



ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

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

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

CIRCULAR No.06/2016-MED, Dt.25.09.2016

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

1. Providing a clean bus with esthetic looks is order of the day to attract passengers and improve the profitability of the Corporation. All the Officers, Supervisors and staff working in operational units shall continuously strive hard in this direction.
2. In order to motivate one and all, the Corporation has introduced an award scheme in the year 2003 to felicitate the garage staff including supervisors and Depot Manager who maintains the buses in the best possible way. The scheme was extended till 2015-16. The main aim of this scheme is to maintain better upkeep of all types of buses and face the challenges of private operations.
3. In view of positive results in improving the upkeep of buses, 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 buses 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 of the best Depot for upkeep of buses.
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 Garages: 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 Garage. The committee shall physically inspect the Depot garage once in a quarter (i.e., four times in the year) covering all sections of the garage and allot marks as per the criteria mentioned below.

S.No.	Parameter	Marks Allotted
1.	Unserviceable material The Depot which is clearing unserviceable material and scrap buses every month regularly to scrap yard shall be given maximum marks.	25
2.	Cleanliness & orderliness of garage premises Besides cleanliness of garage premises greenery ie., development of garden in open area to be encouraged	15
3.	Cleanliness & orderliness 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
4.	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
5.	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
6.	Maintenance of records The Depot which maintains the essential records as per the proforma and in updated condition as per the circular instructions shall be given max. marks.	15
	TOTAL	100