

**ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**

No. **Dy.cme**(SM-IT)/LSA(2)/2005-IT

O/o the VC & MD,  
MSRD, Hyderabad - 20.

**CIRCULAR No. 5/2005-IT, dt.22.11.2005**

**Sub : DCP** - Modifications in program for generation of attendance particulars of staff - Reg.

-000-

At present, there is a provision in DCP (Depot Computerisation Project) software for generation of reports showing the attendance, leave, sick, absenteeism particulars of crew and other employees of the Depot. The existing software has a provision for generating these particulars for the current month and cumulative particulars for the calendar year.

Requests are received from the Depots/Regions seeking modifications in the reports so that the leave, sick, absenteeism particulars are generated **category-wise**.

Modifications have been made in the existing software, by the Computers Department, based on the requests received. The modified software enables generation of Leave, Sick and Absenteeism particulars, **category-wise**, for the previous month and up to the month. Details including Staff No, Name, and attendance particulars i.e., Leave, Sick, Absenteeism, No. of Days Attended, No. of Weekly Offs etc. for the previous month and cumulative particulars (from January to the end of previous month), are generated by the software. The report also generates additional information pertaining to the incentive received by employee i.e., the last months Incentive Days, pro-rata incentive Days and reason for Stoppage of Incentive, if any, which will be useful for the Depot Managers and Supervisors.

The report can be generated for Muster Month *or* Calendar Month, based on the user requirement.

The above report will be very useful for knowing the attendance particulars of any employee of depot and also helps in immediate rectification of any discrepancies in Attendance information or Incentive information.

The name of the modified program is **mthlsa.cob**, and the name of the report generated is **mthlsa.rpt**. Depot Managers are requested to insist for generation of this report, every month. A copy of the same may be got displayed on the Notice Board as this will enable the employees to know their leave particulars without making any enquiry in the office.

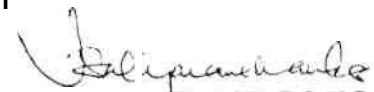
All the Depot managers are requested to make use of the above program. . The concerned Regional/Divisional core group supervisors may be contacted if any assistance is required in using the program.

EXECUTI

To  
All Depot Managers.

Copy to PA to VC & MD for favour of kind information please. Copy to All Executive Directors of Zones / HO for inf. Copy to All Regional Managers for inf.

COpy tO all Divisional Managers for Inf

  
VE DIRECTOR (1T&MS)  
22/11/05