



ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No : PRD1/641(01)/2011-MED

O/o VC&MD
Hyderabad - 624

CIRCULAR NO: 24/2011 – MED, Dt : 10.06.2011

SUB: **Floats** – Reconciliation of float units by Depots and Workshops periodically – Guidelines – Reg.,

- Ref: 1. Cir. No 16/1988 – MED dt. 09.07.1988
2. Cir. No 22/1998 – MED dt. 01.09.1998
3. Cir. No 09/ 2000 – MED dt. 30.12.2000

Vide Circular no. 16/88 – MED dt. 09.07.1988, float aggregates to be provided to depots were standardized duly classifying them into three categories viz., Major Assembly units, Sub-assembly units and Major spares. The procedure for supply of floats to new depots, supply of additional floats consequent to the increase of volume of operations, competent authority to sanction the floats to Depots & Workshops, recording of floats and their reconciliation were discussed in detail in the Circular, besides fixing the norms for the above float aggregates.

Vide Cir. No 22/98 – MED dt. 01.09.1998, the requirement of various float units was rationalized duly reducing the lead time from 15 days to 10 days with a condition to provide a minimum of one unit for each type, irrespective of volume of operation.

In spite of the above guidelines, certain instances were noticed where sufficient float units are not being maintained due to irregular and improper reconciliation of units, as a result the very purpose of provision of float is defeated. The purpose is very clear that the vehicles shall not go off road during the course of preventive maintenance or unit down maintenance for want of major assemblies / sub-assemblies / major spares. At the same time, optimum float inventory of the units is to be maintained to contain the inventory cost on the same. But it is observed during the technical audits and periodical inspection

of depots & Workshops that required floats are not available. Either they are excess or short to the requirements and prompt & corrective action is lagging. Therefore it is felt necessary for the reiteration of instructions on float norms & calculation, reconciliation procedures, maintaining relevant registers etc., for the benefit of one and all.

1. **Float aggregates to be provided to Depots:** Vide Cir. No. 16/88 – MED dt. 09.07.1988, list of major assemblies and subassemblies to be provided to Depots and their norms were declared. Subsequently, the Circular instructions are reiterated in the Workshop manual, published in the year 2000. Meanwhile, the norms for provision of float units were **revised in the year 1998** and published through the “**Manual of Instructions issued on vehicle Maintenance at Depot**”. However, to desist from any confusion, the list of aggregates and their existing norms are given at **Annexure – I**, duly including the latest modifications in consultation with the OE suppliers.

Whenever there is a requirement for **additional float** in view of increase in volume of operation / introduction of new model fleet, the concerned Depot Manager shall process a case through Dy. CME of the Region for the provision of additional floats. On the recommendation of Dy. CME, the Regional Manager with the concurrence of the concerned AO / Dy.CAO is the competent authority to accord sanction for the additional floats. The Depot Manager shall communicate the sanction to the concerned Works Manager for arranging float accordingly. The Works Manager shall verify the float calculation and with his recommendations shall obtain the administrative sanction of ED (E&IT) as per the Cir. No 09 / 2000 dt. 30.12.2000 of SPD. After obtaining such sanction, WM shall request the concerned COS to initiate procurement action. The COS shall procure the float required as per the sanction and supply to the Zonal / Regional workshops so that the Works Manager can issue the floats to the concerned Depot.

2. **Float aggregates to be provided to Workshops:** Float of various aggregates are provided in workshop to keep overhauled aggregates ready in

R & D section for supply to Depots on counter exchange basis. Float requirement of an aggregate at Workshop can be estimated by using the below given formula.

$$F = D \times L \times 1.25$$

Where F = Float of an aggregate required in Workshop

D = average daily demand of the aggregate

L = Cycle time for overhauling the aggregate (10 days)

1.25 represents an additional float of 25% to facilitate generation of scrap units for scrap vehicles, supply of C.O units in place of OEPP units till claims are settled, to meet any sudden spurt in demand from depots etc.

The Works Manager has to estimate the requirement of floats once in six months i.e., in October and April months of every year.

- 3. Reconciliation of Floats:** After arranging the required floats to Depots and Workshops, the **succeeding activity is Reconciliation**. Reconciliation enables **to streamline** the floats held by the Depots and Workshops due to increase / decrease in fleet strength in that particular period, technological changes brought out by vehicle manufacturers, increase / decrease in volume of operation of a particular unit etc.,

The activity of reconciliation shall be done twice in a year i.e., April and October months. Before the process of reconciliation starts at the respective Workshop, the Book balance of all the major aggregates and sub assemblies shall be calculated. The proforma for the information to be taken for the reconciliation is at **Annexure II**.

The quantity at column (12) of Annexure II indicates the Book balance of that particular aggregate. Book balance of float units as per R & D section records shall be reconciled with the book balance of Depots. Receipt and issue particulars of all aggregates as per the records of R & D section shall be tallied with the records maintained by the Depots. Any difference observed in the outstanding are to be examined thoroughly and outstanding of each aggregate to all Depots are to be corrected accordingly. Additional floats to

be supplied to Depots due to increase in volume of operation and reduction of float due to decrease of volume shall be estimated. Net eligible quantities of floats and outstanding as on the last date of March & September months are arrived and communicated to Depots by the Works Manager in May and November.

