

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

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

Office of the VC&MD
HYDERABAD-20

CIRCULAR No.04/2005-MED, Dt.06.04.2005

SUB:AWARD:-Cash Award to one depot in each Region for
UPKEEP OF DEPOT GARAGE from April 2005 to March
2006 - Reg

1. Clean working environment in a depot, generates good working habits amongst employees. The upkeep of a Depot Garage 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.
2. Proper stocking of materials in the depot stores duly avoiding excess stocking is essential to cut down inventory carrying costs. The timely dispatch of scrap materials and vehicles also enable the Corporation to realise revenues from auction of such materials. 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.

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.

3. In order to create healthy competition amongst depots and ensure full involvement of employees, the Corporation Board vide Resolution No.93/2003, Dt.07.06.2003 has approved to introduce an award scheme for Best Depot in upkeep of Depot Garage in the year 2003-2004 and continued the same in the year 2004-2005.

4. In view of positive results in improving the Upkeep of Depot garages, VC&MD has approved the Award Scheme for the year 2005-2006 with the concurrence of FA.
5. The procedure to identify the Best Depot in each Region for Best Upkeep of Depot garages is as follows:
 - 5.A. The reckoning period of the Award will be from April'05 to March'06.
 - 5.B. COMMITTEE FOR SELECTION:

A Committee consisting of concerned Executive Director(Zone), 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 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.

- 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 ie., 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.

5.D 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 2005-06. 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 separately.
- iii) A cash award of Rs.100/- will be presented to the In-charge 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 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 selection of the Best depot shall be completed before 15th April 2006 and the approval of VC & MD, should be obtained immediately. The award presentation function should be held in the month of May 2005.

8. 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.

Please acknowledge.

EXECUTIVE DIRECTOR (E)