



# ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.OP2/32(3)/2011-MED

Office of the VC&MD,  
MSRD, HYDERABAD-624.

## CIRCULAR No. 09/2011-MED, Dt.08.04.2011

SUB: **AWARD** - Cash Award to one Depot in each Region for  
**UPKEEP OF DEPOT** from April 2011 to March 2012 - Reg

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1. This award scheme of one best upkeep Depot in each Region was introduced in the corporation to create clean working environment in the Depot and good working habits amongst employees.
2. In order to create healthy competition amongst the Depots and ensure involvement of all employees, the Corporation Board vide resolution No.93/2003; Dt.07.06.2003 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, 2005-2006, 2007-2008, 2008-2009, 2009-10 and 2010-11.
3. In view of positive results in improving the upkeep of Depot Garages, the Award scheme is extended for the year 2011-12 also with the similar features.
4. The procedure to identify the Best upkeep Depot Garage in each Region is as follows.
5. **COMMITTEE FOR SELECTION OF BEST DEPOT FOR UPKEEP:**  
A Committee consisting of concerned Regional Manager, Dy CME and Dy CTM of the Region will select one Best Depot of the Region in upkeep of Depot Garage.
6. 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
7. **CRITERIA FOR SELECTION OF BEST DEPOT:**
  - 7.1. The following criteria is suggested for the selection of best Depot for this award.
  - 7.2. **Reckoning period of the Award: April'11 to March'12**

Sl.No.	Parameter	Marks allotted
i.	Unserviceable material The Depot which is clearing unserviceable material and scrap vehicles every month regularly to scrap yard shall be given maximum marks.	30
ii.	Cleanliness of garage premises Besides cleanliness of garage premises greenery ie., development of garden in open area to be encouraged	15
iii.	Cleanliness of covered & working area Besides, cleanliness, painting of walls, writing of slogans on safety, information boards shall also be considered for allotment of marks	15
iv.	Stores inventory 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.	20
v.	Working condition of major T&P The Depot which keeps all T&P as per the maintenance manual in working condition shall be given max. marks.	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.

8. 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 a copy to ED (E&IT).
9. 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 the approval of VC & MD along with the details of name of the Depot Manager/ Garage Incharge and Stores Incharge who are eligible to receive the award and appreciation letter.

#### 10. SALIENT FEATURES OF THE AWARD SCHEME:

- 10.1. A cash award of Rs.5,000/- will be presented to the best Depot for the best upkeep of Depot in each Region for the year April 2011 to March 2012. The amount shall be utilized 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.
- 10.2. A cash award of Rs.150/- will be presented to the Depot Manager of the best Depot under this scheme.
- 10.3. A cash award of Rs.100/- will be presented to the Incharge of the Garage of the best Depot under this scheme.
- 10.4. An appreciation letter from VC & MD will be presented to the Depot Manager, Garage Incharge and Stores Incharge.
- 10.5. Permanent shield will be presented to the Best Depot.

#### 11. PRESENTATION OF THE AWARD:

In order to give wide publicity, the presentation of award shall be done in a function to be organized 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 2012.

#### 12. 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.

This has the concurrence of Financial Adviser.

Please acknowledge.

Sd/-  
**VICE CHAIRMAN &  
 MANAGING DIRECTOR**

To  
**All Depot Managers**

Copy to: Director (Vig. & security), ED (E&IT), ED (O&MIS), ED (A&AM), ED(HRD & Medical) & Secretary to Corporation, FA, CAO and all EDs of Zones for information

Copy to: All HODs for information

Copy to: All Regional Managers for necessary action

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

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

Copy to: All Dy CMEs/Dy CTMs/Dy.CAOs /AOs of all Regions for infm. & n/a.

Copy to: All Maintenance In charges for n/a.

Copy to: Manual Section/Head Office for incorporating in the Circular Index.