



ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION
Mechanical Engineering Department, Office of the VC & MD,
Bus Bhavan, Mushirabad, Hyderabad - 500 624

No.OP1/192(1)/2012-MED.

Circular No.23/2012-MED. Dated 05-10-2012

Sub: **HSD OIL** - Proper accountal of HSD Oil drained from Scrap vehicles at Depots – Reiteration of instructions - Reg.

Ref: 1) Circular No. 06/2002-MED dt. 15-05-2002.

2) Circular No.03/90-MED, dt.05.07.1990

Of late, several instances of negligence in draining the HSD oil from Scrap vehicles and taking the drained oil into the books for several months after stabling the vehicle have been observed at some of the depots as observed by the vigilance teams. This is a serious violation of instructions by the Depot management. It is also reported by the vigilance teams that some of the scrapped vehicles were even sent to scrap yard without draining the HSD oil.

Such wrong practices at Depots are not only leading to discrepancies in HSD oil accounts but also leading to theft/loss of precious product. It is also a matter of concern that neither the inspection officials nor the Regional audit teams have been paying attention to such serious irregularities during their inspection of depots.

Hence, the following instructions are reiterated in this regard for strict implementation.

- 1) Vehicles shall be detained for scrap **only after topping of HSD oil to its full tank capacity** duly posting the quantity in the **last operated logsheet** of the vehicle.
- 2) The total quantity available in the HSD tank of the scrap vehicle shall be **drained completely in a day or two after stabling the vehicle.**
- 3) The entire quantity drained from the scrap vehicle shall be **poured into the HSD oil Ground tank immediately after draining** from the vehicle

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- 4) The quantity of drained HSD oil shall be *recorded in the MTD-72B register* and the transaction shall be *entered in the MTD -29 R (HSD oil Return)*.
- 5) The DC oils shall invariably *obtain the signatures of Depot Manager & Maintenance incharge in the MTD-72B register*.
- 6) The Maintenance incharge and Depot Manager shall *ascertain the postings in MTD-72B register against the scrap vehicles* whenever the vehicle is ready for dispatch to scrap yard.
- 7) The *Dy.CMEs shall crosscheck the records* for proper accountal of drained HSD oil from the scrap vehicles during their inspection of Depots and take suitable action against the concerned if any discrepancy is noticed in transactions.

The above instructions shall be implemented scrupulously at all depots with immediate effect. *Any violation of instructions in this regard will be viewed very seriously.*



VICE CHAIRMAN & MANAGING DIRECTOR

To
All REGIONAL MANAGERS for necessary action.

Copy to: Dir (V&S), ED (E&IT), ED (O,MIS & AM), ED (A&P), FA, CAO,
ED (Medi&HRD) for infn

Copy to: All Executive Directors (Zones) for necessary action.

Copy to: CME(O), CCOS, CA, CFM, CME(C&B), CE(IT), CPM, CM (HRD),
CM(EE) for information.

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

Copy to: All DyCMEs of Regions for necessary action.

Copy to: WMs, COSs & DyCAOs for necessary action.

Copy to: All AOs for information & n/action.

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

Copy to: All DMs & Maintenance In-charges for necessary action.

Copy to: RAO, AG Audit, Bus Bhavan, Hyderabad for information.

Copy to: Manuals section for record.