

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No: DY.CAO(SM-IT)/807(1)/2006-IT

Office of the VC& MD:
Mushirabad: Hyderabad.20,

CIRCULAR NO.01/2006-IT DT. 09.01.2006. Sub: TOOLS &

PLANT - Maintenance of T&P Accountal for Computer
related hard-ware and other Electronic equipment by the Units -Rog.

In view of massive computerization in our Corporation over the past several years, it is imperative that the hardware and other related T&P items be properly accounted by the Units in order to have adequate control in safeguarding the assets of the Corporation.

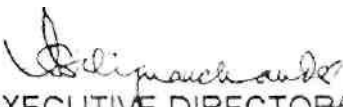
Further to the instructions already issued on the accountal of T&P, it is hereby reiterated to all the units to ensure prompt and accurate accountal of computer related hardware like Servers, Systems, Printers, Hubs, Modems and other electronic items relating to computers like UPS, ACs etc., in the T&P Register duly providing full details like the description of the item , model, make, quantity, date of receipt, location, documents reference on which it was received (68 B) and the present person under whose custody the equipment is kept.

You are also advised that on receipt of this Circular to confirm that the above Instructions are being scrupulously followed.

To
All Depot Managers,

Copy to the following for information:

- 1) All Executive Directors of Head Office,
- 2) All Executive Directors of Zones,
- 3) All HODs of Head Office.
- 4) All Regional Managers / Divisional managers,
- 5) All other Unit Officers.
- 6) Dy.CAO (TA&I) to bring to our notice if any lapse in this regard is found during the audit


EXECUTIVE DIRECTOR (T & MS)
10.1.06