



Andhra Pradesh State Road Transport Corporation
Office of the Managing Director, Bus Bhavan, Hyderabad - 500 624.

No: OP4/462(02)/2010-MED

CIRCULAR No: 05/2010-MED, Dt.26.03.2010

Sub: **UPKEEP** - Reiteration of instructions on Vehicle upkeep - Reg.

- Ref: 1) Circular No.25/1999-MED, dt.20.07.1999
2) Notification No. PD-15/2007, dt.23.08.2007
3) Circular No. 18/2001-MED, dt. 02.07.2001
4) Circular No.22/1994-MED, dt.18.07.1994

It is very much disheartening to observe at the way majority of our buses appear on the roads with a very shabby look, faded paint, heavily dented panels, broken glasses, and damaged bumpers, missing grills etc,. It is surprising to observe even the highly prestigious buses like Garuda and Super Luxury are put to negligence in respect of body upkeep, attracting severe public criticism.

In the wake of recent fare hike, greater responsibility lies with us in offering a pleasant service to the public. If we fail to treat this as a primary responsibility in our marketing strategy, we will certainly forego the patronage of our loyal commuters to a large extent.

The most important factor which is marring the appearance of our buses, is the lack of seriousness among our field managers in attending the body damages and painting promptly after noticing them. ***It is not wise to send a shabbily looking bus for service for the sake of mere operating the trips. Instead, it is better to rectify the defects before pressing it into service.*** Timely repairs and maintenance will go a long way to prevent further deterioration in the physical condition of the bus bodies. In practice however, it is seen that whenever a panel gets dented or a scratch appears, no effort is made to immediately repair it.

Even though, there is ample number of circulars on proper maintenance of vehicle upkeep, there seems to be slackness in implementing them in true spirit.

In the light of facts described above, there is imminent need for launching a sustained drive for Improving the cleanliness and standard of appearance of our buses. Therefore, the following instructions are issued for strict implementation.

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- i) The Depot Managers and Maintenance Incharges shall confer ***as much importance to upkeep of buses as to vehicle utilisation and cancellations. Under no circumstance, the vehicle with ugly appearance shall ply on the road.*** Greater attention shall be paid to the exterior painting. ***All shades of SE Paints required for different types of vehicles shall be stocked adequately.***
- ii) At some depots, the painting of buses is entrusted to unskilled persons who are not aware of the painting techniques and they simply apply the paint without looking at the glaze and finish of the surface. Painting of buses shall be treated as a highly qualified job and greater care shall be taken while painting the buses. ***If there is shortage of Painter at the Depots, the work may be entrusted to qualified persons through Outsourcing.***
- iii) The surfaces shall be treated properly before painting. All the Dents and scratches on the panels shall be removed before applying paint.
- iv) ***For attending Bus Body repairs through 'outside agencies', the Depot Managers can apply the guidelines issued vide Circular No. 25/99-MED and subsequent amendment to the Delegation of Powers vide Notification No.PD-15/2007.***
- v) In view of frequent damages and shortage of manpower in ***Hyderabad City Zone***, the works related to attention of ***dents/scratches and Painting of exteriors (Buses with PU Paint only)*** shall be ***taken up through outside agencies by making use of the above circulars***, duly providing required Paints and equipment.
- vi) As the PU Paints are not maintained as Stock Items at Stores in view of their lesser Shelf life, the ***Depot Managers are hereby authorized to procure PU Paints and Paint Spray Guns through Local Purchase*** and obtain ratifications from the competent authorities.
- vii) As the PU Paints have very less Shelf life of only six months, care shall be taken to avoid procurement of paints which are nearer to the date of expiry and the shades of inferior quality.
- viii) The practice of applying SE paints on the PU painted surfaces shall be totally dispensed with. Under no circumstances the ugly patches of Paint coats on the PU paint surfaces shall be allowed.

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- ix) All the Depots shall maintain the “**Vehicle Damage Register**” in the following format duly posting entries in all columns as soon as damage is noticed on the vehicle or as and when the Security Branch forwards the damage reports.

Date	Vehicle Number	Type	Kms since Commsng.	Details of the Damages	Name & Staff Number of the Driver involved
(1)	(2)	(3)	(4)	(5)	(6)

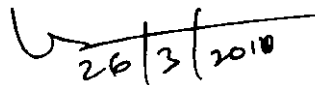
Date of Attention to the damages	Details of Work done	Remarks	Signature of Maintenance Incharge	Signature of the Depot Manager
(7)	(8)	(9)	(10)	(11)

The Inspecting Officials shall review the entries made in the above register and take necessary action if any laxity is observed in implementation.

Unless every one concerned with the quality of vehicle upkeep makes a conscious effort things will not improve to the expected level.

All the Regional Managers and Dy.Chief Mechanical Engineers are advised to enforce the above instructions without any deviation. After 30th April, 2010, there shall not be any vehicle on road with shabby appearance.

Please acknowledge and report compliance.


26/3/2010

VICE CHAIRMAN & MANAGING DIRECTOR

To
All Depot Managers.

Copy to: Director(Vig. & security), ED(O&MS), ED(A&P), FA, CAO & ED(T&C) for infmn.
Copy to: All Executive Directors(Zones) for necessary action.
Copy to: All Regional Managers for necessary action.
Copy to: All HODs for information.
Copy to: All Dy.CMEs & Dy.CTM for necessary action.
Copy to: All WMs, COS', Dy.CAOs for necessary action.
Copy to: All Principals, ZSTCs & TA/Hakimpet for information
Copy to: All Maintenance incharges of the Depots for n.action.
Copy to: Manual Section/Head Office for filing