ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No. DY.CME(SM-IT)/Gen.(1)/2013-IT.

CIRCULAR NO. 03/2013-IT Dated.13.2.2013.

Sub: **REGIONAL CORE GROUP DUTIES** – Duties and responsibilities
of Regional Core Group Supervisors/Members – Reg.

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The prime duty of Regional Core Group Supervisors/Members is to ensure effective implementation of all IT projects and modules given by the Corporate Office Computer (IT) Department on a day to day basis. The modified software from time to time has to be ported in all the Depots for proper updation of business logic and functioning of the system.

Of late, it is found that the software modules of DCP and TIMs, given by the Corporate Office from time to time are not being updated on time in all the depots due to which several problems are encountered in the field and also correct data is not being transferred to the Corporate Office server. RCGs/DCGs are not reporting the hardware problems of systems of and TIMs to the firms. Corporate Office IT Department is not receiving proper feedback about IT projects / inspections reports from RCGs/DCGs as per the instructions given earlier.
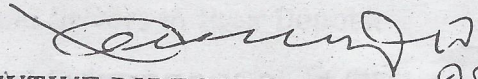
RCGs shall regularly visit all the depots and guide the System Incharges on the implementation of latest software/web based reports and give the solutions for the software and hardware problems raised by System Incharges.

It is also reported that in some of the regions the RCGs are being utilized for other clerical duties and not allowed to go the depots which is resulting in non implementation of the latest DCP and TIMs software modules at depots. This is also resulting in wrong generation of web based reports and increased TIM hardware problems.

With the introduction of Conductor TIMs in all Pallevelugu and City services, video conference in all regions and forthcoming prestigious projects like Centralised Integrated System (CIS) and Vehicle Tracking and Passenger Information System (VT & PIS) etc., the RCGs /DCGs play a key role in effective implementation of all the IT projects. Unless they visit the Depots and ensure proper implementation of the latest modifications, the expected results can not be achieved. For smooth functioning of all the IT modules, two RCGs have been sanctioned to all the Regions and the proper utilization of the RCGs is the need of the hour.

The duties and responsibilities of RCGs and the inspection format are enclosed. Therefore, all the Regional Managers are requested not to deviate the RCGs/DCGs from their duties and to give strict instructions to RCGs to ensure smooth implementation of IT projects and reduce the TIM problems.

EXECUTIVE DIRECDTOR(E & IT) 23/7/12

Encl: As above.

Copy to all ED(O, MIS & AM)/FA &CAO and all EDs of Zones/ RM.s for information.
Copy to all Dy.CTMs/DVMs/Dy.CMEs for necessary action.
Copy to all Dy.CAOs/AOs/Pos/DMs for information & necessary action.
Copy to all RCGs for information.

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ROLE OF REGIONAL CORE GROUP SUPERVISORS

1. Implementation and proper monitoring of DCP modules.

2. Attending day to day software and minor hardware problems in the Depots.

3. Informing the concerned firms of the Computers, UPS, ACs, Modems and TIMS regarding the problems of various Depots' and pursuing them for early rectification.

4. Porting of new programs given by the IT Department, testing and implementing them in the Depots of the Region and give feedback to the IT Department.

5. Monitor the System performance and service performance of the Firms.

6. Coordinating with the IT Department in attending complex problems like removal of bugs and enhancement of existing software.

7. Liaisoning with the Civil Engineering Department at the Zonal level to accelerate the civil engineering works and informing Head Office on the latest status for taking necessary action for procurement and installation of Computers.

8. Imparting the Training to ADCs of the Region on DCP modules.

9. Ensuring the functioning of Modems.

10. Installation of Hardware, Software and introduction of modules at new Depots.

11. Ensuring the data transfer from Depots to RM's Office daily through rtcwan.

12. Assisting and coordinating with Principal ZSTCs for training of the ADCs on DCP modules etc,

13. Inform to IT Department for development and additional software or modification of the existing software on DCP modules or MIS packages.

14. Inspect all Depots of the Region once in a month duly covering all aspects given in the check list communicated vide letter no.AME-2 (Mgr-IT)/116(5)/09-IT Dt.10.06.2009. and send inspection reports to DM, RM and CE (IT).

15. Assist audit in case of any discrepancies found in the running of OLTAS module.

16. Ensure generation of all the required outputs of all DCP modules in the Depots.

17. Ensure that circular instructions pertaining to DCP are properly implemented and submit feedback on the same.

18. Assist the Depots in dismantling of idle trays as per circular instructions.

19. Ensure that all Depots daily & monthly data files porting/uploading in RTCWAN by 3rd of every month.

20. Ensure porting of the latest version of the TIMS software in all Depots of the region and imparting training to the System In Charges and concerned ADCs in preparation of route details, service details, trip details, MTD 141 cards and uploading and down loading of data to TIMS.

21. Ensure porting of PC side and TIM software whenever modifications are carried out in all TIMS of each Depot in the Region duly coordinating with Depot System in charge.

22. Implementation of all services with TIMS and attend all day to day software problems of TIMS duly coordinating with IT Department.

23. Ensure that Depot System in charge shall record TIMs software and hardware problems in a register daily to solve the problems.

24. Impart periodic training to System in charges of the Depots in the Region on TIM operation, Battery charging procedures, usage of TIM consumables like paper roll, printer ribbon cartridge etc., so that in turn the Systems in charges shall be able to train the Conductors and Drivers in their Depots.

25. Shall impart periodic training to TTIs of Regional Enforcement Squad (RES) on checking procedures with TIMS.

26. Shall collect data of TIMS from Depots to enter into AMC agreement and send the consolidation Regional data in a given format duly certified by the concerned Officer at RM Office and sent to IT Department.

27. RCG has to collect the data of hardware problems of TIMS from Depots for the AMC period and consolidate the same and send it to IT Department with certification of the concerned Officer in RM Office.

28. Shall ensure that TIM periodicals are sent to IT Department in prescribed proforma.

29. Shall send monthly statement on Damaged/Burnt/Theft TIMS Depot wise to delete such TIMS from AMC agreement.

30. Inspect the service centers periodically and see that the TIMS are sent for maintenance and repairs are being attended by service centre on priority and returning them to Depots and any delay in attending the repairs by the service centre shall be brought into the notice of IT Department.

31. Ensure that spare components stock is being maintained by the service centre for quick disposal of defunct TIMS received at service centre.

32. Ensure that no fan should be ON during Video Conference.

33. Ensure that the distance should be 2 feet between mike and the Official during Video Conference.

34. Ensure inter net connectivity before commencement of Video Conference and Checking of Video Conference connectivity well in advance.