



Andhra Pradesh State Road Transport Corporation
Office of the Managing Director, Bus Bhavan, Hyderabad - 500 0624.

No: OP4/462(5)/2011-MED

CIRCULAR No 32/2011-MED, Dt 29/08/2011

Sub : MAINTENANCE - Strengthening of vehicle maintenance at Depots -
Certain instructions issued - Reg.

Ref: 1) VC&MD Lr.No. OP4/462(NS)/2009-MED, dt.20.07.2009

2) Circular No. 26/83-MED, Dated 27-12-1983

3) Circular No. 51/92-MED., Dt. 12-10-1992

4) Circular No. 26/97-MED. Dt.21.10.97

5) Circular No 9/92-MED DT.6.2.92.

6) Circular No.47/93-MED Dt.22.11.93

7) Circular No. 54/1992 MED., Dt. 05-11-1992

- 1.0 The quality of vehicle maintenance at our depots is the basic factor in providing passenger-friendly and driver-friendly vehicles besides optimization of maintenance costs. Standard maintenance practicing systems have been established for every maintenance activity carried at our depots in order to achieve the above objective.
- 2.0 One of the most important aspects in vehicle maintenance is inspection of vehicles & systems execution by DMs/Mechanical supervisors. Unless checks & crosschecks are enforced by the Supervisors & DMs it is not always possible to ensure quality of maintenance.
- 3.0 Several instructions have already been issued in this regard. But, deviations in implementation are observed at many places. Therefore the following instructions are issued once again for strict implementation.
- 4.0 **OBTAINING FEEDBACK FROM THE DRIVERS ON VEHICLE CONDITION & TAKING CORRECTIVE ACTION**
 - 4.1 Generally, the vehicles are under the custody of Drivers for a maximum period in a day. As an end user, the Driver has better knowledge about the condition and health of the vehicle and he gives correct feedback on the vehicle defects by reporting in Logsheets. It is customary to acknowledge the defects pointed out by the Drivers in Logsheets and rectify them during the course of maintenance at garages by the Maintenance staff.
 - 4.2 But, some of the Drivers do not always report the complaints in the logsheets either due to illiteracy or due to other reasons. In such cases there is scope for defects experienced by the Driver left unattended. Thus the very objective of providing driver-friendly vehicle gets defeated.

- 4.3 The Depot Managers & Maintenance incharges are therefore advised to interact directly with the Drivers at least for two days i.e on 1st & 2nd of every month as a standard practice to obtain feedback on vehicle condition. They are advised to collect the feedback from all the Drivers on the above two dates at the time of incoming to Depots after the spell of their duties.
- 4.4 The feedback obtained from the Drivers shall be posted in the RG Registers duly entrusting the work to the concerned Mechanic/ Artisan for rectification under the supervision of Shift incharge/ Sch-III incharge. This task has to be completed within a time frame of one week.
- 4.5 The details of defects pointed out by the Drivers and work done by the maintenance staff for rectification shall be displayed at conspicuous place by the 10th of every month for the knowledge of the Drivers to build confidence among them.

5.0 FIXATION OF VEHICLES TO THE MAINTENANCE SUPERVISORS

- 5.1 It is observed at many places that the affiliation of vehicles with Mechanical Supervisors yielded excellent results in improving vehicle condition.
- 5.2 It is therefore advised to distribute the vehicles for fixation among the Mechanical Supervisors of the Depot so that the vehicle condition is closely monitored by them.
- 5.3 The Maintenance incharge shall adopt high-end vehicles like Garuda & Superluxury and distribute rest of vehicles equally among the other mechanical supervisors.
- 5.4 The Supervisors shall carry out 100% inspection of adopted vehicles once in every week and get the defects rectified promptly.
- 5.5 The general proforma for inspection of vehicles is furnished at Annexure-1

6.0 CONDUCTING CHECKS ON NIGHT SHIFT MAINTENANCE

- 6.1 Since majority of the vehicles undergo maintenance during Night Shift at depots, it shall be our endeavor to pay greater attention to Night shift maintenance.
- 6.2 It is observed from the recent Technical Audit of Depots that the field managers are not paying adequate attention to this vital aspect thereby resulting in unnecessary detention of vehicles, Cancellation of trips, unpunctual operation, frequent breakdowns, poor vehicle upkeep, dislocation in planned maintenance, excess consumption of materials etc.

- 6.3 In order to ensure complete attention to all vehicles in the night shift, the Depot Manager & Maintenance incharge are advised to carry out inspection of nightshift maintenance on every 1st and 3rd Saturday of the month invariably.
- 6.4 The check-list for inspection of night shift maintenance is furnished at Annexure-2 for guidance.

The Depot Managers & Maintenance incharges are advised to implement the above instructions with true spirit.

The Dy.CMEs & RMs are advised to ensure effective implementation of the instructions at all depots under their jurisdiction.



