

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.L3/255(8)/2001-OPD-T

Office of the VC & MD,
Mushirabad, Hyderabad.

CIRCULAR NO. 44/2001-OPD-T, DATED: 10-09-2001.

SUB:-OPERATIONS: Communication of Circular instructions to the staff at the grass-root level - Issue of instructions - Regarding.

REF:-Item No.II(18) of Minutes of the Meeting of EDs of Corporate Office and EDs of Zones held with VC & MD on 07-08-2001 (Minutes No.BJV/471(32)/2001-BS, dated 16-08-2001).

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During the interaction with the lower level Supervisors and employees, it has come to the notice of VC & MD that the contents of important circulars issued from the Corporate Office are not getting percolated down to the grass-root level employees. Thereby a wide communication gap is observed between what is intended and what is actually put into practice.

With a view to bridging this gap, it is directed that Depot Managers and Supervisors shall read the contents of important circulars relating to the employees and explain them in Telugu/vernacular, if necessary with illustrations, at the Depot level (both in gate and group meetings), apart from explaining the contents to all Supervisors in the monthly meetings with the Supervisors.

The Traffic Incharge Supervisor of the Depot shall explain the contents of the Circulars to operating crew/Controllers/ADCs on operational matters.

The Mechanical Incharge Supervisor of the Depot shall read out and explain the contents of the Circulars to the employees in each shift till all the employees are covered. After explaining the contents of the circulars, they shall obtain the feedback to ascertain whether the employees have clearly understood. During the course of inspecting the vehicles, they shall ensure for implementation of the instructions.

All the Depot Managers are advised to take action accordingly. The Divisional Managers and Regional Managers shall ensure implementation of above instructions.

Please acknowledge.

To

A. Chandrababu Naidu
EXECUTIVE DIRECTOR
(OPERATIONS) 10/9/2001

ALL DEPOT MANAGERS.

COPY TO:

- All EDs/HODs in Corporate Office for information.
- All EDs of Zones, RMs and DVMs for information & n/a.
- All Dy.CTMs(M&C)/Dy.CMEs in Zones for info.& n/a.
- All Traffic & Mechanical Supervisors of Depot for n/a.