

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

O/o the V C & M D,
Mushirabad, Hyderabad-20.
Dt.09.02.2009.

Lr. No.AME-I(M-IT)/CREW-ALLOW/08-IT.

Circular No. 02/2009-IT, Dt. 09.02.2009.

Subject : **DCP : Drawl of CREW ALLOWANCES for different services – Implementation of modified software (ver.09/01-oltas) – Measures to be taken by Traffic and Audit – Instructions issued – Regarding.**

- Ref : 1. Circular No.Dy.CME(comp)/CA/1/99-EDP, dt.4.6.99.
2. Lr.No.AME-1/DCP(174)/2006-IT, dt.1.11.06.
3. Lr.No.AME-1(M-IT)/CREW-ALLOW/07-IT, dt.27.9.07.
4. AME-2(MGR-IT)/VGLS(1)/NSPT-07-IT Dt.3.7.07.
5. Lr.No.AME-1(M-IT)/CA/07-IT, dt.8.1.2008.

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Instructions were issued from time to time through various circulars and letters cited in the above references on implementation of Crew Allowance Software for ensuring correct drawl of service-wise allowances to the CREW for the services operated.

In-spite of repeated instructions from Head Office, irregular / unauthorized drawls are being reported by Audit very often. In order to have proper control and check on drawl of these allowances, Computers Department, in consultation with Audit Department and Operations Department has modified the Software, duly providing automation/validation facility to the maximum extent. While modifying the software, latest RPS Circular **PD-28/2007 dt.12.5.07** instructions, Regulations and Manual instructions have been taken into consideration apart from adding certain security features.

Important Master Files screens related to Crew Allowance Software, authorized persons to add, modify and delete data in these screens and eligible rates that are hard coded in Crew Allowance programs are detailed below for better understanding and follow-up superseding the earlier instructions :

I. Service Master and Allowance Master Data entry Screens :

1. Correct drawl of CREW allowances depends upon the correctness of the data entered for each service. For entering service details two data entry screens i.e., **Service Master** and **Allowance Master** are provided in the system. The screen formats are enclosed to this circular.
2. Four digit Service Nos. are to be allotted to all the services at depot level for better understanding of the **scheduled services, extra services (9000 series), spl-hire services (9500 series) and private hire vehicle services etc..** In the Route Code field, description of the Route operated shall be fed without fail (even for extra services), since vague description like extra and specials will not reflect actual route performance in the reports.

3. Service departure and arrival fields in 'Service Master' and CREW departure and arrival fields in 'Allowance Master' screens may not be the same for all services. Since the time based allowances are based on the departure and arrival times in Allowance Master, Conductor and Driver departure and arrival timings are to be fed correctly in the 'Allowance Master'.

Any changes made in MTD-141 timings shall also be entered in the 'Service Master' and 'Allowance Master' screens immediately.

Correctness of the timings in line with the timings specified in MTD-141 is to be ensured by the Traffic In-charge of the Depots.

4. Non-updating of changes in services will result in excess drawl of allowances. Hence any changes in Schedule OT, Timings and conversions of services from Day out to Night Outs or Special Off duties and vice-versa should be updated promptly in the 'Service Master' and 'Allowance Master'.
5. It is observed that the Schedule days field and Muster Days for Crew fields in 'Service Master' are not fed correctly. Care shall be taken to update the above fields correctly to avoid irregular draws.

II. Day Out Allowance :

Day Out allowance @ Rs.6/-, Rs.10/- and Rs.13/- per duty to Drivers and Conductors are allowed based on the type of the service and Schedule KMs operated for the day in terms of Sl. No. 2 of annexure-1 to Circular No. PD-28/2007 dt.12.5.07. If the Driver /Conductor are away from head quarters on duty for duration of not less than 8 Hours without a special off, batta of Rs.25/- and Rs.20/- per duty respectively is allowed in terms of Sl. No. 3 of Annexure-1 to Circular No. PD-11/2003 dt.4.3.2003.

