

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

Office of the VC & MD,
Mushirabad, Hyderabad.

CIRCULAR NO. 15/2000-OPD-T, DATED: 29-05-2000

SUB:-MAN POWER UTILISATION: Implementation of Cash Award Scheme to the crew to ensure their attendance on all days in peak season to avoid cancellation of kilometres - Issue of instructions - Regarding.

REF:-VC & MD's Office Lr.No.R&D/485(1)/2000, Dated 5th May, 2000.

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1. Vide letter cited above, the sanction was communicated 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, due 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 to ensure their availability for duties on all days during peak season with an ultimate objective to minimise cancellations, reduce payment of over time and also to improve availability of crew through postponement of leaves voluntarily as well as making all the scheduled services available to the commuters without cancellation, deviation or curtailment in an endeavour to provide punctual and reliable service.
3. At the time of communicating the sanction, detailed guidelines were not issued to regulate the cash award payments.
4. Therefore, the following guidelines are issued on the eligibility for the cash award.
 - a. The Conductors/Drivers, who perform duties without availing any kind of leave, compensatory offs, due offs in lieu of double duties or any national off i.e., attending to their duties on all the days except the chartered weekly offs during the two peak months only are eligible for the cash award of Rs. 200/-.

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- b. The scheme is valid for only two months of May and June, 2000. 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 on Computers related jobs and other out of designated duties 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. The Executive Directors of Zones, Regional Managers and Dy.Chief Traffic Managers shall inspect the Registers whenever they visit Depots for inspection.
 - 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 and necessary publicity be given in the Depots to motivate the crew to put in all working days.
 - 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 01.05.2000 to 30.06.2000 only.
5. All Regional Managers/Depot Managers shall implement the above instructions and review the performance from time to time.
 6. The impact of the scheme such as number of employees who were paid cash award amount, saving on double duty amount, reduction in absenteeism, reduction in cancellation of kilometres, increase

of traffic revenue, be sent in the enclosed proforma to this office Region-wise by 25th of the succeeding month for a detailed analysis and further action.

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

Encl: As above.

[Handwritten Signature]
 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.CADs 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.

STATEMENT SHOWING THE IMPACT OF
CASH AWARD PAYMENTS TO CREW

REGION: _____ FOR THE MONTH OF _____

NO. OF CREW ELIGIBLE	AMOUNT PAID	DOUBLE DUTY * AMOUNT PAID BEFORE COMMENCEMENT OF THE SCHEME IN APRIL-2000	DOUBLE DUTY * AMOUNT PAID DURING THE CURRENT MONTH
(1)	(2)	(3)	(4)

PERCENTAGE OF CREW ABSENTEEISM DURING PREVIOUS MONTH	PERCENTAGE OF CREW ABSENTEEISM DURING CURRENT MONTH	REDUCTION OF CANCELLATIONS PREVIOUS MONTH	CURRENT MONTH
(5)	(6)	(7)	(8)

TRAFFIC REVENUE REALISED		REMARKS
PREVIOUS MONTH	CURRENT MONTH	
(9)	(10)	(11)

NOTE: * The above particulars pertaining to crew only
be furnished.