

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.OP2/32(02)2007-MED

Office of the VC&MD
HYDERABAD-20

CIRCULAR No.11/2007-MED, Dt.24.04.2007

SUB:AWARD - Cash Award to one Depot in each Region for
UPKEEP OF DEPOT from April 2007 to March 2008 - Reg

1. Clean working environment in a Depot generates good working habits amongst employees. The upkeep of a Bus 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 material 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 us to realise revenues from auction of such materials. Proper stocking of materials in the Depot stores duly avoiding excess stocking is essential to cut down inventory carrying costs. 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 T&P 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 sanctioned the Award Schemes for Best Upkeep of Depot Garage one for each Region for the year 2003-2004 and continued the same in the years 2004-2005 and 2005-2006.

4. In view of positive results in improving the upkeep of Depot Garages, VC&MD has approved the Award scheme for the year 2007-08 with the concurrence of FA.

5. The procedure to identify the Best upkeep Depot Garage in each Region is as follows.

The Depot which keeps all T&P as per the maintenance manual in working condition shall be given max. marks.

vi. Maintenance of records

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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.

9. The committee shall inspect all the depots of the Region once in three months to evaluate the depot on the basis of the above criteria. The committee should submit its quarterly inspection report with marks allotted to all the depots to ED(Z) duly marking copy to ED(E).

10. 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.

11. SALIENT FEATURES OF THE AWARD SCHEME:

1) A cash award of Rs.5000/- will be presented to the best depot for the upkeep of depot in each region for the year April 2007 to March 2008. 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.

2) A cash award of Rs.150/- will be presented to the Depot Manager of the best depot under this scheme.

3) A cash award of Rs.100/- will be presented to the Incharge of the Garage of the best depot under this scheme.

4) An appreciation letter from ED(Z) will be presented to the Depot Manager.

5) An appreciation letter from ED(Z) will be presented to the Garage Incharge

6) Permanent shield will be presented to the Best depot.

12. 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 award presentation function should be held in April/May 2008.

13.ALLOCATION

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

Please acknowledge.

VICE CHAIRMAN &
MANAGING DIRECTOR

To

All Depot Managers,

Copy to: Director (Vig. & security), ED (E&IT), ED (O&MIS), ED (A), ED (T&C) & Secretary to Corporation, ED (P&AM), FA, CAO & All ED (Zones) for information

Copy to: CME (O), CME (C&B), CE (IT), CPM, CM (R&T), CTM) & CCOS for information

Copy to: All Regional Managers for necessary action

Copy to: Dy. CME (C&B), Dy. CME (IEU), Dy. CME (P), COS (C) I, COS (C) II & CSTO for information.

Copy to: Dy. CMEs for necessary action

Copy to: All WMs, COSs & Dy. CAOs of all Zones for information & necessary action

Copy to: All Principals of ZSTCs of Leyland area, BTC, HPT, TA/HPT for information

Copy to: Manual Section/Head Office for filing.