



## ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.OP2/308(1)/2007-MED

Office of the VC&MD,  
MSRD.HYDERABAD-624.

### **CIRCULAR No.01/ 2008-MED, Dt.03.01.2008**

**SUB: OIL & GAS CONSERVATION FORTNIGHT:-** Celebration of Oil & Gas Conservation Fortnight from 15.01.2008 to 31.01.2008 - Instructions issued – Reg.

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#### **1. INTRODUCTION:**

The Ministry of Petroleum and Natural Gas, Government of India, has decided to observe " OIL & GAS CONSERVATION FORTNIGHT " from 15.01.2008 to 31.01.2008 throughout the country with the objective of strengthening the oil conservation movement. The slogan for this year is " SAVE OIL, SAVE GAS, SAVE OUR CHILDREN' ". In view of depleting stocks of petroleum products in the world, the conservation of petroleum products assumes global importance. With widening gap between the national demand and supply from indigenous sources, conservation of petroleum products has assumed great national importance. APSRTC spends nearly 40% of its total revenue on HSD oil alone. Hence oil conservation is a matter of great significance to our Organization to reduce the cost of operation.

For more than a decade, our organization is vigorously implementing oil conservation measures. The success of our efforts is reflected in continuous improvements in HSD & LUB KMPL from year to year.

The education and motivation of all our employees about the need for oil conservation is a continuous process. During Oil Conservation Fortnight, all our efforts have to result in reinforcement of the message of conservation of oils.

#### **2. PROGRAMMES DURING OIL CONSERVATION FORTNIGHT:**

To spread the theme of oil conservation, different programmes are chalked out with the co-operation of Oil Companies, Vehicle manufacturers and PCRA as follows.

##### **2.1. OIL CONSERVATION CLINICS AT DEPOT LEVEL:**

M/s IOCL / HPCL / BPCL / TATA MOTORS / ASHOK LEYLAND / VOLVO / MICO / PCRA have agreed to organize Oil Conservation Clinics for the benefit of our employees during the Oil Conservation Fortnight at the following Depots indicated against each Region.

**a) M/s INDIAN OIL CORPORATION LIMITED:**

WG REGION : TPG, BVRM,ELR,JRG,NSP,TNK,  
NZB REGION : BNWD,KMC,BDN,NZB-I,NZB-II,ARMR  
EG REGION : TN,ELSM,RJY,AMP,RVPM,GKRM,KKD,RCPM,RZL  
KRISHNA REGION : AVG, MTM, GDV, TVR,NZD  
KMM REGION : BC, MNGR, KMM, SPL, MDR, KTGM  
NEC REGION : SKLM-I,SKLM-II,PLS,TKL,PLK, VZM,PPM,S.KOTA,SLR  
OGL REGION : OGL,CRL,KDKR,GDLR,MRKP,KNG,ADK,PDL

**b) M/s HINDUSTAN PETROLEUM CORPORATION:**

CDP REGION : RYCT, BDVL, PLVD, PDTR, CDP, RJPT, JMD, MYDK  
VSP REGION (Urban Depots): WLT, GWK, SML, VSCD, MDP  
KRMR REGION : MTN,HZB,SRCL,KRMR-II, JGTL, HSB, MTPL,  
KRNR-I, KRTL, VMD, GDK  
SEC.BAD REGION : CNT, HPT, KG, RNG-I, RNG-II, BHEL, JDM, KP,  
MDCL, MYP

**c) M/s BHARATH PETROLEUM CORPORATION LIMITED:**

CTR REGION : ALPR,STVD,MPL-I,SHKT,TPT,PTR,CTR-I,KPM  
TML, CTR-II, PLMR, MPL-II, PLR  
MBNR REGION : MBNR,KLKY,NGKL,WNP,NRT,GDWL,ACPT,SDNR  
KRNL REGION : ADN,YMG,KRNL-I,ALG,BPL,NDL,NDK,DN,  
KRNL-II, ATK(K),KKTL,  
WL REGION : WL-I,PRKL,TRR,NSPT,MHBD,WL-II,HNK,JN

