

ZSTC/VZM

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the VC & MD.  
Msrd., Hyderabad,

No. T2/812(20)/2011-CM(EE)

CIRCULAR No. EED-01/2012, dt. 06.02.2012

Sub: TRAINING Reorientation training to the employees to be promoted to the higher levels - Instructions - Issued - Reg.

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APSRTC is recruiting Conductors, Drivers, Maintenance staff, Para Medical Staff, Security Staff, Supervisors, Officers etc., to take care of the vacancies created by expansions, promotions, retirements etc., For below Supervisor cadres there is only system of perusal of records, before giving promotions. Lower and Higher Management tests are being conducted to Supervisor categories only. Thus promotions are being given based on the personal records, MRRs etc. These systems are not making all the employees to fit perfectly, when they are promoted to higher levels. Hence, there is a need to fill the gap, to make employees to discharge their duties with more confidence and effectiveness. To fill the gap, it is recommended to have REORIENTATION TRAINING PROGRAM, as a measure of pro-active step. It is aimed at the employees, who are about to be promoted.

In this regard the following instructions are issued to all the Principals for strict compliance.

1. Plan and develop the training modules for various categories to impart Reorientation Training.
2. In the Re-orientation Training the theory classes should be restricted to 20% to 50% and the remaining 50% to 80% should be devoted for Hands on training, visits to OEM Establishments, Sharing of experience, case studies, Roll plays and evaluation both in theory and practical.
3. In the Reorientation Training Yoga, Computers, Focus on customer (both internal and external) and soft skills should be included invariably. Yoga classes should be attended by the Principal or other staff of Zonal Staff Training College regularly and should be conducted in between 5.00 to 7.00 AM. Daily.
4. For the Reorientation Training programme of Controllers, ADCs etc. the categories of Conductors, Drivers, Booking Clerks etc., are to be drawn. In 6 weeks Reorientation Training programme, 2 weeks shall be theory and 4 weeks shall be Hands on training, case studies, roll plays, sharing of experience etc., Hands on training shall be given at Bus Stations, Squads, Stores, Earning Section, Traffic Section, Crew booking etc.
5. For MED, categories 1 week theory and 2 weeks Hands on training shall be given both in Workshops and Garages.
6. For PD staff, One week theory and two weeks Hands on training in depots, Regions, ED's Office, Computers shall be given. In theory classes Conduct, Recruitment, Office procedure etc., should be covered.

7. For Stores and Purchase Department, Vigilance, Security, Engineering, MIS, Para Medical, System Supervisors, Accounts Department etc., the training should be for 2 weeks out of which 1 week should be Hands on training in the Units concerned
8. For the cadres of Supdt.(T), Supdt.(Mech.), Supdt.(P), Supdt.(Admn.) Security Sub-Inspector, Supdt.(Mat.), Head Staff Nurse, Supdt.(Elec.), Section Officer (Civil) etc., categories shall be given two weeks training in Transport Academy, out of which 4 days theory and 8 days shall be Hands on training. While planning care shall be taken to draw Supervisors from all Units viz., Depots, Workshops, Tyre Re-Trading Shops, Bus Body Building Unit, Printing Press, Zonal Staff Training Colleges, Head Office, Executive Director (Zone)'s Office and Regional Manager's Office etc.,
9. All programmes should be residential and when the employees are deputed to other units care should be taken in arranging Boarding and Lodging to the employees to the possible extent duly consulting with the Unit Officers, like, Work Managers, Regional Managers, Depot Managers etc.,
10. For Higher level of categories also the basics of the domain subjects should be revised.
11. Obtain information of all categories who are going to be promoted within the span of one year from PO/Dy.CPM concerned.
12. Every quarter the information should be revised after obtaining from the Officer concerned.
13. The Units should be informed at least two weeks in advance to the Reorientation Training duly narrating the advantages of Reorientation Training.
14. Design and submit the training modules for all the categories to Chief Manager (EE).
15. The evaluation Committee should be constituted with three experts on domain subjects from the field and Principal shall act as Convenor. The Senior Most Officer shall be Chairman of the Committee.
16. In evaluation test, the candidates should at least score 60% in theory and 70% in practical. The training shall be extended to unsuccessful candidates for one more week.
17. While rating the MRRs of Principals and Supervisors, the number of Reorientation Training programmes conducted will be taken as one of the parameter.
18. Immediately after evaluation of the participants, a report should be sent to Head Office for record and will be used for evaluating the MRR of Principal and Supervisors.

Hence, all Principals are advised to plan and conduct Reorientation training classes to be promoted Shramiks, Helpers, Mechanics, Technical ADCs, LHs, Attenders, RTs, RCs, Jr. Assts., Sr.Assts., Controllers, ADCs, DCs, TI.IIIs, System Supervisors, Dy.Superis., Sudpts., etc.,

  
VICE-CHARIMAN &  
MANAGING DIRECTOR

To  
All Officers of the Corporation.

All Executive Director (Zones) are requested to involve in deputing the cadres