

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the VC & MD,
Musheerabad, HYD-20.

No. PRD1/802(1)/2002-MED

Dt: 5.8.02

CIRCULAR No. 11/2002-MED, DT: 5.8.02

SUB: - THEFTS – Theft of certain of spares on 22.3.02 at
ZWS/UPL – Certain guidelines – Reg.

REF: -1) Cir. No. COS©II/CMC/17/98.99.SPD, DT: 14.10.98
2) Lr. No. PRD1/394(1)/99-MED, DT: 25.3.99
3) Item No. 5.4.0 of Chapter No. 5 of Workshop Manual

1.0 It was reported that a theft of Gears & Gear parts took place at the out-gate of ZWS/UPL at around 4.00 am on 22.3.02. A mechanic working in ZWS/UPL with an outsider was reported to have been involved in this incident. They were caught red-handedly and a case was also registered in UPL Police Station.

1.1 Though guidelines were issued time and again for proper drawl, and stocking of spares at workshops they are being neglected giving scope for such incidents.

2.0 At all places, Zonal Stores are located adjacent to workshops with a view to draw the required spares on day to day basis without maintaining inventory in workshops.

2.1 Guidelines were issued vide circular referred at (1) above, for drawing of material to a maximum of 4 days requirement only. But, it has been reported that workshops are drawing excess quantities, under plea of avoiding production hold ups.

2.2 Most of the items that are required for workshops are exclusive in nature and depots do not draw them. Some of the costly/green spares like bearings, which are required by depots, are drawn through workshops only against outstanding balances.

2.3 Under these circumstances, there is a need to revive the present limits of drawls i.e., 4 days requirements. For some of the items like bolts & nuts where the value is less, the present practice of drawing 4 days requirement can be continued. But, for certain items like 'A' class, 'B' class and green/costly spares the drawls have to be restricted to two days requirement only.

3.0 Instances have come to notice that the drawls of certain costly spares (green items) are not tallying with disposal quantities and large variances are observed.

3.1 Instructions were issued vide item No. 5.4.1 of Workshop Manual under Chapter-V, to draw green/costly spares against DS8. Basing on the certification of DS8 ward, the indents have to be raised by workshops/depots. But, in majority of the workshops/depots such system is not in existence. Zonal stores are also not insisting for certification of DS8 on indents for costly spares.

3.2 This is leading to accumulation of scrap material of costly nature like bearings, gear parts, armatures, pistons etc., at workshops and depots. This is not only blocking the generation of revenue by scrap disposal but also giving scope for pilferage.

3.3 Hence, it is reiterated once again to raise indents for green/costly spares only against DS8. The Storekeepers/Asst. storekeepers in the Zonal Stores have to insist for certification of DS8 on the indents. It shall be ensured the acceptance of DS8ing of costly spares even during auction, to avoid production hold ups.

4.0 It is also reported that there are discrepancies observed in the stocks of important spares of A class and B class nature. No proper recording of drawls and consumption is observed.

4.1 Guidelines were issued vide item No. 5.40 of Workshop Manual under Chapter-V for maintaining the registers to account for the drawls and consumption of all A class and B class items. Instructions were also given to update the registers on day to day basis by the production incharges.

4.2 Costly spares like pistons, bearing, nozzles, elements, delivery valves, armatures etc., shall be preserved by supervisors under safe custody, with lock & key arrangements. They shall be distributed to the workmen depending on the production need.

4.3 The front line supervisors have to ensure the maintenance of proper accountal and stocking of the above spares on weekly basis. The WMs/AWMs shall cross check the accountal at least once in a month.

5.0 At the stripping stage, it has to be ensured that the spares have to be segregated in to three groups (a) serviceable, (b) retrievable and (c) scrap. Detailed guidelines were given on the criteria declaring the items as scrap at different sections vide ... of the workshop manual.

5.1 The retrievable spares have to be sent to machine shop or outside agencies for local repair, as the case may be with proper

accountal. The new spares have to be consumed only after exhausting the serviceable and retrieved spares.

5.2 The scarp items thus generated have to be DS8ed periodically without accumulation either in sections or at scrap bins in case of aluminum new cuttings, old aluminum and MS scrap. Accumulation of new aluminum cuttings and old aluminum may give scope for theft since they are not kept under safe custody. Hence, it shall be ensured that the aluminum scrap and MS scrap has to be evacuated to scrap yard on priority, for realising revenue by disposal and also to avoid possibility of theft.

6.0 In workshops, the supervisors and workmen who are attached to the job of drawing of new material and DS8ing of old material are being continued for longer periods without rotation. Normally, there is a practice in zonal stores to rotate the Storekeeper/Asst. Storekeeper periodically. Continuation of supervisors and workmen attached to material drawls for longer periods may lead to complications. Hence, they shall be rotated at least once in two years.

7.0 All Works Managers are advised to implement the above instructions scrupulously and report compliance.

(R.P.SINGH)
Vice Chairman &
Managing Director

To

All Works Managers

Copy to: JMD for information.

Copy to: ED (E)/A/O/M/MIS/FA/CAO for information.

Copy to: All EDs (Z) for information & necessary action.

Copy to: CCOS/CME (O) for information & necessary action.

Copy to: All RMs for information & necessary action.

Copy to: All COSs/DyCMEs of zones for necessary action.

Copy to: All Depot Managers for information & n/action.