

**ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**

**No.OP2/32(7)/2000-MED**

**Office of the VC & MD,  
Mushirabad, Hyderabad.  
Dated March 30, 2000**

**CIRCULAR NO.8/2000-MED, Dated 30.03.2000**

**SUB: AWARD - Cash Award to one depot in each region for BEST UPKEEP of vehicles from April 2000 to March 2001 - Reg.**

**REF: 1) Cir. No. 21/96-MED, dt: 2.7.'96  
2) Cir. No. 33/96-MED, dt: 1.10.'96  
3) Cir. No. 19/97-MED, dt: 16.9/97**

- 1.1 The Employees and Supervisors of maintenance section in depots constantly endeavor to keep all vehicles in road worthy condition for operating scheduled services punctually and regularly. They also strive hard to reduce the cost of operation on HSD Oil, Engine Oil, Tyres and spare parts with high standard of maintenance practices. Besides, successful implementation of cost control measures, the maintenance of vehicles requires high standard of the upkeep in order to satisfy our passengers. The upkeep of vehicles assumes high importance in the present days when we are finding diversion of traffic to other modes due to deficiencies to meet the expectation of the passengers.**
- 1.2 In the past some efforts are made to recognize good work of depots in respect of better upkeep of vehicles vide circular at reference(1). Best depot in each region was presented with cash award of Rs.2000/- for best upkeep of vehicles for the month of July'96. Through Circular at reference (2), best depot of each region was presented with a cash award of Rs.3000/- for best upkeep of vehicles for the period of Oct. to Dec.'96. Again, vide circular at reference (3), a cash award of Rs.3000/- is given to the best depot in each region for best upkeep from Oct. to Dec.'97.**
- 1.3 As on to day, there is no award scheme to recognize the good work in the area of better up keep of vehicles at depots. Realizing the importance of act introduce a cash award scheme for the financial year 2000-2001 for better upkeep of vehicles depot one in each region. Such scheme obviously results in competition amongst depots of each region for ensuring cleanliness and better upkeep of vehicles to satisfy our passengers.**
- 1.4 As number of buses and depots in HCR are very high (2437 buses and 21 depots), there will be one separate award for Hyderabad area and another separate award for Secunderabad area of HCR.**

**II. COMMITTEE FOR SELECTION OF BEST DEPOT:**

**A Committee consisting of Dy.CME/Dy.CTM of the region will select the best depot of the region for best upkeep of vehicles for this scheme.**

**III. CRITERIA FOR SELECTION OF BEST DEPOT:**

111. 1 The following criteria is prescribed for the selection of best depot for this award.

Sl.No. Parameter Marks allotted

**For Ordinary & Express Buses:**

- |    |                     |    |
|----|---------------------|----|
| 1) | Washing & Sweeping  | 15 |
| 2) | External appearance | 20 |

The Vehicles with no dents and damages shall be given 10 marks, and another 10 marks shall be given for good painting.

- |    |                 |    |
|----|-----------------|----|
| 3) | Seat upholstery | 15 |
| 4) | Shutter glasses | 10 |

Movement of glasses, rattling of shutters and cleanliness of glasses shall be considered for allotment of marks.

- |     |                                 |    |
|-----|---------------------------------|----|
| 5)  | Front & Rear Destination boards | 10 |
| 6)  | Spare tyres & Tools             | 5  |
| 7)  | Timing boards                   | 5  |
| 8)  | Number plate & Depot Monogramme | 5  |
| 9)  | Parking & Brake lights          | 5  |
| 10) | Corporation slogans             | 10 |

Slogans on Cat cards, Jet tickets, season tickets, cautions to drivers & Public shall be considered for allotment of marks.

Total 100

**For Luxury & Hitech Buses:**

In addition to the above 10 parameters, the following three parameters shall also be taken into consideration. .

- |    |   |    |
|----|---|----|
| 1) | Seat inclining mechanism                            | 20 |
| 2) | Head rest covers                                    | 20 |
| 3) | Working of TV, VCP & Cassette player where provided | 10 |

After evaluating for 150/140 as the case may be for these vehicles, the marks secured shall be taken for 100 weightage marks only for final evaluation on par with ordinary vehicles.

For example, the Hitech vehicle scored 120 out of 150 shall be treated as having scored 80% {  $[120/150) \times 100$  }.

**III.2 The committee inspects all the depots of the region once in three months to evaluate the depot on the basis of the above criteria. The committee will physically inspect 30% of fleet or 30 buses whichever is high at each depot during every inspection. The committee should submit its quarterly inspection reports with marks allotted of all the depots to ED(Z) duly marking copy to ED(E) and concerned Regional Manager.**

**The committee will recommend the best depot for this award on the - basis of total highest marks obtained during four quarterly inspections through Regional Manager to the Executive Director (Z) for approval.**

**IV. SALIENT FEATURES OF THE AWARD SCHEME:**

- 1) Cash award of Rs.5000/- will be presented to the best depot for the upkeep of vehicles in each region for the year April 2000 to March 2001. The amount shall be utilized for distribution of utility items to the garage staff and supervisors in a function.**
- 2) A cash award of Rs. 150/-will be presented to the Depot Manager of the best depot under this scheme.**
- 3) A cash award of Rs.100/- will be presented to the In charge of the garage of the best depot under this scheme.**
- 4) An appreciation letter from ED(Z) will be presented to the Depot Manager.**
- 5) An appreciation letter from ED(Z) will be presented to the Garage In charge.**
- 6) A permanent shield will be presented to the Best depot.**

**V. PRESENTATION OF THE AWARD:**

**In order to give wide publicity, the presentation of award shall be done in a small function to be organised at the depot. ED (Z) or RM shall be present during such functions to motivate the employees and supervisors. The award presentation function should be held in April/May 2001.**

**Sd/-**

**VICE CHAIRMAN & MANAGING DIRECTOR**

**// Attested by //**

**Sd/-**

**(P.ARJUNA)**

**Executive Director (Engg)**