



**Andhra Pradesh State Road Transport Corporation  
Mechanical Engineering Department**

No:OP3/462(03)/16-MED

O/o the VC & MD,  
Bus Bhavan, Hyd-20  
Date: 19.05.2016

To  
All the Regional Managers,

Sub: **MAINTENANCE** – Repairs on high end buses at Authorised dealer points – Payment of 75% of the Invoice amount at the time of releasing the bus – Approval communicated - Reg.,

Ref: Note file no. OP3/BENZ/2016 – MED dt. 12.01.2016

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In view of the difficulty being experienced by the field Officers in arranging payment in time towards repair expenditure of high end buses to the authorized dealers, VC & MD with the concurrence of FA & CAO, has accorded approval to release 75% of the Invoice amount by Dy.CAO / AO of the Region, after pre-audit. Balance amount shall be arranged after obtaining sanction of the competent authority, as per the delegation of powers in vogue.

It is to clarify that, after completion of work at the dealer and on receipt of Invoice by the depot, the case shall be processed by the Depot Manager duly recommended by the Dy.CME and got audited at Regional Dy.CAO/AO. Care shall be taken to cross check the cost of spares in the invoice as per the approved price list & discount, Standard man hours, man hour rate etc. as communicated by head office. After auditing, 75% of the Invoice amount shall be paid immediately to the firm. Then, the same case shall be sent to the competent authority for according sanction of the Invoice amount and thereafter balance amount of the Invoice shall be arranged.

**This is applicable for payments related to high end buses carried out at authorized agencies only i.e., Indra, Garuda, Garuda plus, Amaravathi, Vennela and JnNURM AC buses only.**

It is, therefore requested to make a note of the same and advice the concerned accordingly to deal with the cases of repairs pertaining to high end buses to reduce the bus off road days.

**EXECUTIVE DIRECTOR (E&IT)**

Copy to: All EDs (Zone) for information

Copy to: All Dy.CMEs of Regions for information and n/a

Copy to: All Dy.CAOs / AOs of Regions for information and n/a

Copy to: All Depot Managers for information and n/a