

# ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No. AME-II(MGR-IT)/367(1 )/2006-IT.

O/O THE VC & MD.  
Mushirabad, Hyderabad-20.

CIRCULAR No. 06 / 2006-IT. Dt.14.5.2006.

- Subject : DCP : Incentive Scheme : Auditing of Incentive Arrears paid during Feb-2006 - Instructions - Reg.
- Reference : 1. Circular No.05/2006-OPD(P) Dt.6.2.2006.  
2. Circular No. 02/2006-IED Dt. 25.2.2006.

Through Circular No. 1 Corporation has revised the fare in respect of District Ordinary, Express, Luxury, Hi-Tech, Semi-Sleeper, Ghat road operations and City/Town services w.e.f 8.2.06. As per item 4 of Annexure-D of this Circular Depots were advised to stop payment of incentive temporarily until revised target percentages are communicated from IED/ Head Office.

Circular cited at 2 was released on 25.2.2006, giving revised rates of incentive payments on earnings parameter for different types of District services to be implemented from 8.2.2006. Depot Managers were also advised to arrange payment of incentive amounts payable to CREW as per revised slabs from 8.2.2006.

To arrange Incentive arrears for CREW from 8.2.2006, basing on revised target amounts, Computers Department has developed the software for carrying out the following

Automatically update the Target Amounts in Service Masters basing on Service type, KMs etc.,

1. Basing on the CREW Staff Nos, Service Operated, KMs Operated and revised target amount/Ticket amount etc., Computer generates the following outputs and data files :
  - a. Statement Showing the Incentive Details payable to CREW from 1<sup>st</sup> February 2006 as per Circular No.5/2006-OPD(P) dt. 6.2.06.
  - b. Statement showing the Details of Spot Incentive, tim, tayl, Volvo Amounts payable to Crew Circular No.5/2006-OPD(P) dt. 6.2.06.
  - c. Statement showing the Data released for Monthly Incentive Payable Files as per Circular No.5/2006-OPD(P) dt. 6.2.06.
  - d. Date-Wise details of Spot Incentive, TIM, TAYL, VOLVO Amounts payable to CREW Circular No.5/2006-OPD(P) dt. 6.2.06.  
(This report is Incentive Arrears Payment Sheet).
  - e. Data files for Monthly Group Incentive Program.
  - f. Data file for Head Office IED section.
  - g. Updates the February Waybill file (cbxx0206.seq) in OLTAS Module.

To Generate top 10 Conductors and Drivers at HO/IED section, about 181 depots da' files for February Month received through 'APSWAN', when randomly cross verified tht'spot incentive calculated to crew by IED/Computers Department Supervisors they were found correct.

If Depots utilize the wrong incentive data file for Monthly Group Incentive program, i.e., instead of using the file containing incentive amounts calculated basing on revised target amounts, utilizes the file generated with old target amounts, wrong incentive amounts will be generated in Monthly Group Incentive Statement for the month February 2006.

Therefore, the Depot Managers were advised to get the above statements cross-verified once again by the Depot Accounts personnel taking the assistance of the Regional/ Divisional Core Group Members / Depot System-Incharges and Regional Accounts Personnel, and if it is found that the incentive payments are made excess/short, arrange to recover or pay the amounts to the concerned employee as the case may be, from the incentive amounts due to the concerned, in the subsequent months.

Hence all the DMs are advised to submit the compliance report in the following pro-forma after carrying out the post audit of the incentive payments arranged for the month of Feb'06 to Chief Engineer (IT & MS).

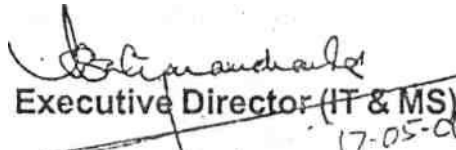
Name of the Depot

No. of Conductors

No. of Drivers :

No. of other staff

	Total incentive amount Paid for Feb'2006	Total incentive amount paid to be after audit.	Variance	Remarks
(1)	(2)	(3)	(4)	(5) ,

  
**Executive Director (IT & MS)**  
 17-05-06

Copy to : FA / CAO/ED(O) for favour of information please.

Chief Audit / Chief Engineer(IT&MS) for favour of inf. please.

All Regional Managers of the Corporation for inf. pi.

All Dy.CAOs of the Corporation for n/a pi.

Dy.CME(IED) / AME-II(IED) for inf. pi.

ATM-I(Mgr-IT)/AME-II(Mgr-IT) for inf. pi.

All Depot Managers of the Corporation for inf. & n/a.

All Accounts Officers of the Corporation for inf. & n/a.

AH Core group Supervisors/Members of Computers Department for inf. & n/a.