

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.OP3/462(4)/2003-MED.

Office of the VC & MD,
Mushirabad, Hyderabad.
Date:03.06.2003.

CIRCULAR No.15/2003 - MED DT. 03.06.2003

SUB:-EMPTY BARRELS - Allowing employees to take the Empty Grease Barrels from Depots on loan basis - Non-return of empty barrels by employees - Reg.

REF:- Circular No. COS(CON)/5/VIS/55-4/80 Dt.24.03.1980

Vide Circular cited, instructions were issued for sale of some common house hold usage items to the employees of the corporation, at the existing approved auction rates. Empty grease barrels is one of the item enlisted in the above mentioned Circular.

The Chassis grease and Bearing grease are supplied to the Depots in barrels by Zonal Stores. After usage of these greases the empty barrels will become excess to requirement of the Depot. The empty grease barrels are to be sent to scrap yard or may be kept for sale to staff as per rate communicated from time to time by the Stores Department duly following the procedure. But it has come to the notice of the Head office that in some of the Depots, DMs are allowing the staff to take empty grease barrels and other common household items, from the Depot on loan basis and they are not being returned to the Depots for long time. This is a serious matter, since the circular instructions do not permit empty grease barrels and other house hold usage from the Depot to be given on loan basis to any employee.

Hence all Depot Managers and Works Managers are advised not to permit the employees to obtain empty grease barrels or other items on loan basis from the Depots/Work Shops. Strict instructions should be issued to all the concerned in the Depot that any deviations from the above instructions will be dealt with seriously.

VICE CHAIRMAN & MANAGING DIRECTOR

To

All Depot Managers (By name)

Copy to: ED(E), Director(V&S), ED(MIS), ED(A),ED(O), FA,
CAO and All ED(Zones) for information and necessary
action.

Copy to: CME(O), CE(IE&COM), CPM, CPM(HRD), CM(Trg),
CCOS & Secry. to Corporation for information

Copy to: All Regional Managers for necessary action.

Copy to: All Divisional Managers for necessary action.

Copy to: Dy.CME(C&B), Dy.CME(IEU), Dy.CME(P), COS(C)I,
COS(C)II & CSTO for information.

Copy to: All Dy.CMEs (Zones) for necessary action.

Copy to: All WMs, COSs & Dy.CAOs of all Zones for
information & necessary action

Copy to: All Principals of ZSTCs & TA/HPT for information

Copy to: All Maintenance incharges for necessary action.

Copy to: Manual Section/Head Office for filing.