



ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

L.No. OP2/758(4)/2020-MED

O/o the VC & MD,
RTC House, VJA-13.

CIRCULAR No. 02/2022-MED, Dt .24.03.2022

Sub: HSD Shortages - Receiving of HSD through Tankers – Fitment of baby tanks in compartments - Certain instructions to be observed while receiving and decanting of HSD at Depots - Reg.

- Ref: 1) Circular No. 08/2020-MED, dt. 21.09.2020.
2) Circular No. 07/2019-MED, dt. 17.05.2019.
3) Circular No. 02/2015-MED, dt. 17.01.2015.
4) Circular No. 12/2009-MED, dt. 26.06.2009.
5) Circular No. 02/2009-MED, dt. 09.02.2009.

I. Introduction:

Instructions are issued vide reference 1st and 3rd cited, on the procedure to be adopted while receiving, decanting and accounting of HSD at Depots.

Vide reference 2nd cited instructions are issued on adjustment of excess/shortage of HSD in UGTs at Depots on 31st March of every Year and also revised the stipulated norm of HSD excess/shortage of 0.25% as 0.20% on total issues during a given period.

Vide reference 4th cited, instructions are communicated with the standard inspection format for conducting joint investigation by committee consisting of Dy.CME, Dy.CAO/AO of the Region when the shortage exceeds the stipulated norm, presently 0.20%.

Vide reference 5th cited, precautions to be taken were given on noticing the incident taken place at IBM Depot of TSRTC during 2009 in combined state where in the Owner of Tanker provided a dubious baby tank inside the Tanker and stealing the HSD.

II. Present status of Excess/Shortages:

Despite issuing clear guidelines time and again through the above circulars, lot of discrepancies have been taking place at Depots leading to huge HSD shortages. As on 31st January, 2022, the following 20 Depots recorded HSD shortage beyond allowable limits of 0.20%:

LIST OF DEPOTS WITH HSD SHORTAGE FROM APRIL'21 TO JAN'22							
SNO	Depot	Day Consumption (Liters)	Tot. Cons. since last Adjustment (Liters)	Book Bal. (Liters)	Dip Bal. (Liters)	Excess/ Short (Liters)	Ex. / Sh. (%)
1	KUPPAM	5446	1053282	23594	12954	-10640	-1.01
2	PATHIKONDA	1427	346282	7365	5714	-1651	-0.48
3	WAKADU	3299	805764	8185	4896	-3289	-0.41
4	WALTAIR	10377	1939630	49006	41940	-7066	-0.36
5	SRUNGAVARAPUKOTA	3587	865050	32825	30276	-2549	-0.30
6	PALAMANERU	4573	1280496	26223	22613	-3610	-0.28
7	KURNOOL-II	9088	2289173	28437	22129	-6308	-0.28
8	SALUR	3882	1282748	29480	26027	-3453	-0.27
9	MADDILAPALEM	5834	1911965	42870	37794	-5076	-0.27
10	RAYACHOTI	9498	1855830	34450	29743	-4707	-0.25
11	YEMMIGANUR	5438	1284412	33121	29878	-3243	-0.25
12	DHONE	3465	848171	38742	36648	-2094	-0.25
13	STEEL CITY	4274	1283675	29063	26068	-2995	-0.23
14	KAVALI	5784	1358771	22505	19348	-3157	-0.23
15	NANDIKOTKUR	4169	959950	24548	22324	-2224	-0.23
16	ELESWARAM	3072	732414	15624	13946	-1678	-0.23
17	MADHURAWADA	2874	924747	29159	27086	-2073	-0.22
18	KURNOOL-I	9591	2538610	22060	16531	-5529	-0.22
19	PUTTUR	4667	762662	39662	38032	-1630	-0.21
20	SATYAVEEDU	3480	663403	17149	15742	-1407	-0.21

Similarly following 5 Depots recorded HSD stock excess beyond allowable limits of 0.20%:

LIST OF DEPOTS WITH HSD EXCESS FROM APRIL'21 TO JAN'22							
SNO	Depot	Day Consumption (Liters)	Tot. Cons. since last Adjustment (Liters)	Book Bal. (Liters)	Dip Bal. (Liters)	Excess/ Short (Liters)	Ex. / Sh. (%)
1	MANGALAM	5170	1397650	31357	34326	2969	0.21
2	VUYYURU	2623	676787	17196	18764	1568	0.23
3	MADAKASIRA	1683	534039	12053	13310	1257	0.24
4	GANNAVARAM	3739	919565	10156	12364	2208	0.24
5	GOVERNERPET-II	2723	478520	26758	28200	1442	0.30

III. Recent experience at Kuppam Depot:

Recently, a committee of Senior officers is deputed by MED, Head Office to Kuppam Depot to conduct a detailed study on the reasons contributing for abnormal HSD shortage of 1.01% in the Under Ground Tanks (UGTs) at this Depot. The committee has conducted all necessary checks on UGTs, Dispensing Pumps, Pipelines etc. and various Tests like Dormant Test for UGTs, Delivery test on Dispensing Pumps etc.

