

Andhra Pradesh State Road Transport Corporation

Operations (PLANNING) Department,
Bus Bhavan, Mushirabad, Hyderabad – 500 624.

No. P4/38(1)/2001-OPD(P)

Date : 03.07.2009.

CIRCULAR NO.21/ 2009-OPD(P), Dated 03.07.2009

Sub: AWARDS – Cash Award to the Conductors for getting highest growth rate in E.P.K. in a month over the corresponding month of last year – Extension of the scheme from 01.06.2009 to 31.05.2010 – Instructions issued - Reg.

- Ref: 1) Circular No.57/2001-OPD(P), dt.24.10.2001.
2) This Office letters No.even dt.19.09.2004 & 24.09.2005.
3) This Office letter No.even, dated 05.09.2006.
4) This Office letter No.even, dated 04.09.2007.

Cash Awards to Conductors getting highest earnings in a month has been introduced vide the Circular 1st cited and vide letter 3rd cited and instructions have been issued to extend the Cash Award scheme upto 30.09.2007. This scheme is aimed at motivating the conductors for improving the earnings of their services.

Regional Managers have been advised vide letter 4th cited, to offer the views on further extension of the said scheme. It was opined that the extension of this scheme with few changes will help in overall improvement of performance of the services.

The matter has been once again reviewed in detail and the competent authority accorded approval to extend the above scheme from 01.06.2009 to 31.05.2010 with the following modifications to the existing scheme.

1. Three best conductors from each Depot with 24 days of attendance who have achieved highest growth rate of Earnings per Kilometer (E.P.K.) for their services during the month compared to the corresponding month of the last year will have to be identified every month.
2. Out of the three conductors selected

→ the First best conductor will be awarded with a prize of Rs.300/-.
→ the Second best conductor will be awarded with a prize of Rs.250/-.
→ the Third best conductor will be awarded with a prize of Rs.200/- and Appreciation Letters shall also be given to these three best conductors by the respective Regional Manager.

3. The percentage of increase must be assessed for all the services of the Depot for selection of best three conductors.
4. The percentage of increase shall be taken upto two decimals.
5. Vide publicity for this Award Scheme shall be given at Depot level and counseling individual level to motivate the conductors to improve their services performance.

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All other terms & conditions and guidelines communicated vide Circular 1st cited shall hold good and to be followed for selection of three Best conductors from each Depot of the Regions which are reiterated once again for implementation.

Terms & conditions:

- A. The three best conductors selected must with attendance of 24 days in a month.
- B. Shall wear Uniform at all the times while on duty.
- C. There shall not be any cancellation of any trips either due to absenteeism of the conductor or curtailment of the schedule trip unauthorizedly.
- D. Shall not involve in any disciplinary cases and cases of stoppage of buses.

Selection and Award Presentation:

- a. A Committee to select the conductors for the Cash Awards shall be constituted with DM / AM(T) / Dy.Supt.(P) / Supt.(P) and Accounts in-charge of the Depot.
- b. The names of the conductors who are eligible for Award shall be exhibited at a prominent place in the Depot.
- c. The Award will have to be presented at the Depot in a function conducted on 15th of every month, such that synchronizes with the monthly Cash Awards to be given to drivers.

Regional Managers are therefore advised to take advantage of the extension of the scheme and take necessary action to motivate the conductors for better performance in realizing the earnings. The feedback may be informed to this Office from time to time with the details of the awards given, for record and further analysis.

**VICE CHAIRMAN &
MANAGING DIRECTOR**

To,
All the Regional Managers,
All the Depot Managers,
A. P. S. R. T. C.

CC to: Director (V&S) for information

CC to: All EDs in Zones for infmn. & n/action.

CC to: All EDs / HODs, VC & MD's Office for information

CC to: Dy.CAOs / Dy.CTMs for infmn. & n/action.

CC to: AOs / POs for information

CC to: All Principals, ZSTC for information