

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.T1/812(59)/2015-R&T

Office of the VC & MD
Bus Bhavan, Hyd,
Dated: 11.05.2016.

128

To
All the Principals of ZSTCs,
APSRTC.

11/05

Sub: TRAINING - Training to the APSRTC Constables selected under Bread Winner Scheme for a period of 4 months - Communication of updated training module - Reg.

- Ref:1. CPM/Hyd Notification No.03/2016, dt.10.02.2016.
2. This Office Lr.No.even dated.29.03.2016 of VC&MD, APSRTC.
3. Lr.No.Rc.No.212/Trg./2016, dt.22.04.2016 of Chairman SLPRB & IGP, Training, AP.
4. This Office Order No.even dated 04.05.2016.
5. This Office Lr.No.even dated 05.05.2016.
6. DGP Lr..Rc.No.212/Trg.2/2016, dt.06.05.2016.
7. This Office Lr.No.even dt.07.05.2016.
8. This Office Lr.No.even dt.09.05.2016.
9. This Office Lr.No.even dt.10.05.2016.

Vide reference (7) cited, the date of training for the candidates selected as Constables under Bread Winner Scheme at Police Training College (PTC) has been communicated. The training module communicated earlier is updated and communicated herewith.

The summary of the training module is furnished hereunder:

Phase	Organization imparting training	Duration (in weeks)	Remarks
I	Police Training College (PTC)	5	Both Indoor and Outdoor subjects will be dealt by PTC authorities.
II	PTC	4	Outdoor training by PTC. Indoor by APSRTC.
III	ZSTC/RTC Units	7	
Total		16	

Out of the total 16 weeks training 9 weeks will be at PTC and the remaining 7 weeks they will be attached to Principals of respective ZSTCs and undergo training is APSRTC Units. During the 9 weeks training at PTC the first 5 weeks will be handled wholly by PTC authorities (both Outdoor & Indoor modules). For the remaining 4 weeks at PTC the outdoor module will be handled by PTC and the indoor module will be conducted by APSRTC. The detailed training module for all the three phases of training is attached to this letter for information and necessary action by the Principals of ZSTCs. Further, the Principals of ZSTCs NLR and VZM shall arrange to forward a copy of the module to the Principals of PTCs to enable them take further necessary action.

All the Principals of ZSTCs are advised to take note of the training module and act accordingly.

Encl:As stated



CHIEF PERSONNEL MANAGER

By Gof 7
11/5/16

11/5/16

- Copy to Dir.(V&S) for favour of inf. pl.
Copy to ED(A&P)&(H&M) for favour of inf. pl.
Copy to Asst. Dir (V&S) KDP, NLR & HQ and Asst. Dir (V&S) VJA & VAM for inf.
Copy to all V&SOs for inf.
Copy to Principals of PTCs for inf. pl.

11/05

① PTC, Ongole, Behind SP Office, Ongole.

11/5

Enclosure as letter no
T1/812(59)/2015-R&T
dt-11-05-2016

(1)

RTTC CONSTABLES SELECTED UNDER BWS-INDUCTION TRAINING MODULE -2016 (PHASE-I) - 5 WEEKS AT PTC

1 st Period	2 nd Period	3 rd Period	4 th Period	5 th Period	OUT DOOR
10.00 to 10-45 hrs.	10-50 to 11-35 hrs.	11-50 to-12-35 hrs.	12-40 to 13-35 hrs	15-15 to 16-00 hrs	OUT DOOR
Reporting, Registration and Preparation for Training					
<u>PAPER-I,T-1</u> <u>INDUSTRIAL SECURITY, TRAFFIC MANAGEMENT AND GENERAL PRINCIPLES OF SECURITY-</u> Industrial Security and its Importance	<u>PAPER-II,T-1</u> <u>Criminal Laws (IPC, Cr.P.C & SLL)</u> <u>General Exceptions (Sec.76 to 95 IPC)</u>	<u>PAPER-IV,T-1</u> <u>Prominent Law & Order Affairs, VIP Bandobust APSRTC Organization</u> Terrorism, Types of Terrorism, Terrorist Groups and Their activities - Impact of Terrorism - Measures to Control of Terrorism	<u>P-II,T-1</u> General Exceptions (Sec. 76 to 95 IPC)	Computer	
<u>PAPER-IV,T-1</u> Terrorism, Types of Terrorism, Terrorist Groups and Their activities - Impact of Terrorism - Measures to Control of Terrorism	<u>PAPER-I,T-1</u> Industrial Security and its Importance	<u>PAPER-I,T-2</u> Surveillance, Espionage, Sabotage and Sub-Version	<u>PAPER-I,T-2</u> Surveillance, Espionage, Sabotage and Sub-Version	Computer	16.30 TO 18.00 Hrs

