

From

Director State Transport,
Haryana, Chandigarh.

To

1. All the General Managers of Haryana Roadways.
2. General Manager, Driver Training Institute, Murthal.
3. Flying Squad Officer (ISBT), Delhi/Chandigarh.
4. General Manager, HREC, Gurgaon

No. 856-34/STA-II Dated: Chandigarh, the 17-4-2015

Subject: Minutes of the Meeting of Commercial Officers of Transport Department held on 8.4.2015 at Panchayat Bhawan, Haryana, Chandigarh.

Please find enclosed herewith a copy of the minutes of the meeting of Commercial Officers of Transport Department, Haryana held on 8.4.2015 at Panchayat Bhawan, Haryana, Chandigarh under the chairmanship of Director State Transport, Haryana. The action taken report (ATR) on the minutes may please be sent at the earliest.

Raj Kumar
for Director/State Transport,
Haryana, Chandigarh.

Endst.No. 885-92 /STA-II

Dated: 17-4-2015.

A copy is forwarded to:-

1. PS/DST for information of Worthy DST.
2. All the officers at HQ. They are also requested to send follow up action report on the minutes of the meeting on the points pertaining to them.

Raj Kumar
for Director/State Transport,
Haryana, Chandigarh.

Minutes of the Meeting of Commercial Officers held on 8.4.2015 at Panchayat Bhawan, Haryana, Chandigarh.

The meeting of Commercial wing of Transport Department was held under the Chairmanship of Sh. Vinay Singh, Director State Transport, Haryana on 8.4.2015 at Panchayat Bhawan, Chandigarh in which officers from Head Office as well as all the General Managers, Haryana Roadways were present. List of participants is available at Annexure-A.

At the outset the Director welcomed all the officers and it being the first meeting, officers present in the meeting introduced themselves with each other. After opening remarks, a brief account of the performance of Roadways was presented and specific areas were identified where the action/enforcement is required for improvement in various parameters. He explained that there is a dire necessity of checking of day to day performance of the depots by the concerned GM & other concerned Officers. The Vehicle Utilization per day, Fleet Utilization, Receipt per Km and KMPL was not rated optimum and emphasis was laid that the GMs should take immediate corrective measures for achieving better results in the coming months. The percentage positive increase in the above factors will be reviewed in particular during the next meeting alongwith other agenda points. The Director laid emphasis on improving efficiency/quality level of transportation facilities by using existing infrastructure to its optimum level.

During the review of depot wise progress, it was observed that the progress of Jhajjar, Kurukshetra, Faridabad, Rewari depots was on lower side as compared to the corresponding period of the last year and as per the targeted norms in most of the performance parameters. The General Managers were directed to improve their performance and a report in this regard be sent to the Head Office.

[Action: GMs concerned]

The following points were raised / discussed and after due deliberation decisions were taken:-


1. General Manager, Gurgaon informed that around 80 buses, from the fleet of the depot are not being plied on routes, out of which 53 buses are permanently detained being non-repairable. Similar condition was reported by GM, Faridabad. It was directed that JSTC(Tech) would constitute a committee under his chairmanship to be assisted by Works Manager of 2-3 depots who should inspect the buses and submit a report within ten days on the roadworthiness of the buses at Gurgaon & Faridabad depots.

[Action: JSTC(T)/concerned GMs]

2. Matter regarding increase in the norms of apprentice trainees will be taken up with the ITI Department for providing more trainees in the Haryana Roadways Workshop. It will not only facilitate quality training to the trainees but would ease the shortage of workshop staff to some extent.

[Action: JSTC(Tech)/All GMs]

3. The depots at Kaithal, Panipat, Y.Nagar, Sonipat, Gurgaon & Rohtak have shown the KMPL on lower side as compared to the other depots. The GMs of Leyland depots reported that new Leyland buses are not giving mileage above 4.7 despite their best efforts. It was decided that the concerned authorities in



the Leyland Company shall be contacted within 15 days and be called to check the vehicles giving low KMPL and a report in this regard shall also be sent to the Director, Supply & Disposal, if there is variance in the projected and actual consumption norms. It was further desired that GMs will provide a certificate by 25.4.2015 that speed controlling devices have been installed in all the buses of their depot and these devices are in working condition, as over speeding results into excessive fuel consumption and enhance the risk of accident.