For correct drawl of Day out allowance/Batta, '**BATTA TO GIVE**' and '**8HRS-N-TOUCH-HQ**' fields in 'Allowance master ' data entry screen' are to be correctly entered with flags 'Y' or 'N' based on MTD-141 card. Depending on this flags appropriate rates are given by the system to CREW and same are printed in '**Service-wise allowances eligibility to Crew statement**' which will be certified by Traffic In-charge and submitted to Regional audit.

III. Night Driving allowance :

As per T.A regulations item 31A 'Night Driving Allowance' shall be allowed if the service is operated (minimum of 4 hours of driving including halts) between 10.00 P.M and 6.00 A.M. Night Driving Allowance for the Drivers @ Rs.19/- per duty for operations of above 240 KMs and Rs.6/- per duty for lesser operations. If the Schedule is operated with double drivers the KMs operated between 10.00 P.M and 6.00 A.M should be divided by 2 for calculation of Night Driving Allowance rates. Provision is now made in the system accordingly.

IV. Daily Travelling allowance (Night Out) :

Daily Travelling Allowance (Night Outs) are allowed @ rate of Rs.34, Rs.37 & Rs.40 per day for the pay ranges upto Rs. 4329, Rs.4330 - 6420 & above Rs.6420 respectively as per serial no. 1 of Cir. No. PD-28/2007 dt. 12.5.2007 for the services away from head quarters for 4 hours between 00.00hrs to 04.00hrs as per item no.25 of MOS with Recognised Union in connection with RPS 1976 under Section 12(3) of I.D.Act 1947.

Enhanced rates by 1.33, 1.5 and 3 times are allowed in case of night halts at (a) Hyderabad city, (b) inter state routes for enroute nightout, places outside the state with a population of over 1 lakh and (c) Bombay, Chennai and Calcutta respectively. The above rates of Night out are multiplied by this factor to calculate the Daily Travelling Allowance to crew.

V. Rest Room allowance :

Where ever Rest rooms are not provided and night out is made by CREW between 10.00 P.M to 4.00 A.M (Cir. No. PD-14/1996 dt.9/2/96), an amount of 10.00 per day per RTC Driver/Conductor is provided on performing the service.

VI. One Man Operation allowance :

In case of One man operation service allowance of Rs.5/- per day per driver is allowed as per item no. 30 of RPS Circular PD-28/2007 dt.12.5.07 **except for TIM services.**

VII. Standing / Steering allowance :

Standing / Steering allowances as at S. No. 5 and 17 of RPS circular for city and town services are allowed at the rate of Rs. 105 per month per each Driver/Conductor if their muster days are 23 and above, else proportionate amount for the month will be calculated i.e., $Rs. 105 * No. of attended days / (365 / 12)$.

VIII. Tirumala Tirupathi Ghat allowance :

Tirumala Tirupathi Ghat road Batta to drivers @ Rs.4.25, Rs.12 & Rs.22 for the 1st, 2nd and 3rd trip respectively is allowed. Software, to capture No. of trips operated by ADC, should be provided by Computers Department and necessary monthly Crew Allowance report should be generated including this amounts.

IX. Tim Handling Charges :

In case of TIM Services handling charges is allowed @ Rs.5/- per duty as per the circular instructions 5/2007 dt. 14.9.2007, and recommended for payment through the Crew Allowance statement only deleting from the spot incentive payment, for which necessary software is also to be provided by Computers Department.

X. No Crew Allowance to Private Hire Drivers :

Crew Allowances to the Drivers of private hire vehicle services is not allowed, and care needs to be taken while classifying the type of services in 'Service Master' screen by the Traffic In-charge .

As records are to be maintained as per provisions of Labour Acts, details of the Drivers of Hire vehicle services operated are also required to be captured in Personnel Master of OLTAS module with a unique Identification number as per the notification No.SA1/255(51)/2008-PO.III, dated 07.01.2009. This will help in generating the reports of Hire vehicle operations.

