



ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

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

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

CIRCULAR No.10/2011- MED, Dt.08.04.2011

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

1. Aesthetic appearance and good upkeep of buses is essential to attract passengers and improve revenues of the Corporation. For this purpose, the Officers, Supervisors and Staff working in maintenance wing constantly endeavor to keep all Vehicles in road worthy condition with proper upkeep. Upkeep of Vehicles assumes higher importance in the present days of stiff competition from other modes.
2. 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 sanctioned the Award Schemes for Best Upkeep of vehicles Depot for each Region for the year 2003-2004 and continued the same in the years 2004-2005, 2005-2006, 2007-2008, 2008-2009, 2009-2010 and 2010-11.
3. In view of positive results in improving the upkeep of vehicles, the Award scheme is extended for the year 2011-12 also with the similar features.
4. The procedure to identify the Best Depot in each Region for Best Upkeep of Vehicles is as follows.
5. Reckoning period of the Award: From **April 2011 to March 2012**.
6. **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.

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

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

SL NO.	PARAMETER	MARKS ALLOTTED
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A) FOR ORDINARY AND EXPRESS BUSES:

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|------------------------|----|
| 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/destination boards.

- | | |
|--------------------|----|
| 3. Seat upholstery | 15 |
| 4. Shutter glasses | 10 |

NOTE: Free movement of glasses, rattling of shutters and cleanliness of glasses shall be considered while allotment of marks.

5. Provision of Front & Rear Destination Boards	10
6. Provision of Spare Tyres & Tools	5
7. Timing Boards availability	5
8. Number Plate, Depot Monogram & Corporation's logo	5
9. Functioning of Parking and Brake lights	5
10. Corporation slogans such as Slogans on CAT Cards, JET Tickets, Slogans on improving HSD KMPL vide Cir No.19/2007 and cautions to Drivers and public etc., shall be considered for allotment of marks.	10
TOTAL	100

B) FOR SUPER LUXURY & DELUXE 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 super luxury 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 along the details of name of the Depot Manager and Maintenance incharge who are eligible to receive the award and appreciation letter.

8. SALIENT FEATURES OF THE AWARD SCHEME:

- 8.1. A cash award of Rs.5,000/- will be presented to the best Depot for the upkeep of vehicles 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 maintaining proper upkeep of Buses and supervisors in a function and also for the following special Awards & shield.
- 8.2. A cash award of Rs.150/- will be presented to the Depot Manager of the best Depot under this scheme
- 8.3. A cash award of Rs.100/- will be presented to the Incharge of the garage of the best Depot under this scheme.
- 8.4. An appreciation letter from VC & MD will be presented to the Depot Manager and Garage incharge.
- 8.6. A permanent shield will be presented to the Best Depot.

9. 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.

10. 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.