

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.T3/287(16)/2000-OPD-T

Office of the VC & MD,
Mushirabad, Hyderabad.

CIRCULAR NO. 14/2001-OPD-T, DATED: 19-03-2001.

SUB:-RATIONALISATION OF MAN POWER UTILISATION:
Implementation of Cash Award Scheme to crew for performing duties on all days except Weekly Offs during the months March, April, May and June 2001 to reduce cancellation of kilometres in the peak season - Instructions issued - Regarding.

REF:-1. Circular No.15/2000-OPD-T, Dt.29-05-2000.

2. Fax message No.R&D/485(10)/2000, Dated 27-02-2001.

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1. ~~Vide~~ Circular cited at reference 1, instructions were issued to all Executive Directors of Zones and Regional Managers for arranging payment of monthly Cash Award of Rs.200/- per Conductor or Driver, who do not avail any leave or compensatory offs, during the months of May and June 2000.
2. This Scheme has been introduced on an experimental basis with a view to motivate the crew and ensure their availability for duties on all days during peak season with an ultimate objective to minimise cancellations, reduce payment of over time, induce crew to postpone leaves voluntarily and endeavour to provide punctual and reliable service.
3. On assessing the impact and viability of the Scheme, it is observed that the Scheme has made a positive impact in improving the attendance of crew and reducing the cancellation of kilometres for want of crew during the months of May and June, 2000.

It is therefore decided to implement the Cash Award Scheme to crew during the peak season of the current year i.e., during the months of March, April, May and June 2001.

4. The guidelines issued for implementing the Cash Award Scheme vide Circular No.15/2000-OPD-T, Dated 29-05-2000 hold good for implementing the Scheme in the current year also i.e., during March, April, May and June 2001.

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- a. The Scheme is valid for only four months i.e., March, April, May and June 2001. The Management has the right to extend, withdraw or modify the Scheme at any time.
- b. The Executive Directors of Zones, Regional Managers and Dy.Chief Traffic Managers shall inspect the Registers maintained in this connection during their visits to Depots.
- c. 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 months after pre-audit. The payment of Cash Award is in addition to the regular incentive amount to the eligible crew.
- d. Adequate and necessary publicity should be given at all the Depots through Notice Boards/ Gate Meetings for motivating the crew and thereon the resultant benefits to the crew on improving their attendance. The list of crew who have achieved the Cash Awards should be displayed conspicuously on the notice boards to attract the remaining crew into the fold of the scheme.
- e. The Traffic Supervisors shall play an active and catalytic role in motivating the crew and to achieve the objectives of the scheme.
- f. The above instructions are valid from 01-03-2001 to 30-06-2001 only.

All the Regional Managers, Depot Managers and Field Officers shall continuously monitor the implementation of the Scheme and ensure:

- a. progressive reduction in the double duties of crew,
- b. progressive increase in the availability of crew and
- c. minimum cancellation of kilometres for want of crew.

The Regional Managers shall review the impact of the Scheme at all the Depots under their jurisdiction on a monthly basis preferably during the monthly review meetings with the Depot Managers and critically examine the improvement in attendance of crew, reduction of double duties, overtime allowance to crew, reduction in cancellation for want of crew, expenditure incurred due to payment of cash award to crew etc., in the prescribed proforma enclosed.

The Regional Managers shall send the information pertaining to their Regions for each month from March to June, 2001 in the prescribed proforma to CTM(R&D) by 5th of succeeding month for a detailed analysis and evaluation of the Scheme.

- 7. This has the concurrence of Financial Advisor.
- 8. Please acknowledge.

Encl: As above.

Sd/-R.P.SINGH, IPS.,
VICE-CHAIRMAN &
MANAGING DIRECTOR.

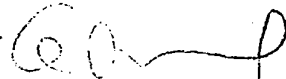
To

All Executive Directors of Zones.
All Regional Managers.
All Depot Managers.
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COPY TO:

ED(E), ED(A), ED(MIS), Secretary to Corporation, F.A.,
C.A.O., Director (V & S) for information.
All HODs for information.
All Dy.CTM's in Zones/Regions for infmn. & n/action.
All Dy.CAOs in Zones/Regions for infmn. & n/action.
All Accounts Officers in Zones/Regions for infn. & n/a.
Dy.CTM(P), Dy.CTM(M), Dy.CTM(C) & Dy.CTM(R&D) for infn.

ATTESTED BY



(CH. RAGHAVENDRA RAO)
EXECUTIVE DIRECTOR (OPERATIONS).

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DEPOT-WISE REVIEW OF THE CASH AWARD SCHEME
FOR THE MONTH OF _____ AT _____ REGION

SNO.	PARTICULARS	CATEGORY	DEPOT - 1		DEPOT - 2		REGION	
			PRV. MONTH	CUR. MONTH	PRV. MONTH	CUR. MONTH	PRV. MONTH	CUR. MONTH
1	NO. OF SCHEDULES							
2	NO. OF STAFF ON ROLLS	DRIVERS						
		CONDUCTORS						
3	NO. OF STAFF PERFORMED DUTIES ON ALL DAYS EXCEPT WEEKLY OFFs.	DRIVERS						
		CONDUCTORS						
4	% OF STAFF PERFORMED DUTIES ON ALL DAYS EXCEPT WEEKLY OFFs.	DRIVERS						
		CONDUCTORS						
5	% OF ABSENTEEISM	DRIVERS						
		CONDUCTORS						
6	NO. OF DOUBLE DUTIES BOOKED	DRIVERS						
		CONDUCTORS						
7	DOUBLE DUTY AMOUNT PAID	DRIVERS						
		CONDUCTORS						
8	% OF CANCELLATIONS FOR WANT OF CREW							

PRV = PREVIOUS; CUR = CURRENT

- NOTE: 1. THE SPECIFIC REASONS FOR HEAVY CANCELLATIONS IF ANY DUE TO WANT OF CREW LIKE STRIKE, STOPPAGE OF BUSES ETC. BE FURNISHED.
2. THE CONSOLIDATED INFORMATION OF ALL THE DEPOTS IN THE REGION SHALL BE SUBMITTED.