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 & Medical) 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, COSs, 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: Manual Section/Head Office for filing

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

DAILY INSPECTION OF VEHICLES BY MECHANICAL SUPERVISORS

Sl. No.	ITEMS TO-BE CHECKED	DATE :		
1	లికెజలు (ఇ.ఆయిల్, గేర్ ఆయిల్, డిజిల్, స్టీరింగ్ కూలెంట్)			
2	స్టీరింగ్ ఫ్లై, టైరాడ్ ఫ్లై			
3	కింగ్‌సిన్ ఫ్లై వీల్ అలైన్‌మెంట్			
4	పి.పి. పావ్, అలైన్‌మెంట్			
5	గ్రెస్ నిప్పల్స్, గ్రెసింగ్			
6	డిజిల్, బ్రేక్ పైపుల క్లాంపులు			
7	స్ప్రింగ్ I/U క్లాంపులు బగించుట			
8	అండర్ చాసిస్ క్లెనింగ్			
9	టైర్ ఇన్‌ఫ్లేషన్ & వాల్ క్యాప్‌లు బగించుట			
10	వర్ క్లీనర్ శుభ్రపరచుట			
11	రేడియేటర్ క్యాప్ బగించుట			
12	ఇంజన్ ఆఫ్ లినర్			
13	సిల్స్ స్టార్టర్ వర్కింగ్ కండీషన్			
14	అన్ని లైట్లు సరిచూచుట			
15	వర్ మీటర్ పని చేయు స్థితి			
16	బ్యాటరీల మెయింటెనెన్సు (జెల్/డిస్టిల్డ్ వాటర్)			
17	బస్సులోపలి శుభ్రత (క్యాబిన్, పార్కల్ రాక్స్ లోపని భాగము)			
18	సీట్ల మరియు బ్యాక్ రెస్ట్ల స్థితి			
19	కిటికీ అద్దాలు కదలు స్థితి మరియు అధిక శబ్దము వచ్చుట			
20	ముందు అడ్డములు, వెనక అడ్డములు, కిటికీ అద్దాల స్థితి			
21	మోచేతి రెస్ట్ల మరియు వాటి రబ్బర్ సాడ్ల పరిస్థితి			
22	బస్సుల యొక్క బయటి నాణ్యత శుభ్రత			

**INSPECTION REPORT OF DEPOT MANAGER/ MAINTENANCE INCHARGE
DURING NIGHT SHIFT MAINTENANCE**

Date: _____ Time of inspection: from _____ hrs to _____ hrs

1. Staff attendance									
a) To be attended:									
b) Attended:									
c) Leave/Sick/Absent:							L:	S:	A:
2. R.G. Attention									
a) Attention of RGs during Maintenance:									
b) Recording of Logsheet Complaints and attention:									
3. Sch-I Maintenance									
a) Leakages									
▪ Engine Oil									
▪ Gear Oil									
▪ HSD Oil									
▪ Differential oil									
b) Tie-rod & drag link ends play									
a) Center joint bearing play									
b) Spring condition									
▪ Front									
▪ Rear									
c) Radiator Cap									
d) Air meter condition									
e) Self condition									
f) Saloon illumination									
g) Seat condition									
4. Sch-II Maintenance (covering PV & Spl type)									
a) Air cleaner condition									
b) Greasing									
▪ Kingpins									
▪ Tei-rod & drag links									
▪ CJ Bearing									
▪ Spring Shackle pin									
Front									
Rear									
c) Availability of Grease nipples									
d) Battery maintenance									
5. Tyre Inflation (PV & Spl. Type to be covered)									
S.No	Veh No	Type	FOS	FNS	ROSO	ROSI	RNSI	RNSO	Spare
6. Yard lighting									

7. Sweeping & Washing									
<ul style="list-style-type: none"> a) Availability of Washing Brushes b) Availability of Soap oil c) Sweeping of Buses <ul style="list-style-type: none"> ▪ Saloon ▪ Cabin d) M.W.P activity 									
8. Checking of HSD oil top-up activity									
<ul style="list-style-type: none"> ▪ Top-up to correct gauge ▪ Recording activity 									
9. Counselling of Low KMPL Drivers									
S. No	Name of Driver	Staff No	HSD KMPL	Availability of KMPL pocket book	Remarks				
10. Upkeep of Buses (10 buses, 4 PV, 3 Exp, 1 Dlx, 2 S.Lux)									
S. No	Veh No	Type	Paint	Shutter Glass	Seats	Driver door	Pass. Door	Dest. Board	Timing Board
11. Availability of drinking water to staff									
12. Availability of Water for washing									
13. Maintenance of night imprest									
14. Maintenance of Supervisor diary									
15. Availability of Spring Assys									
<ul style="list-style-type: none"> ▪ Front ▪ Rear 									
16. Availability of Lub Oils									
17. Cross checking of Buses by Supervisors									
18. Deployment of men for washing/ sweeping/ Parking									
19. Systematic parking of vehicles after maintenance									
20. Any other observations & requirements for improvement									

Signature of
Maintenance incharge/ Depot Manager