



Andhra Pradesh State Road Transport Corporation

No: OP3/462(4)/2015-MED

CIRCULAR No. 18/2015 - MED, Dated 21-11-2015.

Sub: UPKEEP - Upkeep of buses - Revised guidelines on sweeping, mopping & Complete Washing of buses at depots - Communicated - Reg.

- Ref:
1. Circular No.23/2011-MED, dt.29.06.2011
 2. Circular No.20/2011-MED, dt.06.06.2011
 3. Circular No.2/1993, dt.04.02.1993
 4. Circular No.PD-38/2006, dt.09.09.2006
 5. Notification No.12/2007-PD, dt,30.07.2007
 6. Circular No.PD-15/2008, dt.25.02.2008
 7. Circular No.PD-09/2011, dt,14.03.2011
 8. Circular No.PD-36/2012, dt.28.12.2012

- 1.00** At present, the work of sweeping, washing, mopping & complete washing of all buses is being done at depots through outsourcing persons in terms of Circular No.23/2011-MED, dt.29.06.2011 and PD-38/2006, dt.09.09.2006 and subsequent amendments thereof.

As per instructions in vogue, for all types of buses with aluminum body i.e., TVG, EXP, DLX, City ORD. etc (irrespective of model), the conventional system of external washing with Car washer/ Automatic washing plant shall be done daily. Complete Washing including under-chassis & roof shall be done on weekly basis. Sweeping inside the bus with brushes/brooms and dusting/wiping of seats with cloth shall be done every day.

For MS/GI body buses i.e., Garuda plus, Garuda, Indra, Sup.Lux., Low Floor Non AC etc., external washing shall be done through mopping with Soapy wet cloth & water bucket followed by wiping with dry cloth everyday and Under-chassis washing shall be done on weekly basis with high pressure water jet. Cleaning the floor inside the bus shall be done with soft broom or brush and mopped with wet cloth, the Floor mat shall be cleaned by removing the mats everyday and replacing them after dusting, The seats shall be wiped with cloth daily. The dust accumulated beneath the seats, in the parcel racks and cabin shall be cleaned every day.

In spite of spending huge amount of Rs.19 Cr. per annum on sweeping & washing of buses, no perceptible improvement is observed in cleanliness of buses and the public complaints on cleanliness of all types of buses are received as they compare our buses with buses operated by private operators. It is also observed during inspection of buses at depots and bus stations that the quality of washing/cleaning of buses is not at all satisfactory and even after washing of buses some stains are observed on panels and wind screen, shutter glasses resulting in shabby appearance.

2.00 Common deficiencies observed on the quality of work -

- Spot absenteeism of outsourced manpower
- Non-utilization of imprest to engage substitute men in exigencies
- Ineffective supervision of work
- Poor quality of sweeping & washing
- No effective crosschecking by AE(M), DM & Dy.CME
- Delay in claiming the bills/ contractor not staying in Depot HQRs
- Delay in arranging payment to contractor & workers
- Non availability of adequate water source for washing of buses
- Improper drainage system, stagnation of water and mud
- Abnormal delays in repairing Washing plants
- Non provision of cleaning materials by depots
- Non provision of Parking Drivers by contractor/ depot

3.00 Common difficulties observed in implementation of guidelines -

- PF, ESI etc being mandatory, only big manpower agencies are participating in tenders as preference is given to PF code holders
- Licensees are not staying in Depot/Regional HQRs. Therefore not exercising control over workmen
- Deficiencies observed in work turn-out are not being recorded by shift supervisors properly
- The supervisor provided by the contractor is not taking responsibility for the quality of work
- The Supervisor available in the shift, particularly in night is unable to pay attention on bus sweeping & washing and failing to exercise control over outsourced men

- Outsourced workers attrition rate is very high due to unfair practices of the contractor in paying wages, PF etc
- Frequent termination of contracts by RMs for the above reasons
- Poor quality of work due to heavy work load per head due to stringent norms
- Men are not showing interest to carry out these works, hence mostly female workers are being engaged (in nights also)
- No rest room facility available in depots for inspecting officers. Hence unable to crosscheck quality of work in night shifts

4.00 In the light of the above problems the revised guidelines are hereby issued on carrying out sweeping, mopping & complete washing of all buses through Private agencies.

a) ***Sweeping, Mopping & Complete Washing of all buses including Aluminum body buses:***

All the buses of the Corporation with MS/GI and Aluminum bodies shall be mopped with wet cloth and **shall not be washed with conventional high pressure Car washers / Automatic washing plants.**

The works to be carried out for all the vehicles on daily & weekly basis is enclosed at **Annexure-A.**

b) ***Man Power:***

The revised man power norms for carrying out sweeping, mopping and complete washing for all models of buses is given under.

