

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No. PRDI/32(1)/2000-MED

Office of the VC & MD,
Mushirabad, Hyderabad,
Dated : March 31, 2000.

CIRCULAR No.10/2000-MED, Dated 31.3.2000

SUB: AWARDS - Comprehensive award scheme for Best Workshop - Reg.

REF: 1. CIRCULAR.NO.20/98-TRG, Dated 8.8.1988.

2. CIRCULAR.NO.23/89-TRG, Dated 16.10.1989.

1.0 Through the Circulars 1st and 2nd cited, detailed guidelines were communicated on selection of Best Workshop. Accordingly, awards were presented to the Best Workshops for the years 1987-88, 1988-89 & 1989-90.

1.1 The committee constituted to study the working of Zonal Workshops has recommended for an award scheme to identify the efforts put in by the workshops duly giving them proper and adequate weightage to different performance parameters. Hence the awards scheme is revived with necessary modifications to meet the present requirements. The objective of the scheme is to create competitive spirit amongst workshops for improvement of quality & quantity of production, service level to depots, upkeep of workshop etc. Healthy competition amongst workshops help to reduce CPK on workshops in the long run besides providing quality service to depots. The revised best workshop award scheme comes into force from the financial year 2000 - 2001.

2.0 SELECTION CRITERIA AND WEIGHTAGE MARKS:

Workshops shall be evaluated on the following parameters duly allotting the weightage marks indicated against each. Methodology for evaluation of workshop in respect of each performance parameter is detailed below.

2.1 PRODUCTION PERFORMANCE AND SERVICE LEVELS:

<u>Production Group</u>			Max.Marks	30
	PEL	SL	<u>Weightage marks</u>	
			TOTAL	
a) Engine & sub assy	4	4	8	
b) FIP	2	2	4	
c) Units & sub assy	4	4	8	
d) Electrical	1	1	2	
e) Body CO/SR	4	4	8	
TOTAL			<hr/> 30	

Marks shall be allotted for each production group indicated in the above table for performance efficiency level (PEL) and service level (SL).

Zero marks shall be given to ZWS if the PEL/SL of a production group is less than or equal to 80%. Maximum marks shall be given to the production groups securing maximum PEL/SL. Other workshops will be given marks for each production group on prorated basis in respect of PEL/SL.

Evaluation for this parameter shall be done keeping all workshops in one group

only. There is no separate evaluation for Ashok Leyland & Telco Workshops incase of this parameter.

2.2 UNIT LIFE:

MAXIMUM MARKS -- 30

AGGREGATE	WEIGHTAGE MARKS		
	ABS.LIFE	IMPROVEMENT	TOTAL
ENGINE	4	4	8
FIP	2	2	4
GEAR BOX	3	3	6
FRONT AXLE	2	2	4
REAR AXLE	2	2	4
SELF STARTER	1	1	2
ALTERNATOR	1	1	2
TOTAL			30

Comparison shall be done amongst AL & Tata workshops separately as the unit lives achieved by AL & Tata aggregates vary significantly.

The Workshop achieved maximum unit life in respect of an aggregate gets maximum marks and that achieved minimum unit life gets zero marks. Other workshops will be awarded marks on prorata basis.

The workshop registered maximum improvement in unit life in respect of an aggregate will get maximum marks and that achieved minimum improvement gets zero marks for the aggregate. Other workshops will be awarded marks on prorata basis.

The workshop registered negative performance in unit life of an aggregate will be awarded negative marks as per the prorata scale.

2.3 COST EFFECTIVENESS

(Max marks)

20

Parameter	<u>Weightage marks</u>
a) CPK on CO aggregates excluding CO of vehicle, BSR & BCO	12
b) CPK on CO of vehicles, BCO & SR	
Total	20

Comparison of CPK shall be done among AL & Tata work shops separately. Workshop registered minimum CPK on Engine and other aggregates put together secures maximum marks and the workshop registered maximum CPK gets zero marks. Other workshop will be awarded marks on prorata basis.

Workshop registered minimum CPK on vehicle overhaul, BCO & SR secures maximum marks and that registered maximum CPK gets zero marks. Other workshops will be awarded marks on prorata basis.

2.4	<u>UPKEEP:</u>	(Max. marks)	12
	<u>Parameter</u>		<u>Weightage marks</u>
	a) Cleanliness & Orderliness in production sections and covered area		3
	b) Display of boards on production details, working instructions, damaged components due to poor maintenance etc.		3
	c) Cleanliness of open yard & timely disposal of scrap		3
	d) Plantation and Greenery		3
	TOTAL		12

The committee consisting of ED(E) & CME(O) shall visit each workshop once in six months i.e. twice in a year to award marks to different sub items of upkeep parameters based on their observations at workshops.

2.5	<u>SPECIAL ACHIEVEMENTS:</u>	(Max. marks)	8
	<u>Paramater</u>		<u>Weightage marks</u>
	a) Retrieval activity		2
	b) Quality Circle activities		2
	c) Fabrication of Jigs, Fixtures etc.		2
	d) Modifications/conversions of aggregates		2
	Total		8

The parameters indicated above are illustrative only but they are not exhaustive. The committee shall examine the special achievements if any of workshop and allocate marks.

3.0 QUALIFYING CONDITIONS:

There should not have been any stoppage of work or slow down of work during the year, as a result of action in concert either by all the employees or by a group of employees.

There should have not been any instance of assault or sabotage by any group of workmen during the year.

4.0 DETAILS OF THE AWARD:

A permanent shield will be given to the workshop adjudged as the best amongst

all workshops. Works Manager of the best workshop will be given a cash award of Rs.1,116/- and an appreciation letter from the VC & MD. All AWMs of the best workshop will also be given a cash award of Rs.516/- each and an appreciation letter from the VC & MD.

5.0 SELECTION COMMITTEE:

ED(E) & CME(O) are the members of the committee to select best workshop of the year. The performance of the workshop during the period from April to March i.e. financial year shall be taken for evaluation of the best workshop.

The committee, after evaluating the best workshop shall obtain the approval of VC & MD and communicate the same every year in April month to EDs(Z) and WMs.

6.0 AWARD FUNCTION:

The award function shall be organised by MED and awards will be given to the Works Manager of the best workshop through the VC & MD. The awards function shall be organised every year in May month duly coinciding with the production review meeting at Corporate office to enable all Works Managers to attend the function.

7.0 CONCLUSION:

EDs(Zone) are requested to discuss the details of best workshop award scheme in production review meetings and encourage the Works Managers, AWMs and staff to strive for achievement of the award. Works Managers shall take this as an opportunity to excel in performance and put in maximum efforts to get the permanent shield to workshop and a personnel award of Rs.1 116/- in cash to the Works Manager besides an appreciation letter from the VC & MD.

Sd/-
(V.APPARAO, IPS)
VICE CHAIRMAN & MANAGING
DIRECTOR

//Attested by//
Sd/-
(P. ARJUNA)
Executive Director (Engg)