

**ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**

**No. OP2/462(31)/2000-MED**

**OFFICE OF THE VC & MD,  
MSRD, HYDERABAD-20.  
DT. 20.01.2001.**

**CIRCULAR No. 01/2001-MED, DT. 20.01.2001**

**SUB : — MAINTENANCE: - Adjustment of staff under utilised at Depots based on various measures being taken by the administration - Implementation of concept of multi trade skills in Depots / Workshops / Body Building Unit to improve productivity - Working instructions issued - Reg**

**REF:— 1) Board Resolution No. 155/2000, Dt. 25.11.2000. 2)  
Circular No. PD-79/2000, Dt. 30.12.2000.**

- I. In view of revision of norm of Maintenance staff, it is necessary to deploy some of the excess employees from categories having excess to the categories having short so as to fill up existing vacancies as per present norms or vacancies likely to arise in future. Such re-categorization requires motivation to the employees for opting to come into another category duly acquiring the required skills in the recategorised trade. To avoid extra staff consequent to revision of norms, certain employees have to be absorbed in other categories duly giving certain relaxation to the qualifications.**
- II. Further, the employees who are underutilized in particular categories of Maintenance section/Production units are to be motivated to acquire skills of other trades and consequent to acquisition of such skills they have to be utilized in categories with multi trade skills.**
- III. The Corporation Board vide resolution No. 155/2000, Dt.25.11.2000 had agreed the following for improving the productivity. \***

**Re-categorization of excess staff available in the Depot garages based on the revised norms to the categories having shortage.**

**Implementation of the concept of Multi Trade Skills in the Depots, Workshops and Body Building Unit.**

**Encouragement of excess staff to apply for re-categorisation as Conductor / Driver.**

**IV. GUIDELINES FOR ADJUSTMENT OF EXCESS STAFF:**

**IV. 1. Selection to the post of Conductor / Driver**

- IV. 1. A. Eligible excess artisans of various categories viz., Mechanic, Coach Builder Panel Beater, Mill-wright Mechanic, Electrician (AC) and Welder / Tinsmith etc., found in the Regions are to be encouraged to apply either to the post of Conductor or Driver as per the Recruitment Regulations. The following relaxations are to be considered during selection to the post of Drivers / Conductors.**
  - 1) Qualification for Conductor post may be relaxed to 8th class for Driver post ability to " read and write " would be adequate.**
  - 2) Seniority be considered in the post of Conductor/Driver from the date of selection.**

3) Height for Drivers may be relaxed up to 157.50 CMs on par with the relaxed limit for SC/ST candidates in case of limited recruitment (As per existing Regulations).

4) Candidate shall have heavy transport driving license with minimum 4 years of experience on par with the existing Regulation applicable for SC/ST candidates.

IV. 1 .B. The excess staff found in the categories of Shramiks/ Helpers in the Regions be encouraged to apply for the posts of Driver/Conductor if they fulfill the Regulations with the above relaxations.

IV. 1.C. Pay protection may be given to the artisans selected as Conductor / Driver as per the existing guide lines. In case Artisan / Helper / Shramik drawing salary less than the minimum of regular Conductor / Driver scale the selected employee has to be fixed in minimum of regular scale of the category.

IV. 2. Re-categorization of excess Artisans:

IV. 2. A. In spite of encouraging excess artisans to apply for the posts of Conductors / Drivers, still there may be some artisans, not satisfying the eligibility criteria required for the post of Conductor / Driver or not willing to be selected as Conductor / Driver. Such excess artisans may be encouraged for re-categorisation to the category having shortage. If excess artisans in any category are likely to be adjusted within a period of one year, no re-categorisation is to be attempted in that category.

<b>EXCESS IN THE CATEGORY</b>	<b>TO BE RE-CATEGORISED AS</b>
<b>MILLWRIGHT MECHANIC</b>	<b>MECHANIC / PAINTER /BLACK SMITH / TYRE MECHANIC</b>
<b>TYRE MECHANIC</b>	<b>MECHANIC / PAINTER /BLACK SMITH</b>
<b>COACH BUILDER/PANEL BEATER</b>	<b>MECHANIC / PAINTER / TYRE MECHANIC / BLACK SMITH</b>
<b>ELECTRICIAN (AC)</b>	<b>ELECTRICIAN (DC)</b>
<b>WELDER/ TIN SMITH</b>	<b>BLACK SMITH / PAINTER</b>

IV. 2.B. In order to motivate the staff to change the category (Trade), a lump sum amount of Rs.4000/- be paid as incentive as one time measure at the time of re-categorisation duly taking an Undertaking that they will not claim for pre re-categorised post later. Re-categorised artisans may be trained for a period ranging from two to three months. In the process of re-categorisation of Artisan Grade-H, as Grade-I no incentive of Rs.4000/- be allowed. For example Panel beater, a Grade-II artisan re - categorised to Grade-I Coach Builder, incentive of Rs.4000/- need not be allowed.

