

Andhra Pradesh State Road Transport Corporation
(Operations Department)

No.R1/535(09)2023-OPD(CSC)



Office of the VC&MD,
RTC House, Vijayawada.

Circular No.10/2023-OPD(CSC), Dated: 28.06.2023.

Sub: DIGITALIZATION OF DUTY CHARTS – Implementation of computerized duty charts for the crew in depots–reiteration of instructions – Reg.

Ref: 1) Circular No.PD-08/2011,dt.18.02.2011.

2) Circular No.5/2020-OPD(M), dt.30.03.2020.

Instructions were issued vide circular 1st and 2nd cited, regarding “fixation of crew to services” and digitalisation of crew duty charts. The following benefits will be derived through implementation of the instructions and guidelines issued through these two circulars.

1. Crew get accustomed to the route pattern and traffic flow.
2. Responsibility and sense of belongingness among the crew.
3. Crew can maintain good rapport with the commuters for better service.
4. Improves reliability and punctuality of services and upkeep of buses.
5. Scope for accidents can be minimized due to familiarity of the crew with road conditions and traffic pattern.
6. Crew get duty fixation/allocation for their duties based on their seniority cum option.
7. Improves transparency thereby eliminating the scope for complaints regarding partisan attitude of the duty booking supervisors.
8. Creates a friendly atmosphere and improves industrial relations at the depot.

IT department developed the required software in 2020 for digitalisation of the process involved in duty fixation, daily duty allocation, filling up of blanks etc., The software was thoroughly tested and digital charts were implemented at all the depots in a phased manner by December 2021. The training required on this subject was given to the supervisors and depot managers initially. Refresher training was also given to all the concerned in June-July 2022.

1.0 Observations during depot inspections:

During the inspection of depots conducted by OPD teams in the recent past, the following deviations have been observed on fixation of crew to services and digitalisation of crew duty charts.

- i. Depot seniority was considered while filling up of duty charts, instead of adopting Divisional/Regional seniority.
- ii. Manual counselling, in consideration of single option given by the crew was adopted at some of the depots, ignoring other options.
- iii. Filling the blanks arising in due course haven't been filled every month giving scope for allocation of duties at the whims and fancies of duty booking supervisors.
- iv. Duty blanks in MTD-281 are not being filled before generation of MTD-102/A (Depot Outgoing chart), again giving scope for allocation of duties at the will of chart controllers.
- v. Crew weekly offs are not rationalized to facilitate curtailment of a few services on slack days and operation of additional services on peak days.

All the above aspects were discussed in detail in the meeting of all EDs and DPTOs held on 20.06.2023 at Head Office. It is decided in the meeting to reiterate the guidelines issued on fixation of crew to services and digitalisation of crew duty charts and ensure implementation of the same in true spirit at all the depots to derive the benefits of computerized duty charts.

2.0 Preparation of duty keys:

The steps involved in preparation of duty keys and fixation of crew to services are given below:

- i. Separate duty keys shall be prepared for different types of services such as a) AC including LDS, b) Ghat, c) Driver TIM, d) Other Special type, e) Pallevelugu, f) City ordinary etc., No duty shall be kept outside the duty keys.
- ii. Duty keys shall be prepared duly grouping the services operated preferably on the same route/sector and ensuring proper combination of day out, special off, night out and single crew duties.
- iii. Weekly offs in the duty keys shall be rationalized by providing more weekly offs on slack days and less number of weekly offs on peak days to facilitate the curtailment of a few services on slack days and operation of additional services on peak days.
- iv. Separate duty keys shall be prepared for lady conductors in consideration of the women conductors available on rolls at the depot.

3.0 Initial filling of crew in duty keys:

The following procedure shall be followed for filling of crew initially in all duty keys:

- i. Inter-se divisional seniority (based on date of regularisation) followed by regional seniority shall be the criteria for allocation of duties to the crew based on their options. The senior employee shall be given priority over the junior employee while fixing crew for duties through digital system.
- ii. For the purpose of duty fixation in digital duty charts, the seniority of the employee in the order of a) Inter-se divisional seniority, b) Regional seniority shall be followed. The crew of other regions working in the depot shall be given last priority.
- iii. It shall be ensured in advance, that sufficient number of drivers to perform duties of different type of products are available, such as a) AC including LDS, b) Ghat, c) Driver TIM, d) Other Special type etc,. If necessary, training on operation of TIMs, driving of Ghat services and AC services shall be imparted by conducting special trainings at depot level.
- iv. The crew shall be permitted to submit options for fixation of duties in duty keys in the order of their preference. A driver/conductor can choose any number of duties in the option form. All options submitted by the individual driver/conductor shall invariably be fed into the system by depot supervisor, to facilitate considering all the options by the computer for the purpose of duty allocation as per seniority cum option.
- v. Duty fixation will be done by software as per his eligibility in the order of a) AC including LDS, b) Ghat, c) Driver TIM, d) Other Special type, e) Pallevelugu, f) City ordinary etc,. Duty allocated though digital system is non-negotiable.
- vi. If any driver/conductor fails to submit option form/submits insufficient options, the software will consider the cases of such employees for allocation of left over duties only. The junior most driver/conductor will be selected by the computer for filling the blanks as per the program.

4.0 Filling of duty blanks – Monthly:

The blanks that arose in the duty keys for various reasons shall be filled with the willing drivers/conductors. The procedure given below shall be followed for filling such blanks in the duty keys:

- i. The duty blanks shall be notified by 10th of every month.
- ii. The list of crew who have already opted for the duty which has now fallen vacant shall be displayed in notice board of the depot.
- iii. The crew figured in the above list, shall submit their un-willingness in writing for excluding their names in the sliding process, if they are satisfied with the duties already allotted initially/subsequently.

- iv. The details of crew that submitted un-willingness for sliding shall be fed into the computer before running sliding process for duty allocation.
- v. The process related to filling of duty blanks of all types of services shall be completed by 25th every month.
- vi. The crew allotted for the blank duties shall be booked for the newly allotted duties from 1st of next month.

5.0 Duty blank filling in daily control chart with spare crew:

- i. The duty blanks arising daily in the control chart due to non-availability of fixed crew for the reasons such as leave, sick, absenteeism etc., shall be fed in to the computer system in the morning by the duty booking ADC/supervisor.
- ii. Such duty blanks in the control chart shall be filled daily with the spare crew available on hand based on seniority cum option as per program, without fail.
- iii. The daily duty outgoing chart (MTD 102/A) shall be generated only after completion of the above process. The blanks still remaining in the control chart shall be filled manually on MTD 102/A with DDs/on-call crew.

6.0 FAQs and working Instructions:

The clarifications issued from HO on various queries received from depots and detailed working instructions prepared by IT department and enclosed to Circular No. 05/2020-OPD(M) dt 30.03.2020 remain unaltered.

7.0 Conclusion:

It is the responsibility of all depot managers and DPTOs to explain the process related to fixation of duties through digitization system by exhibiting the details in notice boards and explaining the details through gate meetings. The doubts expressed by the crew in the formal/informal meetings shall be clarified before initiating the process of digital charts implementation.

All Depot Managers are hereby directed to implement the above reiterated guidelines and complete the process of digital chart implementation, wherever necessary. All DPTOs are advised to review and ensure implementation of digital duty charts, by monitoring the process at all depots of the district and complete the same by 30.09.2023.


Managing Director

To

All officers of the Corporation.