



ANDHRA PRADESH ROAD TRANSPORT CORPORATION

OP2/32(05)/2009-MED

OFFICE OF THE VC&MD,
MSRD, HYDERABAD-624.

CIRCULAR NO.09/2009-MED, DT.01.06.2009

Sub: **AWARD SCHEME**- Improvement of HSD KMPL- Extension of Special Cash Award Scheme to Drivers at Depots for the year 2009-10 - Reg.

Ref: 1.Circular No. 09/2007-MED, Dt.12.04.2007.

2.This Office Lr. No. OP2/32(03)/2008-MED, dt.18.03.2008.

1.0 Having identified the importance of drivers in conserving the precious HSD oil, corporation has introduced special cash award scheme for two best HSD KMPL drivers during 2001 - 02. In view of the benefit accrued in motivating the drivers community, the scheme has been continued every year duly obtaining the approval of competent authority. Accordingly, for 2009-10 also the approval of VC & MD and the concurrence of FA was obtained for continuation of the scheme with little modification in the selection criteria of the best drivers. The salient features of the scheme are as follows.

2.0 Features of the scheme:

- 2.1 Two best drivers from each depot with highest saving in HSD oil will be identified every month for presenting the cash award.
- 2.2 The first best driver will be awarded with Rs. 250/- and the second best driver will be awarded with Rs. 150/- besides felicitation & appreciation letter from the concerned Regional Manager.

3.0 Criteria for selection:

- 3.1 Hitherto, the best drivers are identified basing on the highest saving of HSD oil when compared with the previous year average HSD KMPL obtained at corporate level. It was reported by some of the field officers that, by this method, the drivers operating on some of the routes with highest KMPL potential are only identified for award repeatedly and thereby not encouraging the drivers with merit. Hence, it was decided to identify the drivers basing on the saving of HSD oil achieved comparing with route wise target KMPL on which the driver has operated.
 - 3.1.1 For the convenience of field officers in selection of best driver, as per the above criteria, IT department has developed software namely "**drvtrkp4.com**" programme and is ported in APSWAN under "VEMAS" directory. All the Regional / Divisional core group supervisors shall be advised to download the programme and port in all the depots. Detailed instructions on porting the software are also available in "**modifica.vem**" file which is also available in APSWAN. Following two reports are generated from this modified software which can be utilized for this scheme.
 - 3.1.2 **drvsaved.rpt**: This report gives the driver wise monthly operated kms, HSD KMPL, target for the driver basing on the route on which he operated and the HSD oil saved during the month. The list of drivers will be given with sorting on highest

oil saved. The first two drivers of this list shall be selected for presenting the cash award.

3.1.3 **drvtrsm.rpt**: This report gives the details of all the drivers with particulars of operation on each route / type and the target KMPL of the route which is the 12 months moving average KMPL of all vehicles / drivers on the route. This report is only for reference purpose and for verification.

NOTE: *Instructions shall be issued to the depot system supervisors and the log-sheet data entry operator / ADC, to ensure that correct Service no. / route / type details are available and entered basing on log sheet since the selection of drivers is done basing on this data entry.*

3.2 The drivers so selected shall have a minimum attendance of 23 days in that month. If any of the driver is not fulfilling the criteria, the next driver shall be identified for presenting cash award. However, in the month of February, 22 days can be considered.

3.3 Further, it shall be ensured that, the drivers identified for award shall not be involved in any disciplinary cases, stoppage of buses, shall wear uniform regularly and behave courteously with passengers and colleagues.

4.0 **Award presentation:**

4.1 The route wise target for the month extracted from the report “drvtrsm.rpt” shall be exhibited prominently at the oil bunk so that all the drivers of the depot shall be aware of their target before proceeding on line.

4.2 The list of drivers in descending order of saving of HSD oil (drvsaved.rpt) shall also be exhibited at the oil bunk for the information of the drivers.

4.3 The DMs shall arrange for presentation of the cash award by 7th of every month in a function organized at the depot duly completing all the formalities.

4.4 The statement prepared for identification of two best drivers shall be sent to RM’s office for final audit by the accounts department.

5.0 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 spirit among the Drivers in achieving highest HSD KMPL.

6.0 All the Dy.Chief Mechanical Engineers 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.

7.0 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.

S.no	Name of the two best drivers	Staff number	Kms operated for the month	HSD oil consumed	HSD KMPL	HSD oil saved
1	2	3	4	5	6	7

8.0 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&IT) by 15th of every month.

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

Please acknowledge.

EXECUTIVE DIRECTOR (E &IT)

To

All Depot Managers.

Copy to: VC & MD for favor of information

Copy to: Dir (V&S), ED (O &MIS), ED (A&P), OSD & Secretary to Corporation, FA and CAO for information

Copy to: All EDs (ZONE) for information & necessary action

Copy to: CME(O),CME(C&B),CPM,CM(R&T),CCOS,CFM,CA for information

Copy to: CE(IT) for information and necessary action

Copy to: All RMs for information & necessary action

Copy to: Dy CME(O), Dy.CME(SM-IT), Dy.CME(IEU), Dy.CME(P), Dy.CAO(C&B) and CSTO for information.

Copy to: All Dy CMEs for necessary action

Copy to: All DVMs/HYD &SD Regions for necessary action

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

Copy to: All Priincipals of ZSTCs for information.

Copy to: All Dy CAOs/AOs of the Regions for necessary action.

Copy to: All Maintenance Incharges for necessary action.

Copy to: Manual section for filing.