



ANDHRA PRADESH ROAD TRANSPORT CORPORATION

No.OP2/32(02)/2010-MED

OFFICE OF THE VC&MD,
MSRD, HYDERABAD-624.
Dated 28.04.2010

NOTIFICATION

Sub: **AWARD SCHEME**- Improvement of HSD KMPL - Extension of Special Cash Awards Scheme to Drivers at Depots for the year 2010-11 - Reg.

Ref: Circular No.09/2009-MED, Dt.01.06.2009

Vide Circular reference cited, instructions were issued for continuation of the Special Cash Awards Scheme to the Drivers of Depots for the year 2009-10 with little modification in the selection criteria of the best drivers. Having identified the importance of motivating the high performing drivers with special cash awards, it is proposed to extend the scheme for the year 2010-11 also with enhanced cash award amounts. The salient features of the Special Cash Awards Scheme are as follows.

- Two best drivers from each depot with highest saving in HSD oil will be identified every month for presenting the cash award.
- 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.

The Criteria for selection of Best Drivers is as follows:

- Identification of best Drivers is basing on the saving of HSD oil achieved comparing with route wise target KMPL on which the driver has operated.
- For this, a report named as "**drvsaved.x**" which 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 generated in VEMAS with sorting on highest oil saved shall be utilized. The first two drivers of this list shall be selected for presenting the cash award.

It shall be ensured that the depot system supervisor and the log-sheet data entry operator / ADC, enters the correct Service no. / route / type details basing on log sheet since the selection of drivers is done basing on this data entry.

- The drivers so selected shall have a minimum attendance of 23 days in that month. If any of the drivers 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.
- 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.

- 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.
- The DMs shall arrange for presentation of the cash award by 7th of every month in a function duly pre-auditing at Depot level by the Accounts wing.
- The statement prepared for identification of two best drivers shall be sent to RM’s office for final audit by the accounts department.

VC & MD has accorded sanction with the concurrence of FA for the extension of Special Cash Awards Scheme for the year 2010-11 (i.e. from April’10 to March’11) with an enhancement of 1st best award from Rs.250/- to Rs.500/- and 2nd best award form Rs.150/- to Rs.300/-. Except the enhancement of award amounts, all the other terms and conditions stated in the Circular No.09/2009-MED, Dt.01.06.2009 remain unchanged. Further, these guidelines are also applicable to Depots of Krishna Region, where CNG vehicles are in operation.

All the Regional Managers are advised to ensure implementation of these instructions and timely organization of the Awards functions at the Depots to create competitive sprit among the Drivers in achieving highest HSD KMPL.

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.

Please acknowledge.

EXECUTIVE DIRECTOR (E&IT)

To

All Depot Managers

Copy to: Director (Vig. & security), ED (E&IT), ED (O&MIS), ED (A&P), ED (T&C) & Secretary to Corporation, FA and CAO for information

Copy to: ED (GHZ & AM)/All ED (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 of all Zones for information & necessary action

Copy to: All Principals of ZSTCs for information

Copy to: All Dy CMEs/Dy CTMs/Dy.CAOs /AOs of all Regions for information & necessary action

Copy to: All PJDIs of all Regions for information & necessary

Copy to: All Maintenance In charges /SDIof the Depots for necessary action.

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