[Action: JSTC(Tech)/ concerned GM]

4. The receipt per Km of Jhajjar, Faridabad & Rewari was found on lower side as compared to the corresponding period of the previous year whereas Narnaul depot showed improvement in receipt per Km around 5% for which the Director appreciated the efforts made by the GM Narnaul depot and advised other depots to take appropriate steps for improving the traffic receipt.

[Action: All GMs]

5. All the GMs were directed to prepare and send a vision document mentioning the future plans /initiatives which will be taken by them to improve the performance parameters within seven days to the HQ. The enhanced targets of receipt, KMPL, vehicle utilization, steps taken for curbing the expenditure etc.etc. should invariably form part of their vision document. Monthly targets fixed by the GMs on the measurable parameters be indicated in this document.

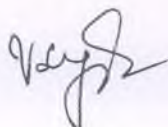
[Action: All GMs/concerned officer at HQ]

6. It was categorically informed that over lapping of Haryana Roadways buses is often noticed on particular routes whereas shortage of buses is also noticed on other routes which not only causes in convenience to the public but also causes loss of revenue to the department. To overcome this problem it was decided that a meeting for rationalization of routes shall be held under FSO, ISBT, Delhi and FSO, ISBT, Chandigarh on 15th April and 22nd April, 2015 so that buses on large routes could be plied according to the traffic load. The concerned GM should get the time-table after accessing the traffic load in consultation with the FSO and adhere to it. Complete report shall be presented by 25.4.2015.

[Action:FSO, ISBT, Delhi & FSO, ISBT, CHD & DTC(Tr)/All GMs].

7. The General Managers shall ensure advance booking of each & every bus starting from their originating point. In addition to the above, the conductors on the buses on various routes shall get their ticket numbers closed and verified from Sub-Inspectors/Inspectors posted at following main bus stands, while passing through on these bus stands i.e. Panipat, Ambala Cantt, Rohtak, Hisar, Delhi (ISBT), Sirsa, Kaithal, Fatehabad, Chandigarh, Jaipur. Official verifying the ticket numbers should mention his name, designation & time on the way bill after verifying the closure of tickets. Similar practice shall also be adopted on all long routes having single trip length more than 150 kms on which numbers on way bills shall be closed on atleast two stages in between on the routes.

[Action: DTC(Tr)/All GMs].



8. It was desired that the GM should take a rational decision for operation of buses on particular routes on Saturday, Sunday & other holidays, keeping in view the traffic potential. The curtailing of operation on particular routes without compromising with the needs of travelling people, will curtail the variable expenditure of the department and the same will be helpful in the improvement of performance of depots.

[Action: All GMs/DTC(Tr)]

9. It was decided that the exceptional aspects / events such as accidents etc. shall immediately be reported to HQ telephonically and also in writing without delay.

[Action: All GMs]

10. Directions were given that, though the vehicle ramming into accident becomes the case property, the same be removed immediately from the site after seeking clearance from the concerned police authorities and be obtained on "Superdari" from court at the earliest. The buses running into break down during transit be brought to the workshop within the shortest possible time.

11. The following important issues shall also be taken care and timely report be given to the Head quarter:-

- i) CM Grievance Window shall be monitored on daily basis and appropriate disposal shall be ensured in time bound manner.
- ii) Court case monitoring system shall be up dated on daily basis and replies shall be filed/other actions shall be taken, in time.
- iii) Action on charge sheets U/R-7 & 8 shall be taken timely and disposed of in the stipulated period as per instructions.

