

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.ATM-I(COMP)/461(1)/2001-EDP

O/o the VC 8s MD,  
MSRD, Hyderabad,  
Dated: 06-05-2002

To  
All Depot Managers,  
APSRTC.

Sub: **Computers (UPS) - AMC for UPS Systems under DCP**  
**-Quarterly Preventive Maintenance - Reg.**

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You are aware that we have entered into agreement with UPS firms for the years 2001-2002 & 2002-2003 and agreement copies have already been dispatched to concerned depots/units. One of the conditions of the agreement is that the AMC firm has

"to undertake periodical service to UPS systems in each quarter of the financial year i.e., four (4) times during the period of AMC".

Of late, the AMC firms of UPS systems are complaining that their Service Engineers are not allowed to carryout quarterly preventive maintenance to UPS systems at Depots/ Units on the plea that no directive is received from Head Office in this regard. It is also brought to our notice that the Unit Officers / DMs are not signing either the preventive maintenance certificates prescribed by this office or service call reports of the AMC firms. In this connection, it is to inform that AMC charges are paid to the firms only on production of quarterly preventive maintenance certificates, supported by customer's call reports, otherwise heavy penalties are imposed on them.

Therefore, you are requested to permit the AMC firms to carryout preventive maintenance duly honoring the AMC agreement copy produced by the firms and after completion, not only should sign the preventive maintenance certificate of that quarter but also the customer's call report of the firm.

In case the DM/Unit Officer is not available on the day of carrying out preventive maintenance, the in charge of that section/ System Supervisor/ Core Group should collect the service call report and preventive maintenance certificate and dispatch the same to the ATM-I(Comp) duly signed by DM/ Unit Officer.

Before signing the above documents, the dates mentioned in the Service Call report / preventive maintenance certificate should be tallied with the dates entered in Unit History Card of UPS system. Care should also be taken to affix the office seal of the Supervisor / Officer who signs the above documents. The same procedure will apply to preventive / breakdown maintenance of computer & UPS system also.

Please acknowledge receipt.

Sd/-  
CHIEF ENGINEER (IE & C)  
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Copy to: ED(Zones) 85 all RMs with a request to give suitable instructions to the Officers under their control.

**PREVENTIVE MAINTENANCE / USER CERTIFICATE**

- 1.Name of the Depot / Unit :
- 2.Name of the UPS Firm :
- 3.Capacity of UPS :
- 4.No. of Systems :
- 5.Preventive Maintenance done date :

Service Call

Report No.    Date

- a)1<sup>st</sup> Quarter (1<sup>st</sup> April to 30<sup>th</sup> June)
- b)2<sup>nd</sup> Quarter (1<sup>st</sup> July to 30<sup>th</sup> Sept)
- c)3<sup>rd</sup> Quarter (1<sup>st</sup> Oct to 31\* Dec)
- d)4<sup>th</sup> Quarter (1<sup>st</sup> Jan to 31<sup>st</sup> Mar)

(Strike out whichever is not applicable)

6.Performance of the firm during quarter Poor/ Average/Satisfactory /Good

7.Breakdowns if any during the quarter.

S.No	Problem	Date of problem	Date of Rectification
1)			
2)			
3)			
4)			

Signature of System Supervisor

Signature of the Depot Manager/  
Unit Officer with seal

**Note:** The Depot Manager/Unit Officer in consultation with System Supervisor/ Core Group should only certify this form as per the data entered in Unit History Card.