

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

**Office of the VC & MD,
Mushirabad, Hyderabad.
DT. 20.04.2001.**

No. OP2/462(4)/2001-MED

CIRCULAR No. 11/2001-MED, Dt. 20.04.2001.

SUB :— REORGANISATION:- Re-introduction of Divisional Setup - Role of Dy. CMEs attached to Executive Director (Zone) - Reg.

REF:— Notification No.Ea/255(7)/2001-PD,Dt. 11.04.2001.

1.0. Vide notification cited above, Divisional setup was re-introduced. Now, Divisional Manager is responsible for both operational and maintenance matters of the Depots under his jurisdiction with accountability for the performance and profitability. The Dy. CTMs and Dy. CMEs working as functional Managers in the Regional Offices are withdrawn.

In the re-organised set up, two Dy.CMEs for each Zone and one Dy.CME exclusively for HCR are provided to render assistance to the Executive Directors of the Zones in improving the performance of Mechanical Parameters.

In the past, maintenance systems have been designed and implemented to ensure proper maintenance of the fleet. Even a properly designed system cannot yield the desired results unless there are checks, cross checks and super checks to ensure that the systems are implemented in true spirit.

Vide notification cited at reference, it was mentioned that the Dy.CMEs attached to the Zones are responsible for maintenance activities of the Regions attached to them by the respective Executive Director (Zone). One of the ED (Zone) sought clarification on allocation of Regions / Divisions and the job description of the Dy. CMEs in the re-organised set up. The issue has been examined in detail and following clarifications are issued.

2.0 ROLE OF DY. CHIEF MECHANICAL ENGINEER IN FLEET MAINTENANCE OF THE ZONE:

The Primary responsibility of the Dy.CME is to review and advise the line Managers suitably on the implementation of preventive maintenance systems in the depots of the Zone attached to him. He should provide technical advice to the Depot Manager on fleet maintenance and reduction in cost of operations.

He shall be administratively responsible to the Executive Director (Zone) concerned.

The job description of Dy.Chief Mechanical Engineer in the Zone is as follows:

Job Summary:-

- 1) He shall be responsible for technical advise to the Depot Managers on fleet maintenance.**
- 2) He shall get fully involved and co-ordinate in the training activities in respect of the maintenance personnel including Supervisors with the help of Service Engineers of OEMs and the respective ZSTC of the Zone.**

- 3) He shall assist ED (Z) and RMs in decision making for the placement and promotions in respect of Mechanical Supervisors (Inter Divisional transfers and promotions). He shall advise the Divisional Managers / Depot Managers whenever needed on the effective deployment of mechanical staff (Artisans, other unskilled workers).
- 4) The Dy.CME shall help in stocking/distribution of "Body upkeep" materials to depots without interruption in co-ordination with COS.
- 5) He shall aid the Depots and co-ordinate with Zonal Workshops and Stores on supply of repair and overhaul of units, essential spares and on matters of quality control of spares and units.
He shall also maintain effective liaison with the concerned on all matters related to infrastructural needs of depots.
- 6) He shall advise the Depot Managers on the inventory levels to be maintained at depots.
- 7) He shall aid the DVM in finalising the contracts relating to taking up repairs of Body works through outside agencies as per the revised Circular instructions in order to ensure proper upkeep of Vehicles in the Depots.
- 8) He shall be responsible for planning the overhauls, Body sundry repairs, replacement of vehicles and advise the Works Manager on distribution of reconditioned units.
- 9) He shall assist the ED (Z) in finalising and renewing the annual contracts for local repairs through outside agencies that require the approval of ED (Z).
- 10) He shall maintain liaison with the manufacturers and assist the DVMs/ DMs in Upkeep of plant and machinery within the standards and monitor the performance of equipment.
- 11) He shall co-ordinate with the Oil companies for supply of HSD Oil and other services. The defective HSD pumps to be got attended through Oil companies prompt-ly. The DM's should be guided properly on HSD oil variations in stocks.
- 12) He shall inspect atleast four Depots in a month and submit reports to ED (Z) and ED (Engg) with a copy to RM, DVM and Depot.
- 13) He shall periodically review the maintenance performance of Depots, with specific reference to the implementation of preventive maintenance systems and quality there on as communicated through circulars from MED from time to time and submit monthly report to ED(Z) with a copy to RM/DVM.
- 14) The Dy.CME has to review the cost of major inputs i.e., HSD/LUB/SPRINGS/TYRES/SPARES and advise the line managers on corrective steps to be taken to check the negative trends and reduce the cost of operation.
- 15) He shall monitor the performance of units like Engine, Gearbox etc., both new as well as overhauled units and attend to PF analysis of units at ZWS.
- 16) He shall monitor the performance of experimental / Trial items and send consolidated reports at regular intervals directly to CME (O) with a copy to COS and WM of the Zone. He shall maintain close liaison with vehicles and equipment manufacturers on the product improvement and performance appraisal.

