

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the
Managing Director
Msrd., Hyd - 28.

C.No.: Steno/237(1)/2008-IT.

Circular No. 02/2008 dt. 15.4.2008.

Sub: DISPOSALS -- Disposal of un-serviceable/ scrapped Computers, Printers, UPS and other allied equipment/peripherals -- Processing of files by Depots/Units through respective DY.CMEs of Regions/Zones for obtaining sanction of DSB / Scrap cases from respective RMS/EDs (Zones) -- Revised instructions issued --
-- Reg.

- Ref: 1. This office Cir.No. 2/2003-IT dt.26.8.2003 in C.No. Dy.S(P)/Buy-Back/03-IT.
2. This office Cir. No. 01/2007 dt. 24.1.2007 in C.No. Steno/237(1)/07-IT.

Through Circular 1st cited, the Unit Officers were advised on disposal of un-serviceable/ scrapped Computers, Printers, UPSs and other allied equipment/peripherals procured on buyback terms, to serve a notice to the supplier firms by RPAD stating that the old items would be scrapped if the firm fails to collect the items within 30 days from the date of receipt of the notice. It was further stipulated in the said circular that after expiry of the above period the Unit Officers shall obtain approval of the concerned DY.CME (in the case of Depots, Divisions, Regions and Zonal Units), and DY.CME(SM-IT) in the case of Corporate Office and its Units and send the computer systems and allied equipment/peripherals to the respective Scrap Yard.

Vide Circular under reference 2nd cited, it was advised to process the files through the respective DY.CMEs of regions/zones and transmit the same to DY.CME(SM-IT), to obtain the approval of CE(IT) for DSBing/scrapping the above items referred.

The matter has been re-examined in detail and it is now decided that :-

- (i) In case of Depots and Regional Units, the DSB/Scrap cases of Un-serviceable/Scrapped Computers, Printers, UPS and other allied equipment/peripherals shall be processed by the DMs/POs be routed through the DY.CME of the Region concerned for taking sanction from the concerned Regional Manager and send the items to concerned Zonal Scrap Yard!
- (ii) In case of other Non Operational Units, ZSTCs and Zonal Workshops etc., the DSB/Scrap cases of above items shall be processed by the concerned Unit Officer be routed through the concerned Zonal Head Quarter DY.CME, for taking sanction from the Executive Director of the concerned Zone and send the items to the respective Zonal Scrap Yard.

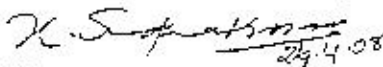
(iii) and in case of Head Office & its Units, the DSB/Scrap cases of the above items be processed by Unit Officers through DY.CME(SM-IT), for obtaining the sanction from CE(IT) and then the Unit Officers shall send the items to Scrap Yard at Uppal.

Thus, the cases of Depots/Units mentioned at items (i) and (ii) shall not be transmitted to DY.CME(SM-IT)/CE(IT)/ED(E&IT). This will facilitate the Zonal and Regional Units to dispose the DSB/Scrap cases of computer related items, at the earliest.

Further, while dealing such cases of DSB & Scrapping of the above items, the DY.CMEs of the Regions and Zones shall see that the Computers and Printers shall complete the life of 6 years from the date of installation, in case of UPS 8 years and in case of ACs shall complete the life of 10 years from the date of installation as is being followed.

Therefore, all the Unit Officers (except Corporate Office and its Units) shall process their cases of DSB/Scrap pertaining to Computers, Printers, UPS and ACs accordingly, only to the respective DY.CMEs of Region and Zone for obtaining scrap sanction from RMs/EDs(Zone) and need not transmit the cases to DY.CME(SM-II)/CE(III)/ED(E&IT), and the above items be sent to the respective Scrap Yard.

The Unit Officers of Head Office and its units shall send their DSB/Scrap cases of above items to DY.CME(SM-IT) for obtaining the sanction of CE(IT) accordingly.


29.4.08
EXECUTIVE DIRECTOR (E & IT)

To

All EDs of HO & Zones for favour of infn.
All RMs/HODs for infn. & n/action.
All DY.CMEs for infn. & n/action.
All COSs of Zonal Stores for infn. & n/action.
All DY.CAOs/ADs of Regions & Zones for information.
The DY.CAO(TA & INS):HO for information.
The DY.CAO(SP & A) & AD(P & A):HO for information.
All DMs/POs of Regions for infn. & n/action.
All Other Unit Officers of the Corpn., for infn. & n/action.
Secretary to Chairman & PS to VC & MD for information.
