

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

NO.OP2/581(19)/2003-MED

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

CIRCULAR NO.34/2003-MED, DT.21.11.2003

SUB:HSD KMPL:- Improvement of HSD performance and counselling of low HSD KMPL Drivers - Certain instructions issued - Reg

REF:1)Circular No.24/1995-MED, Dt.22.09.1995.

2)Circular No.25/1995-MED, Dt.16.10.1995.

Mechanical Engineering Department at Head Office has issued guidelines vide circular cited at reference-1 for improving the HSD performance at Depots. These instructions covered the following areas of concentration.

- 1) Managerial controls involving identification of low HSD KMPL Vehicles & Drivers and taking rectification action.
- 2) Operational controls involving controlling of speeds of Buses to operate in maximum fuel efficiency, speed range.
- 3) Technical controls involving technical measures to be taken to attend to Vehicles to improve HSD KMPL.

One of the important aspects in managerial controls is the identification & counselling of low HSD KMPL drivers.

The very purpose of counselling a low HSD KMPL driver is to make him aware of his poor performance when other drivers in his depot are able to perform better than him & to ascertain reasons for his low performance.

Vide circular cited at reference-2, detailed instructions were issued to maintain a register called Drivers counselling register at Depots to build up a month wise data of all Drivers for counselling them for their low HSD KMPL, springs and tyres damages & damages on buses due to accident & to obtain their signature after counselling.

In the recent technical audit of Depots conducted by

MED of corporate office, the following deficiencies were noticed.

- Printed Drivers counselling register was not maintained instead manuscript registers are maintained.
- The information on HSD KMPL of each driver was not being entered every month.
- All drivers irrespective of their HSD KMPL are asked to sign in the register without counselling. In some depots, signatures of drivers were obtained for previous months at a time.

There is no identification of low KMPL drivers & proper counselling. Instead, names of drivers, irrespective of their KMPL are being entered in the register as having been counselled.

In view of the above, there is a need to understand the concept of counselling of drivers. Hence the following guidelines are issued.

- 1) Counselling of Drivers has to be taken up on selective basis & not at random.
- 2) The printed Drivers counselling register has to be maintained with entries updated on monthly basis & forms basis for counselling of low KMPL drivers since it gives data on HSD KMPL in the previous months.
- 3) Identification of low KMPL drivers has to be done based on the computerised monthly statement by the 2nd of every month. While identifying low KMPL drivers, the route wise bench mark KMPL should be taken into consideration.
- 4) A minimum of 10 low HSD KMPL drivers who have been identified as above have to be personally counselled by the DM every month.
- 5) Sufficient data on the route, type of service, type of bus which the low KMPL driver is operating has to be gathered. The HSD KMPL details of other drivers operating on same route / type of service & bus has to be gathered to verify the genuineness of the problem put forth by the low KMPL driver to defend himself.

- 6) Attention of low HSD KMPL Vehicles should be completed & should precede counselling of low KMPL Drivers. Similarly during course of counselling, several problems on Vehicles will be cited by Drivers, which should be attended on priority to instill confidence in the Drivers.
- 7) The driver who has been counselled should be convinced that other drivers operating in similar route or operating conditions are performing better than him & there is a need for him to improve his driving skills & correct habits.
- 8) The driver should be informed that his performance will be monitored for the next 10 days & he has to show improvement so as not to attract penal action.
- 9) The signature of those low KMPL drivers counselled by DM have to be obtained in the register. Their performance after counselling has to be monitored not only during the month, but in succeeding months.
- 10) Those drivers who do not show any perceptible improvement even after counselling & training, should be taken up for disciplinary action as per circular instructions already issued.

All the Depot Managers are advised to follow the above instructions without fail to improve HSD performance.

All Regional Managers, Divisional Managers and Dy.Chief Mechanical Engineers are advised to ensure the implementation of above instructions during their inspection of Depots and take necessary action wherever necessary.

All Executive Director (Zones) are advised to review the implementation of Circular instructions during the review meeting and take necessary action accordingly.

Please acknowledge.

VICE CHAIRMAN &
MANAGING DIRECTOR