



## ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No : PRD1/(03)/2010-MED.

O/o VC&MD,  
Hyderabad – 624.

### **CIRCULAR NO: 27/2010 – MED, Dt:12.11.2010**

Sub: **UPKEEP OF BUSES** – Upkeep of all types of buses – **Special Attention** - Issuing of Instructions – Reg.,

- Ref: 1. Cir. No 25/99 – MED dt. 20.07.1999  
2. Cir. No. 14/06 – MED dt. 8.12.2006  
3. Cir. No. 08/07 – MED dt. 22.3.2007  
4. No. TL10/843(1)/AMED/10 – MED dt. 02.06.2010

Detailed guidelines were given vide the Circulars cited above on the **upkeep** of vehicles from time to time and need to keep the vehicle in a trim condition, the vehicle being the prime resource of our organization. A well maintained vehicle is always an **“attraction”** to our esteemed commuter. The same is evident from the encouraging response to the Pallevelugu pattern from the passengers. It is an indication of elevated expectations from our customers.

MED is also conducting random inspections on upkeep of buses periodically and the defects noticed are being communicated to the Field for necessary attention. Vide letter no. OP3/843 (5)/09 – MED dt. 20.11.2009, instructions were given to organize for **inspection of all the vehicles** of depots by a team consisting of the Maintenance In charge and selected artisans of respective depot with a time bound schedule for identification and attention of defects. Recent inspection of vehicles reveals that the **attention is inadequate and needs further concentration to give a facelift to all the vehicles**. Vehicles are still allowed to ply on the roads with dented external panels, defaced interiors, broken and rattling window shutters, missing window guard rails, exposed Engines through damaged Engine Bonnets, defaced Head rest covers, damaged Hand rests, etc which is a **matter of serious concern**. Such condition of vehicles diminishes the image of our Corporation greatly, creating irreversible dent to the revenues.

Under these Circumstances, it is decided to attend all types of vehicles in a time bound programme of **three months commencing from 15<sup>th</sup> November 2010**, duly identifying and attending the necessary works in a systematic way.

**The following guidelines are issued for strict implementation.**

**1. ATTENTION AT DEPOT LEVEL:** All types of Vehicles available at Depots including City Depots shall be attended to the works that can be done at Depot level. The works given under **Selective Body Repairs** or **Extensive Body Repairs** in the **Circular no.25/99 – MED dt. 20.07.1999**, as the case may be, shall be taken up for attention. The **destination boards** required for the vehicle shall be prepared at the same time duly following the guidelines given vide **Circular no. 08/07 – MED DT. 22.03.2007**. The works required to be attended **may vary from vehicle to vehicle** and there by the Maintenance In charge and Stores Supervisor shall inspect the vehicles and prepare a **guide sheet** for each vehicle. The **DOP** amended vide Notification no. **PD – 15/2007 Dt. 23.08.2007**, shall be made use of while processing the cases for attention of vehicles.

In case of **Deluxe** vehicles, attention shall also be paid on the following aspects.

- Check and replace side **valence cover**, if necessary.
- Check and replace **ABS seat back**, if necessary
- Check and replace **arm rest rubber** if necessary. The rubber has two types – Molded type and screw type. Care shall be taken while assessing the requirement of arm rest rubbers.
- Check and repair / replace **Foot rests**.
- Check and attend for **chemical washing** of Raymond fabric for seats, and replace if torn and damaged.
- Check and attend for cleaning of **head rest covers** and replace if torn and damaged.

**2. ATTENTION AT REGIONAL LEVEL:** The **vehicles with Major works** and combination of many minor works **which cannot be attended at Depot level due to non availability of skills locally** may be planned for attention at Regional level. The **Super Luxury and Metro Deluxe** vehicles being high end vehicles and fabricated with **M.S structure**, require different attention and Supervision for attaining superior quality of work. Hence it is proposed to pool the **Super Luxury** vehicles **at Regional Head quarters** for such attention by outside agency. The vehicle wise attention details taken up at depot level shall form basis for the attention at Regional level, in case of these vehicles. DM in consultation with Dy. CME shall process cases accordingly. Dy. CME shall take action to **entrust Body works on labour contract** as per the procedure laid down in Circular in the reference (1) cited.

In case of Super Luxury vehicles also, the following items need to be attended in addition to the works specified under **Selective Body repairs** or **Extensive Body repairs** in the Circular at ref (1) cited, as the case may be.

- Check and replace side **valence cover**, if necessary.
- Check and replace **ABS seat back**, if necessary
- Check and replace **arm rest rubber** if necessary. The rubber has two types – Molded type and screw type. Care shall be taken while assessing the requirement of arm rest rubbers.
- Check and repair / replace **Foot rests**.
- Check and attend for **chemical washing** of Raymond fabric for seats, and replace if torn and damaged.
- Check for the working of **Inclining Mechanism** and replace the Gas spring, if necessary.
- Check for the condition of front end and Rear end **FRP structure** and replace if necessary which include front show grill, front cowls etc.,
- Check for the functioning of **Window knobs** and replace if necessary.
- **The destination boards required for the vehicle shall be prepared at the same time** duly following the guidelines given vide Circular (3) cited.
- Check for any **water leakage** from Window shutter glasses and attend if necessary. The detailed procedure to be followed for arresting the leakage was given through Cir. No. 14/2005 – MED dt. 30.11.2005.
- Check and attend for cleaning of **head rest covers** and replace if torn and damaged.