On placing the indent on M/s BPCL, the Tanker bearing no. TN05 AT 3859 carrying 20 KL of HSD reached Kuppam Depot on 2/2/2022. This is one of those Tankers identified by the Depot, which is causing HSD shortage after decanting HSD from Tanker into the UGTs. Hence, the Tanker was detained overnight and thorough checks were conducted in the presence of Officers from M/s BPCL on 3rd and 4th February, 2022.

On opening the manholes provided on top of each of the compartments, it is noticed that additional "Baby Tanks" are fitted inside the 2nd and 4th Compartments of the Tanker having capacity of 60 & 40 liters respectively shown in the figure (1) & (2) with a separate valve mechanism to drain the product from the baby tanks. This is causing shortage in UGTs after decanting even though Dip readings tally with those recorded on invoice before decanting.

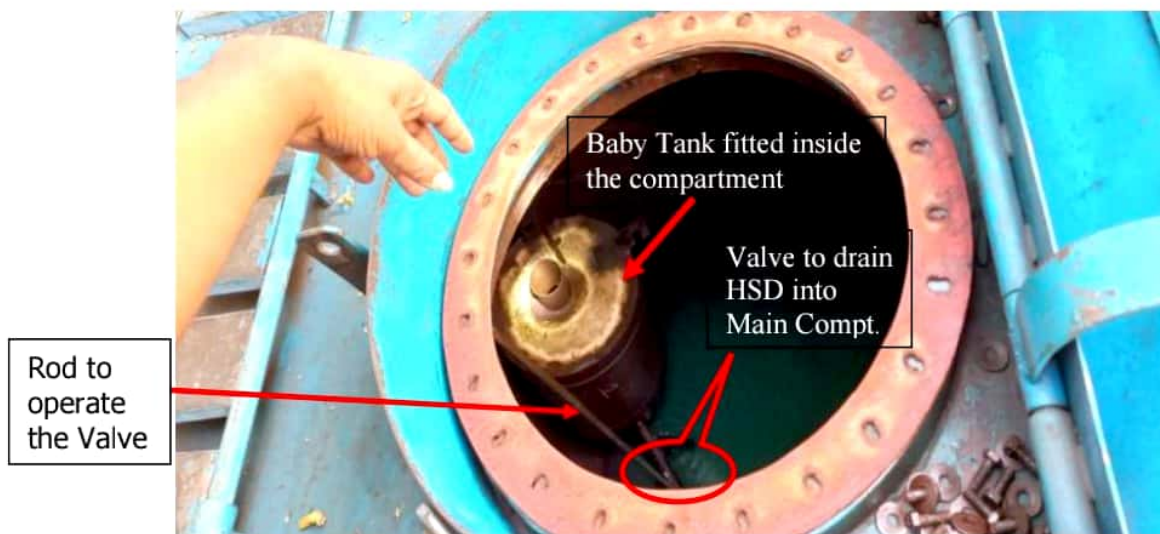


Fig : 1



Fig : 2

IV. Lapses noticed during Technical Audit of most of the Depots:

During the technical audit of the Depots conducted by MED Teams from Head Office, the following discrepancies are also noticed at Depots leading to huge shortage of HSD:

- a) Excess delivery by the Dispensing pump.
- b) Leakage of HSD from UGTs, the decanting pipeline leading to UGTs and pipelines connecting the UGTs and dispensing pumps.
- c) Leakage from pressure hoses connected to dispensing pumps & Nozzle.
- d) Malfunctioning of meter in the dispensing pump.
- e) Negligence in taking daily meter readings and Dip readings of HSD by DC(Oils).
- f) Stock shortage resulting due to excess delivery from dispensing pumps due to improper calibration and also due to malfunctioning of metering units.
- g) Excess delivery is a serious concern, since it boosts up the Depot HSD KMPL and misleading fuel performance of buses and drivers, results in excess payment of monthly incentive on HSD savings.
- h) Similarly, short delivery from dispensing pump leads to excess stock in UGTs, is also an indication of improper maintenance of dispensing pumps, ultimately resulting low KMPL. Hence having excess stock in HSD UGTs is also not acceptable.
- i) Negligence in reconciling the physical stocks with the book balances on daily basis due to which sudden variations if any in the HSD stocks are left untraced.
- j) Not taking the Dip readings correctly before and after decanting of HSD.
- k) Negligence of Maintenance Incharge in crosschecking the stock levels by taking the Dip readings physically at least once in a week.
- l) Usage of non-relevant calibration charts and Dip rods.
- m) Accounting HSD drained from the scrap buses on records, but not taking into physical stock.

