

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the VC & MD
Musheerabad, HYD-20.

No. TR1/815(1)/2004-MED

DT: 7th July, 2004

CIRCULAR No. 16/2004-MED, dt: 7.7.04

SUB:-TYRES – Irregular stocking of tyres without utilising for longer periods – Instructions issued – Reg.

- REF:-
- 1) Circular No. 11/99-MED, dt: 6.5.99
 - 2) Circular No. 34/2000-MED, dt: 22.8.2k
 - 3) Circular No. 3/94-MED, dt: 12.1.94
 - 4) Item 6, Chapter-I of Tyre Manual-1998 regarding Master Tyre Register.
 - 5) Item 13, Chapter-2 of Tyre Manual –1998 regarding Accountal of Tyres at depot.

Tyre is a rubber product and any exposure to sun & rain for longer periods effects the casing strength due to aging. Thus, the optimum life in terms of kilometers can't be obtained from such tyres unless they are kept in use without idling for any reason.

Instructions were issued through circulars and manual cited for use of tyres on "first-in first-out" basis. It was also instructed to send the removed tyres to tyreshop expeditiously without accumulation at depots.

Due to improved tyre life and self sufficiency of all tyre retreading plants, the float norm for depots as well as tyreshops/'J' ward was considerably reduced with a view to avoid unnecessary accumulation of tyres at various stages,

Inspite of these measures, instances have come to notice that at certain depots, tyres are kept idle for longer periods for the following reasons.

- Non-rotation of spare tyres during every Sch.III/IV maintenance.
- Non-rotation of tyres fitted to Departmental Vehicles like DGTs, water Tankers, Oil tankers etc., with buses.
- Idling of tyres in depot stock due to various reasons like non-availability of tyre history cards etc.

Such irregularities can be avoided by proper maintenance and review of Tyre Stock Register maintained at depots and Tyre Master Register maintained at 'J' ward.

TYRE STOCK REGISTER AT DEPOTS:

Guidelines are available in Tyre Manual-1998 for maintenance of Tyre Stock Register in the prescribed format for New, RC and Repair tyres separately. This register enables us to know the tyres that are available in depot at any given time. It also helps us to identify the tyres, which are kept idle for longer periods without despatch to Tyreshops.

TYRE MASTER REGISTER AT J WARD:

At 'J' ward, tyre master register is maintained which enables us to know the details of all the tyres in circulation in the zone. It consists of details of tyres at various stages i.e., from New stage to till it is scrapped and dispatched to scrap yard. With the introduction of OLIMS project, the manual tyre master register has become redundant and all the above details are available in computer. The initial details of new tyres are entered in 'J' ward and in subsequent stages, whenever such tyres are received for processing (RC/Repair) the details are entered in tyre retreading plant, which is also linked to Tyre Module of OLIMS. While the scrap tyres are sent to scrap yard, 'J' ward generates the DS8 voucher through the computer and with that the transaction is completed.

Any tyres which are in circulation for more than its normal life i.e., 2 to 3 years can be identified from this master data and action can be taken to alert the concerned to keep such tyres in active utilization. But, S.O.s (D&T) & COSs are not concentrating on this aspect, resulting in idling of tyres at various stages in depots as well as J ward/tyreshop.

ACCUMULATION OF ODD SIZE TYRES (JEEPS & CARS):

Vide circular at ref. (3), elaborate instructions are given for use of RC tyres to all the Jeeps. It was also stated to use 'F' mark tyres, which are certified by AME (T) after retreading, in the front position to avoid purchase of new tyres. These instructions are not followed in true spirit by the COSs while procuring new jeep tyres. This is resulting in accumulation of jeep tyres at depots as well as at "J" ward.

In order to avoid such accumulation and idling of either Bus tyres or Jeep tyres, the following instructions are re-iterated for strict implementation.

- The ADC (Tyres) who maintains the Tyre Stock register has to ensure to record receipt particulars, initial fitment particulars and removal particulars of tyres. The 'Tyre stock registers' have to be maintained for New, RC and Repair tyres separately. The particulars of odd size tyres i.e., Jeep, cars etc., shall also be recorded in the same registers as the case may be to have proper control.

- The Supervisor In-charge and Depot Manager have to cross check the registers once in a fortnight for proper entries and identify the tyres found in stock for longer periods. Normally, for new tyres one year and for RC tyres six months has to be taken as reference period. Action has to be taken to ensure proper rotation of such tyres for effective utilization.
- The inspecting officials i.e., DyCMEs/DVMs and AMEs (T) have to check the registers for effective maintenance during the depot inspections.
- The COSs and SOs (D&T) have to ensure proper updating of Tyre Master in Computer and review the details on monthly basis and alert the concerned officials wherever tyres are in excess circulation for more than 3 years.
- COSs & SOs (D&T) have to ensure retreading of odd size tyres of Jeeps/Cars through the identified sources regularly. While issuing of new tyres to Jeeps & Cars, instructions issued through circular cited at (3) have to be strictly followed.

Please acknowledge.

EXECUTIVE DIRECTOR (E)

To

All the Depot Managers,

Copy to: Director (V&S)/ED (A)/ED (O)/FA/CAO for favour of information.

Copy to: All EDs (Z) for favour of information and necessary action.

Copy to: CME(O)/CME(C&B)/CCOS/CE(IE&COM)CA for information & n/action.

Copy to: All RMs for information and with an advice to ensure implementation of above guidelines scrupulously at the depots under their jurisdiction.

Copy to: DyCME (O)/(P)/(C&B)/(IEU), COS©I/II and CSTO for infn. & n/action.

Copy to: All COSs for necessary action as stated above.

Copy to: All DVMs/DyCMEs for necessary action as stated above.

Copy to: All WMs for information.

Copy to: SOs (D&T) with an advice to ensure maintenance of Tyre Master in “J” ward.

Copy to: AMEs (T) with an advice to inspect and ensure the maintenance of Depot Stock register for New, RC & Repair tyres separately at the depots under their jurisdiction during their inspections. Also ensure to maintain the Tyre Master at Tyreshop.

Copy to: All Maintenance In-Charges for necessary action.

Copy to: Manual Section/Head office for filing.