



ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION
MECHANICAL ENGINEERING DEPARTMENT
Office of the VC& MD, Bus Bhavan, HYDERABAD-624

No. OP1/462(1)/2009-MED

Date: 26.06.2009

JOINT ACCOUNTS & MAINTENANCE CIRCULAR No.12/2009-MED

SUB:-HSD OIL SHORTAGES - Investigation of HSD shortages at Depots by Committee of DyCME, DyCAO/AO of the Region - Communication of standard format for inspection - Reg.

REF:-1) Circular No. 07/90-MED, dtd: 11.04.90
2) Circular No. 14/95-MED, dtd: 21.07.95
3) Circular No. 32/98-MED, dtd: 04.12.98
4) Circular No. 37/2K-MED, dtd: 18.10.2K
5) Circular No. 38/01-MED, dtd: 24.12.01
6) Circular No. 10/02-MED, dtd: 03.08.02
7) Circular No. 25/08-MED, dtd: 11.12.08
-OoO-

From the review of the HSD oil shortages at Region/Depot level indicates that the shortages are at alarming level at certain depots/regions as on Jan.09. As many as 55 Depots have registered the HSD shortages more than 10,000 ltrs. At many of these depots, the shortages are more than the allowable handling losses of 0.25% on the consumption from the previous audit.

During the review, it was also noticed that the shortages are accumulated over long periods and no action is being taken by the concerned authorities for taking up write off sanctions and adjustment of the shortages by the audit, as specified through circulars cited above.

Even though there were instructions through circular under ref.(1) above to **review the cases of HSD oil shortages in the periodical meetings conducted by RMs with DMs** and ensure all such cases of HSD oil shortages are investigated into and take corrective action, which is being neglected over a period leading to accumulated shortages.

Instructions are in vogue that wherever the shortages are exceeding 0.25% of the issues, write-off sanctions have to be obtained from the competent authority duly conducting the investigations by a committee consisting of DyCME, DyCAO/AO of the region. Cases of delayed submission of reports by the Investigation Committees are also observed violating the standard instructions on submission of reports in a time frame of one month after the investigation leading to further delay in adjustment of shortages even after identification of reasons for shortage.

From the review of the cases submitted seeking write-off sanctions, it is revealed that the procedures followed by various Committees are not uniform and many a times, the cases are received with insufficient information leading to delay in getting the desired information for according necessary sanctions from the competent authority.

In view of the above, it is felt necessary to design a format considering the instructions containing in the circulars issued earlier for the purpose of investigating the HSD shortages by the Committees effectively wherever the shortages are exceeding 0.25% over the issues from the last audit.

In this connection, a format has been designed and enclosed so that the investigation committee shall invariably follow this format while conducting the investigation of HSD Oil shortages at the Depots.

The Investigation Committee shall complete the investigation within one month and submit Factual Note to RM. The Regional Manager shall review the report of the Investigation Committee and prevail on the DMs to take further action for fixing up responsibility of obtaining write-off sanction depending on the merits of individual cases.

Wherever the shortages of HSD oil are alarming immediate attention is required to complete the investigation report and the final action to be taken on priority to facilitate adjustment in book balances every financial year.

The write-off sanction for the losses accrued due to shortage of HSD oil should be obtained periodically i.e., once in a year and not carried over for longer duration.

The Regional Managers are therefore advised to ensure investigation of HSD oil shortages at the depots as per the format enclosed.

Please acknowledge the receipt.

Encl. As above


Vice Chairman & Managing Director.

Copy to: Dir(V&S), ED(E&IT), ED(O&MS), ED(A&P), FA, CAO, OSD & Secy. to Corpn.,
for information.

Copy to: ED (AM&HCZ), ED (HYD), ED (KRMR), ED (V&V), ED (K&N) for information.

Copy to: All RMs for necessary action.

Copy to: CME(O), CCOS, CA, CFM, CME(C&B), CE(IT), CPM, CM(HRD) for infn. & n/a.

Copy to: DyCME (O), DyCME (P), DyCME (C&B), DyCME (IED), CSTO, CoS (C) I & II,
DyCAO (SP&A), DyCAO (TA&I) for information.

Copy to: All DyCMEs, WMs, CoSs & DyCAOs for necessary action.

Copy to: All AOs & AMEs (T) for information & n/action.

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

Copy to: All Depot Managers of depots for information.

Copy to: All Maintenance In-charges of depots for information.

Copy to: Regional Audit Officer, Bus Bhavan for information.

PROFORMA FOR INVESTIGATION OF HSD SHORTAGE AT DEPOTS

INVESTIGATION COMMITTEE REPORT

1. Name of the Depot:
2. HSD supplying company and source:
3. No., of ground tanks available with capacity and date of installation:

S.no	Ground tank 1		Ground tank - 2	
	Date Installed	Capacity	Date Installed	Capacity
(1)	(2)	(3)	(4)	(5)

4. No., of dispensing pumps available with date of installation:

S.no	Dispensing pump -1		Dispensing pump -2	
	Date Installed	Analog/ Digital	Date Installed	Analog/ Digital
(1)	(2)	(3)	(4)	(5)

5. Date of last adjustment by audit :
6. Opening balance of HSD on the next day of last adjustment by audit :
7. Total HSD receipts from the date of last and it till the day of inspection :
8. Total HSD including the receipts (Item No. 6 + 7) :
9. Issues from the day of last adjustment to the day of inspection through Dispensing Pumps (Incl. OD issues) :
10. Closing Book balance on the day of Inspection :

11. Actual stock available as per dip reading on the day of inspection:

S.no	Ground tank-1		Ground tank-2		Total Stock (3)+(5)
	Dip level	Stock	Dip level	Stock	
(1)	(2)	(3)	(4)	(5)	(6)

Note: Condition of the dip rod and correctness of calibration chart with respect to the ground tank shall be ensured.

