



ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Mechanical Engineering Department, Office of the VC & MD,
Bus Bhavan, Mushirabad, Hyderabad – 500 624

No : PRD1/488(1)/2010-MED.

CIRCULAR NO: 23 /2010 – MED, Dt : 06.09.2010

SUB: **MATERIALS:** Inspection of incoming material at Zonal Stores –
proper accountal – Instructions – Reg.

REF: Circular No: 30/1984 – MED, dated 10-7-1984

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Corporation has made it a practice **to inspect the incoming material** either through random sample inspection or through hundred percent inspections **for its assured Quality** and to assess its suitability for usage. Every Zonal/Regional Store is equipped with an **Inspection Cell** with basic facilities, headed by the respective Works Manager. An exclusive MED Supervisor is assisting the Inspecting authority. Stores Officer(R) is to provide required accommodation within the premises of Receipts section.

In general, the inspection of material is carried out in the premises of inspection cell itself. In such cases, where the material needs inspection by way of fitting to an sub assembly /assembly, the same will be taken into the Workshop for carrying out necessary inspection for finding its suitability. During the course of such activity, the following unwarranted irregularities are being noticed.

1. **Non-Maintenance of proper record by Inspection supervisor** for the material taken for inspection, in particular the material sent out for inspection at Workshop and its further track.
2. **Non-Maintenance of proper record at Workshop** on the details of fitment or the utilization of Inspection material consumed.
3. **Non-maintenance of proper record by security** at Workshop Gate on the details of incoming and outgoing of inspection material.
4. **Excess charging off material** to Workshop than the actual Quantity taken for inspection by the Receipts section.
5. **Sending different material for inspection** on the same inspection Memo on different dates.

Of late, it is noticed that such irregularities are taking place due to lack of clearcut instructions on the procedure to be followed, records to be maintained and due to improper review of existing records. The Vigilance Wing has also made a note of such irregularities. Therefore it needs to be corrected henceforth and the following **instructions** are given for strict implementation by all Inspection cells of Zonal/Regional Stores with immediate effect.

Generation of Inspection Memo:

The material is received by the **Receipt section** through Invoice in accordance with the purchase order placed on different firms and entered into the **Resister of supplies made by outside Dealers' Register**.

The receipt clerk ensures physically the invoiced Quantity and in case any shortfall is noticed, necessary remarks are to be endorsed on the Invoice. Then an **Inspection Memo** is raised for inspecting the material and put to inspection by the **Works Manager** or **Asst. Mechanical Engineer(T)**. **The Inspection Memo contains the following information.**

- Inspection Memo no:
- Material Received Date:
- Material Entry Date:
- Purchase Order Reference: Date:
- Invoice No: Date:
- Tally Board No:
- Description of Material:
- Part Number:
- Stock on hand:

The Inspecting Supervisor, on receiving the Inspection Memo, shall enter the details of materials received for inspection in a **register** with the proforma mentioned at **Annexure-I**. He shall normally return the **Inspection memo** within **three days** of its receipt. The inspection is carried out in the following manner in general.

1. Inspection at Inspection cell: After picking up the **random sample**, the material that can be checked for its suitability at Inspection cell itself shall be inspected by the Inspection supervisor as per the guidelines in force and return the **Inspection Memo** with the remarks of Inspecting Authority. In case rejections, **specific reasons for such rejection** shall be recorded in the Inspection Memo.

The Inspection Memo contains the stock on hand Quantity also. The Inspection supervisor shall make a note of SOH Quantity and **speed up** the inspection process for the material having **zero SOH**, on priority basis.

2. Inspection at Work shop Floor: Some of the material may also need fitment to a major aggregate or sub assembly at Workshop to assess its total suitability. In such case, the sample material is to be sent into Workshop through **Gate Pass** for testing. It is the **responsibility of the Inspection Supervisor** to see that necessary IN and OUT entries are made in the security registers. The particulars of such fitment shall also be recorded in the **Register** mentioned above, by the Inspection supervisor.

