



Andhra Pradesh State Road Transport Corporation  
**Mechanical Engineering Department**  
Office of the VC & MD, Bus Bhavan, Hyderabad – 624.

No: OP2/259(01)/2008-MED

Dt. 03.07.2008

**CIRCULAR NO. 15/2008-MED, Dt. 03.07.2008**

SUB: **OPERATIONS**: Non-operation of Hire buses due to diesel scarcity- Proposal for examining top-up of HSD oil in APSRTC Diesel bunk to avoid dislocation of service to commuters –Instructions issued - Reg.

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It is reported that due to scarcity of Diesel supply in the open market, the hire buses could not be operated at some places, resulting in revenue loss to the corporation and hardship to the commuters. It is represented for topping up of Diesel to these hire buses in our Depots duly collecting requisite charges to avoid dislocation of the services.

VC & MD with the concurrence of FA has agreed for the proposal of topping up of Diesel to hire buses at our Depots for a period of one month i.e. **from 1<sup>st</sup> July'08 to 31<sup>st</sup> July'08**, since the crises is a temporary phenomena. The following guidelines are communicated for topping up & accountal of HSD oil to hire buses.

- 1) The top up of diesel to hire buses shall be done at the parent Depot to which the bus is attached.
- 2) **The vehicle shall be topped up a fixed quantity of diesel every day at a fixed time.** The time & quantity shall be fixed by Depot Manager duly taking the daily-operated Kilometers and average KMPL into consideration. The quantity so fixed shall be in multiples of 5 liters only. **The top up shall be done in presence of DC/ADC (General) and Security guard of the Depot invariably.**
- 3) A separate register has to be maintained for the accountal of top up to hire buses, vehicle wise. The opening and closing meter readings of **totalizer** shall only be taken into consideration for arriving the total quantity. Preferably, one of the dispensing units out of the two shall be fixed for such top up which is not having excess delivery. The register shall contain the details of date, time, bunk no., opening meter reading, closing meter reading, total quantity and the signatures of DC/ADC, security guard and the driver of the vehicle.
- 4) The summary of the top up of the diesel to the buses shall be submitted fortnightly i.e. for the period up to 15<sup>th</sup> and from 16<sup>th</sup> to 31<sup>st</sup> of the month immediately on the next day by the DC which is counter signed by Stores supervisor.
- 5) The Depot Manager has to obtain the local market price (retail price) of normal Diesel in the town to fix the Diesel price to be charged to hire buses. The amount arrived with the above price for total top up for the fortnight has to be recovered from the hire charges payable to the hire bus for that fortnight.

- 6) The fortnightly statement indicating the particulars of diesel top up and amount recovered including the price adopted for charging shall be submitted to the Regional Manager marking copies to Dy CAO/AO of the Region for necessary action.
- 7) The Dy CAO/AO of the Region shall ensure the correct recovery particulars from the hire charges payable at the time of post audit of the hire bills.

All the Regional Managers are advised to ensure the implementation of the above methodology without any deviation in the Depots of their Regions.

All the Dy CMEs/Dy CTMs/Dy CAOs of the Regions are advised to ensure the above guidelines for strict implementation.

All the Depot Managers are advised to permit hire buses of their Depots duly following the above guidelines for un-interrupted operation of hire buses.

Please acknowledge.

**EXECUTIVE DIRECTOR (E&IT)**

To  
All Depot Managers.

Copy to: VC & MD for favour of information

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

Copy to: All ED (Zones)/All Regional Managers for information and necessary action.

Copy to: All HODs for information

Copy to: for necessary action.

Copy to: All Dy CMEs / Dy CTMs /Dy CAOs of Regions for necessary action

Copy to: All DVMs/HYD& SD Regions for necessary action

Copy to: All COSs for necessary action

Copy to: All Traffic & Maintenance Incharges for necessary action

Copy to: Manual section, H.O.