**3. ATTENTION AT ZONAL WORK SHOPS:** Besides the vehicles identified in the above categories, the vehicles which require **Body Complete Overhaul** or those vehicles which can not be attended at Depot or Region level, shall be identified and sent to **ZWS** for undertaking BCO. Such **vehicles list requiring BCO** shall be finalized by the respective Dy. CME of the Region for chalking out the BCO programme in consultation with the **WM** concerned. The production capacities shall be taken into view and beyond the same may be planed for attention at Regional level. Under any Circumstances, the vehicles so identified shall be drafted to ZWS without fail.

The **Dy. CME** of the Region shall **monitor the progress** of dispatch of vehicles as per the programme. **Wm / ZWS shall plan the production so as to generate more BCO vehicles**. If necessary the production levels shall be increased up to **150% PEL during the special attention period**.

**4. PLANNING OF MATERIALS:** The materials required for attention of the vehicles like M.S angular, Aluminums sheets, Aluminum flats, Pop rivets, EPDM rubber, terene felt, Rexene (For Pallevelugu & special type), paints (Both PU and SE), MS screws / bolts & nuts etc., shall be **sufficiently stocked by the COSs** and supplied to the Depots and Workshops. The Dy. CME of the Region shall ensure that the **indent is placed** by the Depot Managers on the Zonal Stores **immediately**. WM / ZWS shall give special requirement of material as per the production plan during the special attention. If required, committee

consisting of WM / ZWS, COS / ZS, Dy. CAO/ Zone and AWM II may be authorized by ED (Zone) to go for **committee procurement** locally.

**5. MATERIAL SOURCES:** Vide letter no. TL10/843(1)/AMED/10 – MED dt. 02.06.2010, **sources** for PU paints, SE paints, wind shield glasses, window shutter glasses, FRP items and other miscellaneous items were given in detail. Further **details are also available** in the letter no. TL8/437 (22)/2007 – MED dt. 16.11.2007.

In case of **Raymond Fabric**, the following firm may be contacted.

**M/s CHATURBHUI RAMACHANDRA & Co.**

9, Silver Apartments, Shanker Ganaker Raod, Prabhadevi,  
DADAR (WEST) MUMBAI – 400 028. Tel: 24227173 / 24323790

**6. PHASES OF ATTENTION:** The vehicles with more Kilometers of operation are more prone for Body damages. **Hence it is decided to take up vehicles with operated Kms more than 6.5 Lakh Kms in the first phase of attention and the remaining vehicles in the second phase.** Regional Managers shall ensure the same with the assistance of respective Dy. CMEs both at Depot level and regional level attention of vehicles. **The BCO programmes shall also be chalked out in compliance of these instructions.**

**7. COMPLIANCE ON ATTENTION:** The Dy. CME of the Region shall **consolidate** the no. of vehicles attended at each depot under their jurisdiction and send the same **to CME (O) on weekly basis** in the following proforma, til the completion of all the vehicles as planned.

**ATTENTION AT DEPOT wise at REGIONAL LEVEL/WORKSHOP LEVEL**

PERIOD FROM:			TO:			
S.no	Depot	Type of vehicle (S.Lux/ DEL/EXP/ME/MD /CO/PV)	No. of vehicles identified with vehicle nos	Vehicles completed cumulative up to the date	Balance	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)

**The action proposed above shall commence w.e.f. 15.11.2010 and be completed by 28.02.2011 without fail.**

The **Regional Manager** shall plan and ensure the implementation of the special upkeep attention as stated above in proper way **to enhance the image of the Corporation in all aspects.**

The **Deputy Chief Mechanical Engineers** of the Region shall co-ordinate with the Depots in **an effective manner to complete all the vehicles in a time bound manner**. They shall also co-ordinate with the Zonal Work shop to carry out the above said task within the time limit.

The **Works Managers** shall have an effective plan of action and execute the same to complete the BCO vehicles in **minimum possible cycle time** to make available the vehicle stock on road at the earliest.

**Executive Directors (Zone)** are advised to **monitor the progress of above said special attention of vehicles** and see that the task is effectively carried out at the Depots, Regions and Workshops in co-ordination with the Zonal stores, within the stipulated time.

A handwritten signature in black ink, followed by the date '12/11/2010' written in a similar style.

**VICE CHAIRMAN & MANAGING DIRECTOR**

Copy to: Director (V&S)/FA/CAO/All EDs for information and necessary action.

Copy to: All EDs for necessary action.

Copy to: All RMs for necessary action.

Copy to: All HODs for information and necessary action.

Copy to: Dy.CMEs/DVMs/Dy.CAOs/WMs/COSs/COS-MYP/COS C-I & II for n/a.

Copy to: All Depot Managers for necessary action.

Copy to: Maintenance In charges for necessary action.