

No.C5/437(54)/2010-OPD(C)

Corporate Office,  
Operations(Commercial Dept.),  
Mushirabad, Hyderabad-624.

**CIRCULAR NO. 32/2010-OPD(C), Dt.13.12.2010**

Sub:-**CASH AWARD**:- Fixation of Commercial Revenue Targets for the year 2010-11 - Issuance of Cash Award and appreciation letters to the eligible officers, Supervisors and Clerical Staff -Further instructions issued - Reg.

- Ref:-1. Circular No.05/2008-OPD(C), Dt.22.02.08.  
2. Circular No.24/2010-OPD(C), Dt. 16.08.10.  
3. This office Lr.No.even, Dt.08.11.10.

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Detailed guidelines were issued vide circular 1<sup>st</sup> cited for issuance of Cash Awards in order to enthuse the field managers to achieve commercial revenue targets(either 90% or 100% achievement). As per the said circular the ED/Zone, RM, Dy.CTM, DMs, POs, Dy.CAO/AO and CBD(Commercial Business Developer) are only eligible for Cash Award scheme and the distribution of the Cash Award among the eligible officers was as follows.

On achieving 90% target

ED(Zone)	-	Rs.10,000/-
RM	-	Rs. 4,000/-
Dy.CTM/DVM	-	Rs. 1,500/-
Dy.CAO/AO	-	Rs. 500/-
PO	-	Rs. 500/-
DMs	-	Rs. 7,500/-
CBD	-	Rs. 6,000/-

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TOTAL - Rs.30,000/-  
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On achieving 100% target

ED(Zone)	-	Rs.12,000/-
RM	-	Rs. 5,000/-
Dy.CTM/DVM	-	Rs. 2,000/-
Dy.CAO/AO	-	Rs. 750/-
PO	-	Rs. 750/-
DMs	-	Rs. 10,000/-
CBD	-	Rs. 8,000/-

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TOTAL - Rs. 38,500/-  
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Apart from Cash Award amount, appreciation letters were also issued to the eligible officers for the years 2008-09 and 2009-10.

But most of the field managers in several meetings expressed that the Dy.CTM/DVM, PO, AO, DMs are contributing lot to increase commercial revenues such as identification of new open spaces, calling tenders in time, negotiations and finalisation of tenders, processing cases for approval of competent authority, realisation of due amounts from the licensees etc.

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Further the field managers expressed that the field Supervisors and Clerical Staff shall also be included in cash award scheme as they are also involved in tendering process such as preparing terms and conditions of the tender schedule, releasing tender notification, finalisation of tenders, preparation of proceedings of tender committee, terms and conditions of the agreement, timely realization of licence fee from the stall licensees etc. thus contributing towards increased commercial revenues.

After examining the matter in detail and upon FAs concurrence, the Competent Authority increased the Cash Award amount to the Dy.CTMs, DMs, AOs and POs suitably commensurating to their active involvement in increasing commercial revenues and also ordered to include Office Superintendents, stalls dealing Clerks of RMs and DMs offices in the tasks, besides Traffic In-charges and Accounts In-charges of Depot.

Besides this Cash Award, appreciation letters will also be issued to all the eligible officers, Supervisors and Staff for achieving the set targets.

This revised Cash Award Scheme as shown below will come into effect from the year 2010-11.

SNO	Designation	On achieving 90% target (in Rs.)	On achieving 100% target (in Rs.)
1	ED(Zone)	10,000/-	12,000/-
2	RM	4,500/-	6,000/-
3	Dy.CTM/DVM	4,000/-	5,000/-
4	CBD	6,000/-	8,000/-
5	Dy.CAO/AO	2,000/-	2,500/-
6	PO	2,000/-	2,500/-
7	DMs/ATM	10,000/-	12,000/-
8	OS(RM Office)	1,000/-	1,250/-
9	Stalls dealing clerk(RMs office)	750/-	1,000/-
10	Traffic I/C (70% of DMs amount)	7,000/-	8,400/-
11	OS(DM Office)	1,250/-	1,500/-
12	Accountant (DMs office)	1,250/-	1,500/-
13	Stalls dealing clerk(DMs office)	1,000/-	1,500/-
	<b>TOTAL</b>	<b>50,750/-</b>	<b>63,150/-</b>

Note: i) Each ED/Zone will get cash award not exceeding Rs.10,000/- on achievement of 90% of set target and Rs.12,000/- on achievement of 100% target amount by at least one Region under his control. The above cash

award amount to the ED will be the maximum irrespective of no. of zones he is heading or no. of Regions under his jurisdiction achieving the commercial revenue targets.

ii) The Dy. CTM/DVM, Dy. CAO/AO, PO & CBD of the Region, the Office Supt. and stalls dealing clerk of RM office will get the Cash Award when the Region achieves the targetted amount as above.

iii) The DMs, the Traffic In-charges, Office Supt. Accountant and stalls dealing clerk of DMs offices who would achieve the target amount fixed by the RM, will get Cash Award on pro-rata basis.

iv) Wherever there are ATMs to the Bus stations, the Cash Award amount shall be distributed to them on par with the eligible DMs of the Region on pro-rata basis.

The sanctioning authority for distribution of Cash Award is indicated in the circular 1<sup>st</sup> cited. **The list of eligible Regions will be communicated by the corporate office after completion of target period. The Cash Award amount and the appreciation letters by VC & MD will be distributed to the eligible Officers, Supervisors and Staff, only after communication from the corporate office.**

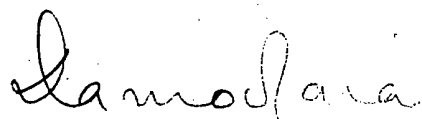
A Separate Function has to be held at Regional level for distribution of Cash Awards and appreciation letters to the eligible Officers/employees. The ED/Zone will distribute Cash Awards and appreciation letters in the separate function held for the purpose at Regional level.

**Further it has been ordered to disband allotment of un-used Bus stations by a Depot Level Committee and link up with cash award scheme with the achievement of the commercial revenue targets and un-used Bus stations allotment being part of the scheme, as described in the circular 2<sup>nd</sup> cited.**

Hence the Cash Award amount on achievement of 100% or 90% of prescribed targets will have to be distributed, subject to allotment of at least 50% of the un-used Bus stations in the Region during target period. If a minimum of 50% of un-used Bus stations are not allotted, 10% of the amount will be reduced from the total Cash Award amount and the balance amount will be distributed among the eligible officers/employees on pro-rata basis.

The field managers are therefore advised to explain the features of revised Cash Award Scheme to the Field/Clerical staff and motivate them to increase commercial revenues to the Optimum Level for achieving the Commercial Revenue Targets fixed for the year 2010-11.

Please acknowledge.

  
EXECUTIVE DIRECTOR (OPERATIONS & MIS) 6/12/10

To  
All Officers of the Corporation.