12. Any other stock available in loose Barrels (HSD+ Sludge) :
13. Any traces of water found in the Ground Tanks :
14. Total Physical HSD stock available(11+12) :

15. HSD stock as per book balance :
16. Shortage/Excess :
17. Percentage of Shortage / Excess on the Consumption (issues) :
18. Is shortage sudden or progressive :
19. If sudden, the details month/day-wise, Bunk-wise :
20. Remarks of Depot authorities on sudden Shortage and action taken :
21. Availability of ground tank stock register, to be maintained vide Cir. No. 25/08-MED :

22. **CONDUCTING OF DORMANT TEST TO THE UNDERGROUND TANKS:**

- a. Any previous record of evidence on conduct of DORMANT test in the depot to know the underground tank leak:
- b. If so, the details

S.no	Date	Duration of Test		Variance in Stock	
		From	To	Tank - 1	Tank - 2
(1)	(2)	(3)	(4)	(5)	(6)

- c. Action taken by the Depot, if leakage is observed from the above test:

- d. Observations of the Committee as on the day of investigation:

S.no	Date	Duration of Test		Variance in Stock	
		From	To	Tank - 1	Tank - 2
(1)	(2)	(3)	(4)	(5)	(6)

Note:-Fill the ground tank to the maximum allowed capacity, do not operate the corresponding dispensing pump for 24 hours and take the readings on hourly basis. Repeat procedure for both the tanks.

- e. Remarks of the committee on Dormant test results:

23. **LEAKAGES FROM PIPELINES:**

- a. Previous history on attention of pipeline leakage by the Oil Company if any (The details like Location of leakage, Date of attention, No., of occasions attended, Nature of attention shall be furnished):
- b. Observation & comments of present status on pipeline leakages of the Committee (Attach photographs if available with comments):

24. DELIVERY CHECKING OF DISPENSING PUMPS:

- a. Availability of 5 Liters Brass Measuring Can :
- b. Last stamping date of Measuring Can :
- c. Physical condition of Measuring Can (i.e., Dents etc.,) :
- d. Date of last stamping of dispensing pump by Weights & Measures Dept :
- e. Whether any regular cross-checking of deliveries with 5 Liter Measuring Can to know the excess/short deliveries. If so, the details of checks shall be furnished :
- f. Any previous history of Excess/Short deliveries and if so, the details of corrective attention by Oil Company with dates shall be furnished :
- g. Present status on Delivery checking :

Note:- Deliver a quantity of 50 Liters of HSD continuously into an empty half-cut barrel and measure the quantity with a 5 Liter measuring can. Any excess/short can be arrived by measuring with small cans.

Disp. Pump	OMR	CMR	QTY (3)-(2)	QTY with 5 Ltr Can	Variance (4)-(5)
(1)	(2)	(3)	(4)	(5)	(6)
1					
2					

- h) Functioning of the metering unit:
 - Details of attention to the metering unit of dispensing pump for jumping/non-functioning etc.
 - Present status on variance between totalizer and display meter. If variance is observed, action taken by the Depot authorities:
- i) Remarks of the Committee on the functioning of dispensing pumps with regard to delivery (excess/short, pump-wise) & metering units if any:
- j) If any variance is noticed at item no. (i)
 - its impact on KMPL:
 - Action taken by the depot authorities for correcting the deficiency on the pump delivery (Copies shall be enclosed):

25. OBSERVATIONS ON TANKER DECANTING PROCEDURE:

- a. Availability & usage of Hydrometer, Thermometer, Measuring jar, Measuring Tape etc., for testing the Density of the Product :
- b. Availability & usage of Oil Paste and Water finding Paste :
- c. Availability of tanker Decanting Register & it's maintenance especially the witnessing of decanting by AE(M)/DC(OILS)/SHG :
- d. Observation of abnormal shortage of HSD received through a particular tanker and action taken thereof :
- e. Physical verification of Invoices of the current year for any recording of short receipts :
- f. Observations of the Committee on tanker decanting procedure :

Note: Witness the decanting practices of the depot authorities on the day of investigation

26. GENERAL:

- a. Any Pursuance/correspondence with the Oil Company for replacement of HSD Underground tank /Dispensing Pump in view of crossing of life expectancy of the units.
- b. If so, furnish details.
- c. Any instances of HSD oil theft/pilferage in the Depot.
- d. Whether the periodical HSD shortages are considered for computation of monthly incentive
- e. Whether MTD-29Rs are cross verified by all concerned authorities to ensure that there are no omissions/differences.
- f. Whether sanction of competent authority obtained for the previous shortages and suspense cleared.

27. RECOMMENDATIONS OF THE COMMITTEE:

DY.CME: ____ REGION

DyCAO/AO: ____ REGION