ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Dated : 04.04.2000

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Sub: **DCP** -   SYSTEM SUPERVISOR - Job description of System Supervisor in computerised depots   - Instructions - Reg.
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DURING THE INSPECTIONS OF THE COMPUTER CELL OFFICIALS TO THE COMPUTERISED DEPOTS, THE DUTIES PERFORMED BY EACH OF SYSTEM SUPERVISOR IN THE DEPOTS IS DIFFERING FROM ONE DEPOT TO ANOTHER, THEREBY THE RESPONSIBILITY OF SYSTEM SUPERVISOR IS NOT YET FIXED. IT IS THEREFORE ADVISED TO UTILISE THE SYSTEM SUPERVISORS OF THE COMPUTERISED DEPOTS FOR THE FOLLOWING DUTIES.

I.   **COMPUTERS AND ALLIED EQUIPMENT MAINTENANCE**

11 Ensuring of proper installation of ACs, UPS and Computer System.
12 Ensuring dust free environment in console /terminal rooms through usage of Vaccum Cleaner.
13 Ensuring proper earthings for UPS and lighting.

14 Ensuring proper maintenance of earth pits.

15 Ensuring proper functioning of ACs (mats cleaning) ; stabilizer, starters., ensuring I^{st} phase for UPS, 2nd phase for AC of console room and lighting of computer cell and 3rd phase to ONE AC of console room and one AC of terminal room.

16 Closing of counter, window shutters when not in use.

17 Maintaining all equipment dust free and clean.

18 Not allowing un-authorised persons to operate system at any point of time.

19 Banning entry of persons with footwear inside computer/terminals room.

110 Ensuring that no unnecessary things such as papers etc., are kept inside the computer premises.

111 Ensuring Battery maintenance (i.e., pouring distilled water, changing of battery lead etc.).

II.   **REGISTERS TO** BE **MAINTAINED:**

21 Maintenance of Unit History Cards for computers, printers, UPS and Air-Conditioners.

22 Maintenance of following   Registers.

a) Procedure log book

b) Daily log book.

c) WDE register

d) Master log book

e) Telephone address register f) Manuals
 register

g) ADC's instructions register

23 Giving proper guidance to operators /ADCs and taking acknowledgement in registers.

24 Recording Preventive maintenance & Breakdown maintenance details.

III. CO-ORDINATION WITH OTHER WINGS FOR TIMELY DATA ENTRY.

31 Co-ordinating with garage and stores Supervisors for proper data enrrrtry for VEMAS and STIONS daily without fail..

32 Ensure proper feeding of ticket stock as per indent.

33 Ensure the availability of floppies, tapes & stationery in the depots.

34 They should send RMIS data through modems/floppies to RMs Offices by 12.00 hrs.

3.5 They should send daily problem reporting sheet to Dy.CME(Computers)/ RMs Office.**TION WITH FIRMS**

4.1   Liason with firms for proper Preventive Maintenance and Breakdown Maintenance.

V.   SYSTEM ADMINISTRATION

51 Ensure the operating System floppy root, boot backups are available.

52 Ensure the Operating System backup is available on tape.

53 Ensure the backup of tptobj and waybill files are available.

VI.   UPDATION OF MASTER FILES

6.1   Ensure correct DA% Batta rates, Incentives rates, No. of schedules etc., in control file.

Ensure the correct service type, target EPK in service master.

Ensure the correct basic, weekly offs in personnel master.

Ensure correct route master information and other important data.

Ensure the correct targets are given for KMPL etc.

VII.   TEST CHECKING OF REPORTS FOR ACCURACY

71 Ensuring the Reconciliation statement is generated and tallied with actual bank remittance.

72 Restricting of WDE - Wrong waybill receipts.

73 Restricting usage of SSP program.

74 Checking of important reports like MTD108, MTD110, MTD/4R MTD16R, MTD230, ticket stock valuation reports, DC cash summary, crew incentive statement, daily generated check list of crew allowance, cancellation data entry, leave data entry reports etc., and bringing the discrepancies if any to Traffic Incharges/Depot Managers notice.

75 Ensuring the waybill backup is stored for atleast 3 years on hard disk or tapes.

76 Ensure the circular instructions issued from time to time by higher ups are implemented for proper accountal of tickets, working of computers etc.

The reports generated in Depot Computerisation project (DCP) modules had to

be first scrutinised by System Supervisor, Traffic Incharges and after taking signature from the traffic incharge the System Supervisor should handover the same to concerned for further action.

Matter may be treated as most important and acknowledge the receipt of this circular.

Sd/-EXECUTIVE DIRECTOR(MIS)

Copy to:

All Executive Directors of the Corporation All* HODs of the Corporation All   Dy.CTMs & Dy.CMEs of the Corporation.

All Principals of the ZSTCs of the Corporation.