ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

O/o the Managing Director,
Mushirabad: Hyderabad-20.

No.Dy.CME(COMP)/UHC/96-EDP.   Dated: 25-05-1996.

To
The Depot Manager,
A.P.S.R.T.C.

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

Ref:- Lr.No.M2/422(l)/96 Dy.CME/GNT dated 3/5/1996.

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All the Depot Managers have been advised vide letter under reference cited to maintain Unit History Cards for all Computer equipment of the Computer Cells of the depots and History Cards have been sent to all the depots for this purpose. But still it is observed that some of the depots are not maintaining these Unit History Cards, Hence, the following instructions are reiterated regarding maintaining the Unit History Cards in Computer Cell.

Unit History Cards have been printed for proper recording of the maintenance and servicing carried out on the Computers and other equipment and to note down the details of breakdown and downtime. These are useful for assessing the performance levels, for renewal of Annual maintenance Contract and sanctioning repair estimates etc.

Hence all the Depot Managers are hereby advised to instruct the Supervisors, in charge of the Computer Centers to maintain the Unit History Cards without fail for each of the item as follows.

1.	Computer	
2.	Printers	One separate card for each
3.	UPS	
4.	Air Conditioners	

These cards should be maintained regularly and these cards are liable for inspection by Senior Officers and Officers of Computers Department. Depot Managers are requested to see that the History Cards are collected by System Supervisors either from Zonal Core Group or from Head Office if not collected till now. They are also advised to inspect these cards whenever they inspect Computer Cell for proper recording of details of the breakdowns and downtimes.

The mater may be given TOP PRIORITY as all the decisions regarding computers will be taken depending upon the information from Unit History Cards.

With best wishes.

Sd/-
DY. CHIEF MECH.ENGINEER(COMPUTERS).