

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.Dy.CME(COMP)/1 16/2001-EDP

O/o the VC & MD,  
MSRD, Hyderabad,  
Dated: 19-09-2002

**CIRCULAR NO. 02/2002-EDP, DT. 19.09.02**

Sub: **COMPUTERS** - Installation of Computer terminal in depot stores  
-Streamlining activities in **depot** stores and oil room - Procedure  
and guidelines - Reg.

Ref: Circular No.PD-45/2001, Dt. 11-06-2001.

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Action was initiated by Computers Department to save manual work in oil section of garage by installing computer terminals at all the depot stores in HCR, RR and Prakasham Regions. VEMAS and STOINS data entry and generation of outputs is also thus facilitated through these terminals in the garage.

Based on this experience, it was decided to fully computerise activity in stores and oils room of all depots so as to reduce manual work. A circular cited at reference above was issued.

In the Circular cited, the revised system of functioning of depot stores and the duties and responsibilities of the Depot Stores Supervisor are elaborated. It was also mentioned therein that the Stores Supervisor is overall incharge of all the material activity such as HSD oil, Tyres, spares, etc, and that the Stores Supervisor shall be provided with one ADC (Stores) and one Cleaner/Helper and a computer terminal for day-to-day working.

For stores which are located within 60 metres from the server, line drivers and UPS are not required . However, these two are essential where the above distance is more than 60 metres. Stores is already procuring the necessary data cable, line drivers, UPS (wherever required) and printers for all depots. Supply will be made through Central Stores directly to the depots concerned.

Wherever the distance from Server to Stores Room is 60 metres or less, the RMs should ensure that one of the existing terminals is immediately shifted to the Stores Room:

In order to maintain uniform procedure and to stream line the activities in depot stores and at oils room, the following guidelines are issued for compliance at all depots once the computer terminals are installed, in the stores section.

**1. LAYING OF CONDUIT PIPES FOR CABLES AT DEPOTS:**

All RMs shall ensure that at each depot, conduit pipes are laid beforehand to enable computer terminal cable to be passed through from the main computer

in the depot to the garage stores room. The pipe should not be run underground to avoid damage due to movement of buses, etc. Only overhead conducting should be carried out.

**2. OIL ROOM:**

The existing oil room should be utilized for bulk storage of all lubricants (Engine oil/gear oil/grease etc) and will be under the custody of Stores Supervisor.

**3. STORE SUPERVISOR'S ROLE FOR OIL ISSUES:**

31The Stores Supervisor shall make daily drawals from the oil room and maintain stock of all lubricants (Engine oil/gear oil/grease etc) required for the day for two shifts inside the Stores room to ensure that the vehicle maintenance activities are carried out as planned and to have easy control and accountal by ADC (Stores).

32After taking requisition from the Mechanical Supervisor, the ADC(Stores) shall issue required quantity of lubricants with the assistance of the Cleaner /helper provided in the Stores.

33The Stores Supervisor shall hand over the imprest of fast moving [spar.es](http://spar.es) and lubricants to the mechanical supervisor in charge of the second shift.

**4. SHRAMIKS TO RECORD OIL ISSUES IN LIEU OF ADC:**

Presently the ADCs are provided to record HSD oil issues to the vehicles at the oil dispensing pump. In view of the proposed changes the Shramiks posted at HSD oil bunk shall record the diesel oil topped up to buses in a manuscript register. It is reiterated that the Shramiks posted at the oil dispensing pump should be literate, to enable them to record the issues correctly.

**5. GENERATION OF LOGSHEET CHALLAN BY STORES SUPERVISOR:**

Based on the HSD oil issues recorded in the manuscript register, the Stores Supervisor shall generate log sheet challan (MTD 42/A).

**6. FIFTY (50) LITRE CANS WITH TAPS FOR LUB/OIL:**

61Separate fifty (50) ltrs, capacity cans should be maintained in the Stores room for stocking all lubricants duly fitted with metal taps. The oils should be decanted from the barrels with hand operated rotary pump.

62Transporting of oils/lubricants from oils room to stores room can be through 20 ltrs containers.

Therefore, all the Regional Managers are advised to implement the above procedure at all the depots wherever computer terminals have been installed in depot stores. They shall ensure PVC conduit pipe laying as delineated at Item No. 1 above, at all depots under their jurisdiction.

This procedure should be implemented in all the remaining depots (excluding HCR,RR 8s PKM) also as soon as installation of computer terminals in depot stores is' completed.

Please acknowledge receipt of Circular.

Sd/- R.P.SINGH VICE  
CHAIRMAN 8& MANAGING DIRECTOR

// Attested//

Sd/-  
EXECUTIVE DIRECTOR (MIS)

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Workers Federation, H.No. 1-1-60/4,

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