XI. Essential Reports for Certification and Audit :

1. '**Service-wise Crew allowances eligibility statement**' (automatically generated when Crew Allowance Program is executed) is to be generated for the muster period soon after muster day i.e., if muster date is 16th this report should be generated on 17th without fail. This statement contains details of entitlement criteria for allowances allowed for the services operated during the muster period. This statement is also required to be certified as '**Certified that all the new/modified services during the muster period are entered correctly as per MTD-141 CARD**', and signed by the General ADC, Traffic In-charge, Depot Manager and submitted to Audit. After auditing, the statement is to be signed by Audit clerk, Audit supervisor and Accounts Officer.

While auditing the '**Service-wise Crew allowance eligibility statement**' of the month audit office should insist for submission of previous month report also along with salary bill for comparison.

2. '**Service-wise/Parameter-wise Crew Allowances payable**' is also to be generated which gives the total amount of allowance payable to the Conductors and Drivers separately. Based on the '**Service-wise Crew allowance eligibility statement**', the drawals shown against each service needs to be cross verified on Test Basis with this report. The services taken up for test verification can also be verified with reference to the '**Service-wise/Day-wise Crew Allowances payable**' statement.
3. Total amount of '**Pay-in-2 checklist for Drivers / Conductors from OLTAS module**' shall not exceed the total amount, as shown in '**Service-wise/Parameter-wise Crew Allowances payable**' statement, and the '**Service-wise/Day-wise Crew Allowances payable**' statement. The Depot Traffic In-charge and Accounts In-charges have to ensure that the total amounts shown in these 3 reports are tallied.

To sum up the following (4) reports with OLTAS encryption i.e.,

1. '**Service-wise Crew Allowances eligibility statement**'.
2. '**Service-wise / parameter-wise Crew allowances payable**'.
3. '**Service-wise / Day-wise Crew allowances payable**'.
4. '**OLTAS Pay-in-2 checklist**'.

along with **pay-in-2 data file through CD/floppy/Pen Drive** shall be handed over to Accounts wing by the Traffic In-charge by 20th of every month.

After copying '**pay-in-2 data file**' generated in OLTAS module into Payrolls for drawl through Salary bill, Depot Accounts in-charge has to ensure that the total CREW allowances drawn through Payrolls does not exceed the total amounts shown in the '**Service-wise Parameter-wise Crew Allowance payable**' by generating separate '**pay-in-2**' checklist at Payrolls for crew allowances.

XII. Traffic In-charge has to ensure -

1. Only CI operator code should be used for creation / modification / deletion of any services in the OLTAS module as part of security. For any mis-use of this operator codes by others, Traffic - Incharge will be made solely responsible.
2. Correct entry of service deviation particulars while despatching the service, in vehicle departure and while receiving the Way-Bills of the Services by Despatching / Receiving ADCS shall be done duly verifying with '**OUTGOING CHART**' and '**STAR DOCUMENTS**'.
3. Special off for Conductors and Drivers is allowed when the spread over of service is more than 12 hours. Both Special off and overtime for the same service are normally not allowed. In case of exceptional situation these type of schedules require the approval of Central Schedule Cell, Head Office.
4. In case of part cancellation of Sch. OT service, proportionate OT is allowed if minimum 8 hrs duty is performed.
5. Generally scheduled O.T. services should be operated with the CREW having less basic pay to reduce the cost of operations.
6. In case Crew performs normal day out service duty and then performs Double Duty for a Sch.O.T. service they are eligible for Sch. OT apart from DD amount.
7. In case Crew performs a Sch. OT service and then performs Double Duty for another Sch.O.T. service, they are eligible for Sch. O.T. for the both the services apart from DD amount
8. Allowances as applicable to schedule service are also applicable to extra / special services operated subject to the normal criteria adopted for similar services operated on that route for payment of allowances..
9. Care has to be taken to enter the Cancelled KMs in the '**Waybill Receipt program**' on-line so as to effect proportionate reduction of the above allowances by the system. **The Receiving ADC and Traffic In-charge head is held responsible for errors in cancellation data entry, and excess amount thus paid to CREW will be recovered from them apart from disciplinary action for negligence.**
10. The backup of '**Service-wise Crew Allowances eligibility statement**' file should be preserved for submission to any audit/inspection/investigation purposes at Depot

Traffic In-charge / Regional Audit Officer / Head Office Computer cell. The file name will be '**2 digit depot code + AI + YYYY.isf**'.