[Action: All GMs]

Working Results:

The itemwise working results were found to be as under:

i) **Traffic Receipt:** During April-Feb.2015 the traffic receipt has increased by 14.21% compared to the corresponding period of last year. The highest increase in traffic receipt Ps/Km of Haryana Roadways was reported by GGN (15.51%) followed by CHD (6.06%), NNL (5.18%), KNL (4.80%), PWL (4.55%), , YNR (4.43%), DLI (3.65%), KKR (3.39%), SPT (3.36 %), FTD (2.80%), HSR (2.31%), JND (1.36%), PPT (1.32%), BHW (0.72%)&. AMB (0.59%). The decrease in traffic receipt Ps/Km has been reported by FBD CBS (-8.48%), JJR (-5.09%), RWR (-2.74), NUH (-1.99%), RTK (-1.81%), FBD (-1.39%), DDR (-1.22%), KTL (-1.02%) & SRS (-0.97%).

The concerned GMs were asked to take immediate steps to improve the traffic receipt.

[Action: DTC(Tr)/GMs]

ii) **Expenditure:** The lowest per Kms expenditure during April-Feb. 2015 was reported by NUH (2820 Ps) followed by SRS (3139 Ps), DDR (3320Ps), PWL (3394 Ps), NNL (3463Ps), KKR (3515Ps), DLI & AMB (3533 Ps), KTL(3536 Ps), FTD (3581 Ps), RWR(3603 Ps), KNL (3618 Ps), PPT (3643 Ps), YNR (3648 Ps), SPT (3717 Ps), HSR (3784 Ps), JND (3791 Ps), BHW (3811 Ps), CHD (3863 Ps), RTK (3933 Ps), JJR (3962 Ps), FBD (4047 Ps), GGN (4593 Ps) & FBD CBS (6588 Ps).

The concerned GMs were asked to look into the reasons and take immediate steps to control it. **[Action: CAO/GMs]**

iii) Expenditure on Staff: During April-Feb. 2015 the highest staff expenditure per Km was reported by FBD (CBS) (2931Ps), HSR (2119 Ps), BHW (1999 Ps), JND (1911 Ps), RTK (1825 PS), JJR (1796 Ps), FBD (1785 Ps), RWR (1781 Ps), FTD (1775 Ps), KTL (1718Ps), KNL (1672 Ps), NNL (1640Ps), YNR (1635 Ps) against HR avg. 1633Ps.

iv) Expenditure on Tyre Tubes and Spare Parts: During April-Feb. 2015 the expenditure per KM on TTSP was very high in FBD CBS (736 Ps), CHD (279 Ps), GGN (275 Ps), RWR & FBD (182 Ps) against HR avg. 170 Ps.

v) KMPL on Gross KM: During April-Feb. 2015, depots reported KMPL HSD of 5.00 and above i.e. KTL (5.06), KKR (5.05), GGN (5.02), FBD (4.99), KNL (4.98), HSR & DLI (4.93), SRS (4.89), BHW(4.88), JND & AMB (4.86) & PPT (4.85) against HR avg. of 4.84 whereas Chandigarh, Sonapat, Yamuna Nagar, Rohtak, Jhajjar, Rewari, Narnaul, Dadri, Palwal and Nuh has reported the KMPL below HR average.

The average KM/Kg of CNG buses on gross Kms of 10 Depots comes to 3.47 during April-Feb.14 and 3.34 during April-Feb. 2015. The highest KM/Kg during April-Feb. 2015 has been reported by RWR (4.19) followed by PPT (4.08), FBD (4.07), JJR (4.06), SPT (4.04), DLI (3.99), RTK (3.88), NNL (3.84), FBD CBS (3.17). The lowest KM/Kg during this period has been reported by GGN (2.51).

