

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.PRDI/800(I)/99-MED

Office of the VC & MD,
Mushirabad, Hyderabad,
Dated March 27, 2000.

CIRCULAR NO.6/2000-MED, Dated 27.3.2000

SUB: TESTING OF SAMPLES - Sending of samples to CIRT and other labs for testing - Reiteration of instructions - Reg.

REF: Circular No. 18-SPD, dtd: 18.12.1998

Detailed guidelines were issued through circular cited above on sending of samples for testing to CIRT and other labs for evaluation of quality of materials supplied by different firms. Prior to the issue of above circular, zonal Stores used to send samples in haphazard manner. In the absence of detailed guidelines, items of certain firms were not at all sent for testing and more samples of certain other firms are sent for testing. As a result of such irregularities, quality of the items supplied by different firms could not be evaluated properly.

With an intention to streamline the activities related to testing of samples, detailed guidelines were issued on (a) picking up of samples, (b) sending of samples to test lab, (c) maintenance of vender-wise & item-wise records, (d) action to be taken on the firms when samples fail to meet the specifications, (e) evaluation of the Venders based on test reports etc.

But, to our dismay, the number of samples sent from COSs/Zonal Stores, COS/Miyapur for testing have come down drastically after issue of detailed guidelines. It is also observed that we are not persuing the CIRT or other test lab to obtain the test report promptly. Further we are not arranging payment to CIRT in time as CIRT is insisting for advance payment and test reports are pending at CIRT for months together. Instances of test reports not having sent to the concerned i.e. CME(O), CCOS for taking necessary action have come to notice. Due to the failure on the part of COSs and WMs to adhere to the instructions, proper action could not be initiated on the firms. The provisioning committee is finding difficult to evaluate the quality of spares of various manufacturers and also finding difficulty in taking procurement decisions in the absence of test reports.

Therefore, the following instructions are issued.

- (a) SO(R)/SO(D&T) shall endorse on the inspection Memo requesting the WM/AME(T) to pick up samples to be sent to test house. In order to ensure that different items of all firms are sent uniformly for testing, he shall maintain two separate registers fi) item-wise, fill vender-wise and the particulars of the samples sent for testing be posted and reviewed fortnightly.
- (b) WM/AME (T) shall pick up samples randomly from the consign ment at the time of inspection as endorsed by SO(R) on inspection memo. SO(R)/(D&T) shall ensure that brand name and identification marks impregnated /embossed on the sample are erased and codified before packing and despatching to test house.

- (c) Samples picked up by WM/AME(T) shall be sent by SO(R)/SO(D&T) to CIRT/Test lab once in a week duly indicating the specifications for which the samples are to be tested. Copies of specifications and specification references are available with contract cell. COS / WM may obtain the specifications or specification references from the contract cell. In the absence of specifications rate contract reference should be indicated. In case an item has to be tested for any other specification other than ASRTU such as ISI, the same may be specified.
- (d) Items having limited shelf life shall have to be tested before expiry date. Necessary precautions have to be taken while sending such samples for testing. SO(R) / (D&T) shall ensure that such materials are supplied by the firm within 15 days from the date of manufacturing. Rubber items like Vulcanizing solution, bonding gum etc., except tread rubber may also be sent to IRMRA for testing besides CIRT.
- (e) Samples shall be sent by the quickest mode of transport and to the extent possible on door delivery basis. If the weight of sample is less, it can as well be sent by courier to avoid delays.
- (f) Materials sent to CIRT / Test house shall be charged off on issue note since there is no possibility of the material being returned by the test house. Hence, no CMA issue note shall be raised.
- (g) SO(R)/SO (D&T) shall review the status of reports pending from test labs on fortnightly basis. He shall follow up with the CIRT / Test house to ensure that the samples are tested without delay and test reports are obtained promptly.
- (h) SO(R) / SO (D&T) shall ensure preparation of cheques towards testing charges within 3 days after receiving the message from CIRT/Test lab about completion of testing and ensure that the reports are collected from test labs without any delay. Delay in arranging payments to CIRT will result in delay in receiving test reports and hence any delay in arranging payment will be viewed seriously and necessary disciplinary action will be initiated on the concerned.
- (i) On receipt of test report, SO (R) shall forward xerox copies of reports to CME (O) and CCOS/Head Office, Secretary., ASRTU, Dy.CAO and WM of the zone duly de-codifying the details of samples and indicating the names of the firm, within a week from the date of receipt of test report. Any delay in sending the report to the concerned i.e. CME (O), and CCOs will be viewed seriously and necessary action will be initiated.
- (j) The details pertaining to out-right rejections of the items by WMs at the time of initial inspection and replacements made by the firm subsequently shall also be informed to CME (O) and CCOS / Head office for taking necessary corrective action.
- (k) CME(O)/CCOS shall consolidate the details of test reports passed / failed item-wise and bring to the notice of the provisioning committee at the time of PC meetings.
- (l) If the sample fails to meet the specifications, test charges shall be recovered from the concerned firm, besides imposing penalty as per the terms of ASRTU contract. Such amounts shall be recovered from pending bills or from EMD or from security deposit of the firm available with the Corporation. If the firms fail to reimburse the test charges, the same may be brought to the notice of Secretary standing committee (Supplies and Contracts).
- (m) Unless the arrears of penalties imposed on the firm are cleared no advance

payment be made to the firms and COSs may even suspend the purchase orders pending on the firm. Care shall be taken by COSs that no procedural lapses exist on the part of APSRTC before resorting to such severe actions on the firm.

- (n) If the sample meets the specifications, test charges have to be borne by the Corporation. In case of materials procured on trial basis, test charges shall be collected from the firm in advance i.e., before sending the samples for testing.
- (o) CIRT is the authorized test lab for all RC items. COSs are therefore advised to send samples of RC firms to CIRT only. RC firms may contest if the materials sent to other test labs fail to meet specifications and they may not reimburse test charges.
- (p) It is observed that the Controller of Stores are not adhering to the instructions issued on sending of materials to CIRT, for testing. The Executive Director of the Zone should thoroughly review in production review meetings in regard to the items to be sent to CIRT as per the circular cited, items sent, any delays in sending items to CIRT, CIRT notices for arranging payment, date of arranging payment, follow up action with CIRT to obtain test reports in time, delay if any in receiving reports from CIRT and sending copies of test reports to the concerned etc. The said details are to be recorded in the minutes of the production review meetings.

With regard to the number of samples of each firm/each item to be sent for testing, the items which do not require regular testing etc., the guidelines issued in the circular cited above holds good.

It is the responsibility of the ED(Z) to ensure that the contents of the circular are implemented scrupulously at Zonal Workshop, Tyres shop and Zonal Stores and any deviation in this regard will be viewed seriously.

Sd/-(V.APPARAO)

Vice Chairman & Managing Director

//Attested by//

Sd/-

(P.ARJUNA)

Executive Director (Engg)