

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.OP2/462(21)/2004-MED

Office of the VC&MD
HYDERABAD-20

CIRCULAR No.13/2004-MED, Dt.02.06.2004

SUB:AWARD:- Award to one Depot in each Region for Best Upkeep of Vehicles from April 2004 to March 2005 - Instructions issued - Reg

REF: Board Resolution No.93/2003 Dt.07.6.2003.

1. The operation of Buses punctually and regularly is essential to improve revenue of the Corporation. For this the Officers, Supervisors and Staff working in maintenance wing constantly endeavour to keep all Vehicles in road worthy condition with proper upkeep in maintenance aspects. Upkeep of Vehicles assumes high importance in the present days when the Corporation is finding diversion of traffic to other modes due to deficiencies in meeting expectation of the passengers.
2. Considering this the Corporation Board vide Resolution No.93/2003, Dt07.06.2003 has approved to introduce Award Scheme of Best Depot in each Region for Best Upkeep of Vehicles for a period of one year ie., from April 2003 to March 2004. This scheme obviously resulted in competition amongst Depots of each Region for ensuring cleanliness and better Upkeep of Vehicles to improve image of the Corporation and the passenger has benefited on account of improved Upkeep of Buses.

In view of positive results in improving the Upkeep of Vehicles, it is decided to continue the this Award Scheme for the year 2004-2005 also.

3. The procedure to identify the Best Depot in each Region for Best Upkeep of Vehicles is as follows:
 - 3.A. The reckoning period of the Award will be April 2004 to March 2005.
 - 3.B. COMMITTEE FOR SELECTION:

A Committee consisting of concerned Executive Dire-

ctor(Zone), Regional Manager of the Region and Dy.CME of the Zone allotted with the Region will select one Best Depot of the Region in cleanliness of Vehicles. 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 Sanathnagar Divisions) areas.

The committee will physically inspect 30% of fleet or 30 buses whichever is higher at each depot during every inspection covering all types of Buses available in the Depot.

The committee will inspect the Vehicles of each Depot once in every quarter and allot marks based on the following criteria.

SL NO.	PARAMETER	MARKS ALLOTTED
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i) FOR ORDINARY AND EXPRESS BUSES:

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| 1. | Washing& Sweeping | 15 |
| 2. | External appearance | 20 |
| | NOTE: The Vehicles with no dents and damages shall be given 10 marks, and another 10 marks shall be given for good painting. | |
| 3. | Seat upholstery | 15 |
| 4. | Shutter glasses | 10 |

NOTE: Movement of glasses, rattling of shutters and cleanliness of glasses shall be considered for allotment of marks.

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| 5. | Front & Rear Destination Boards | 10 |
| 6. | Spare Tyres & Tools | 5 |
| 7. | Timing Boards | 5 |
| 8. | Number Plate& Depot Monogram | 5 |
| 9. | Parking and Brake lights | 5 |
| 10. | Corporation slogans such as Slogans on CAT Cards, JET Tickets, Slogans on improving HSD KMPL & OR vide Cir No.10/2003,cautions to Drivers and public etc., shall be | 10 |

considered for allotment of marks.

TOTAL

100

ii. FOR LUXURY & HI-TECH BUSES:

In addition to the above 10 parameters, the following three parameters shall also be taken into consideration.

1. Seat inclining Mechanism	20
2. Head rest covers	20
3. Working of TV, VCP & Cassette Player where ever provided	10

3.C. Marks will be awarded to individual Vehicles based on its Upkeep.

3.D. After evaluating marks to 100 / 130 / 150 as the case may be for Ord & Express / Luxury / Hi-Tech Vehicles, the weightage shall be taken for 100 Marks only for final evaluation.

For instance, the score of 120 out of 150 for Hi-Tech Vehicles shall be taken as having achieved 80% i.e., $(120/150) \times 100$.

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

4. SALIENT FEATURES OF THE AWARD SCHEME:

- i) A cash award of Rs.5000/- will be presented to the best depot for the upkeep of vehicles in each region for the year 2004-05. The amount shall be utilised for distribution of utility items to the garage staff involved in maintaining proper upkeep of Buses and supervisors in a function and also for the following special Awards & shield.
- ii) A cash award of Rs.150/- will be presented to the Depot Manager of the best depot under this scheme separately.
- iii) A cash award of Rs.100/- will be presented to the Incharge of the garage of the best depot under this

scheme separately.

- 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 in charge
- vi) A permanent shield will be presented to the Best depot.

5. PRESENTATION OF THE AWARD:

In order to give wide publicity, the presentation of award shall be done in a function to be organised at the depot. The selection of the Best Depot for the Award should be completed by the First week of April 2005 and the approval of the VC&MD should be obtained immediately. The award presentation function should be held in the end of April'05 or in May 2005.

6. ALLOCATION:

Cash Award to the Depot Manager has to be allocated to AH 5269. Payments to other categories have to be allocated to AH 4769.

Pl.acknowledge.

VICE CHAIRMAN &
MANAGING DIRECTOR