Type of Bus	Man power Norm per bus		Buses to be Swept & mopped per Person	
	Existing	Revised	Existing	Revised
Vennela, Garuda, Garuda+	0.31	0.33	3	3
INDRA, METRO LUXURY (AC), TATA Low Floor AC	0.28	0.33	4	3
SUPER LUXURY	0.21	0.33	5	3
Other Low Floor non - AC Buses (Low Floor non AC)	0.26	0.33	4	3
All Aluminum Bodies (DLX, EXP, TVG, City ORD., Metro EXP incl. JnNURM etc.)	Norm as per no of buses held (Approx. 0.095)	0.20	10-11	5

- i. The Parking Drivers @ 1 Driver for 25 vehicles shall be provided.
- ii. One exclusive Supervisor shall be deployed by the Contractor for monitoring Sweeping/Cleaning and mopping activity (semi-skilled wages for supervisor are included in the Tender value).
- iii. Depot supervisor shall be deployed exclusively by the Corporation @1 per shift in day & night shifts to supervise the quality of sweeping and mopping of buses. He shall not be utilized for any other purposes. He shall check all the buses i.e., 100%, for proper quality of sweeping and mopping and should certify the work for making necessary payment.

5.00 Other terms & conditions:

- a) At present, the certification of claim amount is being done based on physical attendance of men and buses washed/cleaned daily & as certified by Garage In-charge. This practice is not ensuring the minimum wages for the workers attended in the shift due to less no of buses taken up for sweeping, washing/mopping for various reasons and thereby leading to payment of lesser remuneration to workmen.
- b) Now, payment shall be done based on physical attendance of the man power only and not linked to number of buses swept/mopped and the supervisor has to ensure proper sweeping & mopping of all buses. The physical attendance of man power has to be certified by the supervisor allotted for sweeping & mopping in each shift and on summary sheet by Garage Incharge.
- c) 100% inspection of all the vehicles for which sweeping, mopping & complete washing shall be done by the exclusive supervisor in each shift and ensure the quality of work.
- d) The other terms & conditions such as the man power outsourcing, period of contract, fixing of minimum value per month, payment of bills to contractor, penalties / termination of contract etc. will remain unchanged vide circular instructions issued earlier.

6.00 Imprest for engaging manpower for Washing & Sweeping:

Provision was made previously for engaging local labour in the event of exigencies to carry out sweeping, mopping and complete washing of buses i.e, in the event absenteeism of contract labour.

- This imprest amount shall be kept under custody of **Asst. Depot Clerk (Garage General)** and payment shall be on daily basis.
- The requisition for recoupment along with vouchers shall be submitted to AO of the Region. The imprest amount shall be recouped by AO of the Region within 24 hours on submission.
- The imprest amount shall not be used for the purposes other than engaging labour for sweeping & mopping of buses.
- The Imprest amounts are revised as under.

Fleet	Present Imprest Amount in Rs.	Revised Imprest Amount in Rs.
Above 100	5,000/-	10,000/-
100 - 80	4,000/-	8,000/-
Below 80	3,000/-	6,000/-

7.00 Washing and Cleaning of buses at Terminals

Instructions were issued previously vide Cir.No.20/2011-MED, dt.06.06.2011 for cleaning of buses at Bus stations and other halting places and the revised rates of sweeping and mopping of different models of buses is given under

- For all AC buses - Rs.90/- for sweeping & mopping
- For all SLX buses - Rs.75/- for sweeping & mopping
- For all DLX buses - Rs.40/- for sweeping of floor and cleaning of seats
- For all EXP, TVG & other buses - Rs.30/- for sweeping of floor and cleaning of seats

8.00 The Regional Managers & Dy.CMEs shall ensure availability of man power required for sweeping & mopping as per the revised norm at depots either through existing contractor if his performance is satisfactory or else through new tenders. The incidental shortage of outsourced manpower on any given day at depots shall be compensated by effectively utilizing the “Washing Imprest” to engage manpower. The T&P like Trolleys/ benches, buckets, ladders & materials like cleaning cloth, soap liquid, brushes & brooms etc. shall be made available by DMs and Garage Supervisors in adequate quantities at all depots.

9.00 The Supervisors who perform “*Early Morning Monitoring*” duties at depot shall crosscheck the buses for quality of sweeping & mopping and record their observations and communicate the lapses to the Garage Incharge for taking corrective action.

10.00 The “*on-duty*” Security guard shall not allow buses to pass out from the garage without undergoing sweeping & mopping.

11.00 The DMs & Garage Supervisors shall be personally held responsible for quality of sweeping, mopping & complete washing of buses at their depots and are advised to ensure the initiation of these works by 23rd November 2015 positively.


CHAIRMAN & MANAGING DIRECTOR

Encl: As above

To
All Depot Managers

Copy to: Dir (V&S), ED (O&MIS), ED (A&P), FA&CAO for infn.

