



ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the VC & MD, Bus Bhavan, Mushirabad, Hyderabad - 500 624

No:AME(PC)/200(1)/2013-MED

Joint MED, AD & SPD Circular No.02/2013-MED, Dt.25.01.2013

Subject: HSD OIL - Topping of HSD oil to the APSRTC vehicles through Private Retail Outlets at all Depots - Instructions issued - Reg.

The Corporation being the bulk purchaser of Diesel is adversely affected with the steep hike in Diesel prices effected recently by the Oil Marketing Companies (OMCs). The net financial impact of the present price hike @ Rs 11.89 per liter would be around Rs 775 crore per annum on the Corporation. The Corporation has made representation to the Government for reduction of rates. Meanwhile to mitigate the problem temporarily, alternate measures need to be taken to procure diesel on retail basis at economical price.

In this context, the following guidelines are issued to the Regional Managers & Depot Managers on procurement of HSD oil through retail outlets as a contingency measure:

1) Designation of Committee at Regional level:

The Dy.CMEs, Accounts Officer, the Depot Manager concerned and the Chief Security Officer of the Region shall form a committee to finalize the local purchase orders to be placed by the Depots for procurement of HSD oil through Retail Oil filling agencies.

2) Source of procurement:

The committee shall obtain the details of Retail Outlets/ filling stations available nearer to the Depots of the region and call for the expression of interest (quotations) from the owners of the Retail outlets for topping of HSD oil to the buses on daily basis at mutually agreed rates. To avoid congestion at filling stations while topping up of vehicles, it is suggested to identify more than one retail outlet for each depot.

3) Rate of HSD oil:

The procurement source shall be finalized based on net rate offered by the Retail outlet (including discount), proximity to the depot and the payment terms. The rates offered by the Retail Outlets are to be less than the Retail Selling Price of HSD applicable for the location.

4) Payment of bills:

Timing for raising the bills and making payments shall be clearly defined in the local purchase contract order issued by the Depot.

5) Mode of payment:

The payments shall be made through RTGS mode only (and by Account payee cheque, in exceptional cases) after delivery of the product within the period as agreed mutually. (No advance payment, No cash payment and No Bank guarantee is allowed)

6) Local Purchase Order:

A formal Local Purchase Order may be issued to the Retail Outlet/ Filling agency by the Depot duly obtaining the approval of the Regional Manager on the recommendations of the Committee at para No.1.

7) Supervision of top-up activity:

Topping of HSD oil to the vehicles shall be carried out at the identified filling station in each depot in the presence of the authorized employee of the Corporation not below the rank of ADC & Security Constable of the concerned depot. Daily record of oil topped up to the vehicles as per the proforma enclosed is required to be maintained by ADC/Security Constable. The quantity of oil topped up and the name of the outlet shall be entered in the Logsheets.

8) Quality of product:

The D.C of the Depot shall ensure the quality of the Oil filled by the Retail agency. The Maintenance incharge shall crosscheck the activity at random to ensure the product quality supplied by the agency.

9) Certification committee:

A depot level committee consisting of Accountant, Security Depot Clerk and Mechanical Supervisor not below the rank of Dy.Suptd shall closely monitor the activity of HSD oil procurement through the local Retail Outlets and certify the bills raised by the Outlet duly verifying the records. Utmost care should be taken by the committee to ensure that all necessary precautions are taken.

10) Documentation & Submission of Information:

The Depot shall maintain the record giving information on outlet-wise topped up quantity, Rate discount and the amounts, vehicle-wise quantity topped up including out-Depot vehicles apart from receipts from oil companies together with issues and closing balances and continue maintenance and submission of usual Returns. The Computer Department will provide necessary software to meet this requirement.

11) Release of funds:

The Regional Accounts Officer on receipt of information from the depot as above shall ensure availability of adequate funds for all depots to make payments without any delay on receipt of bills from the depots duly certified. The payment has to be directly transferred to the concerned Bank A/c of the Retail Outlet through RTGS by AO.

Accounting Procedure & Computer Data Entry:

- a. The Oil topped up has to be entered in a statement vehicle-wise/ Retail Outlet-wise everyday. Retail Outlet-wise LP made has to be entered under LP (VEMAS Logsheets data entry program). After entry of LP, vehicle-wise issues have to be entered into program.

- b. Credit advice for the amount transferred to the Oil Retail Outlets have to be sent to the Dy.CAO/AO of the Region at the end of the month by the Depots duly tallying with the MTD-29R, LP quantity reflected under Receipts.
- c. Dy.CAO/AO of Region at the end of the month has to verify and tally the amount transferred to each depot/ Retail Outlet-wise with the amount reflected in the MTD-29R. Any excess amount paid to the firm has to be recovered and should be adjusted in the on-hand bills of the Retail Outlet.

12) Top-up to out-depot vehicles:

Out depot vehicles may be topped up at the Retail Outlets identified by the local Depot duly endorsing the quantity in the log sheet.

13) HSD stocking at the Depot:

Even though the oil is topped up at local Retail outlets, it is advised to maintain adequate safety stock of HSD at the depots to avoid disruption to the operation of vehicles in case of any dispute/problem with Retail outlet.

14) Top up to the vehicles at the Depot:

Any top up to the vehicles at the Depot from the ground tank, the present system of HSD accountal shall be followed.

The Depot Managers are advised to implement the above instructions with utmost caution and see that the activity is carried out without giving scope for any complaints and malpractices.


VICE CHAIRMAN & MANAGING DIRECTOR

To
All Executive Directors,
All Regional Managers,
All Dy.Chief Mechanical Engineers,
All Depot Managers.

Copy to: All Officers for information and necessary action.

STATEMENT SHOWING THE HSD OIL TOPPED UP

Depot:
Date:

Name of the Filling Station:
Shift timing:

S No	VEHICLE NUMBER	LOGSHEET NO	TOTALIZER READING		QTY TOPPED UP	CUMULATIVE CONSUMPTION
			OPENING	CLOSING		
	Total					

Signature of ADC/DC(Oils)

Security Constable

Verified and certified for payment.

Maintenance incharge