

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Case no.R&D/485(1)/2006

O.o. the VC & MD
Mushirabad, Hyderabad.20
Date: 24-03-2006

CIRCULAR No. 10 /2006-OPD-R&D

Sub : RATIONALISATION OF MAN POWER UTILISATION : Implementation of Cash Award Scheme to Crew for performing duties on all days except on weekly offs during the months of April, May and June 2006 to reduce cancellation of kilometers and for operation of extra Kms during peak season – Instructions issued – Reg

Ref : 1. Circular No. 15/2000-OPD-T dt.29-05-2000
2. Circular No. 14/2001-OPD-T dt.19-03-2001
3. Circular No. 15/2002-OPD-R&D dt.21-03-2002
4. Circular No. 23/2004-OPD-R&D dt.03-04-2003
5. Lr. No. R&D/485(1)/2004 dt.03-04-2004
6. Circular No. 11/2005-OPD-R&D dt.04-04-2005

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1. Instructions were issued vide circulars cited above for arranging payment of monthly Cash Award of Rs.200/- per Conductor and Driver, who do not avail any leave or compensatory offs, during the months April, May and June 2005 and a letter was issued vide reference 5th cited to implement the scheme during the months of April'05, May'05 and Jun'05.
2. This scheme was introduced in the year 2000 and continued in the years 2001, 2002, 2003, 2004 and 2005 (during peak months) in order to motivate the crew and ensure their availability for duties on all days during the peak season with an objective to minimize cancellations, reduce payments of over time, induce crew to postpone leaves voluntarily as an endeavour to provide punctual and reliable bus services.
3. On assessing the impact and viability of the scheme in improving the attendance of crew and reducing the cancellation for want of crew during the months of April, May and June, 2005, it is observed that positive results were obtained.
4. **In view of consistent benefits of the scheme for the last six years, it is decided to re-introduce the Cash Award Scheme during the current peak season for the months April'06, May'06 and June'06 with rate of payment of Rs.200/- to Conductors/Drivers.**
5. The following guidelines are therefore issued on the eligibility for the Cash Award to crew.
 - a. The Conductors/Drivers who perform duties without availing any kind of leave, compensatory offs in lieu of double duties or national off ie., attending to their duties on all the days except the chartered weekly offs during each of the peak months ie., April'06, May'06 and June'06 only are eligible for the cash award of Rs.200/-.
 - b. The scheme is valid for only three months ie., April, May and June 2006. The Management has the right to extend, withdraw or modify the scheme at any time depending upon the changing operational environment.
 - c. It is applicable to all regular/casual Drivers and Conductors who perform duties on service buses. The employees who are performing duties on departmental vehicles, System Supervisors and Computers related jobs and other out of designated duties, if any, are not eligible to receive the cash award.

- d. The crew under Depot spare/suspension during the month are not eligible for the award.
 - e. Calender month shall be reckoned for accountal of calculating the working days.
 - f. Attendance particulars of eligible crew shall be maintained in a separate register for verification and audit.
 - g. All Regional Managers and Divisional Managers shall check the Register during their inspections compulsorily.
 - h. The amount shall be drawn under Account Head Number 4569 for Drivers and 4669 for Conductors and payment be arranged along with the monthly incentive through a separate bill in the succeeding month, after pre-audit. The payment of Cash Award is in addition to the regular incentive amount they are eligible.
 - i. Adequate publicity and down the line effective communication to all Conductors and drivers in the Depot to motivate the crew to work on all days must be undertaken.
 - j. The Traffic Supervisors shall play an active and catalytic role in motivating the crew, to achieve the objectives of the scheme.
 - k. The above instructions are valid from 01-04-2006 to 30-06-2006 only
6. All the Regional Managers, Divisional Managers and Depot Managers shall continuously monitor the implementation of this scheme and ensure
- a. REDUCTION IN THE DOUBLE DUTIES OF CREW
 - b. INCREASED AVAILABILITY OF THE CREW
 - c. AVOID CANCELLATION FOR WANT OF CREW; and
 - d. OPERATION OF ADDITIONAL KMs
7. The Regional Managers shall send the information pertaining to their Regions depot-wise for each month from April to June 2006 in the prescribed proforma to Chief Marketing Manager by 15th of the succeeding month for detailed analysis and evaluation of this scheme.
8. In addition the details, as per the proforma shall be furnished for the months Mar'06 and July'06 also for comparative analysis.
9. This has the concurrence of the Financial Adviser

Please acknowledge the receipt.



EXECUTIVE DIRECTOR(O)

Encl: as above

To
All Executive Directors of Zones
PS to VC & MD for information
All Regional Managers /Divisional Managers / Depot Managers
To Secretaries of ED(Zones) for information.

Copy to : ED(E)/ED(A)/ED(MIS)/FA, CAO/Director(V&S) and Secy to Corporation for information
All HODs for information
All Dy.CAOs in Zones/Regions for infn. and necessary action
All Accounts Officers in Zones/Regions for information and necessary action
Dy.CTM(SCH)/Dy.CTM(M), Dy.CTM(Com) and Dy.CTM(O) for information.

**MONTH-WISE REVIEW OF CASH AWARD SCHEME
OF _____ REGION**

SL NO	PARTICULARS	CATEGORY	MARCH 2006	APRIL 2006	MAY 2006	JUNE 2006	JULY 2006
1	NO. OF SCH	R.T.C					
2	NO. OF CREW ON ROLLS	HIRE DRV. COND					
3	CREW REQUD. AS PER LINKS	DRV. COND					
4	CREW EXCESS/ SHORT	DRV. COND					
5	NO. OF STAFF PERFORMED DUTIES ON ALL DAYS EXCEPT W.OFFS	DRV. COND					
6	% OF ABSENTEEISM	DRV. COND					
7	NO. OF DDS BOOKED	DRV. COND					
8	DD AMOUNT PAID	DRV. COND					
9	% OF CANCL. FOR WANT OF CREW						
10	SCH. KMS(in Lakhs)						
11	OPTD KMs(in Lakhs)						
12	EARNINGS REALISED(in Lakhs)						
13	Crew justification with all details viz., Leave, Sick, Absent etc., at the end of the month(cumulative figures) for Drivers and Conductors should be furnished for all the months ie., from March'06 to July'06						

NOTE: Regional Managers shall review the scheme on monthly basis for 3 months i.e, April'06, May'06 and Jun'06.

The specific reasons for the heavy cancellations, if any for want of crew like strike, stoppage of buses etc., shall be furnished

The above information shall be sent for the months of March'06 and July'06 also to study the impact of the scheme before and after withdrawal of the scheme.