

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

NO.OP2/843(3)/2003-MED

Office of the VC&MD
HYDERABAD-20

CIRCULAR No.35/2003-MED, Dt.21.11.2003

SUB:FLEET STRENGTH - Reconciliation of fleet strength
on monthly basis at Regional level - Certain guide-
lines issued - Reg.

The fleet strength of the Corporation as on 30.4.2002 was 18129 RTC vehicles & 1316 hired vehicles. The fleet strength of the Corporation as on 30.4.'03 was 17854 RTC & 1314 hired buses thus showing a reduction of 275 buses in RTC fleet and 2 hired buses.

The fleet strength of the Regions is not being reviewed on a regular basis due to which there is no information available at the Corporate office to know the reasons for reduction in the fleet strength of the Regions and the Corporation.

The following are some of the reasons for discrepancies in the fleet strength of buses.

1. Increasing or reducing the schedules without approval of competent authority
2. Non accountal of surplus fleet at Depots on account of reduction in Schedules at Depots
3. Non accountal of buses received from Head Office on permanent and temporary augmentation (during peak season).
4. Stabling of buses even before replacement is received.
5. Stabling of Buses even before scrap sanction is communicated.
6. Deletion of Buses sent to ZWS for Complete Overhaul, Off road for want of materials or due to repairs on account of accidents from fleet held at the Depots.
7. Deletion of surplus Buses arising due to allotment of

special type of Buses against replacement.

8. Non-stopping of Buses introduced under temporary augmentation in peak season in the month of July.

With a view to have a clear accountal of all the vehicles held in a depot, the following guidelines are issued for strict compliance.

- 1) New vehicles received from Head Office should be taken into the fleet on the same day either against augmentation or against replacement and should be indicated in the Daily vehicle position statement (MTD-151) as well as fortnightly Fleet Strength Report (MTD151A).

- 2) If any vehicle is transferred from one depot to another for any reason, the same should be accounted and indicated in the Daily and Fortnightly Statements (MTD 151 and 151A) of both Depots.

- 3) Any change in schedules should have the approval of competent authority. Vehicles which have become surplus on account of decrease in Schedules should be transferred to needy depots in the same Division or Region. If they cannot be adjusted in the same Division or Region, ED(Z) has to take action to transfer them to needy depots in the Zone or for adjustment in the other Zones through ED(O). These surplus vehicles, if any, should be continued to be held in the fleet and shown in the Daily and Fortnightly Fleet Strength Reports of the depot till such adjustment is made and till the vehicles are physically transferred to the other depots and accounted at those depots subsequently. Under any circumstances vehicles should not be deleted from the fleet due to reasons of surplus fleet or slack season curtailment.

This accountal of fleet which is excess to the requirement by every depot will enable the Management at various levels viz., DVM, RM, ED(Z) to take appropriate action to redeploy the buses in needy depots and to prevent idling of Vehicle resources.

- 4) Head Office allots Special Type of Vehicles as replacement to those Special Type Buses which have completed stipulated replacement mileage. The replaced

special Type Buses should be sent to ZWS for conversion. In such cases the new Vehicle as well as the replaced Vehicle should be taken in the fleet held till such time the conversion is completed.

5) Vehicles sent to Zonal Workshops for complete overhaul, BSR or for conversion of Special type into Ordinary type buses, should be accounted in the fleet held at the depot from which the vehicle is sent to ZWS till it is received back. In case of those buses which are sent for conversion to other type of buses and to be allotted to other depots other than the depot from which it is sent to ZWS for conversion, those buses should be accounted in the fleet of the parent depot till such conversion takes place and is transferred and accounted at the depot to which it is subsequently allotted.

6) Those Vehicles which are off road for want of materials or for repairs at Depot on account of accidents shall not be deleted from fleet under any circumstances. They should be held in fleet & shown under "OFF ROAD" Vehicles to enable units like Zonal Workshops & Zonal Stores to take immediate action for supply of Units, spares & materials.

7) Vehicles which are in bad condition and have covered the stipulated mileage and unfit for further repairs and operation should not be deleted from the fleet unless final scrap sanction and replacement vehicle is received from the Head Office.

There may be some Vehicles for which final Scrap sanction is received but replacement Vehicle is not received. Such Vehicles should not be deleted from fleet till a replacement Vehicle is received from Head Office.