**d) M/s TATA MOTORS LIMITED:**

GNT REGION : TNL,CHPT,SAP,RPL,NRT,PDGL,GNT-I,GNT-II, MNGL, BPTL,  
MCL,VNK  
ATP REGION : KLDG,RYG,HDP,URK,PTP,DMM,ATP,  
KDR, GTKL, TDP

**e) M/s ASHOK LEYLAND LIMITED:**

NLR REGION : VKD,ATK(N),UGR,RPR,GDR,SLPT,NLR-II  
NLR-I, KVL, VGR  
ADB REGION : MNCL, ASF,NRML,ADB,BNS

**f) MICO:**

MDK REGION : MDK,SRD,ZHB,NKD,SDPT,DBK,GPP  
HYD REGION : DSNR,HYT,IBPM,MDN,UPL, BKP, FM, HCU, MP, MSRD, RJNR

**g) VOLVO:**

RR REGION : PKT,HYD-I,HYD-II,TND,PRG,VKB  
KRI REGION : VJA, GVPT-I, GVPT-II, VDPM, IBPM, ATNR,JPT,

**h) M/s PCRA:**

VSP REGION (Rural Depots): PDR, VSP, AKP & NSPM  
NLG REGION : NLG,MLG,DVK,YGT,SRPT,NKP,KDD

The Oil Companies / Vehicle Manufacturers and PCRA representatives will fix the details of the programme at each Depot such as time, date and place in consultation with the concerned RMs / Dy CMEs & Depot Managers. The Depot Managers are advised to extend full co-operation to the representatives of Oil Companies / vehicle Manufacturers and PCRA in organizing the Oil Conservation Clinics.

## **2.2. OIL CONSERVATION CLINICS AT ZONAL WORKSHOPS:**

M/s IOCL / HPCL / BPCL / TATA MOTORS / ASHOK LEYLAND/ MICO / PCRA have agreed to organize Oil Conservation Clinics of one day duration at Zonal Workshops as follows. UPL by Mico, KDP by M/s Tata Motors, VJA & VZM by M/s IOCL, KRMR by M/s HPCL, TPT by M/s BPCL and NLR by M/s ASHOK LEYLAND LIMITED. The representatives of Oil Companies and Vehicle Manufacturers will finalise the details of the programme such as time, date and place in consultation with the concerned Works Managers. The Works Managers are advised to extend necessary co-operation to the concerned officials for effectively spreading the message of Oil Conservation to our employees.

## **2.3. SEMINAR CUM QUIZ FOR DRIVERS AT REGIONAL LEVEL:**

M/s IOCL / HPCL / BPCL / TATA MOTORS / ASHOK LEYLAND / MICO / PCRA have agreed to organize a Seminar cum Quiz programme of Half a day duration for Drivers at Regional Head Quarters indicated against each company during the oil conservation fortnight. The Best Three Drivers from each Depot of the Region who have conserved maximum HSD oil during the year 2006-2007 as per Letter No. OP2/32(8)/2007-MED, Dt.08.08.2007 are to be deputed for the above Seminar cum quiz.

- a) **M/s INDIAN OIL CORPORATION LIMITED:**  
WG, NZB, EG, OGL, NEC &KMM REGIONS and Depots under jurisdiction of Dy CME/MTM
- b) **M/s HINDUSTAN PETROLEUM CORPORATION:**  
CDP &KRMR,SEC.BAD REGIONS and VSP REGION (Urban Depots)
- c) **M/s BHARATH PETROLEUM CORPORATION LIMITED:**  
CTR, MBNR, KRNL & WL REGIONS
- d) **M/s TATA MOTORS LIMITED:**  
GNT & ATP REGIONS
- e) **M/s ASHOK LEYLAND LIMITED:**  
NLR & ADB REGIONS
- f) **MICO:**  
MDK & HYD REGIONS
- g) **VOLVO:**  
RR REGION & and Depots under jurisdiction of Dy CME/VJA
- h) **M/s PCRA:**  
NLG REGION and VSP REGION (Rural Depots)

The Company representatives will finalise the details of the programme such as time, date and place in consultation with the Regional Manager and Dy.CME concerned.

