

Andhra Pradesh State Road Transport Corporation

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

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



Date: 28.08.2010.

CIRCULAR NO.25/ 2010-OPD (P), Dated 28.08.2010.

Sub: **AWARDS**. – Cash Award to the Conductors for achieving the highest percentage of amount earned over the target amount for the duties performed by the conductors during the month – 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) Circular No.21/2009-OPD (P), dt.03.07.2009.

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Cash Awards to Conductors getting highest earnings in a month has been introduced vide the Circular 1st cited. The same was continued up to 31.05.2010 vide letters & Circulars cited 2nd thru 4th. This scheme is aimed at motivating the conductors for improving the earnings of their services.

It is however felt that in the scheme of Cash Awards considering highest percentage of amount earned over the target for the duties performed will pave way for increased net earnings, than taking growth rate in EPK .

It is also felt that in order to make Cash awards more meaningful and motivating, the Cash awards to be increased from (1) Rs.300/- to Rs.500/- for the 1st prize (2) Rs.250/- to Rs.400/- for the 2nd prize and (3) Rs.200/- to Rs.300/- for the 3rd prize.

The Vice Chairman & Managing Director has therefore accorded approval with the concurrence of the Financial Advisor to implement the revised cash award scheme with following modifications :

1. **Three best conductors from each Depot with 24 days of attendance who have achieved the highest percentage of amount earned over the target amount for the duties performed by them during the month.**
2. **Out of the three conductors selected:**
 - the First Best Conductor will be awarded with cash of Rs.500/-.
 - the Second Best Conductor will be awarded with cash of Rs.400/-.
 - the Third Best Conductor will be awarded with cash of Rs.300/-
 - Appreciation Letters also to be given to these three Best Conductors by the respective Regional Manager.

1. The percentage of increase must be assessed for all the services of the Conductors of the Depot, for selection of Three BEST Conductors.
2. The percentage of increase shall be taken upto two decimals.
3. Wide publicity for this Award Scheme shall be given at the Depot level and counseling at the individual level to motivate the conductors to improve their services performance.

The following guidelines shall be observed for selection of Three Best Conductors from each Depot of the Regions.

Terms & conditions:

- A. The Three Best Conductors selected must have at least attendance of 24 days in a month.
- B. There shall not be cancellation of any trips, either due to absenteeism of the conductor or curtailment of the schedule trip unauthorizedly.
- C. Shall not involve in any disciplinary cases and cases of stoppage of buses.

Selection and Award Presentation:

- a. A Committee consisting of DM, Traffic In-charge and Accounts in-charge of the Depot shall select the 3 Best Conductors before 15th of every month.
- b. The names of the conductors who are eligible for Cash Awards shall be exhibited at all prominent places in the Depot.
- c. The Cash Award will have to be presented in a function conducted at the Depot on the 15th of every month, such that it synchronizes with the monthly Cash Awards given to the Drivers.

Regional Managers are therefore advised to take advantage of the introduction of the above revised CASH AWARD scheme and motivate the conductors for better performance in increasing occupancy ratio of the Depot. **The feedback be informed to this Office from time to time with the details of the awards given, for further analysis and improvement.**

This NEW CASH AWARD SCHEME WILL COME INTO FORCE W.E.F 01.08.2010.

Damodara
EXECUTIVE DIRECTOR 28/8/10
(OPERATIONS & MIS)

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

CC to: Director (V&S) for information
CC to: FA, CAO 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: Secretary to VC & MD for information.
CC to: Dy.CAOs / Dy.CTMs for infmn. & n/action.
CC to: AOs / POs for information
CC to: All Principals, TA/ZSTCs for information
CC to: PO: TRG for inclusion of this circular in the monthly index of circulars.