



ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION
Bus Bhavan, Musheerabad, Hyderabad – 500624.
MECHANICAL ENGINEERING DEPARTMENT: C&B SECTION

No: TL10/843(1)/AMED/2010–MED

Circular no. 26/ 2011-MED, Dated 29-06-2011

Subject: Bus Bodies –Upkeep of Buses – Attention of accident / body refurbishing repairs - Guidelines on procedure for taking up repairs– Reg.

Reference:

1. Circular no. 25/99 – MED dt. 20.07.1999
2. Lr.no.TL10/843(1)/AMED/10-MED DT. 02.06.2010
3. Circular no. 27/2010-MED dt.12.11-2010
4. Circular no. 05/2011 – MED dt.24-03-2011
5. Notification no.PD-09/2011 dt.23-04-2011

Vide circulars cited above instructions were issued to maintain the upkeep of buses especially Super Luxury buses by attending the accident repairs and also the reconditioning /refurbishing repairs of body items selectively as per the need through outsourcing the works. At present as per the procedure invogue the Depot Managers are obtaining the quotations from the local body repairing agencies and cases are processed for sanction of the competent authority. For the repairs which are beyond the expenditure limits of Executive Directors of Zones, the cases are being processed for the sanction of ED(E&IT) and VC&MD. Since it is observed that abnormal delays are taking place at Depot level in processing the cases to Head office for sanction and the vehicles are kept off the road for longer times for want of sanction and as a result undue delays are taking place inarranging payment to the repairers, the following guidelines are issued :

1. On identification of repairs or accident repairs on Super Luxury buses which are beyond the repairs at Depot level/Zonal Work Shop level, the vehicles shall be sent to Dy.CME(C&B) , Bus Bhavan along with certified list of works for attention of repairs, if local repairing sources are not available. While sending the vehicle the DMs should attatch the Action Taken Report on the concerned for causing damages to the vehicle along with copies of the relevant case. The Depots should not resort to cannibalisation of any items of vehicles.
2. On receipt of vehicles at Bus Bhavan, Dy. CME(C&B) will arrange for inspection of bus for attention of repairs. The vehicle will be sent to identified repair agency for attention duly verifying and confirming the list of works as identified at depot level.

3. Then estimates for attention of repairs will be prepared and processed by the Dy.CME(C&B) section for sanction of competent authority .
4. During the course of repairs and on completion of repairs, the vehicles will be inspected by the Supervisors/RBBIs of Dy.CME(C&B) section and will be released to the depots if found repairs attended are proper.
5. Payments will be arranged from Dy.CME(C&B) section at Bus Bhavan to the repairing agencies to avoid abnormal delays if done from individual depots.
6. Accordingly, a debit advice will be sent to depots for accounting the expenditure.

Therefore all Field Managers are advised to make note of the above and send the Super Luxury vehicles which are damaged beyond the repairs at depot level/ZWS level to Dy.CME(C&B) section for attention of body repairs if suitable local sources are not available.

This has the approval of FA.

Please acknowledge.

VICE CHAIRMAN & MANAGING DIRECTOR

TO

All the Depot Managers of the Corporation,

COPY TO :The EXECUTIVE DIRECTORS of all Zones for information

The FINANCIAL ADVISOR and The CHIEF ACCOUNTS OFFICER for information

CME(O)/CME(C&B)/ CCOS / CFM for information and necessary action

All The REGIONAL MANAGERS for information and necessary action

All The Dy.CHIEF MECH.ENGINEERS/ COSS /Dy.CAOs of Zones for necessary action