

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.OP2/32(02)2007-MED

Office of the VC&MD  
HYDERABAD-20

CIRCULAR No.12/2007-MED, Dt.24.04.2007

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

\*\*\*\*\*

1. The operation of Buses punctually and regularly is essential to improve the revenue of the Corporation. For this the Officers, Supervisors and Staff connected to maintenance wing constantly endeavor to keep all Vehicles in road worthy condition with proper upkeep on maintenance aspects. The Upkeep of Vehicles assumes high importance in the present days when we are finding diversion of traffic to other modes due to deficiencies in meeting the expectation of the passengers.

2. Considering this the Corporation Board vide Resolution No.93/2003,DT.07.06.2003 has approved to introduce Award Scheme of Best Depot in each Region for Best Upkeep of Vehicles for a period of one year i.e., from April 2003 to March 2004 and continued the same in the years 2004-2005 and 2005-2006. This scheme obviously results in competition amongst Depots of each Region for ensuring cleanliness and better Upkeep of Vehicles to improve the image of the Corporation.

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

4. The procedure to identify the Best Depot in each Region for Best Upkeep of Vehicles is as follows.

4.A. Reckoning period of the Award: April 2007 to March 2008.

4.B. COMMITTEE FOR SELECTION:

A Committee consisting of concerned Regional Manager of the Region,Dy CME and Dy CTM of the Region will select one Best Depot of the Region in upkeep 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.

5. CRITERIA FOR SELECTION OF BEST DEPOT FOR CLEANLINESS OF VEHICLES IN EACH REGION:

The criteria as follows is adopted for the selection of Best Depot for cleanliness of Vehicles.

-----  
SL     PARAMETER  
NO.

MARKS  
ALLOTTED

-----

A) FOR ORDINARY AND EXPRESS BUSES:

- |                        |    |
|------------------------|----|
| 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.

- |                                    |    |
|------------------------------------|----|
| 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 considered for allotment of marks. 10

TOTAL 100

B. 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 & DVD Player where ever provided | 10 |

C. After evaluating marks to 100 / 150 as the case may be for these Vehicles, the weightage shall be taken for 100 Marks only for final evaluation on par with ordinary Vehicles.

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

D. 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 will physically inspect 30% of fleet or 30 buses whichever is higher at each depot during every inspection. The committee should submit its quarterly inspection reports with marks allotted to all the depots to ED(Z) duly marking copy to ED(E&IT) .

E. 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:

1) A cash award of Rs.5000/- will be presented to the best depot for the upkeep of vehicles 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 maintaining proper upkeep of Buses and supervisors in a function and also for the following special Awards & 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 in charge

6) A 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 award presentation function should be held in April/May 2008.

#### 8. 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: All 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.