

**ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**

No. T1/812(70)/2018-HRD&W

Office of the VC & MD,  
RTC House, PNBS,VJA,  
Dt.30.11.2018.

To  
**The Director General,  
State Disaster Response & Fire Services,  
Fire Station Building,  
Near Police Control Room,  
Governorpet,  
Andhra Pradesh,  
Vijayawada - 520002.**

**//By RPAD//**

Sir,

Sub: **TRAINING** – Imparting training to the District Fire Officers E.2 at Zonal Staff Training College, Vijayawada for a period of one month – Approval to take up the training by APSRTC communicated - Reg.

Ref: Lr.Rc No.15242/E1/1992, Dt. .11.2018 of Director General, State Disaster Response & Fire Services, Andhra Pradesh, VJA.

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Vide reference cited, it was requested to impart training to the District Fire Officers E.2 for a period of one month on Driving Mechanism and Pump Operations and intimate necessary fee for one month training to the (02) District Fire Officers and date of training course to be commenced & Venue.

At the outset we are glad to inform that APSRTC has been recognized by you as a training partner and that our services are being enlisted towards enriching skills of your Officers.

We have well established infrastructure at the Staff Training Colleges, Workshops and Depots to impart training on Core Maintenance activities. The Personnel manning these units are all highly capable and well experienced and can handle training requirements very effectively.

The Staff Training Colleges are basically meant to impart induction and refresher training to the in-service staff. Occasionally, these colleges also take up sponsored training programs at the request of outside sponsoring agency.

The Workshops are established @ 1 in each Zone. These Zonal Workshops are meant to revive the used engines, gear boxes, rear axles and other units from the Depots, service them as per the Corporation prescribed standards and return these to the Depots for further use. The Zonal Workshops have very elaborate infrastructure to take up repair and servicing of all types of Buses and their units.

The Depot is a place where the basic day to day operations take place apart from scheduled maintenance activity.

Your request made vide reference cited has been examined and APSRTC agrees to impart training to the District Fire Officers E.2 sponsored by the State Disaster Response & Fire Services, Andhra Pradesh, Vijayawada on the following terms and conditions:

1. **Training fee:** The training fee per Officer is Rs.25,000/- for one month which includes tea & refreshments(2 times in a day) and lunch. For two officers, an amount of Rs.50,000/- is payable. GST @ 18% over and above the training fee is to be paid by the Fire Services Department.
2. **Training Module:** The broad training module is furnished below. A detailed training module showing day-wise activity for 26 days is enclosed.

Sl.No.	Description	Duration	Training Venue
1	Bare Acts Driving Mechanism Preventive maintenance schedule	5 days	At ZSTC, Vidyadharapuram, VJA
2	Maintenance Mechanism	15 days	At Zonal Workshop/TRS, Vidhadharapuram, VJA
3	Stores Management	6 days	At Zonal Stores, Vidyadharapuram, VJA

3. **Training fee payment schedule:** 50% of the training fee shall be paid within 10 days of commencement of training and balance 50% to be paid by the end of training. The amount is payable through D.D. in favour of Dy.Chief Accounts Officer, APSRTC, Vijayawada Zone.
4. **General Terms & Conditions:** The training is subject to the following terms and conditions:
  - a. The Officers will be attached to the Principal/Zonal Staff Training College, VJA and will be under the administrative control of the Principal for the entire duration of training.
  - b. During the training period, the Officers shall abide by the rules and regulations of the Corporation.
  - c. The Officers have to make their own arrangements for their stay and transportation etc.,
  - d. The Corporation is in no way responsible for any injuries arising out of accidents, untoward incidents etc., that may happen during the course of training. It is purely the responsibility of the Officers. APSRTC will not be responsible in this regard and will not entertain any claims for compensation in this regard.
  - e. In case of any damages or loss caused to the APSRTC during the training, the same shall be made good by the concerned.

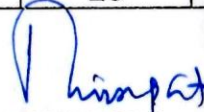


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**TRAINING MODULE FOR DISTRICT FIRE OFFICERS(DFOs)**

S.No.	Topics	No.of days of training	Venue
1	Inauguration of Course & Driver training	5	ZSTC,Vidya-dharapuram, VJA
	Bare acts on MV, CMVA, MTW and Factory's		
	Preventive maintenance schedules, theory and hands on training Sch-1,2,3,4&FC (At Depot)		
2	Hands on training on top overhauling of engine, over hauling of FIP, Gear Box and alternator	15	ZONAL WORKSHOP /TRS, VDPM,VJA
	Evaluation of least serviceable vehicle units and evaluation of upset value of least serviceable vehicle and parts and tyres		
	Works taken up for Production of Sub-Assemblies of engine - Final Inspection and Quality control at ZWS		
	Works Carried out in Gear box (Dismantle and Assembling etc..)		
	Works Carried out in Steering box, conventional & Power (Dismantle and Assembling etc..)		
	Repairs and Retrieval activities taken up in Machine Shop - Concept on Machine Maintenance & Repair. Crank shaft grinding, Lathe works, Welding Knurling, Milling, Drilling, Boring & Honing Works carried out to pressure plate, PP Shafts(dismantle & assembling)		
	Works carried out to Brake units, wiper etc., (Dismantle and Assembling etc...)		
	Works Carried out to Self Starter, Alternator etc..., (Dismantle and Assembling etc..)		
	Battery section & Vehicle wiring		
	Stage wise works in Chassis Section		
	Preparation of specifications for Chasis & Vehicles as per requirements/suitability etc.,		
	Inspection methodology for newly fabricated vehicles in various stages		
3	Visit of Depot and Zonal Stores-BOM-Inventory systems, ABC, FNS, VED classification of spares, Paretoes analysis, Disposal of least serviceable items and tyres	6	ZONAL STORES, VDPM,VJA
	Study of stores, indenting, inventory,local purchase and related statements, STOINS		
	Computerisation in Stores Management		
	Evaluation and validictory		
<b>TOTAL : 26 Days (1 month training)</b>		<b>26</b>	

  
Dy CPM(HRD&W)

  
PO(HRD&W)