

**ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**

No.OP2/32(8)/2000

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

**CIRCULAR No. 9/2000-MED, Dated 30.03.2000**

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

- 1.1 The upkeep of bus depot makes or mars the impression of visitor to the depot. The depot with scrap materials and scrap vehicles in the premises gives a bad impression. Improperly swept and uncleaned depot yard equally repels a visitor. The maintenance supervisors and employees should give equal importance to better upkeep of depot to that of better upkeep of vehicles. Such clean working environment in a depot generates good working habits amongst employees. The timely dispatch of scrap materials and vehicles also enable us to realize revenues from auction of such materials. Proper stocking of materials in the depot stores dully avoiding excess stocking is essential to cut down inventory carrying costs. Ensuring of proper functioning of all depot equipment and T & P items improves the maintenance standards. Proper maintenance of records in the garage is essential to monitor the day to day functioning and improving performance. Encouraging the habit of plantation of saplings in the open area of depot premises by employees creates proper working environment.
- 1.2 Some of the Depot Managers in the Corporation have shown special interest in improving the upkeep of the depot. The efforts of such Depot Managers are worth emulating by others. At present, there is no scheme or system to identify and recognize the good work of Depot Manager in this area.

In order to create healthy competition amongst depots and ensure full involvement of employees, it is decided to have an award scheme for better upkeep of depots one in each region.

- 1.3 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.1 COMMITTEE FOR SELECTION OF BEST DEPOT FOR UPKEEP:**

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

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

- III.1 The following criteria is suggested for the selection of best depot for this award.

<b>Sl.No.</b>	<b>Parameter</b>	<b>Marks allotted</b>
1.	Unserviceable material	30
	The depot which is sending unserviceable material and scrap Vehicles every month regularly to scrap yard shall be given maximum marks.	
2.	Cleanliness of garage premises	15
	Besides, cleanliness of garage premises greenery i.e., development of garden in open area to be encouraged.	
3.	Cleanliness of covered & working area	15
	Besides, cleanliness; painting of walls, writing of slogans on safety, information boards shall also be considered for allotment of marks.	
4.	Stores inventory	20
	The value of inventory of stores at the end of each month per vehicle is to be considered. The lowest inventory depot shall be given highest marks.	
5.	Working condition of major T & P	10
	The depot which keeps all the T&P as per the maintenance manual in working condition shall be given max. marks.	
6.	Maintenance of records	10
	The depot which maintains all the records as per the proforma and in updated condition as per the circular instructions shall be given max. marks.	

**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 should submit its quarterly inspection report 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) A cash award of Rs.5000/- will be presented to the best depot for the upkeep of depot in each region for the year April 2000 to March 2001. The amount shall be utilised 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/-**

**VTCE CHAIRMAN & MANAGING DIRECTOR**

**// Attested by //**

**Sd/-**

**(P.ARJUNA)**

**Executive Director (Engg)**