06.00 A.M.
TO 08.15
A.M

(Signature)
Dy. Chief Personnel Officer (Rec. & Trg.)
A.P.S.R.T.C., VC&MD Office,
B-10, B-11, B-12, B-13, B-14, B-15, B-16 (Rec. & Trg.)
Hyderabad-500 020.

(Signature)
Personnel Officer (Rec. & Trg.)
A.P.S.R.T.C., VC&MD Office,
Hyderabad-500 020.

2

OUT DOOR	1 st Period 10.00 to 10-45 hrs.	2 nd Period 10-50 to 11-35 hrs.	3 rd Period 11-50 to 12-35 hrs.	4 th Period 12-40 to 13-35 hrs	5 th Period 15-15 to 16-00 hrs	OUT DOOR
	PAPER-I,T-2 Surveillance, Espionage, Sabotage and Sub-Version	PAPER-II,T-2 Right of Private Defense (Sec. 96 to 106 IPC)	PAPER-IV,T-6 Faction Violence	PAPER-IV,T-2 Left Wing Extremism - Impact - Steps to control Extremism	Computer	
	PAPER-II,T-2 Right of Private Defense (Sec. 96 to 106 IPC)	PAPER-IV,T-2 Left Wing Extremism - Causes - Strategy - Impact - Steps to control Extremism	PAPER-I,T-3 Traffic Management and Demo on Traffic Signals	PAPER-I,T-3 Traffic Management and Demo on Traffic Signals	Computer	
	PAPER-I,T-3 Traffic Management and Demo on Traffic Signals	PAPER-II,T-3 Of Offences Against the Public Tranquility (Sec. 141 to 160 IPC)	PAPER-II,T-3 Of Offences Against the Public Tranquility (Sec. 141 to 160 IPC)	PAPER-II,T-3 Of Offences Against the Public Tranquility (Sec. 141 to 160 IPC)	Computer	

Personnel Officer (Rect. & Trg.)
A.P.S.R.T.C., VC&MD Office


Dy. Chief Personnel Manager (Rect. & Trg.)
A.P.S.R.T.C., VC&MD Office.

3

OUT DOOR	1 st Period 10.00 to 10-45 hrs.	2 nd Period 10-50 to 11-35 hrs.	3 th Period 11-50 to 12-35 hrs.	4th Period 12-40 to 13-25 hrs	5th Period 15-15 to 16-00 hrs	OUT DOOR
OUT DOOR 06.A.M. TO 08.15 A.M	<u>PAPER-I,T-4</u> Co-Ordination between different agencies	<u>PAPER-II,T-4</u> Of Offences by or relating to Public Servants (Sec. 161 to 170 IPC)	<u>PAPER-II,T-4</u> Of Offences by or relating to Public Servants (Sec. 161 to 170 IPC)	<u>PAPER-III,T-7</u> Organization & Functions of Central and State Government	Computer	OUT DOOR 16.30 TO 18.00 Hrs
	<u>PAPER-I,T-5</u> Duties of Sentry and Guard Commander	<u>PAPER-I,T-5</u> Duties of Sentry and Guard Commander	<u>PAPER-II,T-5</u> Murder (Sec. 300 IPC), Punishment for Murder (Sec. 302 IPC), Causing death by Negligence (Sec. 304A IPC), Dowry Death (Sec. 304B IPC)	<u>PAPER-I,T-6</u> Personal Security	Computer	
	<u>PAPER-I,T-6</u> Hurt (Sec. 319), Grievous Hurt (Sec. 320 IPC) 1/1	<u>PAPER-I,T-6</u> Personal Security	<u>PAPER-II,T-7</u> Of Criminal Force and Assault (Sec. 353 & 354 IPC)	<u>PAPER-II,T-8</u> Sexual Offences (Sec. 375 & 376 IPC)	Computer	

