



ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No. OP2/200(1)/2022-MED

O/o The VC & MD,
RTC House, VJA-13.

Joint MED, AD & SPD Circular No.01/2022-MED, Dt.21.02.2022

Subject: HSD OIL - Topping of HSD to the APSRTC/Hire vehicles through Private Retail outlets - Instructions issued - Reg.

During the last couple of months, HSD prices of bulk consumers are being increased by Oil Marketing Companies (OMCs) while keeping the prices stable for the Retail outlets. Due to this, the difference between the Price of HSD applicable to bulk consumers and the Retail outlets is increasing gradually. As on 16.02.2022, the bulk consumer price is more by Rs 4.30/- per liter in comparison to retail price. On average daily consumption of 7.3 Lakh liters, the Corporation is incurring additional expenditure to a tune of Rs 31.39 Lakh and Rs 9.42 Cr. per month.

Therefore, it is now decided to purchase Diesel for APSRTC & Hire buses with immediate effect from the private Retail outlets located near the Depots. The guidelines to be followed in this regard are furnished below:

1) Identification of Retail outlets for supply of HSD:

The committee consisting of Dy.CME, DyCTM/DVM & DyCAO/AO of the Region shall obtain the details of Retail outlets available nearer to the Depots of the Region and call for the Expression of Interest (quotations) from the owners of the Retail outlets for topping of HSD to the buses on daily basis at mutually agreed rates.

At Regional level, the committee shall negotiate with the Retail outlets and finalize the terms and conditions for supply of HSD at competitive price, for all Depots of the Region.

To avoid congestion at Retail outlets while topping up of vehicles, it is suggested to identify more than one Retail outlet for each depot.

Similarly, to the extent possible, the retailer shall be impressed upon to allot a separate Underground Tank with Dispensing pump exclusively for topping up APSRTC/Hire buses.

APSRTC is operating 4 Retail outlets at Razole, Rangampet of EG Region, Eluru of WG Region and Uravakonda of ATP Region. These outlets shall be utilised for topping up APSRTC/Hire buses to the extent possible.

2) Procurement price of HSD:

The procurement price shall be finalized for each Depot based on the following criteria:

- a) The net rate offered by the Retail outlet (including discount), proximity to the Depot.
- b) The rates offered by the Retail outlets shall be less than the Retail Selling Price of HSD applicable to general public.
- c) The rate offered by the Retail outlet shall be less than the bulk price applicable to APSRTC at any point of time.

3) Release of Purchase order:

A formal Purchase order shall be issued to the Retail outlet by the Depot duly obtaining the approval of the Regional Manager on the recommendations of the Committee constituted.

4) Payment of bills:

Time schedule for raising the bills and making payments shall be clearly defined in the local Purchase order issued by the Depot Manager, as recommended by the Regional committee of Senior Officers.

The payments shall be made through RTGS mode only (and by Account payee cheque, in exceptional cases) after delivery of the product within the period as agreed mutually. No advance payment, No cash payment and No Bank guarantee is allowed.

5) Supervision of HSD top-up activity:

- a) Topping of HSD to the vehicles shall be carried out at the identified Retail outlet in the presence of a committee consisting of authorized employees of the Corporation not below the rank of ADC & Security Constable of the concerned Depot.
- b) ADC/Security Constable shall maintain and certify the record of the HSD topped up to the vehicles in the manuscript register shift wise as per the proforma enclosed.
- c) The quantity of HSD topped up and the name of the outlet shall be entered in each Logsheets.

6) Quality of product:

The DC/ADC(Oils) & Security Incharge shall check a) the Density of HSD; b) Presence of water in ground tank and c) delivery of proper quantity of HSD through Dispensing Pump with 5 ltr brass Can of APSRTC every day at random.

7) Release of funds:

The Regional DyCAO/AO shall make the funds available on daily basis to Depot Managers for making payment to the Retail outlets promptly as per the Purchase order conditions.

8) **Accounting Procedure:**

- a. The details of HSD top up manuscript register maintained and certified by ADC & Security constable, shall be fed in the Depot computer as per the routine procedure to facilitate generation of reports such as vehicle wise KMPL, MTD-29R etc.
- b. Buses of outside Depots(long distance services) shall also be topped up at the Retail outlet on the name of the local depot and such top ups shall be transferred to the concerned Depot every month as per usual accounting procedure.
- c. Retail outlet shall raise bill on the Depot manager daily taking the details from the details recorded in manuscript register .
- d. The committee at Depot level consisting of Accountant, Security incharge, Depot Clerk(Oils) and Garage Incharge Supervisor shall verify the records of HSD top up done on the previous day and certify with its recommendations on the bill raised by the Retail outlet for release of payment.

9) **HSD stock at Depot to be maintained for any emergency:**

Even though HSD top up arrangement is made at Retail outlets, it is necessary to maintain stock of atleast 3 days consumption in the Depot ground tanks to top up the vehicles in case of emergency.

The Depot Managers are advised to implement the above instructions with utmost caution and see that the activity is carried out without giving scope for any complaints and malpractices.

EDs(Z), RMs & DyCMEs/DVMs are advised to ensure to implement the above instructions scrupulously and also cross check the system followed at Retail outlets randomly during their visits to Depots.

These instructions shall be implemented with immediate effect.


21.02.2022
Managing Director

Copy to:

ED(A), ED(E), ED(O), FA&CAO & All EDs(Z) for information,
All Regional Managers for necessary action,
CE(IT) for necessary action,
All Dy.CMEs /DVMs, V&SOs and DyCAO/AOs Region for necessary action,
All Depot Managers for necessary action.

STATEMENT SHOWING HSD TOPUP AT RETAIL OUTLET

Depot:

Name of the Filling Station:

Date:

Shift Timing:

S.No.	Vehicle No.	Log sheet No.	Totalizer Reading		Quantity Topped up in Ltrs.	Cumulative consumption
			opening	closing		
Total Ltrs.						

Signature of DC/ADC(Oils)

RTC Constable

Verified & Certified for payment

Maintenance Incharge