

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No. PRD 1/130(1)/2001-MED

Office of the VC & MD
Mushirabad, Hyderabad-20.
Date : 09-10-2001.

CIRCULAR No. 31/2001-MED, DT. 09-10-2001.

SUB. :- WORKSHOP COST - Distribution of Labour & Overhead costs of Body Shop as Zonal overhead on the Depots of the Zone - Charging only the Material cost on Depot for BCO/SR works - Reg.

- 1.0** The cost of Vehicle Overhaul, Body Overhaul and Sundry Repairs is presently being charged on depots for the services availed from Body Shop. Depots have not been sending vehicles willfully for Complete Overhaul/Body Overhaul /Sundry Repairs, as Workshops charge nearly Rs. 3.00 lakhs per Complete Overhaul and Rs. 60,000/- per Sundry Repairs besides keeping Vehicle for 21 days in Workshops.
- 1.1** Depots have been utilising Body Shop facilities for special attention workshop-for the vehicles requiring conversions and those met with accidents, with a view to encourage Depots, it has been decided to charge only the Material Cost for BCOs and SRs utilised and to distributes the Labour and Overhead Cost of Body Shop in proportion to the fleet held by each depot of the Zone.
- 2.0** •Hence, the following revised distribution procedure shall be adopted.
- 2.1** Material Cost shall be charged on the depots for the BCO/SR services availed as per the Budgetted Material Costs applicable for 2001-02 which are given below.

Wokshop	Material Cost	
	Body CO	SR
UPL	Rs. 53,11 1/-	Rs. 19,415/-

However, the difference between Budgetted Material Cost and Actual Material Cost of BCO & SR shall be charge on Depots every month as being done in case of CO Units. Budgetted Material Costs for CO/BCO/SR of all Workshops shall be revised every year as per the existing procedure

- 2.2** Total Budgetted Cost for Chassis Overhaul shall be charged on respective Depots, in case of the Vehicles taken for Complete Overhaul. Body Overhaul Cost of these Vehicles shall be separated and charged as per the procedure applicable for exclusive BCO.
- 2.3** Labour and Overhead Costs of Body Shop shall be held in relevant Account Heads of Zonal Dy. CAO Office. This expenditure shall be distributed on the basis of Fleet held among all Depots of the Zone.
- 2.4** Labour Cost of Body Shop, refers to and includes expenditure on the staff of Body CO, SR. Paints and Trimming Sections, "Excluding Supervisors of these Sections".
- 2.5** In order to facilitate identification and retention of Labour Cost relating to the Staff of Body CO. SR, Paints and Trimming Sections, separate "J" Forms shall be prepared for Salary Bills. Similarly, Pay Orders shall be prepared separately for miscellaneous drawls pertaining to drawls of the staff of these Sections.
- 2.6** The Drawing Officer shall ensure to affix Rubber Stamp "BODY SHOP EXP" on "J" Forms as well as Pay Orders pertaining to drawls of the staff of these Sections.

3.0 All Works Managers and Dy. CAOs are advised to implement the revised method for charging cost of Vehicle Overhauls. Body Overhauls and Sundry Repairs on Depots from

"October 2001 production month onwards".

4.0 Dy. CMEs and DVMs shall inspect Body condition of Vehicles during periodical Depot inspections, identify the Vehicles excluding Body attention and communicate the list of such Vehicles to WMs to include in CO/BCO/SR Programme.

5.0 Works Managers shall prepare CO/BCO/SR Programme as per the details given by DVMs/Dy. CMEs and communicate to concerned Managers "in advance". Depot Managers shall utilise the facilities established in Body Shops for improvement of coach condition. DVMs/RMs shall ensure that the Vehicles included in CO/BCO/SR Programme are sent to workshop for Body attention, without fail.

6.0 Non-sending of Vehicles identified for CO/BCO/SR as per the Programme communicated by WMs shall be viewed seriously and in such cases ED(Z) shall take suitable action on the concerned.

7.0 This has the concurrence of FA and CAO.

Sd/-
(CH. RAGHAVENDRA RAO)
Executive Director (E)