Personel Officer (Recd. & Trg)
A.P.S.R.T.C., VC&MD Office
Bus Bhavan, MSRD, Hyderabad-500 070


Dy. Chv. Personnel Manager (Recd. & Trg)
A.P.S.R.T.C., VC&MD Office,
Bus Bhavan, MSRD, Hyderabad-500 070

4

Date	1 st Period 10.00 to 10-45 hrs.		2 nd Period 10-50 to 11-35 hrs.		3 th Period 11-50 to 12-35 hrs.		4 th Period 12-40 to 13-35 hrs		5 th Period 15-15 to 16-00 hrs		OUT DOOR
	OUT DOOR 06.A.M. TO 08.15 A.M	<u>PAPER-III, T-10</u> Behaviour towards Women, Children and Senior Citizen	<u>PAPER-IV, T-7</u> Employee and Trade Unions Strikes	<u>PAPER-IV, T-7</u> Employee and Trade Unions Strikes	<u>PAPER-I, T-6</u> Personal Security	<u>PAPER-III, T-11</u> Behaviour towards Public representatives, Students, Press & Media and Weaker Sections	<u>PAPER-III, T-12</u> Behaviour towards Supetiors and Colleagues	<u>PAPER-IV, T-8</u> Sexual Offences	<u>PAPER-IV, T-8</u> Agitation on Mass issues	<u>PAPER-III, T-13</u> Gender Sensitization	<u>PAPER-II, T-9</u> Of Offences against Property - Theft (Sec. 378 IPC), Extortion (Sec. 383 IPC), Of Robbery and Docoity (Sec. 390, 391 IPC)

Personnel Officer (Recruitment)
A.P.S.R.T.C., VC&MD Office,
Hyderabad-500

Dy. Chief Personnel Manager (Rec.&)
A.P.S.R.T.C., VC&MD Office,
Hyderabad-500

5

OUT DOOR	1 st Period 10.00 to 10-45 hrs.	2 nd Period 10-50 to 11-35 hrs.	3 th Period 11-50 to 12-35 hrs.	4 th Period 12-40 to 13-35 hrs	5 th Period 15-15 to 16-00 hrs	OUT DOOR
	<p><u>PAPER-II,T-10</u> When Police may Arrest without Warrant (Sec. 41 Cr.P.C.)</p>	<p><u>PAPER-IV,T-8</u> Agitation on Mass issues</p>	<p><u>PAPER-I,T-8</u> Fire Fighting and Demo on Fire Fighting</p>	<p><u>PAPER-IV,T-9</u> VIP Security</p>	<p>Computer</p>	
	<p><u>PAPER-I,T-8</u> Fire Fighting and Demo on Fire Fighting</p>	<p><u>PAPER-IV,T-9</u> VIP Security</p>	<p><u>PAPER-I,T-8</u> Fire Fighting and Demo on Fire Fighting</p>	<p><u>PAPER-II,T-11</u> How Arrest Made (Sec. 46 Cr.P.C.)</p>		
	<p><u>PAPER-I,T-9</u> Disaster Management</p>	<p><u>PAPER-II,T-12</u> Search of a Closed Place (Sec. 100 Cr.P.C)</p>	<p><u>PAPER-I,T-9</u> Disaster Management</p>	<p><u>PAPER-II,T-13</u> Disposal of Un-Lawful Assembly by use of Civil Force (Sec. 129 Cr.P.C) 1/1</p>		
	<p><u>P-I</u> 1st Unit test</p>	<p><u>P-II</u> 1st Unit test</p>	<p><u>P-III</u> 1st Unit test</p>	<p><u>P-IV</u> 1st Unit test</p>		

Personnel Officer (Dept. & Try)
A.P.S.R.T.C., VC&MD Office
Dy. Chief Officer (Dept. & Try)
A.P.S.R.T.C., VC&MD Office
Dy. Chief Officer (Dept. & Try)
A.P.S.R.T.C., VC&MD Office

