

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

O/o the Managing Director,  
Mushirabad: Hyderabad-20.  
No.SMTC/History cards/EDP.

Dated: 16 Dec. '93.

To  
All the Depot Managers,  
A.P.S.R.T.C.

Sub: **HISTORY CARDS** - Implementation of Unit History Cards for computer equipment -  
Reg.

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Presently it is seen that there is no proper recording of the maintenance and servicing carried out on the computers and other equipment at the units nor the details of the breakdowns and downtime. This is causing problems while assessing the performance levels for renewal of Annual Maintenance Contracts and sanctioning repair estimates, etc. In order to overcome this, Unit History Card for computers, printers and allied equipment like Air-conditioners and UPS Systems have been printed and are being sent to you herewith for being filled up right away and for updating with breakdown/repair, etc., details from time to time in future.

You are requested to inform the Supervisor in-charge of the computer Centre/your office PC/AT/Mini computer to maintain the Unit History cards without fail for each of the items as follows:

1. Computer
2. Printer
3. UPS (one separate card for each)
4. Air-conditioner

These cards shall be maintained regularly and are liable for inspection by DVM, RM, Officers of computer Department.

A sample card with specimen entries is enclosed herewith. Also three copies with this circular with annexure sample card showing specimen entries is enclosed - one each for the Depot Manager / System Supervisor / Office Record.

Sd/-  
CHIEF ENGINEER(EDP)

End: a) ANNEXURE -Sample card with Specimen  
entries, b) Five (5) blank Unit History  
cards.

Copy to: All Executive Directors,

Copy to: All Regional managers, all Heads of the Department Copy to: All Divisional Managers Copy to: All Sr.Managers(Materials) Copy to: All Sr. Manager (Finance) Copy to: All Sr.Manager(Personnel)

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UNIT HISTORY CARD

MANUFACTURERS DETAILS

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1. TYPE OF UNIT : COMPUTERS/UPS/AIR/CONDITIONER/PRINTER
2. DATE OF DELIVERY : DATE OF INSTALLATION:
3. NAME OF DEPOT :
4. MANUFACTURER NO : NAME OF MANUFACTURER:
5. ADDRESS: TEL.NO. TELEX. FAX.
1. LOCAL : 2.FACTORY : 3.HEAD OFFICE:
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ANNUAL MAINTENANCE CONTRACT RECORD

1. NAME OF AGENCY :
2. DATE OF BEGINNING OF AMC :
3. DATE OF EXPIRY OF AMC :
4. ADDRESS: TEL.NO. TELEX FAX.
5. LOCAL :
1. FACTORY 2.HEAD OFFICE: 3. NAMES OF OFFICALS TO BE CONTACTED:

NAME	DESIGNATION	LOCATION	TELEPHONE NO:
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1.

2.

3.

RECORD OF SYSTEM FAILURES

DATE OF  
FAILURE DATE OF  
NOTIFYING TO FIRM DATE  
ATTEN  
DE DATE  
RECTIF  
SIGNATURE OF COMPLAINANT  
COMPLAINANT  
CODE ACTION TAKEN DIAGNOSIS LIST OF PARTS REPLACED

1-

PERIODIC PREVENTIVE MAINTENANCE CALLS BY SERVICE  
ENGINEER

DATE TIME NAME OF SERVICE ENGINEER NATURE OF SERVICE DONE SIGNATURE OF  
DM/SYSTEM SUPERVISOR