

ANDHRA PRADESH ROAD TRANSPORT CORPORATION

OP2/32(16)/2006-MED

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

CIRCULAR NO.09/2006-MED, DT.12.04.2006.

SUB: AWARD SCHEME-Improvement of HSD KMPL - Extension of Special Cash Awards Scheme to Drivers at Depots for the year 2006-07 - Reg.

I. INTRODUCTION:

The Corporation will be spending about Rs.1350.00 crores in 2006-07, on HSD oil based on estimated operation of 220.20 crore KMS, at a performance of 5.27 HSD KMPL and at the current price of HSD oil @ 32.30/ ltr. (Ex.sanathnagar). The price of HSD oil is increasing frequently and this expenditure is likely to go up steeply within a short time. Corporation has taken up special drive for counselling & training of low HSD KMPL Drivers at the Depots to improve HSD KMPL & reduce cost on HSD oil.

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, it is equally important to recognize the efforts of the Best HSD KMPL Drivers. This will motivate them to sustain & improve their performance and also recognize them as 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:

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 HSD KMPL compared to the Corporation's average HSD KMPL of previous year.

The Scheme has been continued every year with the approval of competent authority.

While reviewing the implementation of the Scheme, it is observed from the representations made by some of the field Managers that there is a delay in presenting the Cash Awards to the eligible Drivers in time because of sending the records for audit to the Accounts Department of RMs office as per the existing guidelines.

It is also noted that at some of the Depots the Cash Awards were presented once in two months due to delays in auditing, defeating the very purpose of the scheme.

In view of the above it is proposed to arrange presentation of Cash Awards to the Two Best Drivers in accordance with the circular guidelines with pre-audit at Depot level duly sending the details to the RM's Office for final Audit by the Accounts Department. This will facilitate presenting the Cash Awards every month.

Hence, it is decided to continue this monthly Cash Award Scheme to the Drivers for the year 2006-2007 with some modifications as mentioned below .

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:

The Best performance Drivers shall

- Conserve maximum HSD oil during the month in the Depot. The Corporate average HSD KMPL for the previous year i.e.,2005-06 will be taken as base for the purpose of calculating the savings of HSD oil by individual Driver.
- Have minimum 23 days attendance during the month(For Feb, the minimum attendance shall be 22 days).

- Wear uniform at all the times while on duty.
- Maintain punctual operation of services with a punctuality of not less than 90% departures during the month.
- Not involve in disciplinary cases and stoppage of Buses cases.
- Maintain Accident free record in the month and not cause damage to Buses.
- Be courteous in behavior with the public as well as RTC Officials.

II.3. SELECTION AND AWARD PRESENTATION WITH REVISED PROPOSAL:

- Corporate average HSD KMPL for the previous year i.e., 2005-2006 will 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 prepare the HSD KMPL savings statement for selection of two Best Drivers every month and arrange for pre-audit at Depot level by the Accounts Wing and declare the Two Best Drivers.
- The DM shall arrange presentation of Cash awards by 7th of every month in a function organized at Depot duly completing the above formalities.
- The statements prepared for identification of Two Best Drivers shall be sent to RM's Office for final audit by the Accounts Department.
- A 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 Scheme will be effective from April'06 and valid upto March 2007.

All the Regional Managers are advised to ensure the implementation of above Circular instructions and timely organization of the Awards functions at the Depots to create competitive sprit among the Drivers in achieving highest HSD KMPL.

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

All the Depot Managers are advised 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.

SL NO.	NAMES OF TWO BEST DRIVERS	STAFF NUMBER	KMS OPTD. FOR THE MONTH	OIL CONSUMED	HSD KMPL	OIL SAVED
1.	2.	3.	4.	5.	6.	7.

The Regional Managers are advised to consolidate the information of the Depots of their Region & send the same in the above format to ED(E) by 15th of every month.

This has the approval of VC&MD and concurrence of FA.

Please acknowledge.

EXECUTIVE DIRECTOR(E)

To

All Depot Managers.