

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the Managing  
Director Msrd., Hyd -  
20.

C.No.:Steno/237(1>/07-IT.

CIRCULAR\_NQ: 02/2008

Sub: DISPOSAL: Disposal of un-serviceable/scrapped Computers  
Printers/UPS and the allied equipment/ peripherals and  
shifting of the same to respective Scrap Yards - Reg.

Ref: 1). This office Cir.No. 2/2003-IT dt.26.8.2003 in C.No.  
Dy.S(P)/Buy-Back/03-IT. 2). This Office C.No. even dt.  
02.1.2007.

Computers, Printers, UPS and the allied equipment/ peripherals available at Depots, Bus Stations and other Units of Corporation are being replaced after completion of their useful life of a minimum of six years. Also replacements of systems etc., are being made under buyback policy wherein the firms are supposed to collect back the existing Computers, Printers, UPS and its 'allied equipment/peripherals which are included under buyback, after installing the new systems.

After observing in certain cases that the firms are not collecting back the above old items on buyback terms, even months after the installation of new items on replacements, a Circular has been issued vide reference cited. Through- this Circular instructions have been issued in detail, to deal such cases.

Instances have also come to notice that in all the Units of Corporation there are still such several Computers, Printers, UPS and its allied equipment/peripherals are lying idle and which occupies much needed space and gives the area a shabby appearance and also leading to Audit Objections in connection with disposing off the same.

The matter has been referred to SPD vide reference 2nd cited, and the SPD has in turn informed that " at present these un-serviceable Computers and other items are being accepted at all ..ones and are kept for auction ".

The Unit Officers concerned requesting for DSSing/Scrapping of the above items shall monitor the procedure, i.e., certifying its date of installations/ date of expiry of warranty period if any, expiry date of its life and the certification from the respective Service Engineer of the firm to this effect stating that it is an obsolete item and not 'worthy for repairs/replacement of the components required etc., and the instructions issued from time to time in this regard, before sending the cases to DY. CME (Sii-IT) : HO and the Dy. CMEs of respective Zones so as to enable IT Department to dispose the cases at the earliest.

Hence, all the Unit Officers of Corporation are therefore, requested to process their cases for scraping of the above items, duly processing the cases to the respective DY.CMEs of Zones in case of Zonal systems, and transmit the same to DY.CME (SM-IT) to obtain the approval from CE ( IT & MS ), and in case of Head Office Unit systems the cases should be processed to *thk* DY.CME ( SM-IT ) to obtain the approval of CE( IT & MS ).

All the Unit Officers of the Corporation are therefore, requested to process the cases for obtaining scrap sanction and

see that all the above items are sent to respective Scrap immediately, so as to keep the premises clean and tidy and to avoid Audit Objections.

J, r-r r/r

also



CHIEF ENGINEER ( IT & MS )

To

All Executive Directors of Head office  
All Executive Directors of Zones.  
All RMs/HODs.  
All DVMs/DMs.  
All Other Unit Officers of the Ccrpn.  
Secretary to Chairman.  
PA to VC & MD.