#### **2.4. SEMINAR CUM QUIZ FOR MECHANICS AT REGIONAL LEVEL:**

M/s IOCL / HPCL / BPCL / TATA MOTORS / ASHOK LEYLAND / PCRA have agreed to organise a Seminar cum Quiz programme of Half a day duration for Mechanics at Regional Head Quarters indicated against each company during the oil conservation fortnight. One KMPL Mechanic, Two Engine Mechanics of SCH-III maintenance of each Depot have to be deputed for the above Seminar cum quiz.

- a) **M/s INDIAN OIL CORPORATION LIMITED:**  
WG, NZB, EG, OGL, KMM & NEC REGIONS and Depots under jurisdiction of Dy CME/MTM
- b) **M/s HINDUSTAN PETROLEUM CORPORATION:**  
SCD, CDP & KRMR REGIONS & and VSP REGION (Urban Depots)
- c) **M/s BHARATH PETROLEUM CORPORATION LIMITED:**  
CTR, MBNR, KRNL & WL REGIONS
- d) **M/s TATA MOTORS LIMITED:**  
GNT & ATP REGIONS
- e) **M/s ASHOK LEYLAND LIMITED:**  
NLR & ADB REGIONS
- f) **MICO:**  
MDK & HYD REGIONS
- g) **VOLVO:**  
RR REGION & and Depots under jurisdiction of Dy CME/VJA
- h) **M/s PCRA:**  
NLG REGION & and VSP REGION (Rural Depots)

The Company representatives will finalise the details of the programme such as time, date and place in consultation with the Regional Manager and Dy.CMEs concerned.

#### **2.5. ELOCUTION COMPETITION TO THE DRIVERS BY PCRA:**

Elocution competition for Best KMPL Drivers on the subject of the importance of " OIL CONSERVATION - ROLE OF DRIVERS " in Telugu will be organised at Zonal Staff Training Colleges. The Dy.CMEs as per the following list of the concerned Zone will organize this competition at concerned ZSTC as per the programme mentioned below:

HYDERABAD CITY ZONE DEPOTS	: ZSTC/HPT	ON 11.01.2008
	Dy.CME/HYD & Dy.CME/SCD	
HYDERABAD ZONE DEPOTS	: ZSTC/HPT	ON 11.01.2008
	Dy.CME/MDK & Dy.CME/NLG	
CUDDAPAH ZONE DEPOTS	: ZSTC/KRNL	ON 11.01.2008
	Dy.CME/ATP & KRNL	
KARIMNAGAR ZONE DEPOTS	: ZSTC/WL	ON 11.01.2008
	Dy.CME/WL & KRMR	

NELLORE ZONE DEPOTS : ZSTC/NLR Dy.CME/NLR &TPT	ON 09.01.2008
VIJAYAWADA ZONE DEPOTS : ZSTC/VJA Dy.CME/MTM & WG	ON 10.01.2008
VIZIANAGARAM ZONE DEPOTS : ZSTC/VZM Dy.CME/VSP & NEC	ON 11.01.2008

The Best KMPL Driver of each Depot of Zone will participate in this elocution competition. Each participant will be given a minimum of 5 minutes to talk on the topic. Three winners will be selected for the Zone. PCRA has consented to sponsor the prizes for these winners of each Zone. The First prizewinner of each Zone shall be deputed to Hyderabad for receiving the prize at a state level function to be held at Hyderabad during Oil Conservation Fortnight. The date and venue of the function will be intimated separately. The Second and Third prize winners of each Zone will be presented with prizes at Zonal level itself by PCRA. The representative of PCRA stationed at Hyderabad will be co-ordinating for organizing the above programmes of HYD City, HYD, KRMR and CDP Zones. Similarly the representatives of PCRA stationed at Visakhapatnam will be co-ordinating the programmes of VZM, VJA & NLR Zones.

