligibility is 23 days in month) except February. For February month, min. attendance for eligibility is 22 days.	Not eligible to receive the incentive amount payable at the end of the month.
Conductor/ Driver	Public complaints viz misbehaviour with passengers, non-stoppage of vehicles at stages, and any other complaint.	Not eligible to receive the incentive amount payable on spot for conductors and drivers.
	Non display of destination boards.	Not eligible for the incentive payable for the day.
Conductors	Involvement in Cash & Ticket irregularities.	Mofussil Services operating Depots: The spot incentive earned for the day will be forfeited.
		For City Depots: The incentive earned for the day will be forfeited.
Drivers	Involvement in Cash & Ticket irregularities.	The conditions prescribed for conductors, shall be applicable to drivers also for payment of spot incentive. The month end incentive shall be paid without linking to C&T cases, subject to fulfilling other eligibility clauses.
	Involvement in any accident (A/B/C), Scratches and dents to the vehicle.	Not eligible to receive the incentive at the end of the month if the driver is responsible for the damage caused to the vehicle. However, 1. In case of damages, dents and scratches where the driver is not responsible and the party concerned paid the cost of damages and 2. Damages caused to vehicles due to agitations, rastaroko, riots and bundhs etc, where the driver is not responsible, the driver is eligible to receive the month end incentive subject to fulfilment of other conditions, even if, the cost of damages exceeds Rs.5000/-.

2. Other eligibility clauses and conditions mentioned vide Clause No. '24.02' to '24.29', **except 24.09,24.20,24.25** of Cir. at ref.1st cited, are stands good.
- 18.** The Depot Managers/AOs of the concerned are to ensure to run the GI Program and upload the relevant files pertaining to IED etc., and also upload the Monthly Group Incentive audited scanned copies after payment of monthly incentive every month in time in the web portal through System Supervisors, to monitor and analyze to prepare new/modified schemes suitable for the present business environment.
- 19.** The CE(IE) is authorized to correct the individual/group incentive on the above, if found to be erroneously at later date, the excess paid incentive, if any will be recovered from individual/group of the concerned lump sum from further payable incentives, with the approval of ED (E).
- 20.** The ED (E) is authorized to empowered to make any changes in the incentive schemes DIS/PIB, as may be considered necessary, in consultation with CE(IE), with the concurrence of CM(F&A).
- 21.** Even after payment of incentive amounts after pre-audit and found if any violations are deviated from the circular instructions suitably action shall be initiated on the concerned, at later dates.
- 22.** The Corporation reserves the right to review, revise, modify and withdrawn the scheme at any time without assigning any reason whatsoever.
- 23.** These instructions shall come into force w.e.f., **01.06.2022** till further orders on receiving the clarifications from GoAP **or** new/modified scheme introduced and non-paid incentive amounts to eligible employees shall be paid w.e.f., 01.06.2022 to 30.06.2022 after pre-audit by the office concerned.
- 24.** Whenever fares are revised, the payment of incentive clauses will be reviewed and revised.
- 25.** IT Department shall be advised to the concerned to make necessary modifications in the relevant software as approved by competent authority.

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

Sd/-
(P.KRISHNA MOHAN)
EXECUTIVE DIRECTOR (E)

//Attested\\

In-charge ED (E)
CME (Maintenance)

- Copy to : ED(A), ED(O), Director(V&S), FA&CAO & all EDs(Z) for favour of information please.
: OSD to Principle Secretary to Government, Transport Roads & Buildings, Secretariat, Velagapudi favour of information please.
: Sr.RAO(AG), RTC House, Vijayawada for information please.
: All HODs / DPTOs for information please.
: OSD to VC&MD for information please.
: CE (IT) is requested to order the concerned keep the scanned copy of this circular in web portal under "IED" circulars.
: All Dy.CTMs / Dy.CMEs / WMs / Dy.CAOs / Dy. CAO (TA&I) for necessary action please.
: Principals of all ZSTCs / Principal of Transport Academy for favour of information please.
: All DMs /AWMs / AME (Tyres)/ AOs / POs for necessary action.
: PO (HRD&W) for inclusion in monthly index.