Dy. Chief Officer (Dept. & Try)
A.P.S.R.T.C., VC&MD Office
Dy. Chief Officer (Dept. & Try)
A.P.S.R.T.C., VC&MD Office

6


OUT DOOR	1 st Period 10.00 to 10-45 hrs.	2 nd Period 10-50 to 11-35 hrs.	3 th Period 11-50 to 12-35 hrs.	4th Period 12-40 to 13-35 hrs	5th Period 15-15 to 16-00 hrs	OUT DOOR
	<u>PAPER-IV,T-10</u> Personal Security Officers - Functions and Duties - Do's and Dont's	<u>PAPER-II,T-14</u> Use of Armed Forces to Disperse Assembly (Sec. 130 Cr.P.C.)	<u>PAPER-IV,T-10</u> Personal Security Officers - Functions and Duties - Do's and Dont's	<u>PAPER-III,T-17</u> Communication with Hostile Crowd		
	<u>PAPER-II,T-15</u> Power to issue order in urgent cases of nuisance or apprehended danger (Sec. 144 Cr.P.C.)	<u>PAPER-III,T-17</u> Communication with Hostile Crowd	<u>PAPER-LT-10</u> Labour Un-Rest	<u>PAPER-II,T-15</u> Power to issue order in urgent cases of nuisance or apprehended danger (Sec. 144 Cr.P.C.)		
OUT DOOR 06.A.M. TO 08.15 A.M	<u>PAPER-I,T-10</u> Labour Un-Rest	<u>PAPER-II,T-16</u> First Information Report (Sec. 154 Cr.P.C.)	<u>PAPER-II,T-18</u> Indian Explosives Act - 1884	<u>PAPER-LT-11</u> Do's & Don'ts in Security duties		OUT DOOR 16.30 TO 18.00 Hrs



 Dy. Chief Personnel Manager (Recd. & A.P.S.R.T.C., VC&MD Office, MSRDI, Hyderabad-500


 Personnel Officer (Recd. & A.P.S.R.T.C., VC&MD Office

7

Date	OUT DOOR	1 st Period 10.00 to 10-45 hrs.	2 nd Period 10-50 to 11-35 hrs.	3 th Period 11-50 to 12-35 hrs.	4th Period 12-40 to 13-25 hrs	5th Period 15-15 to 16-00 hrs	OUT DOOR
Day		<u>PAPER-I,T-11</u> Do's & Don'ts in Security duties	<u>PAPER-II,T-19</u> A.P. Public Security Act - 1992	<u>PAPER-I,T-11</u> Do's & Don'ts in Security duties	<u>PAPER-II,T-20</u> Prevention of Damage to Public Property Act - 1984		
Day		<u>PAPER-I,T-12</u> Explosives and Demo on Explosives	<u>PAPER-II,T-21</u> Labour Act - 1926.	<u>PAPER-II,T-22</u> Industrial Dispute Act - 1959	<u>PAPER-I,T-12</u> Explosives and Demo on Explosives		
Day		<u>PAPER-II,T-22</u> Industrial Dispute Act - 1959	<u>PAPER-II,T-23</u> Guidelines of Supreme Court on Arrest	<u>PAPER-II,T-24</u> Criminal Justice System	<u>PAPER-II,T-25</u> General Outline on Indian Evidence Act		
Day		<u>PAPER-III,T-26</u> Health and Nutrition	<u>PAPER-I,T-13</u> General Outline on Field Craft & Tactics	<u>PAPER-III,T-26</u> Health and Nutrition	<u>PAPER-II,T-17</u> Indian Arms Act - 1959		
Day		<u>PAPER-I,T-13</u> General Outline on Field Craft & Tactics	<u>PAPER-II,T-25</u> General Outline on Indian Evidence Act	<u>PAPER-IV,T-3</u> Communalism	<u>PAPER-I,T-13</u> General Outline on Field Craft & Tactics		


 Personnel Officer (Rec't. & Trg.)
 A.P.S.R.T.C., VC&MD Office
 Bus Bhavan, MSRD, Hyderabad-500 050