In case of acceptance, the Inspection supervisor shall also collect the **Indent (MTD 34/R)** from the concerned Section, to the quantity equal to the sample Quantity and handover the same **along with the Inspection Memo** in Receipts Section. Then the Receipts Section has to prepare **Receipt Order** for the total quantity received through Invoice and handover the same to the concerned ward along with the said Indent. On receiving the Indent, the concerned Ward shall release **Issue Note to the sample quantity** and ensure to handover the same to the concerned Section for closing the transaction. The **Security** shall also ensure entry of such Issue Note details against the relevant column of earlier issued Gate pass, in the security registers of Zonal stores and Workshop.

The concerned production section has to maintain the details of the above transactions as per the **Annexure II**. Both the **Inspection supervisor** and concerned **Section Supervisor at Workshop** shall counter **check the above entries periodically**.

In some cases, the **sample** fitted unit assembly may **need to be sent to a Depot** to obtain the suitability report. In such case, the Supervisor of the concerned section of Workshop shall maintain the **details of the material**, fitted unit, the Depot to which the unit is sent for obtaining suitability report etc., in the **Register** mentioned at **Annexure II**. But the responsibility lies with the Inspection Supervisor in closing the Inspectional transaction

3. Inspection of R&I units: The above procedures **hold good** in general, even in case of R&I items. In exceptional cases, the items indented by Depots like Car Washer, Welding plants etc, **which cannot be normally tested at Workshop** for its suitability and **requiring installation and demonstration** by the Supplier, and are to be ensured testing in the Field for assessing suitability. In such cases, the item shall be returned to **SO(R)** by the Inspection Cell with an endorsement on the Inspection Memo that **suitability** may be obtained **from the Field**. Then the item will be sent to the concerned Depot through Gate pass by Receipts section **along with the Inspection Memo**, with instructions to submit the suitability with clear **endorsement of concerned Dy. Chief Mechanical Engineer on the Inspection Memo**.

In case of acceptance, Issue note is to be generated by Receipts section on the Depot. It is the **responsibility of the Receipts section** to handover the generated issue note to the concerned Depot for closing the transaction. However, the Inspection supervisor is advised to make a note of the **Issue note details** of this item in the Inspection Register also.

All the **Works Managers** are advised for prompt implementation of above instructions and for conducting **periodical checks** on the Inspection Cell transactions to avoid any non - accountal or false charging off materials.

The **Executive Directors of Zones** are requested to instruct the concerned for adhering to the Circular Instructions scrupulously and the subject may also be reviewed in **Production Review Meetings** to that effect.


6.9.2010
Executive Director (E&IT)

Copy to: VC&MD for favour of information.

Copy to: Dir (V&S) for favour of information.

Copy to: ED (HRD&Med) & Secy. To Corpn, FA and CAO for information.

Copy to: ED(AM&GHZ), ED(H&K), ED(V&V) and ED(K&N) for inf. and n/a.

Copy to: CME(O), CME(C&B), CE(IT) and CCOS for necessary action.

Copy to: All Regional Managers for necessary action.

Copy to: All Works Managers for necessary action.

Copy to: All Controllers of Stores for necessary action.

Copy to: All Dy. Chief Mechanical Engineers for necessary action.

Copy to: All Dy. Chief Accounts Officers for necessary action.

Copy to: All Asst. Mechanical Engineers for necessary action.

Copy to: All Depot Managers for information

ANNEXURE – 1

REGISTER OF MATERIALS RECEIVED FOR INSPECTION:

-To be maintained by Inspection Supervisor

S.no	Date of Receipt	Inspection Memo Particulars			
		No	Material	T.B.No	Qty
(1)	(2)	(3)	(4)	(5)	(6)

Sample Qty	Gate Pass no & Date	Fitted Unit no at ZWS	Date of Fitment	MTD 34 / R	
				Date	Qty
(7)	(8)	(9)	(10)	(11)	(12)

Date of report to SO (R)	Remarks
(13)	(14)

ANNEXURE – II

-To be maintained by Workshop Supervisor

S.no	Date	Inspection Memo no	Material Particulars	Qty recd	Fitted unit no
(1)	(2)	(3)	(4)	(5)	(6)

Date of fitment	Depot	68C no	Date	Remarks
(7)	(8)	(9)	(10)	(11)