



**ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**  
No. OP2/32(05)/2009-MED

O/o THE VC&MD,  
RTC House, VJA-13.

**CIRCULAR NO.07/2020-MED. DT.29.09.2020**

Sub: **AWARD SCHEME**- Improvement of HSD KMPL/ CNG KMKG - Extension of Special Cash Award Scheme to Drivers at Depots for the year 2020-21 for six months from Oct'20 to Mar'21 - Reg.

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

2. Circular No. 09/2009-MED, Dt.01.06.2009.

3.This Office Lr. No. OP2/32(49)/2019-MED, dt. 11.06.2019.

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- 1.0 Having identified the importance of drivers in conserving the precious HSD Oil / CNG, 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 2019-20 also the approval of VC & MD and the concurrence of FA&CAO was obtained for continuation of the scheme.
- 1.1 Due to Covid-19 Pandemic total lockdown was imposed throughout the country w.e.f., 23.03.2020, thereby APSRTC had stopped the total bus operations till 20.05.2020. Even though operations were restored partially from 21.05.2020, the Occupancy is very poor and buses were operated on limited number of routes only.
- 1.2 As operation of buses is being increased considerably from Sept. 2020 onwards, it is now proposed to extend the scheme of awarding the drivers based on their monthly conservation of HSD Oil/ CNG with similar terms & conditions as communicated through Notification Dt.11.06.2019 for a further period of 6 months i.e. from Oct'20 to March'21 during the financial year 2020-21 also.
- 1.3 Since the operation of buses is hardly 30% and that too on limited routes, the drivers involved in operation of buses are less in number, **it is proposed to issue award to one Best driver per depot instead of existing two.** The salient features of the scheme are as follows.
- 2.0 **Features of the scheme:**

One best driver from each depot with highest saving in HSD Oil/ CNG will be identified every month for presenting the cash award and the best driver will be awarded with Rs. 500/- besides felicitation in a gate meeting.
- 3.0 **Criteria for selection:**
  - 3.1 The best driver shall be identified among the drivers with highest savings in HSD Oil/ CNG, basing on the saving of HSD Oil/ CNG achieved comparing with route wise target HSD KMPL/ CNG KMKG on which the driver has operated.
  - 3.2 The report of driver wise savings can be obtained from EAM with report name "APSRTC EAM HSD Oil/ CNG saved by drivers monthly RPT". This report gives the driver wise monthly operated kms, HSD KMPL/ CNG KMKG, target for the driver basing on the route on which he operated and the HSD Oil/ CNG saved during the month. The list of drivers will be given with sorting on highest HSD Oil/ CNG saved. The best driver of this list shall be selected for presenting the cash award.

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- 3.3 The driver 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.
- 3.4 Further, it shall be ensured that, the driver 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 EAM report shall be exhibited prominently at the oil bunk so that all the drivers of the depot shall be aware of their target HSD KMPL/ CNG KMKG before proceeding on line.
- 4.2 The list of drivers in descending order of saving of HSD Oil/ CNG 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 7<sup>th</sup> of every month in a gate meeting at the depot ensuring maximum gathering duly following social distance guidelines in view of Covid-19 Pandemic.
- 4.4 The statement prepared for identification of the best driver shall be sent to RM's office for final audit by the accounts department.

All the Regional Managers are advised to ensure the implementation of above Circular instructions and timely presentation of the award in a gate meeting at the Depots to create competitive spirit among the Drivers in achieving highest HSD KMPL/ CNG KMKG.

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 gate meetings in time at Depots to present awards every month without fail to motivate all Drivers to aim at achieving better HSD KMPL/ CNG KMKG.

All the Depot Managers are advised to send the name of the Best Driver selected for the award during the previous month in the following format to the Regional Manager concerned, by 10<sup>th</sup> of every month.

S.No	Depot	Name of the best driver	Staff number	Kms operated for the month	HSD Oil/ CNG consumed	HSD KMPL/ CNG KMKG	HSD Oil / CNG saved
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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) by 15<sup>th</sup> of every month.

This has the concurrence of FA&CAO.

Please acknowledge.

  
Vice Chairman & Managing Director

To

All Depot Managers.

Copy to: ED(E), ED(O), ED(A), FA&CAO for information.

Copy to: All ED (Zones) for information.

Copy to: CME(M),CM(P), CM(F&A), CE(IT) & All RMs for information & necessary action.

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

Copy to: All Dy.CPMs (Zones) and Pricipal/ZSTC/KRNL for information.

Copy to: All Dy CMEs for information and necessary action.