

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No. : ATM-1(M-IT)/715(9)/2012-IT



Corporate Office,  
Mushirabad, Hyderabad-20.

Circular No. 04/2013-IT Dt.20.02.2013

Sub:- TOOLS & PLANTS - Development of web based Tools & Plants data entry software  
- Procedure to implement the software -Reg.

During inspections of different units of the Corporation, it is observed that Tools & Plants accountal is not in a systematic manner. In the existing process it is difficult to trace out Tools & Plants accountal at Corporation level. In some instances the needy Depots/Units are going for local purchase even though the item is available in some other Unit/Depot leading to unnecessary expenditure incurring towards T&P items.

In order to overcome the above instances, IT Department has developed web based Tools & Plants software to streamline the Tools & Plants items of different units of Corporation duly standardizing the codes for each and every T&P item. The following is the procedure to feed the details of T&P available using the above software at different Depots/Units.

PROCEDURE TO IMPLEMENT WEB BASED T & P DATA ENTRY SOFTWARE

1. Login [www.apsrtcinfo.com](http://www.apsrtcinfo.com)
2. select "DCP" option
3. select "Tools & Plants" option, immediately TOOLS & PLANTS DATA ENTRY SCREEN will appear on the screen
4. Compulsory (Mandatory) fields to be filled by the user (CATEGORY, UNIT, LOCATION, ITEM DESCRIPTION, ITEM NO and QUANTITY)
5. Optional fields to be filled by the user (MAKE, MODEL, UNIT NO, DATE OF COMMISSION, PURCHASE COST, EXPENSES SINCE COMMISSION AND PRESENT STATUS)
6. Click on drop down box of CATEGORY and select BUS STATION/ CIVIL/DEPOT/ HO/MEDICAL/RM'sOFFICE/ZONEOFF/RWS/ZWS/STORES/ SQUAD/TRS/VIGILANCE/ZSTC
7. Click on drop down box of UNIT and select depot/unit
8. Click on drop down box of LOCATION and select depot/unit location.
9. Click on ITEM DESCRIPTION and select item.
10. ITEM NO automatically displayed
11. Enter QUANTITY, MAKE, MODEL, UNIT NO, DATE OF COMMISSION, PURCHASE COST, EXPENSES SINCE COMMISSION.
12. Click on PRESENT STATUS and select WORKING, NOT WORKING, SCRAP
13. IF above FIELDS INFORMATION IS CORRECT, CLICK ON SUBMIT BUTTON FOR ACCEPTANCE.

NOTE : Use only TAB key to move from one field to another field. Do not use ENTER key

The information collected through this software will be used for CIS project. Hence utmost care to be taken while feeding the data

It is requested to instruct the Depot Managers/Unit Officers to utilize the web based software at all the units for feeding the Tools & Plants data before 5<sup>th</sup> March 2013 and report compliance to the undersigned.

  
EXECUTIVE DIRECTOR (E&IT)

To  
All Officers of Corporation.