ANDHRA PRADESH ROAD TRANSPORT CORPORATION

No. OP4/AUDIT(RAO)/2022-MED

Office of the VC&MD,
RTC House, VJA-13,
Dated 14.03.2022.

To
The Regional Managers,
APSRTC.

Sub: LIGHT VEHICLES – Monitoring the expenditure on Light vehicles – Instructions issued – Reg.

Ref:- Lr.No. PAG(Audit)/AP/RAO/RTC/2021-22, Dt.24.02.2022 of RAO.

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The Resident Audit Officer, APSRTC vide letter at reference informed that "No system/ Mechanism to monitor and control the expenditure on light vehicles at Head office level" is available and opined that there should be a system of online mechanism at office of the Chief Mechanical Engineer (Maintenance) so as to instruct the units at the instant of increase in Light vehicles expenditure.

At present, as per the DOP-2014, Executive Director(Zones) are having full powers to sanction the expenditure incurred for maintenance and repairs of Light vehicles and the data related to Light vehicles maintenance and repairs is being maintained at concerned depots only.

In this connection, it is requested to submit the expenditure on Light vehicles as a *"periodical"* to the undersigned in the proforma enclosed overleaf by 5th of every month.

Chief Mechanical Engineer(M)

Copy to Executive Directors (Zone) for information.
Copy to all Dy.CME's/DVMs for immediate necessary action to include in the monthly periodicals.
Copy to all Dy.CAOs/AOs for necessary action.

Region:

EXPENDITURE ON LIGHT VEHICLES

S.No	Depot	Light vehicle Number	Officer allotted to	Monthly HSD Quota	Actual HSD consumed		Cost of HSD		Light vehicle Driver (Regular/ Outsourced)	Driver Salary		Expenditure incurred for repairs		Total Expenditure upto the Month	
					For the Month	Upto the Month	For the Month	Upto the Month		For the Month	Upto the Month	For the Month	Upto the Month	For the Month	Upto the Month
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)=8+11+13	(16)=9+12+14