



Andhra Pradesh State Road Transport Corporation
Office of the Managing Director, Bus Bhavan, Hyderabad - 500 0624.

No: OP2/462(6)/2009-MED

Dt. 20.10.2009

CIRCULAR No.26/2009-MED, Dt 20.10.2009

Sub: **MAINTENANCE:** Stocking of essential tools in the Depot stores-
Reg.

At present, the essential tools of mechanics like D.E., Ring & box Spanners, Cutting pliers, Screw Drivers, etc., are allotted to individual mechanics by entering into locality register maintained by the DC(T&P/Oils). The accountal, DSing & replenishment form Zonal Stores and supplying to mechanics is handled by the DC(T&P/Oils). Though, this system is running since long time, there are numerous complaints of non-availability of essential tools thereby affecting the maintenance of the vehicles. Further, unions were also consistently raising this demand of providing adequate tools for mechanics to avoid hardship in maintenance.

After detailed examination duly obtaining the feed back from the field, the VC & MD with the concurrence of FA has approved for stocking of certain essential tools listed at annexure 'A' in the Depot stores on par with spare parts, duly opening separate tally boards. The stores supervisor has to maintain the minimum stock of these essential tools at all the times and supply the same to mechanics on counter exchange basis. The unserviceable tools so exchanged shall be DSed periodically along with other 'green items'. Thus, the indents raised shall be against the DSed quantity which is in practice for certain 'green items'.

The Controller of stores shall take action to extend necessary support for supplying of required tools against indents with separate tally boards. The minimum required stock to be maintained at the Depots under their jurisdiction shall be arrived duly discussing with Dy CMEs concerned during LFC meeting and shall be communicated to the Depots.

The Dy CMEs shall take action for ensuring to open tally boards for the essential tools at the Depot stores and maintain the minimum required stocks always as decided in LFC meetings.

For other tools, which are not listed in annexure 'A', the present system of procurement & allotment by DC(Oils) will be continued.

The Depot Managers are advised to ensure implementation of these instructions in true spirit, ensure availability of all essential tools with mechanics/artisans for the maintenance of vehicles and report compliance.

Enl: As above



EXECUTIVE DIRECTOR (E&IT)

To
All Depot Managers

Copy to: VC & MD for favor of information
Copy to: Dir (V&S), ED (O &MIS), ED (A&P), ED (T&C) & Secretary to Corporation, FA and CAO for information
Copy to: All EDs (ZONE) for information & necessary action
Copy to: CME(O),CCOS, CME(C&B),CA,CFM ,CPM and CE(IT) for information
Copy to: All RMs for information and necessary action
Copy to: Dy CME(O),Dy CME(P),Dy CME(IEU),Dy CME(C&B),COS(C) I & II for n. action
Copy to: All WMs/COSs for necessary action
Copy to: All Dy CAOs of Zones for necessary action
Copy to: All Dy CAOs/AOs of Regions for necessary action
Copy to: Maintenance Incharges for necessary action
Copy to: Incharge Manual section for record.

LIST OF ESSENTIAL TOOLS TO BE STOCKED AT DEPOT STORES

S.NO.	TOOLS	ASHOK LEYLAND	TATA
1	DE SPANNERS	6 X 7	10 X 11
		10 X 11	12 X 13
		12 X 13	14 X 15
		14 X 15	16 X 17
		16 X 17	18 X 19
		18 X 19	21 X 23
		21 X 23	22 X 24
		22 X 24	25 X 27
		24 X 27	
		30 X 32	
		32 X 33	
2	RING SPANNERS	6 X 7	10 X 11
		10 X 11	12 X 13
		12 X 13	14 X 15
		14 X 15	16 X 17
		16 X 17	18 X 19
		18 X 19	21 X 23
		21 X 23	22 X 24
		22 X 24	25 X 27
		24 X 27	
		30 X 32	
		32 X 33	
3	BOX SPANNERS	10	11
		12	12
		13	13
		14	14
		15	15
		16	16
		17	17
		18	18
		19	21
		21	22
		22	
46			
4	Cutting Players		
5	12" Screw Drivers		
6	Nose Pliers		
7	Nose Pliers (expander)		