

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.OP2/462(7)/99-MED

Office of the VC & MD,
MSRD:HYDERABAD-20.
Dated : 20.05.2000.

CIRCULAR NO.16/2000-MED, Dated 20.05.2000

SUB: MAINTENANCE - Review of Maintenance of staff Cars / Jeeps at Head Quarters Depot - Certain Instructions issued - Reg

I. The maintenance of Staff Cars/Jeeps at Head Quarters Depot was reviewed, the following lapses on maintenance of Cars / Jeeps are noticed.

Preventive maintenance is not carried to Jeeps / Cars.

No good conditioned spare Vehicle is available in the Depot to replace the Vehicles of VIP's/VC&MD:ED's:HOD's whenever necessary.

Reporting of complaints is not done in a systematic way.

After examining in detail, the following guide lines for strict implementation are issued.

II. The following Preventive maintenance schedules are prepared for Staff Cars/Jeeps.

1st STAGE: DAILY MAINTENANCE:

Washing and cleaning of Vehicle.

Attention of log sheet complaints.

Changing of Seat covers, Attention of Electrical works whenever necessary.

2nd STAGE: FORTNIGHTLY / MONTHLY:

On an average, Cars / Jeeps are being operated for 80 KM per day. The Vehicles are to be called to Depot once in a month in case of new Vehicles (below 50,000 KMs) and twice in a month in case of old Vehicles (above 50,000 KMs) to carry out the following preventive maintenance.

- A) Fan belt checking.
- B) Coolant mixture/Water in the radiator.
- C) Tightening of all bolts and nuts.
- D) Inflation of Tyres.
- E) Oil leakages.

3 rd STAGE ATTENTION:

- 1) Brakes overhaul i.e., checking and changing of brake washers, master cylinder kit, brake liners as per the need.
- 2) Hub servicing

- 3) Engine tuning (including tappet setting)
- 4) Suspension and Steering system.
- 5) Functioning of Air conditioner.
- 6) Attention to Self starter and Alternator.
- 7) Attention of Clutch and other Transmission System.

MAJOR OVERHAULS:

As per the KMs operated and condition of major aggregates i.e., Engine, Gear Box, Rear Axle which will be taken up for necessary repairs by out side authorised garages.

The officer concerned will be informed well in advance for withdrawal of Vehicle, for maintenance, time required for attention and date on which the Vehicle to be detained for maintenance. The proforma of the letter is at ANNEXURE-

I. To avoid communication gap in reporting of defects and attention of works, the following measures are to be taken.

Drivers may be advised to write the complaints on the log sheet.

Daily R.G Register shall be maintained by the Depot for prompt attention.

Vehicles attached to Head Quarters Depot for maintenance should report every day to the garage for attention of daily maintenance and log sheet complaints.

The log sheet complaints shall be recorded in the Vehicle-wise register maintained by Head Quarter Depot to identify the repetitive complaints. This will help to plan the attention of major works by the Depot at the time of detention of Vehicle for preventive maintenance.

Overhauling of major units and major replaced parts at the time of overhaul shall be recorded in the Vehicle-wise log book by Head Quarter Depot to review the quality of major repairs carried out at out side garaes.

In some cases, it is observed that prior sanction was not taken for the expenditure incurred on Mechanical and Body works etc. It is necessary to take prior sanction before taking up of Vehicle for major repairs especially in Body works and overhaul of Engine and other major aggregates. However other minor repairs to be carried out to keep vehicles on road may be entrusted in anticipation of sanction.

The spare Vehicles which are available in Head Quarters Depot may be used to provide replacement of Vehicles, detained for scheduled maintenance and major overhauls. The DM/HQ shall prepare monthly programme of preventive maintenance schedules of all Vehicles well in advance.

The Vehicles maintained at head quarters Depot are of different models and the majority of spares are not interchangeable. It is decided to stock minimum essential spares required for preventive maintenance schedules of all Vehicles. DM/HQ shall prepare list of spares required for stocking in consultation with the Dy.CME(O) depending upon present consumption pattern. The required materials shall be procured through the contract cell, head office.

The Depot Manager, Head Quarters is advised to send the Vehicles for major repairs of Body Works /Mechanical Works/ Air conditioning Works other than the scheduled maintenance to the out side authorised garages to ensure correct attention of works.

To avoid repetition of Vehicle defects and correctness of attention by the out side garages, the Vehicle must be inspected by the DM/HQ before payment of bill.

The Depot Manager, Head Quarters is advised to implement the Circular instructions with out deviations.

All officers of Head Office whose Vehicles are maintained by the Head Quarters Depot are requested to spare their Vehicle as and when required for preventive maintenance.

Sd/-

EXECUTIVE DIRECTOR(Engg)

ANNEXURE-I

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION .

**OFFICE OF THE DM/HQ,
MSRD, HYDERABAD-20.
DATED :**

To

Sir,

**SUB: MAINTENANCE - Detention of Vehicle for Scheduled maintenance -
Information - Reg.**

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**Vehicle No. _____ allotted to you is due for Scheduled maintenance
of 2nd STAGE / 3rd STAGE at Head Quarters Depot / Out side garage on
Dt. _____. The same will be returned on Dt. _____ at _____
hours. The time required to carry out the above maintenance is _____.**

This is for your kind information and for necessary arrangements please.

- Yours faithfully,

DEPOT MANAGER(HQ)