



Andhra Pradesh State Road Transport Corporation  
Mechanical Engineering Department  
Office of the VC & MD, Bus Bhavan, Hyderabad - 624.

No : OP4/462(1)/upkeep/2011-MED

**CIRCULAR No: 20/2011-MED, Dt.06.06.2011**

Sub: MAINTENANCE - Cleaning of buses at Bus stations and other halting places  
- Revised instructions for implementation - Reg.

Ref: 1. Circular No. 9/94-MED, dt.03-03-1994  
2. Circular No. 24/96-MED, dt.11-07-1996  
3. Circular No. PD-38/2006, dt.09.09.2006  
4. Joint OPD&MED Circular No.22/2008, dt.01.10.08

1.0 At present, we have been taking various measures to maintain a clean & tidy bus before leaving the depots by carrying out sweeping of interiors, cleaning of seats, washing of buses etc during the course of regular maintenance in garages.

Instructions are also in vogue for sweeping/cleaning of buses at identified Bus stations by entrusting the work to outside agencies on contract. Also, the instructions have been issued vide circular 4<sup>th</sup> cited authorizing the Crew of village night outs to engage local labour by paying an amount of Rs.5/- per bus.

2.0 Though the instructions are in vogue, no perceptible improvement is observed in cleanliness of buses operating on the long routes and Night-out services in the return trip.

3.0 Improper cleanliness is one of the most frequently lodged complaints from the passengers on the quality of our services especially high end buses like Garuda, Super Luxury etc.

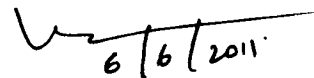
4.0 This aspect has been discussed at length during the meeting of all EDs and decided to implement the following instructions with regard to cleaning of buses at *the halting places before commencement of return trip wherever the facility for sweeping/cleaning/washing of buses is not available in terms of the Circular No : 24/96-MED, dt. 11-07-1996.*

- The long distance Garuda & Super Luxury buses operating on Inter-state & Intra-state routes shall be washed/cleaned at terminal points by engaging local labour by the Driver/Conductor on spot payment basis. Amount allowed for this purpose is **Rs 60/- for Garuda and Rs.50/- for Super Luxury buses.** The Crew shall *obtain signature of a passenger travelled in the bus mentioning the name, ticket No. & mobile Number on the voucher.* The crew can spend the amount from Bus cash.

- At places like MGBS, VJA, VSP, TPT etc where Assistant Traffic Managers (ATM) are available in Bus Stations, the activity of sweeping of DLX, EXP & PV buses shall be entrusted to ATM through an outside agency duly posting an exclusive Supervisor (preferably a retired RTC supervisor).
- The other buses like **DLX, EXP & PV** etc shall be taken for sweeping at terminal halting points (other than the above Bus stations) by the Drivers/Conductors by engaging local labour. The crew is authorized to get the bus cleaned by paying an amount of **Rs.10/- per bus** from Bus Cash.
- The Bus crew shall be made responsible for the cleanliness of Buses in return trips
- The Depot Managers shall make necessary endorsements in MTD 141 cards instructing the crew to ensure cleaning of buses before commencement of the return trip after night halt by using the Bus cash
- The Crew shall obtain a receipt from the labour with signature or thumb impression having paid the amount and submit the voucher to the DC/ADC(Earnings) at the time of cash remittance.
- The remittance of less cash (to the extent of allowable amount for different types of buses) by the crew shall be accepted on submission of voucher to that effect by making suitable modifications in the computer software
- The DM/ Supervisor incharge shall cross-check the activity at random and take appropriate action on the crew for any irregularities committed by them
- Dy.CTMs shall ensure that the squad personnel to check this aspect of buses cleaning regularly and make this a part of report. This activity shall be reviewed in the periodical meeting of DMs/Supervisors and Squad personnel at RM's Office.

The Dy.Chief Traffic Managers & Dy.Chief Mechanical Engineers are advised to pay due attention to the successful implementation of the above scheme.

This has the concurrence of Financial Adviser.



**VICE CHAIRMAN & MANAGING DIRECTOR**

To  
All Depot Managers

Copy to: Director(Vig. & security), ED(E&IT), ED(O&MS), ED(A&AM), FA, CAO & ED(HRD&Med) 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.CTMs for necessary action.

Copy to: All WMs, COS', Dy.CAOs for information.

Copy to: All AOs for information

Copy to: All Principals, ZSTCs & TA/Hakimpet for information

Copy to: All Maintenance incharges of the Depots for n.action.

Copy to: RAO, AG Audit, Bus Bhavan for information.

Copy to: Manual Section/Head Office for filing