

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.OP2/462(38)/2004-MED.

Office of the VC & MD,  
Mushirabad, Hyderabad.

CIRCULAR NO.17/2004-MED, DT.02.11.2004

SUB:BREAKDOWNS:- Proper accountal of breakdowns - Systematic recording, attention & analysis of breakdowns - Instructions issued - Reg.

REF:1. Circular No.12/1990-MED, Dt.23.05.1990.  
2. Circular no.04/1994-MED, Dt.19.01.1994.  
3. Circular no.16/2003-MED, Dt.05.06.2003.

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The Corporation is in the business of providing punctual & reliable service to the passengers. Breakdowns enroute cause severe inconvenience to the travelling passengers besides tarnishing the image of the Corporation. In these days of intense competition, our aim should be to eliminate breakdown of our buses. This objective can be achieved by proper accountal, analysis & corrective actions for elimination and reduction of breakdowns.

Vide Circular cited at reference-2, detailed instructions were issued on correct accountal, analysis and action to be taken in case of breakdowns. But during the inspection of Depots carried out by MED recently, it is revealed that the Depots are deliberately not accounting all the breakdowns, with a view to projecting a false & lower breakdown rate. Certain irregularities that are noticed in regard to recording, analysis of breakdowns at some Depots are listed below.

- 1) All the breakdowns are not recorded in the breakdown register. Only those breakdowns for which relief arrangements are made through gate passes are being entered in the breakdown register.
- 2) Breakdowns which have been attended by out Depots or by the Drivers themselves enroute are not being accounted in the Register.
- 3) Breakdowns which did not involve cancellation of KMs are not recorded in the breakdown register.
- 4) Breakdowns which resulted in cancellation of KMs as per MTD

110 but for which relief arrangements have not been made by the Depot, are not being accounted.

- 5) Those Buses given for service but returned back to garage due to mechanical trouble & resulted in cancellation of KMs, are not being recorded in breakdown register for analysis & rectification action.
- 6) At most of the Depots, the breakdowns & cancellation of KMs entered into MTD 110 are manually altered & treated as cancellation of KMs due to other reasons.

The very purpose of honest recording of breakdowns is to analyse the causes & take rectification action to prevent recurrence. But, if the breakdowns are not at all recorded, such breakdowns would not be analysed & hence no corrective action can be taken which will only lead to increased breakdowns.

Hence, to ensure proper recording of breakdowns which will reflect the actual position & help to reduce breakdowns through corrective actions, the following instructions are reiterated.

- 1) All breakdowns reported to the Depot either by telephonic message, written message or any other means have to be recorded in the breakdown register.
- 2) If the breakdown is attended by any other Depot other than the parent Depot to which the Vehicle belongs, such breakdown has to be recorded in the breakdown register at parent Depot.
- 3) All breakdowns which are attended on line by crew itself without seeking relief from any of the Depots such as tyre punctures, air locks etc., are also to be recorded in the breakdown register without fail irrespective of cancellation of KMs involved.
- 4) All breakdowns which are reflected in MTD 110 ( Daily operations summary) should be recorded in the breakdown register. No manipulation by way of manual corrections should be carried out by the Depot personnel in the MTD 110. Necessary care should be taken to avoid mistakes in entry of Breakdowns & cancellation of KMs by the ADC of operations wing.
- 5) Those instances where Buses given for service are returned back to Depot garage for causes of mechanical troubles leading to cancellation of KMs by the time the defect is

rectified or a spare bus is given, have to be treated as breakdowns since the passengers have been put to inconvenience on account of delay in service. Such breakdowns are also to be entered into breakdown register.

As & when the breakdown is reported, the shift supervisor has to enter the details of the breakdowns in the RG register immediately & bring it to the notice of Mechanical Incharge. The Mechanical Incharge shall arrange to enter the breakdowns in the breakdown register immediately or on the next day in case of breakdown in night shift.

The ADC of operations wing is responsible for correct data entry of daily operations & cancellations. All breakdowns & cancellation of KMs on account of breakdowns should be correctly entered into the computer. The MTD 110 statement has to be invariably sent to Mechanical Incharge.

The Mechanical Incharge should verify all the breakdowns as per MTD 110, ensure that all the breakdowns are entered into the breakdown register immediately before signing the MTD 110 statement. He is also advised to obtain the SRs of those services which have been cancelled on account of breakdowns to have clarity & details. It shall be the responsibility of DEPOT Manager and Mechanical Incharge to ensure that all the breakdowns as per MTD 110, gate pass & log sheets are recorded in register.

The number of breakdowns including Tyres should be reconciled with the above mentioned records by the Mechanical Incharge on daily basis and the same should be recorded in the MTD 151 daily in the system wise breakdown as well as breakdown register.

The Depot Managers are advised to verify the MTD 110 for number of breakdowns & cancellations every day for manual corrections if any & sign the statement if only the same has been scrutinised & signed by the Mechanical Incharge. They are also advised to cross check the gate pass book and the daily MTD 110 at least once in a week to ensure that all the breakdowns are correctly accounted. Any instances of wrong accountals or manual corrections made in MTD 110 to ide breakdowns should be immediately corrected besides initiating disciplinary action against the Mechanical Incharge or the ADC whoever is responsible for wrong accountals & incorrect data entry.

The analysis & corrective actions to be taken on the break-

downs thus recorded shall be carried out in accordance with the instructions issued vide Circulars cited at references-2 & 3.

The Dy.CMEs & DVMS are advised to verify the breakdowns as per gate pass book, MTD 110 for at least previous 3 months for correct accountal during their inspection of Depots. Any wrong accountals should be immediately got rectified besides bringing it to the notice of ED / RM for initiating action against Depot Manager and Incarge Mechanical Supervisor.

The Regional Managers are advised to review the correct accountal & analysis of breakdowns during their Depot inspections by cross checking with the MTD 110 & gate pass book. Any instances of deviation from the Circular instructions should be dealt very seriously & action initiated against the concerned Depot Manager and Mechanical Incharge of the Depot.

All Executive Director(Zones) are advised to ensure implementation of the above Circular instructions & verify the same during the inspection of Depots.

Please acknowledge.

VICE CHAIRMAN &  
MANAGING DIRECTOR