#### **2.6. ESSAY WRITING COMPETITION TO THE MECHANICS BY PCRA:**

M/s PCRA have also agreed to present award to the Best Three essays at corporate level received in Essay Writing Competition for Mechanics on " THE ROLE OF MECHANICS IN FUEL CONSERVATION AND POLLUTION CONTROL ". The Depot Managers are advised to notify the above to all the Mechanics working in their control to furnish their essays and transmit the entries received from the Mechanics from their Depots to CME (O) on or before 12.01.2008 for considering in the competition. The entries received after 12.01.2008 will not be considered.

The entries will be scrutinized at Head Office and best three winning Mechanics on Essay Writing will be presented with awards at Hyderabad in the function to be held during Oil Conservation Fortnight. The date and venue of the function will be intimated separately.

#### **2.7. BEST HSD KMPL MECHANIC OF EACH REGION BY HPCL:**

M/s HPCL have agreed to present an Award to One Best HSD KMPL Mechanic in each Region on the occasion of Oil Conservation Fortnight Celebrations. The RMs were already requested to inform the name of the Best HSD KMPL Mechanic of the Depot which has been selected for the Best HSD KMPL Award in the Region for the year 2006-2007 and transmit the name to CME(O) on or before 07.01.2008 for further necessary action. The awards will be presented by M/s HPCL at Hyderabad in the award presentation function to be held during Oil Conservation Fortnight. The date and venue of the function will be intimated separately.

### **3. AWARD SCHEME FOR FIRST FIVE BEST DRIVERS IN EACH REGION BY M/s HPCL FOR THE YEAR 2006-07:**

M/s HPCL have agreed to sponsor the awards to the First Five Best Drivers in each Region with maximum HSD oil saved during the year 2006-07. The information in respect of Best Drivers was already collected from the respective Regional Managers vide Lr. No.OP2/32(8)/2007-MED, Dt.08.08.2007.The Names and other details of Drivers Region-wise will be intimated separately. The date and venue of the function will be intimated separately.

#### **4. AWARD SCHEME FOR BEST HSD KMPL DEPOTS / DIVISIONS / REGIONS / ZONE FOR THE YEAR 2006-2007 BY M/s IOCL:**

M/s IOCL have agreed to sponsor the awards to the First Best HSD KMPL Depot in each Region, one Best Region each in Tata and Leyland fleet area, one Best Division in Tata and Leyland fleet area and one Best Zone at Corporate level with highest HSD KMPL

performance for the year 2006-2007. The information in respect of Best Depots / Divisions / Regions / Zone was called for from the Regions separately vide letter No.OP2/32(6)/2007-MED, Dt.08.08.2007. The list of Best Units and other details will be intimated separately. The date and place of awards presentation function will be intimated separately.

#### **5. AWARD SCHEME FOR BEST TOTAL LUB KMPL DEPOTS / DIVISIONS / REGIONS / ZONE FOR THE YEAR 2006-2007 BY M/s IOCL:**

M/s IOCL have agreed to sponsor the awards to the Best Total LUB KMPL Depot in each Region, one Best Region each in Tata and Leyland fleet area, one Best Division in Tata and Leyland fleet area and one Best Zone at Corporate level with best performance in Total LUB KMPL for the year 2006-2007. The information in respect of Best Depots / Divisions / Regions / Zone was called for from the Regions separately vide letter No.OP2/32(7)/2007-MED, Dt.08.08.2007. The list of best Units and other details will be intimated separately. The date and place of awards presentation function will be intimated separately.

#### **6. ROLE OF DEPOT MANAGERS DURING OIL CONSERVATION FORTNIGHT:**

- During the oil conservation fortnight, all the Depot Managers are advised to ensure painting of oil conservation slogans shown at ANNEXURE-I at the Depots and Bus Station premises at appropriate places.
- Depot Managers are advised to display banners about the celebration of oil conservation fortnight at Depot and Bus Station premises.
- In order to carry the message of oil conservation, simple and effective programmes are to be organised with the involvement of local officials at all the Depots.

#### **7. ROLE OF REGIONAL MANAGERS DURING OIL CONSERVATION FORTNIGHT:**

- Regional Managers are advised to participate in the functions organised at Depots / Workshops by the oil companies / OEMs to give their message on oil conservation during the oil conservation fortnight.
- They shall also identify the low HSD KMPL Depots and address the Drivers / Mechanics of such Depots through a meeting organised during oil conservation fortnight.
- They shall arrange publicity on Oil Conservation Fortnight through popular media.

