



Andhra Pradesh State Road Transport Corporation

No: OP3/462(5)/2015-MED

CIRCULAR No. 08/2016 - MED, Dated: 01/11/2016.

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

Ref: 1. Circular No.PD-38/2006, dt.09.09.2006.
2. Circular No.18/2015-MED, dt.21.11.2015.

Revised guidelines were issued through circular at ref 2 on sweeping, mopping & complete washing of all buses is being done at depots through outsourcing persons.

As per the said circular, all buses of the corporation (both M.S/G.I and aluminium body) shall be mopped with wet cloth and shall not be washed with conventional high pressure car washers/Automatic washing plant. The manpower, Norm was also enhanced to implement the above guidelines to improve the quality of workup of buses. But, during recent depot inspections no significant improvement in cleanliness of EXP, TVG and city buses (Aluminium body) is observed even with increased man power.

A committee of four senior scale officers has studied the impact of increased expenditure vis-a-vis cleanliness of buses. Considering the committee's report, it is decided to switch over to washing of City, TVG and EXP (Aluminium body) buses with car washer since desired advantage is not being derived through mopping of AL body buses.

The revised guidelines are as follows.

1. Aluminium body buses: TVG, City ord, EXP and Metro Express buses shall be washed with conventional high pressure car washer/automatic washing plant as the case may be and mopping shall be stopped hence forth. Dusting of seats shall be done invariably after sweeping bus interior.

2. **MS/GI body buses:** The existing system of mopping of M.S/G.I body buses i.e., Ultra Deluxe and above Category buses shall be continued. Dusting of seats shall be done invariably after sweeping bus interior.

3. **Man Power norm:** - The revised man power norms for carrying out sweeping, mopping/washing & complete washing for various types of buses are as follows.

Type of Bus	Man power Norm per bus		Buses to be swept/mopped per Person	
	Existing	Revised	Existing	Revised
<u>GI / MS body buses</u> Vennela, Garuda, Garuda+ INDRA, Metro luxury (AC), LF AC, Super Luxury & U.Dlx SLF, LF non - AC.	0.33	No change	3	No change
<u>Aluminium body buses</u> (EXP, TVG, City ORD & Metro EXP)	0.20	0.14	5	7

NOTE: One off reliever for every 6 persons engaged shall be provided.

4. **Materials Supply:-** Brushes, mopping sticks, cleaning liquid and shampoo shall be supplied by Zonal stores. Dy.CMEs have to make arrangements to procure and supply Cloth, mugs, buckets and other consumables such as special cleaning liquid, blades, metal Shovels etc.

5. **Exclusive Supervisor to ensure quality of sweeping, washing and mopping:-**
An exclusive person shall be deployed in night shifts to monitor the quality of sweeping and mopping/washing. Surplus Employees among any category available shall be utilised for this purpose. If no surplus staff is available in any category, one person through outsourcing may be engaged with specific sanction of RM to supervise the sweeping, washing and mopping activities.

6. **Washing and sweeping of buses at terminals / night halting places :-**

Due to non availability of men at bus stations and night halting places sweeping, dusting and mopping activities have been neglected by most of the depots. To encourage the outsourced men the rates per bus for sweeping, mopping etc., are revised as given below.

Type	Sweeping & Dusting of seats (Rs)/Bus		Exterior Moping (Rs)/Bus		Both (Rs) / Bus	
	Old	New	Old	New	Old	New
AC Buses	-	40	-	60	90	100
SLX	-	30	-	50	-	80
DLX	40	30	-	40	-	70
EXP & Below	30	30	-	30	-	60

The other instructions given in the circular No.18/2015 MED, Dt.21.11.2015 on sweeping, interiors cleaning and washing of buses remain unchanged.

This has the approval of VC & MD and concurrence of FA.


EXECUTIVE DIRECTOR (E&IT)

**To
All Depot Managers**

Copy to: OSD to VC&MD for information.
Copy to: Dir (V&S), ED (O&MIS), ED (A&P), FA,CAO for information.
Copy to: All EDs (Zones) for information.
Copy to: All RMs for necessary action.
Copy to: CME(O),CTM, CE(IT), CCOS, CA, CFM, CME(C&B), CPM for information.
Copy to: All Dy.CMEs, 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, RTC House for information.
Copy to: In-charge, Manual Section for record.