ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

O/o the Managing Director
Mushirabad: Hyderabad-20

No.Dy.CME(Comp)/264(2)/98 EDP. Dated: 17.12.1999.

CIRCULAR No.Dy.CME(Comp)/CA/2/99-EDP, Dt, 04-06-1999

Sub: **DCP** - Instructions / guidelines for correct generation of Crew Allowances report at City / Town depots - Reg.

Ref: 1. Settlement vide section 12(3) of 1.0 Act 1947 with APSRTC NMU on 21-10-97.
2.ED(A) Lr.No.PC/354(9)/97-PD dt. 4-11-97.
3.Minutes of the Joint Meeting held by ED(A) with APSRTC NMU on 9-9-1999.

It is decided to arrange payment of all the Allowances paid to crew in the city/town depots of HCR, Vijayawada and Warangal Regions after pre-audit based on the computer generated Allowance Report to Crew without claim submitted by them. Computer Department has developed software to generate the Crew Allowances report in the City / Town depots giving the following Allowances basing on the duties performed by them.

1.Day Out Allowance (Batta Amount)
2.Steering Allowance
3.Standing Allowance
4.Night Out Allowance
5.Night Shift Allowance
6.Rest Room allowance
7.Double Decker Driving Allowance
8.Schedule Overtime Allowance.

In regard to schedule Overtime Allowance, the Depot Manager should prepare a statement showing the schedule O.T., if any, payable to each of the services basing on MTD 141 cards and obtain the approval of DVMs/Dy.CTMs concerned. After obtaining the approval of DVM/Dy.CTM the data has to be entered into the Service Master file. A copy of the statement should also be sent to the Accounts Officer of the Region for conducting audit of monthly Crew Allowances Statements.

Action should be taken whenever there is a change in the schedule and introduction of new schedules.

The Crew Allowance Report has to be sent to the Accounts Officer for pre-audit, duly certified by Traffic Supervisor, Accounts Incharge of the depot and the Depot Manager.

Apart from the Report, the program will also generate a summary of the Allowances in one line for each crew. This has to be submitted along with Crew Allowance Report to AO's Office.

Therefore, the Depot Managers of the City / Town are instructed to run and generate the Crew Allowance Report in the computerised depots basing on the Guidelines given in the Annexure 'A' duly taking the assistance of the Zonal/ Regional Core Group Members.

Encl : Annexure 'A'

Sd/-VICE CHAIRMAN &
MANAGING DIRECTOR

// ATTESTED//
Sd/-
CHIEF ENGINEER(COMPUTERS & IT)

To '
All the Executive Directors of the Corpn. for information
All Regional Managers concerned for information & n/a.
Dy.CAOs/AOs concerned Region for information and n/a
DVMs/ Dy.CTMs/Dy.CMEs of concerned Region for information & n/a.
All the Depot Managers of concerned regions for n/a.
Secretary General, Employees' Union for information General Secretary, NMU
for information APSRTC Supervisors Association
for information. APSRTC Security Staff Welfare Association.
Copy to AG RTC Branch, MSRD, Hyderabad.
Copy to Training Officer (4 copies) for inclusion in the circular index. Copy to PRO

ANNEXURE - 'A'

IMPORTANT POINTS TO BE ATTENDED BY DEPOT OFFICIALS FOR CORRECT GENERATION OF CREW ALLOWANCE STATEMENT.

1.Daily cancellation data should be fed to the computer without fail by the concerned. The Traffic Incharge of the Depot should ensure that it is fed correctly.

2.Whenever a schedule is changed, necessary service details like Service Type, Night Out or Day Out, Schedule Departure and Arrival Timings, Schedule O.T., if any, Rest Room provided or not if it is a Night Out Service etc., are to be fed to the computer on the day of implementation of the service itself.

3. Correct Basic Pay should be fed to the computer for calculation of Allowances. As and when it is changed, it should be updated in the Personnel Master in the computer immediately.

4. The reports pertaining to the Crew Allowance are:

a)Crew Allowance report for the day	: carptday.rpt- daily
b)Crew Allowance report for the month	: cadetail.rpt- monthly
c)Crew Allowance summary for the month	: casummary.rpt- monthly
d)Pay- in- 2 statement	: payin2.rpt - monthly.
e)Service- wise eligible Allowances report	: caelig.rpt- monthly

carptday.rpt:

This report is generated daily while doing the daily re-organisation in the computer, automatically giving the details of the allowances eligible to the crew.

cadetail.rpt:

This Report should be generated on Muster Day without fail in duplicate. It contains the information of allowances eligible as per the duties performed by each Conductor and Driver during the month. One copy should be sent to AO's office and the copy of it should be given to the Crew for information, as pay slip is given to the staff. It any discrepancies are there in this report, the Crew should inform the same to the Depot Manager in writing and the same can be updated / adjusted later in the next bill.

IF THIS REPORT IS NOT GENERATED ON THE MUSTER DAY, SERIOUS REPERCUSSIONS WILL ARISE.

casummary.rpt.

This report is generated when the Crew Allowance program for the month is run. It contains the summary of information of Crew Allowances eligible for the month in a single line for each employee. This has to be sent to Accounts Officer along with Crew Allowance Report.

payin.2.rpt:

Similar to the casummary.rpt but with a line separating the two consecutive records for more readability.

caelig.rpt

This monthly report shows the information of Allowances eligible to Crew for each service operated by the depot. This report has to be submitted along with Crew Allowances Report to the Accounts Officer duly certified by Traffic Incharge, Depot Accounts Incharge so that it will help them in auditing Crew Allowance Report.

5. The Personnel Department, Booking Section ADCs, Traffic Incharges and the System Supervisor should feed the correct data to the computer and see that whenever the information is changed, it should be updated in the computer.

Eg: Whenever the Basic Pay is changed, Personnel Department has to inform the same to System Supervisor for updating the same. Likewise, whenever a service is changed the same has to be informed to the System Supervisor by Traffic Incharge so that the same is updated in the service master.

The System Supervisor should ensure that the information in the following Master Files are updated regularly with correct information, as given by the Traffic Incharge/Personnel Department staff.

Personnel Master file	: per9999.isf.	for correct basic figures.
Service Master file	: ser9999.isf.	for correct details
of the service.		

He should also put up the daily Check list generated carptday.rpt to Traffic Incharge for information, correctness and certification.