



Andhra Pradesh State Road Transport Corporation

No. OP4/462(02)/2021-MED

O/o the VC & MD,
RTC House, VJA-13,
Date: 04.01.2021.

To
The Executive Directors (Zone),
APSRTC.

SUB: UPKEEP - Sweeping & mopping of buses at other end terminals and night halt places- Reiteration of instructions - Reg.

- Ref: 1. Cir no. 20/2011-MED, dated 06.06.2011
2. Cir no. 18/2015-MED, dated 21.11.2015
3. Cir no. 08/2016-MED, dated 01.11.2016

Vide reference 1st cited, detailed instructions were communicated regarding cleaning of buses at bus stations and other halting places. Instructions were given to utilize the bus cash by the crew to get the cleaning activity done for buses. Detailed procedure also given regarding accountal of shortage of bus cash to the extent spent for cleaning activity. Further it was communicated that the cleaning activity shall be entrusted to the ATMs of bus stations where ever available through outside agencies.

Vide reference 2nd cited, detailed instructions were given on sweeping and washing of buses. It was informed to carryout conventional washing of Aluminum bus bodies and mopping of MS/GI bus bodies. Man power requirement was also given separately for Al and GI/MS bodies.

Provision for one out sourced supervisor to monitor sweeping and washing activity was also given. Provision to maintain imprest amount was also communicated so as to meet the requirement whenever contractor fails to supply man power.

Further, it was advised to carryout sweeping and mopping of all buses at the other end terminals in return journey and night halt places and the prescribed amount for each type of bus is also clearly given in the circular.

Vide reference 3rd cited, the man power was revised and the rates of cleaning of bus at other end terminal is also revised. The latest applicable man power norms, imprest and rate permissible for other end terminal cleaning are furnished overleaf.

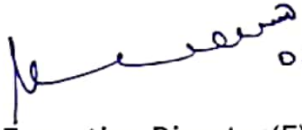
Further, provision for utilizing an exclusive person in night shift to ensure the quality of sweeping, washing/ mopping was also given. It was instructed to utilize employee among the surplus category available and if no such person is available, to utilize on outsourcing basis with specific sanction of RM to supervise the sweeping and washing / mopping activity.

Recently one passenger has complained on poor condition inside the Amravati bus operated from VJA to VSP. Even though instructions are clear to carryout cleaning of buses at other end, the instructions are not followed by the field managers thereby passengers are complaining on cleanliness of the bus.

In this connection, it is once again advised to strictly ensure sweeping and mopping of all buses at the other end terminal and night halt places duly meeting the expenses from the bus cash. Provision for accepting the amount spent towards cleaning of bus is available in CIS module in ADC Miscellaneous Refunds on production of certified receipt by the service conductor/ driver.

Hence, you are requested to advise the concerned to ensure cleaning of buses at the other end terminal with out fail as per the instructions contained in the circulars, ref.1st and 3rd cited and give no scope for further complaints in future.

Further, ATMs / Bus Station in-charges located with in AP, DyCTM/LDS, ATMs Chennai and Bengalur may be advised to take up the cleaning activity of buses utilizing outside agencies for carrying out the sweeping and mopping at respective terminals.


04/11/2021
Executive Director(E)

Copy to ED(A), ED(O), FA&CAO for information
Copy to all RMS for information and necessary action
Copy to OSD to VC&MD for information
Copy to all DyCMEs, DVMs and DyCTMs for necessary action

Amount sanctioned per bus for sweeping & mopping at other end terminal (Rs)			
Type	Sweeping	Washing	Both
AC	40	60	100
S.LUX	30	50	80
U.DLX	30	40	70
EXP & Below	30	30	60

Washing imprest	
Fleet	Amount (Rs)
Above 100	10,000
100-80	8,000
Below 80	6,000

Man power norm for sweeping, washing/mopping of buses		
Type of body	Norm per bus	No. of buses per person
<u>MS/GI Bus body :</u> Vennela, Garuda, Amaravati, Indra, Metro luxury, Night Rider, S.Lux, U.Dlx, SLF, LF non-AC	0.33	3
<u>AL bus body :</u> EXP, PVG, City Ord & Metro EXP	0.14	7