

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.OP2/462(16)/2003-MED

Office of the VC&MD  
HYDERABAD-20

CIRCULAR No.22/2003-MED, Dt.16.06.2003

SUB:AWARD - Cash Award to one depot in each Region for  
UPKEEP OF DEPOT GARAGE from April 2003 to March  
2004 - Reg

REF: Board Resolution No.93/2003, Dt.07.06.2003.

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1. The upkeep of a bus Depot makes good impression on visitor to the depot. Improperly swept and uncleaned depot yard equally repels a visitor. The depot with scrap materials and scrap vehicles in the premises gives a bad impression. The maintenance supervisors and employees should give importance to better upkeep of Depot on par with the better upkeep of vehicles. Such clean working environment in a depot, generates good working habits amongst employees.
2. The timely dispatch of scrap materials and vehicles also enable the Corporation to realise revenues from auction of such materials. Proper stocking of materials in the depot stores duly avoiding excess stocking is essential to cut down inventory carrying costs. Proper maintenance of records in the garage is essential to monitor the day to day functioning and improving performance. Ensuring of proper functioning of all depot equipment and Tools & Plants items improves the maintenance standards. Encouraging the habit of plantation of saplings in the open area of depot premises by employees creates proper working environment.
3. 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.

In order to create healthy competition amongst depots and ensure full involvement of employees, the Corporation Board vide resolution cited has approved to introduce an award scheme for Best upkeep of Depot

Garage at the rate of one Depot in each Region for the year 2003-2004.

4. As number of buses and Depots in HCR are very high i.e., 21 Depots, there will be one separate award for Hyderabad area and another separate award for Secunderabad area of HCR.
- 5.A. The reckoning period of the Award will be from April'03 to March'04

5.B. A Committee consisting of concerned Chairperson, Zonal Advisory Council, Regional Manager of the Region and Dy.CME of the Zone allotted with the Region will select one Best Depot of the Region on Upkeep of Depot Garage. In view of large fleet and more Depots in HCR, there will be Two Best Depot Awards for Hyderabad (Covering the Depots of HYD and CRMR Divisions) and Secunderabad (Covering the Depots of Sec.Bad and Sa-nathnagar Divisions) areas.

5.C. The committee will inspect all the depots of the Region once in three months to evaluate the Best Depot on the basis of the following criteria.

Sl.No.	Parameter	Marks allotted
i.	Unserviceable material	30
	The depot which is sending unserviceable material and scrap vehicles every month regularly to scrap yard shall be given maximum marks.	
ii.	Cleanliness of garage premises	15
	Besides cleanliness of garage premises greenery i.e., development of garden in open area to be encouraged	

iii. Cleanliness of covered and working area 15

Besides, cleanliness, painting of walls, writing of slogans on safety, information boards shall also be considered for allotment of marks

iv. 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.

v. Working condition of major Tools&Plants items 10

The Depot which keeps all T&P as per the maintenance manual in working condition shall be given max. marks.

vi. 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.

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The committee will recommend the Best Depot for this award on the basis of total highest marks obtained during four quarterly inspections put together for approval of VC&MD.

6. SALIENT FEATURES OF THE AWARD SCHEME:

i) 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 2003 to March 2004. The amount shall be utilised for distribution of utility items to the garage staff involved in maintenance of proper Upkeep of Depot Garage and supervisors in a function and also for the following special Awards & permanent shield.

- ii) A cash award of Rs.150/- will be presented to the Depot Manager of the best depot under this scheme.
- iii) A cash award of Rs.100/- will be presented to the Incharge of the Garage of the best depot under this scheme.
- iv) An appreciation letter from Ed(Z) will be presented to the Depot Manager.
- v) An appreciation letter from ED(Z) will be presented to the Garage Incharge
- vi) Permanent shield will be presented to the Best depot.

7. 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 2004.

VICE CHAIRMAN &  
MANAGING DIRECTOR

To  
All Depot Managers,

- Copy to: Director(Vig. & security), ED(MIS), ED(A),ED(O), FA, CAO & All ED(Zones) for information
- Copy to: CME(C&B), CE(IE&COM), CPM, CPM(HRD), CM(Trg), CCOS, CA & Secry. to Corporation for information
- Copy to: All Regional Managers for necessary action
- Copy to: Dy.CME(C&B), Dy.CME(IEU), Dy.CME(P), COS(C)I, COS(C)II & CSTO for information.
- Copy to: Dy.CMEs for necessary action
- Copy to: All DVMS for necessary action
- Copy to: All WMs, COSs & Dy.CAOs of all Zones for information & necessary action
- Copy to: All Principals of ZSTCs, BTC, HPT, TA/HPT for information
- Copy to: Manual Section/Head Office for filing.

