

ANDHRA PRADESH ROAD TRANSPORT CORPORATION

NO.OP2/32(5)/2004-MED

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

CIRCULAR NO.05/2004-MED, DT.05.04.2004.

SUB:AWARD SCHEME- Improvement of HSD KMPL - Extension
of Special Cash Awards Scheme to Drivers at Depots
for the year 2004-05-Communication - Reg.

I. INTRODUCTION:

The Corporation will be spending about Rs.868.00 crores per annum on HSD oil at the present performance of HSD KMPL of 5.36 upto Feb'04. The prices of HSD oil are increasing frequently and this expenditure is likely to go up in the future as & when prices are further increased. Corporation has taken up vigorous counselling & training of low HSD KMPL Drivers at the Depots. This has resulted in improvement in the HSD KMPL of the Corporation from 5.24 in the year 2002-03 to 5.36 upto Feb'04.

The training programmes & counselling of low HSD KMPL Drivers has proved that Driver plays a major role in fuel conservation. Hence it is very essential that while on one hand the low HSD KMPL Drivers are counselled & taken up for training to improve their HSD KMPL performance, it is equally important to recognise the efforts of the Best HSD KMPL Drivers so as to motivate them to sustain & improve their performance and create role models in the Depots for other Drivers to emulate their performance & achieve the Awards.

II. CASH AWARD SCHEME TO TWO BEST DRIVERS IN EACH DEPOT FOR HSD OIL CONSERVATION:

As stated above, in order to recognise the efforts put in by the Best HSD KMPL Drivers who have conserved the highest quantity of HSD oil during the month, the Corporation with the approval of the Board, has introduced a special Cash Award Scheme in the year 2001-02 for Two Best HSD KMPL Drivers in each Depot every month who have conserved the maximum diesel with highest possible HSD KMPL as compared to the Corporate average HSD KMPL of previous year.

The Scheme has been continued for the year 2002-2003 & 2003-2004 with the approval of Board.

In view of the positive results and high growth in HSD KMPL during 2003-04 (Upto Feb'04), it is decided to continue this Cash Award Scheme to the Drivers for the year 2004-2005 w.e.f April 2004 to March 2005.

II.1.SALIENT FEATURES OF AWARD SCHEME:

- Two Best Drivers from each Depot will be identified every month who have conserved maximum HSD oil.
- The Best performers will be given a Cash Award of Rs.250/- and Rs.150/- respectively besides appreciation letters from Regional Manager.

II.2.CRITERIA FOR SELECTION:

- Maximum conservation of HSD oil during the month in the Depot.
- The Corporate average HSD KMPL for the previous year i.e., 2003-04 will be taken as base for the purpose of calculating the savings of HSD oil by individual Driver.
- Shall have minimum 23 days attendance during the month.
- Shall wear uniform at all the times while on duty.
- Shall maintain punctual operation of services with a punctuality of not less than 90% departures during the month.
- Shall not be involved in any disciplinary cases and stoppage of Buses cases.
- Damage / Accident free record in the month.
- Shall be courteous in behaviour with the public as well as RTC Officials.

II.3.SELECTION AND AWARD PRESENTATION:

- Corporate average HSD KMPL for the previous year i.e.,

2003-2004 shall be exhibited at prominent places of the Depot. It will be a guiding figure for the Drivers to achieve more HSD KMPL and to conserve more fuel in that month.

- The DM shall send the HSD KMPL saving statement for audit at RM Office and after clearance from audit shall announce the Two Best Drivers selected for the Award.
- Any Driver is eligible to receive continuous Awards with out any restriction, provided he continues to be the highest oil saver and fulfills all the conditions stipulated above.
- The Awards will be presented by the 8th of every month in a function at Depot.
- The Scheme will come into effect from April'04 and valid upto March 2005.

All the Regional Managers are advised to ensure the implementation of above Circular instructions and timely organisation of the awards functions at the Depots of their jurisdiction to create competitive spirit among the Drivers in achieving highest HSD KMPL.

All the Divisional Managers, Dy.Chief Mechanical Engineers and Depot Managers are advised to give wide publicity to this award scheme duly explaining the theme of the scheme and also organise the functions in time at Depots to present awards every month without fail to motivate all Drivers to aim to achieve better HSD KMPL.

The Depot Managers are instructed to send the names of two best Drivers selected for the award during the previous month in the following format to the Regional Manager concerned, by 10th of every month.

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SL  NAMES OF TWO      STAFF  KMS OPTD.    OIL      HSD  OIL
NO. BEST DRIVERS    NUMBER  FOR THE MONTH CONSUMED KMPL SAVED
1.      2.          3.          4.          5.      6.    7.
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In turn the Regional Managers are advised to consolidate the information for the Depots of their Region & send

the same in the above format to ED(E) by 15th of every month.

The scheme has the approval of VC&MD with the concurrence of Financial Adviser.

Please acknowledge.

EXECUTIVE DIRECTOR (E)