



ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No. OP2/32(01)/2024-MED

O/o THE VC&MD,
RTC House, VJA-13.

CIRCULAR NO.03/2024-MED. DT.27.03.2024

Sub: **AWARD SCHEME**- Improvement of HSD KMPL/ CNG KMKG - Extension of Special Cash Award Scheme to Drivers at Depots for the year 2024-25 i.e., from Apr'24 to Mar'25 - Reg.

- Ref: 1. Circular No. 09/2007-MED, Dt.12.04.2007.
2. Circular No. 09/2009-MED, Dt.01.06.2009.
3. Circular No. 07/2020-MED, Dt.29.09.2020.
4. Circular No. 14/2021-MED, Dt.30.11.2021.
5. Circular No. 06/2022-MED, Dt.29.04.2022.
6. Circular No. 06/2023-MED, Dt.04.04.2023.

- 1.0 Having identified the importance of drivers in conserving the precious HSD Oil / CNG, Corporation has introduced special cash award scheme for two best HSD KMPL drivers during 2001-02. In view of the benefit accrued in motivating the driver community, the scheme has been continued every year duly obtaining the approval of competent authority. **Accordingly, for the year 2024-25 also the approval of VC & MD with the concurrence of FA&CAO was obtained for continuation of the scheme.**
- 1.1 Special award scheme of awarding the best two drivers in the depot based on their monthly conservation of HSD Oil/ CNG with similar terms & conditions as communicated vide Circular No. 06/2023-MED, Dt.04.04.2023, was **extended for the year 2024-25 also i.e., from Apr'24 to Mar'25** with the approval of VC & MD with the concurrence of FA&CAO.
- 2.0 **Features of the scheme:**
- Two best drivers from each depot with highest savings in HSD Oil/ CNG (only IBM depot) against the route wise KMPL/ KMKG targets will be identified **every month during the financial year 2024-25 for presenting the cash award** i.e., the 1st best driver will be awarded with Rs. 500/- and 2nd Best driver will be awarded with Rs.300/- besides felicitation in a gate meeting.

3.0 **Criteria for selection:**

- 3.1 The best two drivers shall be identified among the drivers with highest savings in HSD Oil/ CNG, basing on the savings of HSD Oil/ CNG achieved; comparing with route wise target of HSD KMPL/ CNG KMKG on which the driver has operated the bus.
- 3.2 The report of driver wise savings can be obtained from EAM with report name "APSRTC EAM HSD Oil/ CNG saved by drivers monthly RPT". This report gives the driver wise monthly operated kms, HSD KMPL/ CNG KMKG, target for the driver basing on the route on which he operated and the HSD Oil/ CNG saved during the month. The list of drivers will be given with sorting on highest HSD Oil/ CNG saved. The best two drivers of this list shall be selected for presenting the cash award.
- 3.3 The drivers so selected shall have a minimum attendance of 23 days in that month. If any of the driver is not fulfilling the criteria, the next driver shall be identified for presenting cash award. However, in the month of February, 22 days can be considered.
- 3.4 Further, it shall be ensured that, the drivers identified for award shall not be involved in any disciplinary cases, stoppage of buses, shall wear uniform regularly and behave courteously with passengers and colleagues.

4.0 **Award presentation:**

- 4.1 The route wise KMPL/ KMKG targets for the month extracted from the EAM report shall be exhibited prominently at the oil bunk so that all the drivers of the depot shall be aware of their target HSD KMPL/ CNG KMKG before proceeding on line.
- 4.2 The list of drivers in descending order of saving of HSD Oil/ CNG shall also be exhibited at the oil bunk for the information of the drivers.
- 4.3 The DMs shall arrange for presentation of the cash awards by 7th of every month in a gate meeting at the depot ensuring maximum gathering.
- 4.4 The statement prepared for identification of the best driver shall be sent to DPTO's office for final audit by the accounts department.

All the District Public Transport Officers are advised to ensure the implementation of above Circular instructions and timely presentation of the award in a gate meeting at the Depots to create competitive spirit among the Drivers in achieving highest HSD KMPL/ CNG KMKG.

All the District Public Transport Officers and Depot Managers are advised to give wide publicity to this Award Scheme duly explaining the theme of the scheme and also organize the gate meetings in time at Depots to present awards every month without fail to motivate all Drivers to aim at achieving better HSD KMPL/ CNG KMKG.

All the Depot Managers are advised to send the names of the two Best Drivers selected for the award during the previous month in the following format to the DPTO concerned, by 10th of every month.

| S.No | Depot | Name of the best drivers | Staff number | Kms operated for the month | HSD Oil/ CNG consumed | HSD KMPL/ CNG KMKG | HSD Oil / CNG saved |
|------|-------|--------------------------|--------------|----------------------------|-----------------------|--------------------|---------------------|
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The District Public Transport Officers (DPTOs) are advised to consolidate the information of the Depots of their District & send the same in the above format to CME(M) by 15th of every month.

This has the concurrence of FA&CAO.

Please acknowledge.


27.03.24
Executive Director(E)

To

All Depot Managers.

- Copy to: ED(O), ED(A), FA&CAO and all ED(Zones) for information.
- Copy to: CM&BS(P), CM(F&A), CE(IT) & All DPTOs for information & n/a.
- Copy to: All Dy CAOs/AOs of the Regions for necessary action.
- Copy to: All Dy.CPMs (Zones) and Pricipal/ZSTC/KRNL for information.
- Copy to: All Dy CMEs for information and necessary action.
- Copy to: OSD to VC & MD for information.