11. The '**crew allowance slip**' back up for every month should be preserved on CD and data directory by the System In-charge. The file name will be '**crew**' + **MMYY.x**.
12. Certification of '**Service-wise Crew Allowances eligibility statement**' before submitting to Accounts and Audit.

XIII. Depot Accounts In-charge has to ensure -

To get the 'Basic Pay Data' file (Previous month) from Regional accounts office (Payrolls processing centre) concerned and upload to '/data' directory in 'OLTAS' system with the help of depot System In-charge.

XIV. In-charge of Administrative Wing -

To ensure the prompt implementation of Office Orders pertaining to increments / punishments / reduction in pay etc., and update the PMS records so as to ensure the correctness of the pay implemented in PAYROLLS/OLTAS modules.

XV. STO(DP)/PICKET shall ensure that -

The Payrolls system should have proper validation while accepting 'Pay-in-2' amounts from OLTAS module and also generate a separate statement for the crew not working in the depot with their allowances so as to enable the accounts wing to transfer to the Depots of their present working by way of Credit Advices. Payin2 checklist from Payrolls for Crew Allowances accepted from OLTAS, also needs to be generated.

XVI. Regional Accounts office has to ensure -

Proper audit of the reports mentioned above, to ensure correct payments. Wherever necessary the reports provided for in the **annexure-A** may also be made use of.

XVII. Computers Department / HO has to ensure -

Version control of Crew Allowance software in OLTAS module throughout the Corporation. The version details to be displayed on the system and also communicated to Audit / Inspecting Officials.

List of reports generated in '**CREW ALLOWANCE SOFTWARE**' are given in '**ANNEXURE-A**'.

As explained above, software has been developed/modified and is issued for implementation to draw Crew Allowances only through automation. **No Crew allowance is allowed manually except through OLTAS.**

Any suggestions / problems noticed shall be immediately informed to Head Office for necessary action.

**Vice Chairman &
Managing Director.**

To
All the Depot Managers.

Copy to

The Director (V & S) for information.
All Executive Directors / FA / CAO for information.
All Regional Managers for inf. and necessary action.
All Heads of the Departments of the Corporation for inf. and necessary action.
All Dy.CTMs of the Corporation for inf. and necessary action.
All the Principals of ZSTCs for inf.
All Dy. CAOs / Accounts Officers for inf. and necessary action.
All Traffic and Accounts In-charges of Depots for information and n/a.
The RAO / Bus Bhavan for information.
The Training Officer/HO for inclusion in the monthly index.

Outputs generated from 'CREW ALLOWANCE' software

1. 'Service-wise Crew Allowances eligibility statement' (2 digit DEPOT CODE + AIYYMM).
2. Service-wise / Parameter-wise crew allowances payable. (caexcp6).
3. Service-wise / Day-wise crew allowances payable. (caexcp5).
4. OLTAS Pay-in-2 checklist. (pay-in-2.rpt)
5. Crew Allowance Slip (crewYYMM).
6. Breakup of Services for the day / month (caexcp7).
7. List of Top 20 crew drawing highest crew Allowances (caexcp4).
8. List of Records having discrepancy in Departure and Arrival Timings (caexcp3).
9. List of services with duplicate waybills (caexcp2).
10. List of Services which have more Operated KMs than Scheduled KMs (caexcp1).

NOTE : All above reports may not be required to be printed as a matter or routine. But on requirement / demand by Audit / Accounts and other Inspecting Officials they are required to be printed and submitted.