## **8. ROLE OF Dy.CHIEF MECHANICAL ENGINEERS OF REGIONS DURING OIL CONSERVATION FORTNIGHT:**

- Dy.Chief Mechanical Engineers of Regions are advised to participate in the functions organised at Depots / Workshops by the oil companies / OEMs to give their message on oil conservation during the oil conservation fortnight. They shall organize competitions in coordination with Oil Companies / Vehicle Manufacturers as explained in pre paras.
- They shall also identify the low HSD KMPL Depots and address the Drivers / Mechanics of such Depots through a meeting organised during oil conservation fortnight.

## **9. ROLE OF EXECUTIVE DIRECTORS (Zones) DURING OIL CONSERVATION FORTNIGHT:**

- Executive Director (Zones) are advised to attend the functions at Depots / Regions / Workshops organised by the oil companies / OEMs to give their message on oil conservation during fortnight.

The Regional Managers and Depot Managers are advised to submit a detailed report to Executive Director (E& IT) within one week after the completion of Oil Conservation Fortnight to enable this office to send a consolidated report to the Government.

Please acknowledge.

ENCL:As above.

**VICE CHAIRMAN &  
MANAGING DIRECTOR**

To  
All Executive Director (Zones),

Copy to: Director (Vig. & Security), ED (E&IT), ED (O&MIS), ED (A &P), ED (T&C) and Secretary to Corporation, FA and CAO for information

Copy to: All RMs for necessary action.

Copy to: CME (O), CE (IE&COM), CPM, CM (HRD), CCOS & CA for information

Copy to: Director, TA/HPT for information

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

Copy to: All Dy.CMEs of Regions for necessary action.

Copy to: All DVMs of HC Zone for necessary action

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

Copy to: All Principals of ZSTCs for information

Copy to: All Depot Managers for necessary action.

Copy to: Manual Section/Head Office for filing

NOTE: The addresses and Telephone Numbers of Oil Companies,

OEMs and PCRA are enclosed in the ANNEXURE-B for taking necessary action.

**ANNEXURE-A**  
**LIST OF SLOGANS IN OIL CONSERVATION**

- 1) DROPS OF WATER CAN MAKE AN OCEAN,  
DROPS OF OIL CAN SAVE A NATION
- 2) BURN CALORIES, NOT FUEL
- 3) UNITED WE SAVE ENERGY  
DIVIDED WE WASTE ENERGY
- 4) SAVE OIL TODAY AND BE HAPPY TOMORROW
- 5) ACCELERATE OIL CONSERVATION &  
PUT BRAKE ON POLLUTION
- 6) SAVE " OIL " THE LIQUID GOLD &  
MAKE THE NATION RICH AND BOLD
- 7) LET US CONSERVE OIL TODAY FOR BETTER TOMORROW
- 8) ENERGY IS A PRECIOUS COMMODITY,  
CONSERVATION IS OUR RESPONSIBILITY
- 9) MONEY WASTED : CAN BE RESTORED  
HEALTH WASTED : CAN BE RESTORED TO SOME EXTENT  
FUEL WASTED : CAN NEVER BE RESTORED
- 10) YOU HAVE THE RIGHT TO USE OIL,  
AND THE DUTY TO SAVE IT
- 11) YOU CAN MAKE THE DIFFERENCE, SAVE OIL
- 12) FOR YOUR HAPPY TOMORROWS, SAVE OIL TODAY
- 13) A BETTER TOMORROW, A BETTER LAND,  
CONSERVING OIL IS IN OUR HANDS
- 14) YOU HAVE THE RIGHT TO USE OIL,  
AND DUTY TO SAVE IT
- 15) EVERY DROP OF OIL IS A GOLDEN DROP OF LIFE
- 16) SAVE OIL & GAS FOR NATION'S PROSPERITY