 Dy. Chief Personnel Manager
 A.P.S.R.T.C., VC&MD Office

APSRTC CONSTABLES SELECTED UNDER BWS MODULE AT PTC (PHASE-II) - 4 WEEKS AT PTC

GENERAL SECURITY MANAGEMENT THEORY

SESSION - 1	SESSION - 2	SESSION - 3	SESSION - 4
<p>Corporation Overview</p>	<p>Origin - History and Growth of APSRTC - Corporate philosophy, objects & Guiding Principals - Business orientation</p>	<p>Security Main gate duties - vehicle in & out going register. Checking the arrivals & departure of vehicles thoroughly, if any damages mention in the register for further process.</p>	<p>Escorting bank vehicle, bank transactions, question papers, answer scripts, tickets, and other valuables. - Dos & Don'ts - Reporting system. Punctuality of services - late supply - wants of bus / crew etc. punctuality statement preparation and same has to be submitted.</p>
<p>Breath analyze test for staff while performing their duties - steps to be taken when the employee is found in drunken condition, Checking of employees while coming & leaving their duties, found in the premises of APSRTC. DEMO on breath Analyzer. DGT vehicle passes in & out - checking of seals - checking materials with gate pass, issue notes, 68B/68C/68D/68E. Burning of obsolete / over stamped / un used tickets. Maintenance of DSR (Daily Situation Report)</p>	<p>HSD oil tanker - checking seats and invoice while incoming - checking all the seals - calibration date - Density - Dip levels & proof levels - water finding - ground tank dip level before & after decanting - bool balance - decanting of HSD oil tanker - shortage/excess - check the tanker thoroughly before passing out.</p>	<p>Visit to mother oil depot of IOCL/HPCL/BPCL/CNG depots</p>	<p>New / CO / Transfer vehicles passes in & out - Relevant records to be maintained</p>
<p>ONE DAY PRACTICALS AT DEPOT</p>			
<p>Procedure for Scrap vehicles HSD oil account. Top up of oil to out depot vehicles.</p>	<p>Attention on dents, damages, accident, off road and scrap stabled vehicles. - Reporting on private vehicle menace to higher ups, local police, RTAs & Revenues - Procedures.</p>	<p>Attention on thefts, pilferage, strikes riots and assaults, Night shift observations. VEMAS, OLTAS, FACITS and STOINS</p>	<p>Reporting</p>
<p>Patrolling duties - observation - Day & night - Traffic section (Earnings), garage and depot premises, Roll play - Fire accidents - Fire fighting - first aid - attention - liaison with local police, revenue & fire department. Test on pilferages/thefts & HSD oil decanting</p>			

OUT DOOR

OUT DOOR

Personnel Officer (Recr.&Trg.)
A.P.S.R.T.C., VC&MD Office,
Rajamahendravaram

Dy. Chief Personnel Officer (Recr.&Trg.)
A.P.S.R.T.C., VC&MD Office,
Rajamahendravaram MSRD Hyderabad-500 020.

SOFT SKILLS AND VIGILANCE WING (THEORY)

	<p>Patrolling duties at bus stations to avoid lifter, beggars - hawkers - pick pocketers - anti social elements, anti sabotage check and IED - protection from explosives. Check the sweeping & washing of vehicles before dispatch and vehicles (must be with good and tidy condition. Special care to be taken while dispatch of special type vehicles.)</p>	<p>Role Play & case studies, Night shift duties, strikes, riots and assaults. CC TV and camera observations - necessary steps Review and clarifications.</p>
	<p>ONE DAY PRACTICALS AT BUS STATION</p>	
<p>OUT DOOR</p>	<p>Over view of Vigilance wing in the Corporation. Vigilance - Role and its importance (Works has to be carried with out deviation of circular, manual instructions and guide lines given by Corporate Office.)</p>	<p>Vigilance at Depots - Main gate - Observations of vehicles - Utilization of RTC vehicles. Important contact numbers of top officials of RTC, V&S departments, police, revenue, hospital fire, ambulance. Submission of Daily Situation Report to concern. Loading of unwanted mud garbage in the garage to DGT - precautions & dumping.</p>
	<p>Oil tankers - Receiving & checking the seals - Quantity & quality of HSD oil. - Possible discrepancies caused. Test on HSD before accepting.</p>	<p>Vigilant - Loading of Work shop material - checking seals of DGT. - Absenteeism - Late supply of services Dos & Don'ts, surprise checking of irregular activities - Punctuality. Vigilant on job description of the employees and outsourcing activities.</p>
	<p>Union Activities Role of Security.</p>	<p>Case studies on Union activities</p>
	<p>ONE DAY PRACTICALS AT DEPOT</p>	
	<p>Visit to police Battalion/Police Head Quarters</p>	
	<p>Test on Security Management</p>	<p>Motivation and Morale building</p>
		<p>Time Management</p>
		<p>Visit to police station. Visit to fire stations</p>
		<p>Negotiation skills, inter personnel relations. Stress Anger, Conflict & Crisis management.</p>

