

## ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Case No.R&amp;D/485(1)/2011

O/o. the VC & MD  
Bus Bhavan, Hyd.  
Date: 22.03.2011CIRCULAR No. 13 / 2011-OPD(R&D)

**SUB: CREW ATTENDANCE AWARD SCHEME:** Implementation of Crew Attendance Award Scheme to crew for performing duties on all Days except on weekly Offs during the months of April, May and June 2010 to reduce cancellation of Kilometers and for operation of Extra KMs during peak season – Instructions issued – Reg.

REF: 1. Circular No.10/2009-OPD(R&D) Dated 30.03.2009.  
2. Letter No.R&D/485(1)/2010, Dated 29.03.2010

1. Instructions were issued vide circular cited for arranging payment of monthly Crew Attendance Award of Rs.300/- per month per Conductor and Driver, who do not avail any leave or Sick or Compensatory offs, during the peak months of April, May, and June,2010.
2. This scheme has been in force from the year 2000 during peak months in order to motivate the crew and ensure their availability for duties on all days during the peak season with the objective to minimize cancellations, operate extra buses, 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, 2010, it is noticed that positive results have been obtained.
4. In view of consistent benefits of this scheme, it is decided to continue the Crew Attendance Award Scheme during the current peak season also, for **THREE** months of **April'11, May'11 and June '11**, on payment of Rs.300/-per month to Conductors and Drivers.
5. In addition to this cash award, appreciation letters shall be issued to the crew who receive the Crew Attendance Award for all the **THREE** months.
6. The Appreciation letters shall be designed by respective Regional Managers in special format and distributed on special functions conducted at the Depots immediately after the peak season without postponing, honouring the deserving crew.

7. The following guidelines are therefore issued on the eligibility for the Attendance Award to crew:
- a. The Conductors and Drivers who perform duties without availing any kind of leave, Compensatory / National off ie., attending to their duties on all the days except on chartered weekly offs during each of the peak months ie., **April'11, May'11 and June'11** are only eligible for the Attendance Award of Rs.300/- per month.
  - b. The scheme is valid for only **THREE** months ie, **April, May and June, 2011**. The Management has the right to extend, withdraw or modify the scheme at any time and there is no commitment to continue this scheme.
  - c. **It is applicable to all regular/casual/contract Drivers and Conductors who perform duties on service buses.** The employees who perform duties on departmental vehicles, as System Supervisors and Computer related jobs and on out of designated duties are not eligible to receive the award.
  - d. The crew under Depot spare/suspension during the month are not eligible for the award.
  - e. Calendar month shall be reckoned for 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 Dy.CTMs 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 Crew Attendance Award is in addition to the regular incentive amount for which 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 role in motivating the crew
  - k. The above instructions are valid from **01-04-2011 to 30-06-2011** only.

8. All the Regional Managers, Divisional Managers, Dy.CTM's and Depot Managers shall continuously monitor the implementation of this scheme and ensure
  - a. NO CANCELLATION OF KMs FOR WANT OF CREW and
  - b. OPERATION OF ADDITIONAL TRIPS AND BUSES.
9. The Regional Managers shall send the information pertaining to their Regions depot-wise for each month from April to June 2011 in the prescribed proforma (enclosed) to Chief Marketing Manager by 15<sup>th</sup> of the succeeding month for detailed analysis and evaluation of this scheme.
10. In addition, the details as per the proforma shall be furnished for the months of Mar'11 and July '11 also for comparative analysis.
11. This has the approval of VC&MD with concurrence of Financial Adviser.

Please acknowledge the receipt.

**EXECUTIVE DIRECTOR (O&MIS)**

Encl: as above

To

The Director V&S / ED (E&IT) / ED (A&AM) / ED (HRD&M) & Secretary to Corpn.  
FA/CAO/ED(VZM)/ED(VJA)/ED(GHZ&HZ)/ED(KDP)/ED(KRMR)/ED(NLR) for information.  
All HODs for information.  
All Regional Managers /Dy.CTM's/ All Depot Managers for necessary action.  
All Dy.CAOs in Zones/Regions for infmn. 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.

**PROFORMA OF INFORMATION TO BE SUBMITTED BY REGIONAL MANAGERS TO CHIEF MARKETING MANAGER, HYDERABAD AFTER THE SCHEME PERIOD:**

SL NO	PARTICULARS	CATEGORY	MAR 2011	APR 2011	MAY 2011	JUN 2011	JUL 2011
1	NO. OF SCH	R.T.C HIRE					
2	NO. OF CREW ON ROLLS	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 On WEEKLY OFFS	DRV. COND					
6	NO. OF DAYS ABSENTEEISM	DRV. COND					
7	NO. OF DAYS SICK	DRV. COND					
8	NO. OF DAYS LEAVE	DRV. COND					
9	NO. OF DDS BOOKED	DRV. COND					
10	DD AMOUNT PAID	DRV. COND					
11	% OF CANCL. FOR WANT OF CREW						
12	SCH. KMS(in Lakhs)						
13	OPTD KMs(in Lakhs)						
14	EARNINGS (in lakhs)						
15	NO.OF CREW RECEIVED APPRECIATION LETRS. S IN THE SCHEME	DRV COND					

**NOTE:** Regional Managers /Dy.CTMs shall review the scheme on monthly basis for 3 months ie April'11, May'11 and June'11.

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'11 and July'11 also to study the impact of the scheme ie before and after Withdrawal of the scheme.**