8) Vehicles for which replacements and final scrap sanction are received from Head Office and stabled for scrap should be shown separately under "stabled vehicles" in Daily and as well as Fortnightly Fleet Strength Reports(MTD 151 & 151A) duly indicating the sanction letter number and the date of stabling. This will enable the reviewing Officers viz., DVM, WM, RM, ED(Z) to take suitable action for ensuring supply of

required scrap units and speedy evacuation of vehicle to the scrap yard for realisation of scrap revenues.

9) The Schedules increased under temporary augmentation with the Buses allotted towards replacement in the peak season (January to June), shall be stopped on onset of slack season and adjust the Buses against scrap due. These Buses shall not be continued after 1st July every year.

10) The proposal for augmentation/introduction of routes from RMs shall not be made from replaced runners.

The Regional MIS shall consolidate the information of all depots in the Region based on the Fortnightly Fleet Strength Report (MTD 151A) to enable the RM & ED(Z) to take appropriate and necessary action on the surplus fleet, scrap vehicles etc.

A statement showing the schedules and the fleet held at the beginning of every month, transactions during the month and the schedules and Fleet at the end of that month for the Region, Depot and Division wise should be prepared on a monthly basis by the RMIS & circulated to DVMS, RM, ED(Z) for necessary action. A copy of the same should be sent to CME(C&B) of Corporate Office to maintain an inventory of fleet held at Corporate level by 10th of the month.

The statement should be in the following format.

STATEMENT SHOWING THE FLEET POSITION
AT DEPOTS / DIVISION / REGION

1. Depot / Division / Region :
2. Schedules at the beginning of the month :
3. Fleet held at the beginning of the month:
4. Vehicles received from Head Office :
during the month with Vehicle Numbers
 - a) Against Augmentation
 - b) Against Replacement
5. Vehicles received from other Depots :

- during the month with Vehicle numbers
6. Vehicles transferred to other Depots :
during the month with Vehicle Numbers
 7. Vehicles stabled for Scrap at the :
beginning of the month with Vehicle
Numbers.
 8. Vehicles stabled during the month for :
Scrap with Vehicle Numbers
 9. Vehicles sent to Scrap yard during the :
month with Vehicle Numbers
 10. Schedules at the end of the month :
(Sl.No. ((2+4+5)-(6+8)))
 11. Fleet held at the end of the month :
(Sl.No. ((3+4+5)-(6+8)))
 12. Variance :
 - a) Schedules (Sl.NO.10-2) :
 - b) Fleet head(Sl.No.11-3) :
 13. Reasons for variance :
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All the Regional Managers are therefore advised to review the fleet position at the respective depots of the region on monthly basis duly instructing the Regional MIS to furnish the information in the format given above. The idea behind this accountal is to ensure that the costly resources viz., vehicles are put to the best possible use to earn the revenues without giving scope for idling of resources by redistributing the surplus buses which may be required for meeting the demands at some other depots.

The average vehicle utilisation on schedules for the Depot / Division / Region is to be computed on the basis of the schedules at the end of the month shown at item No.10. The average vehicle utilisation on held for the Depot / Division / Region is to be computed on the basis of the fleet held at the end of the month shown at item No.11.

All EDs(Z) are advised to review the fleet strength of the Regions/Divisions on monthly basis and take necessary

action for proper deployment of buses in their Zone.

VICE CHAIRMAN &
MANAGING DIRECTOR

To

All Regional Managers

Copy to: Director(Vig. & security), ED(MIS), ED(A),ED(O),
FA, CAO & All ED(Zones) for information
Copy to: CME(O), CE(IE&COM), CPM, CM(HRD), CM(Trg), CCOS,
CA & Secry. to Corporation for information
Copy to: Dy.CME(C&B), Dy.CME(IEU), Dy.CME(P),Dy.CAO(C&B)
COS(C)I, COS(C)II & CSTO for information.
Copy to: All Dy.CMEs for necessary action & to cover the
implementation of above Circular instructions
during the inspection of Depots.
Copy to: All DVMS for necessary action
Copy to: All WMs, COSs & Dy.CAOs of all Zones for
information & necessary action
Copy to: All Principals of ZSTCs, BTC, HPT,
TA/HPT for information
Copy to: All Depot Managers for necessary action
Copy to: Manual Section/Head Office for filing