

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No. OP2/462(8)/2001-MED

Office of the VC & MD
Mushirabad, Hyderabad-20.

Date : 25-05-2001

CIRCULAR No. 15/2001-MED, DT. 25-05-2001.

SUB.:- UPKEEP OF HI-TECH BUSES - Check List of certain important items of maintenance of Hi-tech Buses - Reg.

The image of Corporation and its services is determined by the Public based on the "UPKEEP" of its Buses. The Public consider our maintenance as effective and efficient if Cleanliness, Punctuality, Regularity and Reliability of Service rendered are observed satisfactory.

Hi-tech buses are our prestigious services. In these days of intense competition from the private operators, they require more attention and it is our primary responsibility to satisfy the customer and attract him to travel by our Buses duly improving the UPKEEP of Hi-tech buses.

The UPKEEP of Hi-tech Bus consists of -

Daily out side washing, inside swabbing with wet cloth, wiping of window glasses, wind screen glasses.

- Condition of head rest covers and its change daily, functioning of set reclining mechanism, condition of arm rests and window shutter knobs.
- Functioning of VCP, TV and Tape-recorder and provision of good cassettes.
- Timely attention to body dents and damages.
- Periodical painting.

Inspection conducted on UPKEEP of Buses by various teams from Head Office at Major Bus Stations recently indicate instances of negligence in maintenance of Hi-tech buses.

For the convenience of Garage Supervisors and officers a CHECK LIST of essential items on UPKEEP of Hi-tech Buses has been prepared and is enclosed at ANNEXURE.

The following guide lines are to be implemented strictly to improve the Upkeep of Hi-tech Buses.

- The Depot Manager/Garage I/C has to ensure that all the items of check list are attended to each vehicle during maintenance.
- The garage I/c shall personally ensure the attention of Hi-tech bus maintenance as per check list.

All the unit officers are advised to prepare and keep sufficient stock of check lists for every day/service checking.

- Before departure of each hi-tech service every day the DM/Garage I/c has to check the vehicle personally as per the check list given above and certify the condition of the bus. The certified copy of the check list of each Hi-tech service shall be kept as record at the depot for verification by officers of the Zone during inspections. Any discrepancy noticed during inspection, the DM shall be change to attend the same immediately before dispatching the vehicle. If there is time constraint to attend any of the discrepancy the same shall be intimated to garage I/C to attend the same before giving the bus for next schedule without fail.

The RMs/Dy. Ms/Dy. CMEs of the Zone shall check the physical condition of Hi-tech Buses during the course of their depot inspections and in Bus Stations and cross check with the recent check list certified by the DMs. For any discrepancies noticed during cross check, disciplinary action shall be initiated on the concerned.

Please acknowledge.

Sd/-
Vice Chairman & Managing Director

// Attested //
Sd/-
(P. ARJUNA)
Executive Director (E)

CHECK LIST FOR HI-TECH BUSES

Vehicle No. :	Date :	Time :
Sl. No.	Description	Yes / N
1.	Schedule Departure from Garage	Y / N
2.	Schedule Arrival to the Garage	Y / N
3.	Wearing of Uniform by the Driver and Attender	Y / N
4.	Functioning of Air Conditioner	Y / N
5.	Functioning of TV, VCP & Tape Recorder	Y / N
6.	Upkeep and Cleanliness of the Bus	<u>Y / N</u>

- N.B. :(1) "Y" indicates satisfactory condition & "N" Indicates Bad Condition.
- (2) A penalty ranging from Rs. 100/- to 200/- shall be imposed on the person responsible for any adverse noting in the above Check List from the Incentive Payable for two times and Initiate Disciplinary Action there after.
- (3) In case the adverse notings pertains to contractor it shall be recovered from the amount Payable to him.