- 17) The Dy. CME to whom the Vehicles scrap yard is attached shall have the administrative control of scrap yard and will be the convenor of the survey committee No. 2.
- 18) He shall be a member of the committee to finalise contracts relating to Cleaning & Sweeping of Buses, cleaning of garage premises etc.,
- 19) He shall be a member of the selection committee for the recruitment of Mechanical staff and Drivers of the region.
- 20) He shall attend the Technical Meets/Seminars/Work-shops organized by Mechanical Engineering Department.
- 21) Both the Dy. CMEs of the Zone shall be members of Limits Fixation Committee and shall attend Production Review Meetings conducted by Works Manager of the Zone.
- 22) Any other work entrusted by ED (Zone).

3.0 The Divisions attached to the Dy. CMEs of the Zone are shown below:

HYD ZONE:

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|----------------------------|----------|---|
| Dy. CME/ HCR Region | : | All Divisions of HCR Region |
| Dy. CME-I/HYD Zone | : | All Depots of Medak, Mahaboobnagar and Nagarkurnool Divisions |
| Dy. CME-II/HYD Zone | : | All Depots of Rangareddy, Nalgonda and Suryapet Divisions plus Vehicles Scrap yard of HYD Zone |

KRMRZONE:

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|-----------------------------|----------|---|
| Dy. CME-I/KRMR Zone | : | All Depots of Karimnagar, Jagityal and Nizamabad Divisions plus Vehicles Scrap yard of KRMR Zone |
| Dy. CME-II/KRMR Zone | : | All Depots of Warangal, Khammam, Adilabad and Hanumakonda Divisions |

VZMZONE:

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|----------------------------|----------|---|
| Dy. CME-I/VZM Zone | : | All Depots of Vizianagaram Region, Srikakulam and Visakha (Urban) Divisions plus Vehicles Scrap yard of VZM Zone |
| Dy. CME-II/VZM Zone | : | All Depots of Visakha (Rural), Kakinada and Rajamundry Divisions |

VJAZONE:

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|----------------------------|----------|---|
| Dy. CME-I/VJA Zone | : | All Depots of Krishna, Vijayawada City, Machilipatnam and Eluru Divisions plus Vehicles Scrap yard of VJA Zone |
| Dy. CME-II/VJA Zone | : | All Depots of Guntur, Tanuku and Narsaraopet Divisions |

NLRZONE:

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|----------------------------|----------|---|
| Dy. CME-I/NLR Zone | : | All Depots of Nellore, Ongol and Markapur Divisions plus Vehicles Scrap Yard of NLR Zone |
| Dy. CME-II/NLR Zone | : | All Depots of Gudur, Tirupathi and Chittoor Divisions |

CDPZONE:

- Dy. CME-I/ CDP Zone : All Depots of Cuddapah, Proddatur and Nandyal Divisions plus Vehicles Scrap Yard of CDP Zone**
- Dy. CME-II/ CDP Zone : All Depots of Anantapur, Hindupur and Kurnool Divisions**

4.0. The Executive Director (Zones) shall nominate the officers as Dy. CME-I and Dy. CME-II in their Zone. In case the Executive Director of the Zone feels that the allocation of Depots / Divisions to the Dy. CMEs needs any change, they may do so duly marking a copy to the Head Office.

5.0. Executive Director (Zones) are advised to provide one Mechanical Supervisor in the rank of AMF to the Dy. CMEs of the Zone separately among the existing sanctions available in the Zone.

6.0 The Divisional Managers are advised to inspect the Depots under their jurisdiction as per the inspection format communicated by MED vide Circular No. 5/98-MED, Dt. 07.02.98 at regular intervals and take suitable action on the deficiencies observed.

7.0. The Executive Director(Zones) are advised to ensure that the Dy.CMEs invariably inspect the specified number of Depots every month with special emphasis on night shift maintenance, early morning despatches and proper attention to the defects on the Vehicles, with a view to provide reliable 8B efficient service to the travelling public and inturn improve the revenues of the Corporation.

8.0. Executive Director (Zones) are further advised to review the inspection reports submitted by the Dy. CMEs and cause necessary action to rectify the deficiencies in maintenance of fleet at Depots with a view to improve the maintenance standards and thereby reduce costs on vital parameters. In a nutshell, the institution of Dy.CMEs shall be effectively utilised at Zones so as to bring about a positive change in the maintenance activities at Depots of the Zone to achieve further cost reduction and improved reliability of services.

9.0. These instructions come into force with immediate effect.

Sd/-

(R. P. SINGH)

Vice Chairman & Managing Director

ATTESTED

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(P. ARJUNA)

Executive Director (E)