IV. 2. C. Pay protection may be given to the re-categorised artisans as per the existing guide lines.

IV. 2. D. Seniority of such staff re-categorised shall be fixed from the date of re-categorisation. However his promotion to the higher post of LH will be considered as per the date of initial appointment i. e., prior to the re-categorisation duly following the roster seniority.

- IV. 3. Even after making all efforts to adjust the excess staff as per above procedure i.e., appointing eligible staff after selection as Drivers or Conductors or re-categorizing them to other categories having shortage, some staff may still be found excess. These staff shall be adjusted in future vacancies.

The Regional Managers are advised to identify the staff found excess in the Regions basing on the revised norms and adjust them in the categories having shortage by re-categorisation or encouraging them to apply to the post of Conductor / Driver.

#### **V. INTRODUCTION OF MULTI TRADE CONCEPT:**

##### **V. 1. Depots:**

- V. 1. A. It is observed that in some of the skilled works being carried in the Depots, there is no need to deploy artisans continuously for 8 hours in the shift in a particular trade. It is also observed that it is not practicable to entrust these works to be carried out at local private workshops in view of transportation problems and involvement of time. At some of the locations where our Depots exist, facilities for local repairs are not available. Hence artisans of various skilled categories have to be provided in the Depots. While doing so, to obtain optimum productivity, it is proposed to implement Multi Trade concept.

Coach Builder work involves the work of Panel Beater also. Hence, future recruitment / promotion shall be done to the post of Coach Builder only. No recruitment/ promotion shall be done as Panel Beater.

- V. 1. B. In the following categories Multi Trade concept is possible.

Welder and Tin smith  
Painter and Trimmer  
Electrician (AC) and Electrician (DC)

Rs.4000/- will be paid to any employee working in the above trade opting for Multi Trade category as incentive as one time measure. Conversion of such employees into the Multi Trade post will be preceded by a trade test; which he has to pass.

Pay protection may be given to the artisans opting from single trade category to Multi Trade category as per the existing guide lines.

- V. 1. C. The Regional Managers may encourage the artisans to opt for the Multi-Trade skills.

- V. 1. D. Future recruitment/promotion to the above trades will be done as multi trade only.

- V. I.E. Seniority of such staff converted to Multi Trade category shall be fixed from the date of re-categorisation. However his promotion to the higher post of LH will be considered as per the date of initial appointment i.e., prior to the conversion to Multi Trade category duly following the roster seniority.

##### **V. 2 Zonal Workshops and Body Building Unit:**

- V. 2. A. To improve productivity, it is proposed to develop the concept of Multi Trade skills in the Zonal Work-shops and Bus Body Building Unit in the following Trades:

Electrician(DC) and Electrician (AC)  
Coach Builder (Metal), Coach Builder (Wood) & Panel Beater  
Welder, Tinsmith and Moulder  
Millwright Mechanic and Instrument repairer  
Helper and Machine Minder

The Works Manager shall examine and identify the employees in particular category who are not fully utilised and propose to bring them to multi trade category.

**Prior consent of ED (Z) shall be obtained on such proposals.**

**After adequate training, trade test shall be organised for Multi Trade categories. incentive of Rs. 4000/- will be paid as one time measure to such employees opting from single trade category to Multi Trade cate-gory and after passing the required trade test.**

**In the above categories wherever the employees are considered for Multi Trade category the incentive of Rs. 4000/- need not be given when there is pay raise.**

**Whenever instrument repairer (Grade-II artisan) is brought to Multi Trade category of Mill wright Mechanic (Grade-I artisan) he is not eligible for the incentive of Rs. 4000/- as there will be increase in pay.**

**As the basic pay of machine minder is more than helper and pump attendant, whenever machine minder opts to be helper, his pay will be protected and he is eligible for an incentive of Rs. 4000/-.**

**V. 2. B. Whenever an excess Panel Beater of Grade-I is identified for bringing him to Coach Builder category which is also Grade -1, he will be eligible to get an incentive of Rs. 4000/- as one time measure. If Panel Beater of Grade - II category is brought to Coach Builder of Grade-I category he is not eligible for the incentive of Rs. 4000/-.**

**V. 2. C. Wherever one of the trade of Multi Trades is already in production staff, the employees in such multi trade category shall be taken into production staff. If all the trades of multi trades are already in general staff, employees of such multi trade category shall continue to be in general staff.**

**Pay protection may be given to the artisans opting from single trade category to Multi Trade category as per the existing guide lines.**

**V. 2. D. Future recruitment/promotion to the above trades will be done as multi trade only as proposed above.**

**VI. The Executive Director of Zones are advised to introduce the Multi Trade categories in the above mentioned categories.**

**Please acknowledge.**

**Sd/-**

**(R. P. SINGH)**

**Vice Chairman & Mananging Director**

**//ATTESTED//**

**Sd/-**

**(P. ARJUNA)**

**Executive Director (E)**