

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No. Dv.CME (SM-IT) /CGS (1) /04-IT

O/o the VC & MD,
MSRD. HYD - 20.

CIRCULAR NO. 7/2004-IT. Dt. **08.04.2004**

To
All Regional Managers
ALL Divisional Managers

Sub : COMPUTERS - Utilisation of
Regional/Divisional
Core Group Supervisors/Members for
monitoring implementation of DeDot
Computerisation Project -Tour programmes
for Core Group - Reg.

Regional/Divisional core group supervisors /Members at Regional/Divisional level are supposed to monitor the Implementation of Depot Computerisation Project (DCP).

They have to perform the following duties

1. Monitor proper implementation of DCP modules.
2. Port new software given by the Head Office from time to time. at the Depots and give feedback on implementation of the same to Head Office.
- 3 .Attend the problems faced by the depots in implementation of dcp software .
- 4-. Monitor the hardware problems at the DeDots and get them rectified by pursuing with the AMC firms.
- 5 Monitor the software problems at the Depots and get the same rectified by reporting the problems to Head Office.
6. Ensure generation of all the required cutouts from all the modules at the depots.
7. Ensure transmission of RMIS data from the Depots to RM's office daily through A P SWA N.
- 8.Monitor implementation of TIMs at the Depots, impart training to drivers on operation of TIMs, ensure submission of monthly TIMs performance reports to the Head Office and Regional Managers & Divisional Managers.
- 9.Ensure that circular instructions pertaining to depot computerisation Project are properly implemented and submit feedback on the same.

10. Inspect the depots regularly, duly covering all the aspects given in the checklist communicated vide VC & MD's circular No AME-1 (COMP)/OLTAS/DCP/2002-ED.dt02.09.2002.

11. Assist the Depots in dismantling of idle trays as per circular instructions.

12. Any other works related to Depot Computerisation Project.

To accomplish the above mentioned tasks, the Regional/Divisional Core Group Supervisors/Members must be visiting the Depots on a regular basis. Hence, Rm's and DVMS are advised to give monthly tour programme to the core group for going to at least two depots every week, covering each depot for an entire day. The core group may be directed to submit a report on the observations made on the implementation of DCP, to RM/DVM. It should be ensured that the programme is adhered to.

RMs and DVMS are also advised to ensure that the core group are utilized for works pertaining to Depot Computerisation project only, which is the work for which they are really meant for. It should also be ensured that core group give top priority for DCP related works and problems and not to routine office works.

VICE CHAIRMAN &
MANAGING DIRECTOR