

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.OP2/462(9)/99-MED

Office of the VC&MD
Mushirabad,Hyderabad.20.

CIRCULAR NO.25/2003-MED, DT.10.07.2003

SUB:MAINTENANCE:- Maintenance of APTDC Vehicles at APSRTC Depot Garages - Procedure to be followed for raising of bills to APTDC - Instructions issued - Reg.

REF:1) Circular No.34/1999-MED, Dt.06.11.1999.

2) Circular No.04/2003-MED, Dt.30.01.2003.

Detailed instructions were issued vide Circular cited at reference-1 on the procedure to be followed for Maintenance of A.P.Tourism Development Corporation Limited (APTDC) Vehicles at Depot Garages of APSRTC and raising of bills towards Service Charges and for supply of HSD Oil, spares and materials.

Vide Circular cited at reference-2, the revised Service Charges for Maintenance of Vehicles at Depots, Service Charges for supply of HSD Oil and Interest for delayed payments were issued with dates for implementing the revised charges.

On a review of the progress of the realisation of bills from APTDC, it is observed that uniform procedure was not followed by the Depots resulting in delays in realising the amounts. Further, it is also noticed that few Depots other than those identified for Maintenance and Top up of APTDC Vehicles have raised the bills for Top up of HSD Oil directly to APTDC for payment. It was felt necessary to streamline the existing accountal and raising of bills on APTDC.

Accordingly, the following instructions are communicated for streamlining the procedures.

- 1) The following 8 Depots are identified for carrying out preventive Maintenance of Vehicles and Top up of HSD Oil for APTDC Vehicles.

DEPOT	REGION	NO.OF VEHICLES (AVERAGE)
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		FOR MAINTENANCE	FOR HSD OIL TOPUP
Picket	Ranga Reddy	20	32
Alipiri	Chittoor	8	14
Kurnool-I	Kurnool	3	5
Visakhapatnam	Visakhapatnam	4	9
Rajahmundry	East Godavari	1	1
Vijayawada	Krishna	2	3
Nellore-II	Nellore	1	2
BHEL	Hyd.City	2	2
TOTAL		41	68

- 2) In addition to the above 8 Depots, the following 4 Depots shall supply only HSD Oil to Vehicles of APTDC.

DEPOT	REGION
Zahirabad	Medak
Gooty	Ananthapur
Badrachalam	Khammam
Ranigunj-I	(Hyd.City) HCR

No Depot, other than the above Depots shall carry out Maintenance or Top up of HSD Oil as indicated.

- 3) HSD Oil shall be topped up to Vehicles of APTDC only on Log Sheets issued by 8 identified Depots of APSRTC as at point (1).
- 4) The Oil topped up to Vehicles of APTDC shall be included under "Issues to Other STUs" in MTD 29R clearly mentioning the name of APTDC by the Depot which has topped up HSD Oil.
- 5) The HSD oil topped up for the APTDC Vehicles enroute at any of the identified four Depots also shall be included under "Issues to Other STUs" in the MTD 29R of the topping up Depot only as is being done for topping up of HSD Oil to inter state Vehicles. The Depots attached for the Maintenance of these Vehicles shall NOT take the HSD oil topped up by the enroute Depots into account even though HSD Oil topped up is recorded in the Log Sheets issued by them. For example: For

a Vehicle of APTDC issued with Log Sheet by BHEL Depot and topped up HSD Oil at Zahirabad, Zahirabad Depot will issue its MTS-2 and record Oil issued in Zahirabad Depot MTD 29R. BHEL Depot will not take HSD Oil issued by Zahirabad Depot into its (BHEL) account.