	Communication skills	Positive attitude and Leadership qualities	Test on Security Management & Soft skills. Test on Vigilance & Spft slo;;s
ONE DAY VISIT TO RM OFFICE			
OUT DOOR	Structure of the organisation - Present set up line & staff functions. Present financial status of the Corporation - Remedies. Organisation structure of Corporation, Zone, Region, Depot, ZWS, Tarnaka Hospitals etc.	Role of Security wing - Organization structure of V&S department with names of officers', identification description of CSI, SSI, SASI, Head Constable and Constable.	Records and registers to be maintained in various security wings like Depot, Work shop, TRS, Job BBU, Scrap yards, Zonal Stores, Bus Station, various offices, etc.. Proper lightings arrangements at secured area, fencing, compound wall. Vigilant on properties. Movements outsiders and insiders.
OUT DOOR	Nature of works to be carried at Traffi/OPD sections like earning, crew booking, CI general and DC(E), stocking & accountal of tickets, TIMs, ticket trays, crew & bus links.	Over view of MED. Job description of AE (M), Supdt.(M), Dy.Supdt.(M), LH, DC (oils, T&P), ADC(T), Mechanic Artisans, helpers, shramiks etc.	Over view of OPD, job description of AM(T)/Supdt. (T) / Dy.Supdt. (T), TI, ADC, Controllers, Duty booking ADC, cash ADC, remittance of cash in the bank-(E) and handling the cash from bank to depot.
OUT DOOR	Over view of SPD. Job description of stores supervisors, ADC (Stores)/ADC (T), and Shramik. R&D, tyres. Introduction of purchase dept.	Demo on bare chassis & its Units, A/c unit and pro-tech machine	Nature of works to be carried at various sections of garage like oil room, electrical, sch I/II/III/IV, HRG &FC, painting, black smithy, generator, tyres, trimmer etc. Formation of scrap bins in WSS/TRSs/Depots/Scrap yard/PP with new a.Aluminum scrap, obosle b.Wood c.Iron, d.Steel, e.used to f.Upholstery, g.Used grease.
	Over view of PD, AD, CED Asset management and their job description.	Visit to nearest OEMs show rooms/parking lots OEMs centre, to study sec aspects and supplies.	
ONE DAY VISIT TO ZWS AND ZONAL STORES			

Personnel Officer (Rec & Trg.)
A.P.S.R.T.C., VC&MD Office,
Bus Bhavan, MSRD, Hyderabad-500 020

By: Chief Personnel Manager (Rec & Trg.)
A.P.S.R.T.C., VC&MD Office,
Bus Bhavan, MSRD, Hyderabad-500 020

Other regulations (Leave, Bus passes, etc), Right to Information Act. CC&A Regulations	RTC Acts & rules MV Act, APMV rules, MTW Act, APMTW Rules, AP MV Taxation Act	Test on General Management	Outsourcing & contract system in APSRTC
Practicals on TIM checking	All types of bus passes, Procedures of issue, account, prevention of fake bus passes	Operation on TIMs - Checking of Conductor TIM service and Driver TIM Service	Bus Station management and Commercial revenues
Payment of wages / shops, Establishments Act, Workmen compensation Act ESI Act, Minimum wages Act & Contract labour Act. Employees' provident Fund/Gratuity.	Code of Discipline & Grievance Procedure, ID Act/ Trade Union Act.	Welfare schemes in APSRTC	Industrial Relations in APSRTC
OUT DOOR	ONE DAY REVIEW BY PRINCIPAL		OUT DOOR

Out door timings should be adjusted in consultation with Principals PTC.