Copt to: All EDs (Zones) for information.

Copy to: All RMs & HODs for necessary action.

Copy to: CME(O), CE(IT), CCOS, CA, CFM, CME(C&B), CPM, CM (HRD) & CM(AS)for information.

Copy to: All DyCMEs, Dy.CME(IT), WMs, COSs & Dy.CAOs for necessary action.

Copy to: All Principals of ZSTCs & Principal-TA/VJA for information.

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

Copy to: Resident Audit Officer, A.G Audit, Bus Bhavan for information.

Copy to: In-charge, Manual Section for record.

SWEEPING, MOPPING & COMPLETE WASHING ACTIVITIES FOR ALL BUSES

S. No.	Type of bus	Daily Activities	Weekly Activities
1	All AC buses	<ul style="list-style-type: none"> • Floor mats shall be removed, dusted. • Vinyl floor mat shall be cleaned with cloth, Seat fabric to be dusted. • The dust on side panels, parcel racks, interior roof and dash board shall be cleaned with cloth. • All window glasses shall be wiped with cotton soft cloth. Saloon flooring, driver cabin, foot board etc. shall be cleaned with soft brush and cloth. • Mopping of exterior panels, windscreen glasses, window glasses, saloon glass, roof corners, front & rear facia, wheel discs, wheel arches etc. with shampoo/quality liquid soap, cotton soft cloth followed by dry cloth. 	<ul style="list-style-type: none"> • Under chassis washing with high pressure water jet to be done. • Mopping of roof top, luggage carrier, luggage booth cabins, window glasses (interior), seat backs & ABS panels shall be done with shampoo/quality liquid soap cotton soft cloth in addition to the daily activities mentioned. • Interior mopping shall be done with disinfectant water.
2	Sup. Lux. & All Low Floor Non-AC	<ul style="list-style-type: none"> • Vinyl floor mat shall be cleaned with cloth, Seat fabric to be dusted. • The dust on side panels, parcel racks, interior roof and dash board shall be cleaned with cloth. • All window glasses shall be wiped with cotton soft cloth. Saloon flooring, driver cabin, foot board etc. shall be cleaned with soft brush and cloth. • Mopping of exterior panels, windscreen glasses, window glasses, saloon glass, roof corners, front & rear facia, wheel discs, wheel arches etc. with shampoo/quality liquid soap cotton soft cloth followed by dry cloth. 	<ul style="list-style-type: none"> • Under chassis washing with high pressure water jet to be done. • Mopping of roof top, luggage carrier & luggage booth cabins (For Sup. Lux. only), window glasses (interior), seat backs & ABS panels shall be done with shampoo/quality liquid soap cotton soft cloth in addition to the daily activities mentioned. • Interior mopping shall be done with disinfectant water.

SWEEPING, MOPPING & COMPLETE WASHING ACTIVITIES FOR ALL BUSES

S. No.	Type of bus	Daily Activities	Weekly Activities
3	Deluxe, Metro-Deluxe & Metro EXP. (JnNURM)	<ul style="list-style-type: none"> • Seat fabric to be dusted. Parcel racks (Deluxe only), side panels, interior roof and dash board shall be cleaned with cloth. • All window glasses shall be wiped with soft cotton cloth. Saloon flooring, driver cabin, foot board etc. shall be cleaned with soft brush and cloth. • Mopping of exterior panels, windscreen glasses, window glasses, saloon glass, roof corners, front & rear facia, wheel discs, wheel arches etc. with shampoo/quality liquid soap cotton soft cloth followed by dry cloth. 	<ul style="list-style-type: none"> • Under chassis washing with high pressure water jet to be done. • Mopping of roof top, window glasses (interior), seat backs & ABS panels shall be done with shampoo/quality liquid soap cotton soft cloth in addition to the daily activities mentioned. • Luggage carrier to be cleaned (Deluxe only).
4	EXP, TVG, CITY ORD., & MIDI	<ul style="list-style-type: none"> • Seat rexine shall be cleaned with dry cloth. • The dust on side panels, parcel racks, interior roof and dash board shall be cleaned with cloth. • All window glasses shall be wiped with cloth. Saloon flooring, driver cabin, foot board etc. shall be cleaned with broom & brush. • Mopping of exterior panels, windscreen glasses, window glasses, saloon glass, roof corners, front & rear cowl, wheel discs, wheel arches etc. with shampoo/quality liquid soap cotton soft cloth followed by dry cloth. 	<ul style="list-style-type: none"> • Under chassis washing with high pressure water jet to be done. • Mopping of roof top, luggage carrier, window glasses and side panels (interior), Seat rexine shall be done with shampoo/quality liquid soap cotton soft cloth in addition to the daily activities mentioned.