



ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No. OP2/32(3)/2016-MED

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

CIRCULAR No.07/2016-MED, Dt.25.09.2016

**SUB: AWARD - Cash Award to one Depot in each Region for
UPKEEP OF DEPOT from April 2016 to March 2017 - Reg**

1. Maintaining a clean and hygienic environment in Depot garages is of prime important to protect the health condition of the garage staff and also to realize the revenue on regular basis by disposing the unserviceable material and buses from the Depot garages in time.
2. The responsibility of regular disposal of unserviceable material and buses lies with the Maintenance incharge and Depot Manager. However, in order to motivate the garage team in achieving the above tasks, an award scheme was introduced in the year 2003 to recognize the efforts of garage staff in maintaining a clean garage. The scheme was extended till 2015-16.
3. In view of the better results in improving the upkeep of the garages, it is decided to extend the scheme for the year 2016-17 also with the similar features.
4. The procedure to identify the best Depot in each Region is at Annexure.
5. The reckoning period of the award scheme is from April 2016 to March 2017.
6. A committee consisting of RM, Dy.CME & Dy CTM will award the marks, select the best Depot and recommend the case to VC & MD for according approval.
1. A cash award of Rs.10,000/- will be presented to the best Depot in each Region for upkeep of garage for the period from Apr'16 to Mar'17. The amount shall be utilized for distribution of utility articles to the garage staff, supervisors and Depot Manager. A cash award of Rs.500/- each to the DM & Maintenance Incharge shall be presented from the above said amount only, along with a permanent shield to the Depot. An appreciation letters from VC & MD will be presented to the Depot Manager, Maintenance Incharge & Stores Incharge of the best Depot for upkeep of garage.
2. **Presentation of Award:** In order to enlighten the efforts put forth by the Depot Manager and his team of the best Depot selected by the committee, the award shall be presented in a function being organized in the Depot. The ED(Z)/RM shall be present during the function to address and motivate the staff and supervisors. The award presentation function shall be held in Apr/May 2017.
3. **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 FA & CAO.

The Executive Directors of Zones are responsible for implementation of the Scheme, selection of Depot and organizing function in each Region.

The Regional Managers are advised to give wide publicity in this regard. Please acknowledge.

Enclosed: As above

Nandu 27/9/16

**VICE CHAIRMAN &
MANAGING DIRECTOR**

**To
All Depot Managers.**

Copy to: Director (Vig. & security), ED(E&IT), ED (O, MIS & AM), ED (A&P), FA and 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 for infm.& n/a.

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.

Annexure:

Criteria for selecting best Depot in the Region for best upkeep of buses: A Committee consisting of concerned Regional Manager, Dy CME and Dy CTM of the Region will select one Best Depot of the Region on upkeep of buses. The committee shall physically inspect 30% of fleet or 30 buses whichever is higher once in a quarter (i.e., four times in the year) covering all types of buses available in the Depot.

Allotment of marks to the Depot: The Depot having only Teluguvelugu & Express buses will be evaluated for 100 marks, Depots having Ultra Deluxe & Super Luxury buses in addition to the above will be evaluated for 150 marks and the Depots having A.C. buses also will be evaluated for 200 marks. The procedure for allotting the marks to the Depot is furnished below.

S.No.	Parameter	Marks Allotted
A) FOR ORDINARY AND EXPRESS BUSES:		
1.	Sweeping & Mopping	15
2.	External appearance	20
NOTE: The Buses 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.	Functioning of Parking and Brake lights	10
7.	Provision of Spare Tyres & Tools	05
8.	Number Plate, Depot Monogram & Corporation's logo	05
9.	Corporation slogans such as Slogans on Navya CAT Cards, Vihari Tickets, Vanitha Family Cards, 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 9 parameters, the following five parameters shall also be taken into consideration.

1.	Seat inclining Mechanism	10
2.	Head rest covers /Seat covers/Arm pads	10
3.	Dust free Seats & provision of Foot rests	10
4.	Working condition of Cell Chargers /Provision of Bottle holders	05
5.	Working of TV, DVD Player & Audio systems	15

TOTAL

50
Contd.....

C) FOR HIGH END BUSES OF AMARAVATHI, GARUDA PLUS, GARUDA, VENNELA & INDRA BUSES:

In addition to the above 14 parameters, the following four parameters shall also be taken into consideration.

1. Functioning of A.C.	15
2. Provision of Hammers for breaking any glass in Emergency, Fire extinguishers, playing of on board safety DVD	10
3. Clean Window Curtains & Working of reading lamps	15
4. Provision of Air fresheners at A.C. unit at roof top	10

TOTAL

50

Note: After evaluating to 100/150/200 marks, as the case may be, the Depot will be ultimately evaluated for 100 Marks only. For instance, the score of 120 out of 150 for super luxury Buses shall be taken as having achieved 80% i.e., $(120/150) \times 100$. Similarly, the score of 180 for A.C. buses shall be taken as having achieved 90% i.e., $(180/200) \times 100$.

