

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No. TLI/690(2)/2001-MED.

O/o the VC & MD,
Dt 12.4.2001.

CIRCULAR No. 8/2001-MED, DT. 12.4.2001

SUB: — BUS BODY REPAIRS:-Improving the productivity of under-utilised artisans at depots/workshops and body building unit - Certain guidelines issued - Reg.

**REF: — 1) Circular No. 25/99-MED, dt. 20.7.99.
2) Circular No. PD-79/2000, dt. 30.12.2000.
3) Circular No. O1/2001-MED, dt. 20.1.2001.
4) Circular No. O4/2001-MED, dt. 20.2.2001.**

L Vide circular 2nd cited the norms of staff deployed in various departments of Corporation were revised with a view to improve the productivity and optimise the personnel cost.

n. Further, in continuation to the above, detailed instructions were also issued vide circular 3rd cited to recategorise the staff in excess of the revised norms and also to implement the concept of multi trade skills in depots, workshops and body building unit.

However, even after making all efforts to adjust the excess staff by recategorisation, it is likely that some staff are still found excess both at depots and workshops.

HI. Hon'ble Chief Minister is regularly reviewing the cost parameters like personnel cost, cost on workshops etc., and advising to reduce the costs.

IV. Further the Body overhaul sections of most of the Zonal workshops are under utilised due to less demand for body COs/SR as the field managers feel that it is not cost effective to undertake the Body CO at Zonal workshops. Instead, the demand for selective and extensive body repairs through the artisans available at depots or through outside agencies as per the guide lines issued vide circular 1st cited has been increasing as it is cost effective.

V. Since there is no adequate demand for CO/Body CO/SR and there is demand for extensive repairs/selective repairs at de-pots, the artisans/khalasis available in the body section of the workshops are not utilised to the desired level and have become surplus.

VI. Instead of carrying CO for few vehicles at Zonal workshops, more vehicles can be taken up for selective/extensive repairs at depots with the same man power and hence the following instructions are therefore issued.

- 1.** The Executive Directors of the Zones in consultation with the WMs and Dy.CMEs should thoroughly examine the realistic requirement of vehicles to be taken up for CO., Body CO and S.R considering the past experience, present vehicle condition and replacement policy of vehicles.
- 2)** They should also identify the excess man power available in the Body shop of workshops and depots considering the revised staff norms vide circular 2nd cited.
- 3)** The surplus staff available at depots and workshops shall be recategorised to the categories having shortage or recruited as conductor/driver on priority.
- 4)** The multi trade skill concept shall be implemented at the depots and workshops
- 5)** The excess man power still held at depots and workshops even after recategorisation of surplus staff should be productively utilised by forming Coach Repair Gangs.

- 6) Since it is not viable to take up coach repair at all the depots of the Zone, it is suggested that coach repairs may be organised at the Regional Headquarters depot and at one or two other depots of the region where adequate infrastructural facilities such as gas welding, arc welding, drilling machines, riveting machines and suitable accommodation etc., are available.
- 7) The Dy.CME of the zone should thoroughly examine the vehicle condition and identify the vehicles required for extensive/ selective repairs depot wise and draw them to the depot identified for carrying coach repairs.
- 8) If more vehicles are to be attended for coach repair works and adequate man power is not available to attend these repairs, these vehicles may be taken up for repairs through an outside agency as per the instructions contained in circular No. 25/99-MED.
- 9) Required material for repairs has to be assessed, procured and made available at depot in advance in consultation with COSs.
- 10) The Coach Repair gangs so formed have to be sent to the selected depot under temporary transfer to attend body repairs.
- 11) The vehicles of other depots also have to be sent to the selected depot for attending the coach repairs. However, the cost incurred i.e., labour cost, material cost may be booked to the respective depots from where these vehicles are drawn for repairs.
- 12) While carrying out the coach repairs, quality of the body attention has to be thoroughly monitored, entrusting the same to a supervisor having necessary experience in the coach repairs.
- 13) Training may also be organised to Coach Repair Gangs to acquire skill for attending the chassis cracks and retrieval of oblonged holes on the chassis at the spring bracket fitment area.
- 14) The DVMs/Dy.CMEs/RMs have to thoroughly monitor the productive utilisation of coach repair gangs so formed.
- 15) The Regional Managers have to furnish the information quarterly about the no. of vehicles attended for selective/extensive repairs at the depots using the Coach Repair Gang formed by RTC employees in his region and also furnish separately the no. of vehicles taken up for the said coach repairs by deploying outside agency.
- 16) Depending on the bus body condition, vehicles required for CO, body CO and SR, may have to be drawn to the workshop and thoroughly attended instead of operating them in a shabby condition on the plea of economizing the cost.

Please acknowledge the receipt.

Sd/-

(R. P. SINGH)

Vice Chairman & Managing Director

\\ ATTESTED \\

Sd/-

(P. ARJUNA)

Executive Director (E)