**ANNEXURE-B(Page No.1)**  
**ADDRESSES OF OIL COMPANIES, OEMs and PCRA**

**I. INDIAN OIL CORPORATION LIMITED:**

1. Sri A S N Sarma, Dy General Manager (Consumer Sales), M/s Indian Oil Corporation Limited, A.P.State Office, 3-6-436 to 438, IInd Floor, Naspur House,Himayatnagar,Hyderabad- 500029, Phone No.27617502, FAX No.27617442. CELL NO.94909 58001
2. Sri S.S.Reddy, Senior Divisional Consumer Sales Manager & K.Srimannarayana, Senior Manager(Consumer Sales), M/s Indian Oil Corporation Limited, Divisional Office, 3-6-436 to 438, IInd Floor, Naspur House,Himayatnagar, Hyderabad-500029, Phone No.27663296 /27663262, FAX No.27663308. CELL NO.s 94909 58033,94909 58034
3. Sri R.Ravidran, Senior Divisional Consumer Sales Manager, M/s Indian Oil Corporation Limited, Divisional Office, G.V.R.Towers, IIrd Floor, Bharathi Nagar, Ring Road, VIJAYAWADA- 520008, Phone No.2546710, FAX No.2546706. CELL NO.94909 58040
4. Sri P.Prabhakara Raju, Senior Divisional Consumer Sales Manager, M/s Indian Oil Corporation Limited, Divisional Office, 8th Floor, LIC Buildings, Jeevan Bhima Marg,Visakhapatnam, Phone No.2564447, FAX No.2754022. CELL NO.94909 58047

**II. HINDUSTAN PETROLEUM CORPORATION LIMITED:**

Sri K.Srinivas, Chief Regional Manager, M/s Hindustan Petroleum Corporation Limited, 130/1, S.D.Road, P.B.No.5, Secunderabad, Phone No.27704203 / 27703299, FAX No.27704383.

**III. BHARATH PETROLEUM CORPORATION LIMITED:**

Sri I.Mazumdar, Territory Manager, M/s BPCL, 45/A, S.D.Road, P.B.No.1511, Secunderabad, Phone No.27701627 / 27704088, FAX No.27717596.

**IV. PCRA:**

- 1.Sri K.Ananth Kumar, Sub Regional Officer, PCRA, D.No.1-1-241/221, Bhavani Nagar, Street No.7N, ECIL Post, HYDERABAD - 500 062, Phone No.55969732 CELL NO.9885268074.
2. Sri N.Vibhooshana Raj, Sub Regional Officer, PCRA, Plot No.401, S.S.Paradise, Kirlam Pudi Layout, Visakhapatnam - 530007, Phone No.2550800, CELL NO.94408 98506.

**V. ASHOK LEYLAND LIMITED:**

Sri Sastry, Regional Service Engineer, M/s Ashok Leyland Limited, Area Office, 205, II Floor, LALA-1, LANDMARK, 5-4.94 to 97, M/.G.Road, SECUNDERABAD-500003, Phone No.27542335 / 27542336,FAX No.27542450 CELL NO.98490 17795.

## **VI. TATA MOTORS LIMITED:**

1. Sri G.K.Saravanam, Area Service Incharge, TATA MOTORS LIMITED, Area Office, Surya Towers, C-Block, 2nd Floor,104, S.D.Road, Secunderabad-500003, Phone No.55389996, FAX No.55200990, Cell No.9246290922.
2. Sri Biju Joseph, Area Service Incharge, TATA MOTORS LIMITED, Area Office, 59-13-39, Pinnamaneni Poly Clinic Road, Gayatri Nagar, Vijayawada - 520 008, Phone No.0866 - 5561038, Cell No.9246290936.

## **VII. MICO:**

Sri R.Balakrishnan, Area Manager, MICO, 117, Srinagar Colony, Trimulghery, Secunderabad -500 015, Phone No.27990266 / 27990308 FAX No.27990338. Contact person Sri Sridhar Kulkarni (Cell NO.98666 63990).

## **VIII.VOLVO:**

Sri Ch.Srinivas, Regional Manager(South),Bus Body technology, M/S Volvo India Private Limited, Parin Building, Bagmana Tech park, C.V.Raman Nagar, BANGALORE-560 093 FAX No.5207010 Phone No.9880033577