

No. DY.CME(COMP)/CG/95-EDP

Dt.01.12.1995

To

All the Regional Manager, APSRTC,
-----Zone.

Sub: **CORE GROUP** - Development of Regional Core Group-Guide lines Issued - Reg.
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This letter is aimed at identifying and developing a Regional Core Group in Regions to look after the computer section in the depots of the Regions.

It is being frequently pointed out by Senior Manager (M& C) and also Principals/ZSTC of certain zones that there is a shortage of core group Supervisors in their zones and hence the computerisation activity in the zones could not be stepped up. Keeping this shortage, transfer of core group personnel to other departments on promotion retirement and resignations of people working in Core Group in view, we have developed a second line core group in the regions i.e., regional core group (RCG) by giving training to the candidates nominated by the respective Regional Managers for Regional Core Group in the "CG01"

Training program for 2 months which is meant for core group supervisors. This CG01 program imparts them all requisite skills for computerisation project software implementation.

The Regional Managers are therefore requested to utilise the services of these candidates trained in "CG01" at regional level so that the load on the Zonal Core Group is shared to some extent by these Regional Core Group members in effective implementation of depot computerisation modules.

It is suggested to utilise the RCG in the following areas.

1. Ensuring smooth functioning of computer cells in all computerized depots.
2. Ensuring the implementation of all DCP modules in all computerized depots.
3. Monitoring the computer hardware, UPS and Air conditioners problems in the depot computer cells at regional level.
4. To attend the problems in the depot computer cells. If required, the assistance of Zonal Core group (ZCG) can be taken. In case , it is beyond their capacity, problem can be referred to the computers department for necessary assistance.
5. To apprise the status of computerization activity in the region, to the officers in the Zones/Regions concerned at regular intervals.
6. To act as a liaison between computers department of Head Office and the computerized depots of the region.
7. To assist in computerization of various activities of Regional Manager's office work where computers are already supplied .
8. To pay special attention to newly computerized depots in implementing standard procedures till they are stabilised.
9. To follow up on the status of the depots to be computerized.
10. Any work assigned by Regional Manager/Senior Manager(T)

Sd/-
CHIEF ENGINEER (COMP&IT)

Copy to Senior Manager (M&C)
Copy to Principal/ZSTCs-----
Zone for information. —Zones for
information.

ROLE OF REGIONAL CORE GROUP SUPERVISORS AT EACH REGION.

1. Implementation and continuation of DCP modules like OLTAS/DOLTAS / VEMAS/STOINS/PINS, etc

2. **Attending to day to day software and minor hardware problems in the computerised depots.**
3. **Informing the concerned firms of the computers, UPS and ACs and Modems with regards to the problems of various depots and pursuing them for early rectification.**
4. **Porting of new programs given by the Head Office, testing and implementing them in the depots of their jurisdiction.**
5. **Monitor the system performance and service performance of the firms.**
6. **Co-ordinating with the Head Office Computer Cell in attending to complex problems and 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 the Head Office on the latest status for taking necessary action for procurement and installation of computers.**
8. **Imparting the training to ADCs of the regions on DCP modules**
9. **Ensuring the functioning of Modems**
10. **Installation of Hardware, Software and introduction of modules at newly computerised depots.**
11. **Ensuring the data transfer from depots to RMs Office, ZM's Office for correct generation of reports in MIS projects and assist MIS staff in implementation and continuation of MIS project.**
12. **Assisting and co-ordinating with the Principal ZSTC's for training of the ADCs etc., on DCP modules, Modems functioning etc.,**
13. **Informing the Head Office for development of additional software or modification of the existing software etc., from DCP Modules or MIS packages**
14. **Inspecting the depots regularly and update the DM and RM as to whether the proper steps for ticket and revenue accountal are being followed.**
15. **Assisting the audit in case of any discrepancies found in the running of the DOLTAS/OLTAS modules.**