

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.T3/287(5)/2001-OPD-T Office of the VC & MD,  
Mushirabad, Hyderabad.

CIRCULAR NO. 11/2001-OPD-T, DATED: 21-02-2001.

SUB:-CLEANLINESS WEEK - Observance of "Cleanliness Week" from 1st to 7th March, 2001 - Reg.

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"CLEANLINESS IS NEXT TO GODLINESS"

With a view to enlighten the staff / crew on the importance of cleanliness to be maintained in the buses, premises of bus stations/depots/offices to offer hygienic, presentable and pleasant ambience to the travelling public during their journey period, waiting for buses in the bus stations etc. it is decided to organise "Cleanliness Week" throughout the Corporation from 1st to 7th March-2001. The Week is only indicative of importance of cleanliness in the eyes of travelling public and should lead to ever clean APSRTC buses and bus station facilities.

The theme of the week would be "Clean Bus and Bus Station to build a healthy and hygienic society".

During the week, the following steps shall be taken with regard to upkeep of buses and maintenance of cleanliness at Bus Stations, Bus Depots, offices etc.

1.0 UPKEEP OF BUSES:

- 1.1 The Depot Manager/Mechanical Incharge of the Depot shall ensure washing of all buses in the Depot and sweeping at Depot and enroute/change over bus stations/points.
- 1.2 The damaged/missing window shutters and glasses should be replaced. Bus body attention with particular reference to dents including the painting should be taken up.
- 1.3 The torn out seat upholstery and head rest covers of buses be stitched or replaced immediately.
- 1.4 The defective tube lights/bulbs be replaced to improve the illumination inside the buses and destination boxes.
- 1.5 The posters/pamphlets pasted unauthorisedly inside the buses be removed.

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- 1.6 The anti Government or any other slogans written/painted by agitators if any on the buses be erased.
- 1.7 Timing Boards shall be provided in all the buses and defaced boards shall be repainted with updated information. The defaced destination boards shall also be repainted and written afresh.
- 1.8 The travelling public be appealed by the crew not to throw away the litter inside the bus.

The above measures shall be taken to improve the aesthetic appearance (both interior and exterior) of the bus.

## 2.0 MAINTENANCE OF BUS STATIONS/SHELTERS:

Bus stations/shelters, which we have constructed as a measure of passenger amenities, show our competitive edge over competitors in the State.

The Depot Manager shall ensure maintenance of bus stations / shelters in co-ordination with officials of Civil Engineering Department. During the cleanliness drive, the following steps shall have to be taken.

- 2.1 Cob webs to be removed and dusting to be done.
- 2.2 The overhead tank or underground tanks should be cleaned.
- 2.3 Toilets and urinals should be cleaned with acid and disinfectants to prevent scale formation.
- 2.4 Clearance of wild bush growth around the bus station premises.
- 2.5 Facelift to the bus stations by white washing, coloring, repainting the name of bus station and structural defects be attended wherever required.
- 2.6 Debris clearance and landscaping be taken up in the premises of bus stations.
- 2.7 Responsibility be fixed squarely on the owners of stalls to ensure cleanliness and disposal of garbage around the stalls.
- 2.8 Arrangement of adequate number of dust bins, spittoons at appropriate places in the bus station.
- 2.9 Defaced time table boards fixed in the bus stations be repainted.

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- 2.10 Adequate illumination at the bus station.
- 2.11 Plantation be taken up in the premises of bus stations to improve the greenery.
- 2.12 Signposts to guide passengers with distinct and neat arrow marks be written at appropriate places.

### 3.0 BUS DEPOTS/OFFICES:

Apart from upkeep of buses and bus stations, due importance shall be given to maintain cleanliness at our working environs i.e., Depot yard and offices at Depots/Regions/Zones.

The Mechanical Incharge of a Depot shall ensure cleanliness of bus depot yard and garrage.

- 3.1 Tools, plants and spares shall be kept in an orderly manner in the Depot garrage.
- 3.2 Unused tyres, tubes, wheel discs, bolts, nuts, springs, waste cloths etc. shall not be scattered in the Bus Depot yard. They should be kept aside properly and arranged for quick disposal.
- 3.3 The pits in the garrage shall be maintained cleanly.
- 3.4 Oil and grease stains if any on the walls shall be washed away.
- 3.5 Proper drainage facility be provided at washing plant to avoid water stagnation.

Similarly, the cleanliness of office premises shall be the responsibility of Supervisor Incharge of Personnel Department.

- 3.6 The chairs/tables which are in broken condition may be sent to scrap yard instead of keeping in the section.
- 3.7 Running/Disposed files be arranged in a systematic manner inside the almirahs instead of keeping on the tables or over the almirahs.

### 4.0 PUBLICITY MEASURES:

Press meets shall be organised at Zonal/Regional level highlighting the observance of cleanliness week by APSRTC.

- 4.1 Wide publicity through display of banners on the observance of cleanliness week shall be arranged at Bus Stations and Bus Depots.

- 4.2 Mass gate meetings shall be organised at all depots by Depot Managers to enlighten the employees on the importance of this drive.
- 4.3 Pamphlets printed in telugu on the need and importance of the Cleanliness week duly giving tips on maintenance of cleanliness be prepared at Regional level and distribute amongst the staff.

All Executive Directors of Zones and Regional Managers and Depot Managers are directed to ensure observance of "CLEANLINESS WEEK" in its letter and spirit. No room shall be given for passengers to make complaints either on cleanliness or maintenance of buses/bus stations.

A Zone-wise compliance report on week long activities be sent to ED(O) by 12-03-2001.

Sd/-R.P.SINGH, IPS.,  
VICE-CHAIRMAN &  
MANAGING DIRECTOR.

To

All Executive Directors of Zones.  
All Regional Managers.  
All Depot Managers.  
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COPY TO:

ED(E), Secy.to Corpn., ED(A), ED(MIS), FA, CAO,  
Director(V&S), ED(M) for information.  
All HODs for information & necessary action.  
All Dy.CTMs in Zones/Regions for infmn.& n/action.  
All Dy.CMEs for information & n/action.  
All EEs/Dy.EEs for information & necessary action.  
All other Officers of Corporation for infmn.& n/a.  
All Station Managers for information & n/action.  
All Traffic/Mech.Incharges of Depots for inf.& n/a.

ATTESTED BY

  
(C.PANDURANGA MURTHY)  
CHIEF TRAFFIC MANAGER (OPERATIONS).