

Andhra Pradesh State Road Transport Corporation

No: Steno/190(2)/03-IT

Office of the VC&MD
Mushirabad::Hyderabad

CIRCULAR NO.4/2004-IT. DATED 02.03.2004.

**Sub: COMPUTERS – PRINTERS – Replacement of Printers –
Certain guidelines – Reg.**

It is decide to delegate the powers vested with VC & MD vide item no 36(a),section-4 “FINANCIAL MATTERS” of Delegation of Powers, 1994, as given under.

Nature of Power	Authourity to Which power Is delegated	Extent of Powers Delegated
To sanction Replacement of Printers	ED(MIS)	Full powers for replacement of printers in Head office units with the concurrence of Dy.CAO.
	ED(E)	Full powers for replacement of printers in Depots,Divisional/Regional/zonal offices/Units with the concurrence Dy.CAO.(Zones).
	RM	Powers Upto Rs.50,000/- per annum not exceeding Rs, 15,000/- at a time , with the concurrence of AO(Region), for replacement of printers in the Depots, divisional/regional offices/units.
	CE(IE&C)	Powers Upto 50,000/- per annum not exceeding Rs. 15,000/- at a time, with the concurrence of AO/HO for replacement of printers in Head office Units.

- NOTE 1. Printers shall be replaced only after they have completed six years service after installation.
2. If replacement is required before six years period a certification to the effect that the printer is unserviceable shall be obtained from the manufacturer/distributor/athourized service provider, and then only replacement shall be sanctioned.

* Currently printers are being procured with three years comprehensive onsite warranty.

The following guidelines shall be followed will taking up replacement of printers.

1. The unit history cards with date of installation, details of problem and repairs got done have to be pursued by the sanctioned authority before replacement is sanctioned.
2. Replacement shall be taken up only on buy back basis so as to realize some amount as salvage value for the old printers.
3. Replacement of printers shall be done through the concerned zonal stores for sanctions accorded in zones/regions.
4. Tender shall be invited by the zonal stores only from the notified approved sources and for approved specifications communicated by the computer department from time to time.
5. The current approved makes and models for nine pin, 136 column printers which are most widely used in the corporation are given below.
 - a) TVSE MSP 255 XL classic (MAKE : TVSE)
 - b) WIPRO EX 330+DX (MAKE : WIPRO)
 - c) EPSON EX 1170 (MAKE : EPSON)

The makes and models for other type of printers may be clarified from the computer department as and when required.

The quotations shall be invited directly from the manufacturers only.

The powers delegated now are only for replacement of existing printers which have outlived their life span and for procurement of new printers. For procurement of new printers the existing delegations of powers hold good.

VICE CHAIRMAN &
MANAGING DIRECTOR

To
All Executive Directors (zones) &
Executive Directors of corporate office.
All the Regional managers and Heads of Departments.
Secy to Corporation
PA to VC & MD.