Sd/
 Personnel Officer (Recd. & Trg.)
 A.P.S.R.T.C., VC&MD Office,
 Bus Bhavan, MSR, Hyderabad-500 020

M. N. Reddy

Chief Personnel Manager (Recd. & Trg.)
 A.P.S.R.T.C., VC&MD Office,
 Bus Bhavan, MSR, Hyderabad-500 020

13

APSRTC CONSTABLES SELECTED UNDER BREAD WINNER SCHEME -2016

TRAINING MODULE - (PHASE-III) - 7 WEEKS AT ZSTCs	
PRACTICAL SESSIONS/THEORY	DAYS
HANDS ON TRG AT DEPOT	6
HANDS ON TRAINING AT BUS STATION	5
ROLE OF SECURITY AT ZWS/ZS&SCRAP YARD (THEORY) Test on ZWS&TRS Security System and Test on Stores and Scrap Yard Security System	5
HANDS ON TRG AT ZWS, ZS & SCRAP YARD DEPOT UNDER STUDY	5
ZWS/TRS Under Study	3
ZONAL STORE& SCRAP YARD UNDER STUDY	3
INDEPENDENT CHARGE AT DEPOT	6
PRACTICAL TESTS, REVIEWS AND ASSESMENT	4

42 days (42 ÷ 6 = 7 weeks)



DY.CPM(R&T)

CPM


PO(R&T)

19

ANDHRA PRADESH STATE TRANSPORT CORPORATION					
ZONAL STAFF TRAINING COLLEGES (ANNEXURE)					
ROLE OF SECURITY AT ZWS/ZS & SCRAP YARD (THEORY) for Constables (BWS) - 5 DAYS					
DAY	9.45 to 10.45	11.00 to 12.00	12.05 to 13.05	15.15 to 16.15	
	PERIOD-I	PERIOD-II	PERIOD-III	PERIOD-IV	
	16.30 to 17.30	PERIOD-V			
1	Over view of Zonal Workshop, Organization structure. Job Description of AE(M)/ Suptd.(M)/LH and artisan staff.	Role & responsibilities of SG Zonal Stores - Records & Registers to be maintained.	Procedures involve in receipts of materials and issue of materials to Depots.	Main gate duties, Registers to be maintained at Section. R&D Section procedures involved in unloading and loading of DGT.	Production of Engine and its sub-assemblies - Machine shop - Accountal of production.
2	Over view of Zonal Stores, Organization structure.	Role & responsibilities of SG Zonal Stores - Records & Registers to be maintained. Procedures involve in receipts of materials and issue of materials to Depots.		Main gate duties at ZS. Receiving & dispatch of new materials from vendors and to depots.	Supply of materilas through wards, two bin system, Replenishment of materials, obsolete items, cases studies on fire fighting at TRS.
3	Over view of TRS, Organization structure. Job Description of AE(M)/ Suptd.(M)/LH and artisan staff.	J.Ward section duties, records & registers to be maintained at sectoin.	Receipts of new tyres, flaps, patches, tread rubber etc., from firms, and issue to Depots and Tyre shop	Receiving and issuing of new/RC/RT/Repair/Scrap tyres to Depots and Tyre shop. Brief on activities of TRS. Accountal of monthly production category wise.	
4	Over view of Scrap Yard, Organization structure. Role of Security at Scrap Yard.	Job Description of scrap yard I/c and Mechanic, possible discrepancies, while receiving scrap vehicles, scrap aluminum, scrap materials, burnt oils, lots formation & weighing materials.		Procedure to be followed to receive and dispatch of the scrap vehicle. Checking of scrap vehicle with relevant document like 68A, unit/history cards, gate pass, scrap snaction letter, clearance certificate.	Roll play on thefts/pilferage of A1, vehicle parts, and obsolete materials from scrap yard - Prevention.
5	Test on ZWS & TRS, Stores & Scrap Yard Security Systems.				


 Personnel Officer (Sect. & Ttg.)
 A.P.S.R.T.C. VC&MD Office,
 Bus Station, MSRD, Hyderabad-500 020