Workshop shall give Depot – wise schedule for reconciliation during the last week of March and September months and take up the activity from 1st April and October of every year. An optimized format for getting the required information from the Depots is also enclosed at Annexure – II. Each transaction of the Depot during the past six months period as per depot records shall be cross checked with the particulars of Receipts & Despatch recorded in the registers of Workshop. The activity of Reconciliation shall be completed by Workshops by the end of April and October and consolidated statement shall be submitted to CME (O), Corporate Office of the succeeding months.

WM shall take action to rationalize the excess / short floats among the depots immediately after the consolidation of float reconciliation statement.

In case of any surplus float of outgoing model aggregates identified during the process of Reconciliation, WM shall take action to dispose them off duly obtaining the sanction of ED (E&IT) and concurrence of FA.

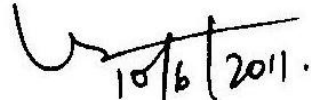
The **Depot wise float Register** shall be maintained at the R & D section of Workshop and updated after completion of floats reconciliation. They shall be brought forwarded for the next half year and details of revised floats shall be recorded in a fresh register.

Hence all the Depot Managers are advised to follow up the float position at their respective depots from time to time and take timely action in pooling the shortage of float, if any duly obtaining necessary sanctions.

All the Works Managers are advised to strictly adhere to the schedule of reconciliation twice in a year as mentioned and take corrective action in adjusting the floats and see that no Depot is starved for want of floats.

All the Dy. CMEs are advised to co-ordinate between the Depots and Workshop from time to time and take necessary action wherever there is a crisis of shortage of float.

Please Acknowledge the Receipt of the Circular.

A handwritten signature in black ink, followed by the date '10/6/2011' written in a similar style.

Vice Chairman & Managing Director

Copy to: Dir (V&S) for information.

Copy to: ED (E&IT), FA, CAO, ED(A&P), ED(HRD&MED) & Secy to Corpn for Information

Copy to: ED (HYD&GHZ), ED(KRMR), ED(KDP), ED(NLR), ED(VJA), ED(VZM) for information and n/a.

Copy to: CME(O),CME(C&B),CE(IT),CCOS,CA for information

Copy to: All Regional Managers for information & necessary action

Copy to: All Works Managers for necessary action.

Copy to: All Dy. Chief Mechanical Engineers for necessary action.

Copy to: All Depot Managers for necessary action.

Copy to: All Maintenance In-charges for necessary action.

Copy to: Manual Section/ Head Office for incorporating in the Circular Index

ANNEXURE - 1

S.no	Description	Qty	For Kms
1	Engine	1	20000
2	Front Axle	1	30000
3	Rear Axle	1	30000
4	Gearbox	1	10000
5	Steering Box	1	40000
6	Power Steering Box	1	40000
7	Vane Pump	1	20000
8	FIP	1	6000
9	Self Starter	1	8000
10	Alternator	1	10000
11	Injectors (Set)	1	3000
12	PP Shafts (Set)	1	10000
13	Air Compressor	1	6000
14	Clutch Springer / Pressure Plate	1	6000
15	Water Pump Assembly	1	10000
16	Cylinder Head Assembly	1	10000
17	Radiator	1	8000
18	Drive Head	1	15000
19	Inter Cooler *	1	8000
20	Cooler Plate *	1	10000
21	D D U *	1	9000
22	Air Drier *	1	9000
23	Viscous Fan *	1	20000
24	Tie Rod Assembly	1	15000
25	Drag Link Assembly	1	15000
26	Clutch Booster *	1	10000
27	Turbo Charger *	1	10000
28	Hydraulic Jack	1	2000
29	Front Hub	1	15000
30	Rear Hub	1	10000
31	Air Cleaner	1	6000

* Discussed with OEMs

S.no	Description	Qty	For Kms
32	Twin Filter Assembly	1	10000
33	Oil separator *	1	10000
34	Feed Pump	1	15000
35	Dual Brake Valve	1	6000
36	Unloader Valve	1	6000
37	System Protection Valve	1	6000
38	Hand Brake Valve	1	6000
39	Set of Slack Adjustors	1	6000
40	Set of Spring Brake Chambers	1	6000
41	AC Head	1	6000
42	Clutch Master Cylinder	1	10000
43	Clutch Slave Cylinder	1	10000
44	Clutch Disc	1	5000
45	Set of Front Hub Bearing (Outer)	1	5000
46	Set of Front Hub Bearing (Inner)	1	10000
47	Set of Rear Hub Bearing (Outer)	1	5000
48	Set of Rear Hub Bearing (Inner)	1	10000
49	Set of Front Brake Drums	1	5000
50	Set of Rear Brake Drums	1	5000
51	HSD Tank	1	10000
52	Steering Wheel	1	15000
53	Wiper Machine	1	6000
54	Fly Wheel Ring Gear	1	10000
55	Air tank	1	10000
56	Clutch housing	1	15000
57	Half axle shafts 2 Nos	1	5000
58	Quick Release Valve *	1	6000
59	Relay valve *	1	6000
60	Shock Absorbers Front 2 Nos	1	5000
61	Shock Absorbers Rear 2 Nos	1	5000
62	Batteries		10% of Batteries Held

Annexure – II

S.no	Name of the aggregate	Fleet Held	Daily Volume of Operation	Norm for the Float	Float required	Total units required (3+6)
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Fitted to vehicles	On floor	On off road vehicles	On Scrap stabled vehicles	Outstanding at ZWS	Total available (8+9+10+11+12)	Excess / Short (7 - 13)
(8)	(9)	(10)	(11)	(12)	(13)	(14)