The concerned GMs were asked to look into the reasons for low KMPL (HSD)/ KM/Kg (CNG) and take immediate steps to improve it.

vi) Profit/Loss: During April-Feb. 2015 highest profit/loss during this period has been reported by HSR (Rs.-3298.38 lacs), RTK(-3079.18 lacs), SPT (-2773.80 lacs), JJR (RS.-2719.00 lacs), JND (Rs.-2715.18 lacs), FBD CBS (RS.-2634.57 lacs), BHW (Rs.-2496.95 lacs), FTD (Rs.-2380.46 lacs), CHD (-2141.98 lacs), KKR (Rs.-2112.57 lacs), KTL (Rs.-2055.23 Lacs), KNL (Rs.-2013.89 lacs), AMB (Rs.-1872.01 lacs), FBD (Rs.-1788.93lacs), PPT(Rs.-1765.38 Lacs), DLI (Rs.-1751.56 lacs), DDR (Rs.-1672.84 lacs), YNR (Rs.-1621.43 Lacs), SRS (RS.-1565.13 lacs), RWR (Rs.-1509.38 Lacs), NNL (Rs.-1459.06 lacs), GGN (Rs.-1450.72 lacs), PWL (Rs.-805.00 lacs) & NUH (Rs.-661.30 lacs).

vii) Vehicle Utilization: During April-Feb. 2015 increase in vehicle utilization has been reported by NUH (48.76%) followed by GGN (13.00%), JND (8.49%), CHD (8.48%), YNR (7.62%), PWL (7.55%), NNL (5.94%), FBD CBS (5.82%), DDR (5.37%), FTD (5.35%), PPT (4.59%), KTL (4.31%), RTK (3.84%), BHW (3.56%), RWR (3.44%), KNL (1.28%), SPT (0.95%), AMB (0.87%), & DLI (0.83%),. The depot which has shown decrease in vehicle utilization is FBD (-5.08%), SRS (-0.81%), JJR (-0.41%), HSR (-0.29%).

The GMs of the depots mentioned above were particularly asked to take special steps in this regard.

The meeting ended with a vote of thanks to the chair.

LIST OF OFFICERS WHO ATTENDED THE CO'S MEETING OF HARYANA ROADWAYS HELD ON
8.4.2015 AT 11:00 AM AT PANCHAYAT BHAWAN, CHANDIGARH.

Head Quarter

SR. NO.	FULL NAME OF THE OFFICER S/SH.	DESIGNATION
1	T. T. T.	G.M. Gurgaon
2	Serhash Singh	JTC
3	Satish Kumar Rishi	JSTC (Tech.)
4	R. K. Goyal	DTC (S)
5	K. L. Gupta	ADP
6	Be	suppl.
7	Rejuman	SO
8	M.L. Dhaniya	DTC.
9		
10		

General Manager, Haryana Roadways

SR. NO.	FULL NAME OF THE OFFICER S/SH.	DESIGNATION
1	T. T. T.	G.M. Gurgaon.
2	Sandeep Dhanu	GM DU
3	Mukesh Kumar	GM HISAR
4	Ashwani Kumar Dogra	GM YNR
5	D.R. Kundu	GM HR Ch. Dadi
6	K.R. Kaushal	GM HR Marnaul.
7	Rajesh Singh	GM HR Kurukshetra
8	J.S. Ahluwalia	GM H.R. Pindolohad C.R.S.
9	Mohi Pal Yadav	GM HR Rewari
10	Rajiv Nagpal	GM HR Nuh.
11	Suresh Kumar	GM HR SRS
12	Vikram Malik	GM HR FRD
13	Jai Pal Rana	GM HR Sonepat
14	B.S. Ghughra	G.M. Kaithal
15	Joginder Singh	G.M. HR Panipat
16	Hajrat Rai	G.M. HREC GEN
17	Gagandeep Singh	G.M. Ambala.
18	Pradhuman Singh	GM Chandigarh
19	S.P. BISHNOI	GM Rohtak.
20	Ram Kumar	DTC (T) HQ.
21	R.S. Poonia	DTC (T) H.Q.
22	N.K. Garg.	GM HR Jhajjar
23	Mirza Anwar W.M	GM HR Palwal
24	Lochan	GM HR Bhiwani