

**ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**

**Dy.CME(ELEC)/138(8)/02-MED**

**O/O the Managing Director,  
Mushirabad, Hyderabad- 20.**

**CIRCULAR No. 02/2003-MED, DATED 06.01.2003**

**SUB: ELECTRICITY- Observance of economy measures in the consumption of electricity - Measures to be taken to save wasteful consumption of electricity at Depots/Bus stations/Offices & Workshops - Reg.**

**REF: 1.Cir.No.06/99-OPD(C), dated 04.02.1999.**

**2.Cir.No.05/2000-MED, dated 16.03.2000.**

**3.Cir.No.23/2000-MED, dated 24.06.2000.**

**4.Cir.No.38/2000-MED, dated 24.10.2000.**

**5) Cir.No.40/2000-MED, dated 24.11.2000.**

**6) Cir.No.30/2001-MED, dated 04.10.2001.**

The Corporation is spending around Rs.18 crores per annum on Electricity bills which is significant amount. There is need to control this expenditure at this crucial juncture. Further A.P. Transco is hiking electrical tariffs from time to time. Hence there is every need to observe economy measures to reduce the cost on electricity bills. Keeping the importance of the subject matter, several circulars cited above have been issued from time to time to reduce the unnecessary consumption of electricity at Depots/Bus Stations/Offices and Workshops.

Despite repeated circular instructions, it is observed during the inspections, that electricity is being used indiscriminately and the expected cost reduction is not achieved at the units. It is observed that lights are glowing in dining halls, in front of Annex rooms in Garages like Store rooms, T&P room and in Earning Section etc. at Depots during late night hours also when there is no activity involved in those sections. There is no need for continuous illumination in these areas after 22.00 hours. Similarly it is observed that all lights are found switched on in the Bus stations even after 22.00 hours where we can switch off half of the lights as there will not be much passenger movement after 22.00 hours in many of the Bus stations. After the spell of night shift, the lights in the maintenance pits and yard lights are not being switched off.

Hence the following instructions are reiterated to cut down the cost on electricity bills.

- 1) Maintain a duty register at all Bus Stations, Bus Depots, Workshops, Tyre-Retreading Shops and Offices and to fix up the responsibility (proforma at Annexure-A) for switching off the lights, etc.
- 2) Switch off lights in dining hall, in front of Annex rooms in the Garage: after 22.00 hours.
- 3) Unnecessary illumination in the Garages after end of night shift ie., 03.00, 04.00 hours, has to be switched off maintenance pit lights, some of the yard lights & Garage lights). However minimum lighting is to be ensure to prevent unforeseen incidents.

- 4) **Switch off unnecessary illumination at major Bus stations after 22.00 hours and in medium, small Bus stations by 20.00 hours. Ensure to maintain bare minimum lighting.**
- 5) **Use only one Air Conditioner at a time in Computerised Depots where there are two ACs in one room.**
- 6) **Switch off unnecessary illumination in the Officers cabin and Office premises whenever the Officer & staff are not available in their respective seats.**
- 7) **Ensure all lights & fans are switched off before closing the rooms/offices.**
- 8) **Depot Managers/ATM(Bus Stations) are advised to maintain a separate register for recording month wise electricity consumption by each stall and ensure collection of charges correctly. They shall also compare the consumption with previous month for its correctness.**
- 9) **DMs shall have a close watch to avoid unauthorised tapping of electricity by stalls.**
- 10) **Use only 20/40W fluorescent tube lights for less electricity consumption in place of ordinary bulbs if any.**
- 11) **Fix the quota on electricity bills Depotwise/Regionwise limiting to 80% of the average consumption per month calculated during the previous year.**
- 12) **Pay electricity charges duly verifying for correct categorisation and units consumed, mentioned in the bills.**
- 13) **Review of consumption of electricity bill of Depots/other units in the periodical review meetings by DVMs/RMs & EDs Zone and take remedial action wherever necessary.**

**All the Unit Officers are advised to implement the above instructions scrupulously to reduce the cost- on electricity bills, any deviation will be viewed seriously.**

**All Divisional Managers, Regional Managers/Executive Directors(Zone) are advised to review the cost on electricity bills during their monthly review meetings and take necessary action to save electricity and to reduce the cost.**

**VICE CHAIRMAN & MANAGING DIRECTOR**

**To**  
**All Depot Managers.**

**COPY TO :**

**ED(E), ED(MIS), ED(A),(ED(0), FA, CAO, All EDs(Z) for information & necessary action.**

**CME(C&B), CE(IE&COM), CPM, CPM(HRD), CM(Trg), CCOS.  
CCE-I & CCE-11, & Secy. to Corporation for information & necessary action.**

**All Regional Managers for necessary action**

**All DVMs, Dy.CMEs, All WMs, All CQSs & All Dy.CAOs for necessary action**

**All Other Officers for necessary action.**

**All Principals of ZSTCs, BTC, HPT, TA/HPT for information.**

**Manual Section/Head Office for filing.**

ANNEXURE-A

DUTY REGISTER: TO SWITCH ON/OFF LIGHTS, FANS,

TOWER LIGHTS. AIR CONDITIONERS

AT BUS STATIONS/DEPOT GARAGES/WORKSHOPS

TRS / OFFICES, ETC.

Traffic Wing:: Bus Stations

DATE:

TOWER LIGHTS:

PLATFORM LIGHTS:

OTHER YARD LIGHTS:

AIR CONDITIONERS:

TIME ON:

TIME OFF:

NAME,STAFF NO, DESIGNATION & SIGN OF  
CONTROLLER / STN.MANAGER / S.G :

SIGNATURE OF UNIT I / C:

MECHANICAL WING : DEPOT/GARAGE/YARD/WORKSHOPS/  
TYRE RETREADING SHOPS

DATE:

HIGH BAY LIGHTS/TUBE LIGHTS/ FANS ETC.,

PIT LIGHTS

TOWER LIGHTS/OTHER YARD LIGHTS:

A/C:

TIME ON

TIME OFF

NAME,S.NO,DESIGN & SIGN OF THE MECH/SHIFT/SEC.I/C / S.G

SIGN.OF UNIT I/C:

OFFICES:

DATE:

WARRANDA LIGHTS

A/C, FANS & TUBE LIGHTS ETC.,

TIME ON

TIME OFF

NAME,S.NO,DESIGN & SIGN OF H.C/OFFICE BOY/S.G

SIGN OF UNIT I/C: