

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

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

O/o.the Managing Director,
Operations (PLG) Department,
Mushirabad, Hyderabad-20.

CIRCULAR NO. 57/2001-OPD(P), DT.24.10.2001.

Sub: AWARDS - Introduction of awards to conductors for obtaining highest earnings at Depots - Reg.

The Conductor plays pivotal role in improving the rate of earnings by picking up passengers enroute, behaving courteously, co-operating with the passengers by accommodating them in the bus paying personal attention. Such attributes of the Conductor will attract the passengers towards our buses. It is therefore necessary to motivate the conductor in this direction so that his contribution would improve the revenue besides achieving customer satisfaction.

Corporation has introduced Incentive Scheme to motivate the operating staff. Besides Incentive Schemes, the Drivers and Mechanics are awarded for best performance in the fields relevant to them.

In order to motivate the Conductors for realising higher revenue, an Award Scheme at the Depot level is devised. This Scheme envisages Cash Award to two best Conductors in a Depot who realise highest earnings during the month. The salient features of the Award Scheme are as under.

SALIENT FEATURES OF AWARD SCHEME :

Two best Conductors from each Depot will be identified every month who have achieved highest bus earnings during the month compared to like month of last year.

The best two Conductors will be awarded with a Cash Award of Rs.200/- each besides Appreciation Letters from Regional Manager.

CRITERIA FOR SELECTION :

a) Highest earnings :

The highest percentage of increase in the growth of the average bus earnings during the present month per day as compared to the corresponding period of last year shall be the basis.

Example - Let us presume the bus earnings of a Conductor for the present month are Rs.34,500/-. The average per day shall be ::

$$\frac{34,500}{\text{No. of days worked}}$$

If 24 days are the No. of days worked, then the average per day will be

$$\begin{aligned} & \text{Rs. } 34,500/- \\ & = \frac{\quad}{24 \text{ days}} = \text{Rs. } 1,437.50 \text{ per day during the present month} \end{aligned}$$

Presume that the bus earnings of a Conductor during the corresponding period of last year are Rs.27,600/- and if 24 days are the days worked then the average per day will be ::

Rs.27,600/-

----- = Rs.1,150/- per day during the previous year

24 days

Percentage of increase = $\frac{1,437.50}{1,150} \times 100$

$\frac{287.50 \times 100}{1150}$

= ----- = 25%

1150

The increase in the earnings when compared to previous year therefore stands at 25%. Likewise, the percentage of increase shall be assessed for all the Conductors of the Depot for selecting the best two Conductors. The percentage of increase shall be taken upto two decimals.

When more number of Conductors stand at the same percentage of earnings, then the best Conductors shall be selected on the basis of increase in the percentage of earnings upto two decimals. If more than one Conductor stands at the same percentage, then both of them shall be considered for Cash Award. If more than two qualify for the award, then the best attendance shall be examined to select the best two. Even if all the three qualify, then the 3rd Conductor may also be considered for Cash Awards duly obtaining permission from the Regional Manager. The 3rd Cash Award shall be awarded in exceptional cases where more number of Conductors qualify for the award. This is only to motivate the Conductors with the same performance.

b) Other conditions:

- Shall have minimum 24 days attendance in the month.
- Shall wear Uniform at all the times while on duty.
- There shall not be any cancellation of any trips either due to absenteeism of the Conductor or curtailment of the schedule trip unauthorisedly.
- Shall not involve in any disciplinary cases and cases of stoppage of buses.

SELECTION AND AWARD PRESENTATION:

Award Committee:

A Committee to select the Conductors for the Cash Awards shall be constituted with DM, CI, MF and Accounts incharge of the Depot.

- The names of the Conductors who won the award shall be exhibited at a prominent place of the Depot which will serve as a motivating factor for others.
- The Awards will be presented at the Depot in a function conducted during every month on 15th which shall be synchronised with that of monthly Cash Awards to be given to Drivers in terms of Circular No.14/2001-MED, dt 19.5.2001
- The Scheme shall come into effect from 1st November 2001 and valid upto one year.

All The Regional Managers / Divisional Managers and Depot Managers are requested to give wide publicity of this Award Scheme duly exhibiting a copy of the circular on all Notice Boards and also by organising the functions at Depots to present the Awards.

The expenditure is chargeable to AH 4562.

Sd/-
(R.P.SINGH, IPS.,)
VICE-CHAIRMAN &
MANAGING DIRECTOR.

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

CC to: Director (V&S) for information.

CC to: ED(O), ED(E), ED(A), ED & Secy. to Corpn.,

FA, CAO and all EDs in Zones for information.

CC to: CTM(O), CTM(R&D), CTM(C), CLO for information.

CC to: All RMs for information and n/action.

CC to: All DVMs for infmn. & n/action.

CC to: All Dy.CAOs in Zones / Regions for infmn.

CC to: All Principals, ZSTC for information.

CC to: All Dy.CTMs in Head Office for infmn.

ATTESTED



(A.H.N.BHAKTHA)
EXECUTIVE DIRECTOR
(OPERATIONS)