- 6) The above twelve Depots earmarked for issuing HSD Oil to Vehicles of APTDC shall maintain an exclusive Book of MTS-2 for topping up HSD Oil to Vehicles of APTDC.
- 7) In MTD 36/R, the HSD Oil supplied to APTDC Vehicles shall be classified under AH.6301.
- 8) For Maintenance, other services rendered and cost of materials supplied during the month, the Depots shall send the required information in the proforma prescribed in Cir.No.34/199-MED, Dt.06.11.1999 to the Dy.CAO/A.O of their respective Regions by 1st of the following month.
- 9) The Service Charges has been enhanced and communicated vide Circular No.04/2003-MED, Dt.30.01.2003 as follows which have to be followed.
 - a) The Service Charges for carrying out Maintenance of Vehicles allotted to the Depot shall be charged at the rate of Rs.6000/- per Vehicle / month.
 - b) Service Charges and Evaporation losses shall be levied extra @ 2% on HSD Oil and 4% Service Charges on supply of materials.
- 10) Bills raising is centralised at Accounts Wings of Regional Offices for HSD Oil supplied, Maintenance and cost of Stores Materials supplied to the Vehicles of APTDC with effect from 1st July'03 onwards. Bills shall be raised Fortnightly, one for HSD Oil supplied during the first Fortnight from 1st to 15th and the second one for HSD Oil supplied, Maintenance and cost of Stores materials during second Fortnight from 16th to month end.
- 11) Bills for the first Fortnight and second Fortnights shall be raised on Officer on Special Duty,

the Andhra Pradesh State Tourism Development Corporation, Tourism House, Himayatnagar, HYDERABAD-500 028 and forwarded by Courier within five days after the respective Fortnights.

- 12) The APTDC shall arrange payment of bills within 15 days of receipt of bills by them.
- 13) For all payments received after the due dates, interest shall be levied @ 15% per annum upto the date of receipt in case of Drafts and date of realisation in case of Cheque and shall be included in the on hand bill.
- 14) The Dy.CAOs and AOs of Regional Offices are advised to closely monitor prompt realisation of their Bills. In case of abnormal delays beyond one month from the date of raising bills, the matter should be reported to the Regional Manager, Dy.CME(Operations)/Head Office and Dy.CAO(SP&A)/Head Office. In case of Cheques received, their realisation (crediting to APSRTC's Bank account) must be ensured.
- 15) The accountal for raising of bills in RM's Office shall be as follows.

Debit AH 2321	:For Amount Recoverable
Credit AHS IN GROUP 41	:For Cost of Materials issued
Credit AH 6301	:For Cost of HSD oil topped up and evaporation losses
Credit AH 4701	:For Man Power Cost
Credit AH 9219	:For Service Charges
Credit AH 9009	:For Interest Charges

- 16) No Depot except the above identified 12 Depots should supply the HSD oil to the APTDC Vehicles. Any HSD issues made in deviation of these instructions will be viewed seriously besides initiating disciplinary action on the concerned.
- 17) The detailed procedures given vide Cir.No.34/1999 in regard to attending to breakdown, supply of spares, repair and supply of major aggregates, local repairs and local purchase of spares and records to be maintained shall remain unchanged.

18) The agreement with APTDC will be in force upto 31.03.2005 in view of the revision in wages of our Corporation due in that year.

19) The above procedure for raising of bills towards supply of HSD Oil and Maintenance of Vehicles of APTDC by the Accounts Wings of concerned Regional Offices instead of parent Depot will come into force with effect from supplies on and from 01.07.2003. The bills for the period upto 30.06.03 will be raised and realised as per the existing instructions by the parent Depots only as per the existing procedure.

The Depot Managers of PICKET:ALIPIRI:KURNOOL-I:VISAKHA-PATNAM:RAJAHMUNDRY:VIJAYAWADA:NELLORE-II:BHEL:ZAHIRABAD:GOOTY:BADRACHALAM & RANIGUNJ-I Depots are advised to ensure implementation of above instructions strictly without deviation.

The Dy.Chief Accounts Officer / Accounts Officer of the concerned Region are advised to ensure implementation of revised instructions for raising the bills to APTDC without fail.

The Regional Managers concerned are advised to ensure strict implementation of revised instructions for raising the bills to APTDC without fail.

The Depot Managers (except above 12 Depots identified for supply the HSD Oil to the APTDC Vehicles) are advised not to top up HSD Oil in any circumstances to APTDC Vehicles. Any HSD issues made in deviation of these instructions will be viewed seriously besides initiating disciplinary action on the concerned.

All Executive Directors (Zones) are advised to review the implementation of instructions while realisation of amounts from APTDC during the review meetings held at Zonal level and ensure the same without deviation.

(Sd/-)
VICE CHAIRMAN &
MANAGING DIRECTOR