V. Reiteration of Instructions:

In light of the above, the following instructions are reiterated once again for strict compliance:

A. HSD Tanker receiving at Depots:

1. Based on the indents, the Oil Companies supply the HSD along with Invoices (5 copies) with the signature of the Tanker Driver.
2. Receipt of the Tankers at the Depot shall be planned between 09-00 to 1700 hrs only (except in case of emergencies).

3. The Security Incharge of the Depot shall check the oil Tanker before entering into the Depot and verify whether the seals are intact or not.
4. The Security Incharge shall record the Tanker Number, invoice number into the register maintained by them and allow the Tanker into the Garage.
5. The Tankers shall be parked on a level ground for a minimum period of 15 minutes so that the oil in the Tanker settles down before taking the Dip readings.
6. Tankers should be kept in neutral position and parking brakes should be applied. Wooden chokes (wedges) shall be placed near the tyres to avoid Tanker movement.
7. Fire extinguishers have to be kept near the Tanker, at safe distance during the whole process of receiving and decanting the HSD.
8. Battery cut-off switch should be kept in 'off' position.
9. All the six tyres of the Tanker shall be in properly inflated condition.

B. Checking Procedure for Dip levels & Density:

1. During the settling period, the details furnished in the invoice like consignee name, type of product, quantity, Tanker number etc shall be verified.
2. The Dip rod shall be checked and the Dip rod markings for Dip level & proof level for each compartment shall be measured with a steel tape and crosschecked with the certificate issued by Legal Metrology Department and also with the Dip rod marking recorded on Invoice. The Tanker registration number, chassis number and Engine number embossed on the Dip rod shall also be verified as shown in Figs.3, 4, 5, & 6.

For Example:



Fig: 3 - Engine Number



Fig:4 - Chassis Number



Fig:5(a) - Tanker Number on Dip rod



Fig: 5(b) - Dip rod calibration date

Tanker Details

Vehicle No. TN 05 AT 3859 Recalibration @ BPCL, Attipattu
 Chassis No. 2024 M/T 465833
 Engine No. 8511032312632122 304497
 Capacity: 2004 LITERS
 Medium of Calib: Water
 Previous C.V. No. 102305/22.9.2020
 Name of the Office of the Inspector of Legal Metrology / Assistant Controller of Legal Metrology: BHUVANESWARI
 Name of the Legal Metrology Office: IX CIRCLE CHENNAI
 Valid Upto: 31.03.2022
 Stamping at Office / Site: Office Date: 05.10.2021
 Punch No: TN348 ORIGINAL 2919290
 Piler No: TN109
 I hereby certify that on this day verified and stamped / rejected the under mentioned Weights Measures etc., belonging to Thim K. Purushothaman, S/o. Krishnaswamy, No.13, Jawahar Street,
 Locality: K.M. Nagar, Kadungaiyur, Chennai-118.

Quantity	DENOMINATION	WEIGHING INSTRUMENT				Measuring Instruments	Verification Fee	Carriage Conveyance Adjusting Charges, etc.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
Weight	Capacity	Dead Strk in cm	Proof Level in cm	Oil Level in cm	HMC in cm	Class Manufacturer Type	Rs.	
MEASUREMENTS INCLUDES ALL PIPE LINES								
F1	5000	240	175.7	131.0	5.1	5.0 L 666		
M2	5000	340	175.9	133.5	5.2	4.5 B 243		
N3	5000	340	175.1	130.9	5.0	4.6 H 172		
R4	5000	480	174.5	132.1	4.6	4.9		

Total Rs 4816/- deposited Vide CASH Receipt No. 3221215 Dated: 05.10.2021
 Repaired / Used by: BPCL, Attipattu Signature: [Signature]
 Next verification due on: 05.10.2022
 Note: In the case of rejected weights, measures, etc., the Legal Metrology Officer shall give separate Certificate of rejection mentioning the reasons.
 G.P.O. No. 305-1-V & M-15-20-000 B&S-13-2-2018-HCLRE
 Assistant Controller of Legal Metrology, IX Circle Chennai (J.L.)

Fig. 6

Dip rod calibration certificate and measurements

- Manhole covers, on top of the Compartments, shall be checked and ensured that they are properly seated.
- Check thoroughly around and beneath the manhole covers for any unusual/suspicious levers/linkages and also if any new welding repairs are carried out/painted locally in small areas and metal paste if any applied at some locations. If observed any one of the above, then detain the Tanker and investigate thoroughly with the help of the officials of Oil supply company.
- Proper Electro Magnetic Locks (EMLs)/Manual Locks and security seals to the delivery valves & Manhole domes on each compartment shall be ensured. (Fig.7 to 10)
- The Tanker shall be accepted only after satisfying with the Dip rods markings.
- After giving sufficient settling time, the DC(Oils) in presence of Security Incharge and Mechanical In-charge shall open the EMLs using the OTP received to the designated mobile number, of DC(Oils) or Garage Incharge, registered with the Oil Supply Company or Manual Locks with the keys available with the Security branch.



Fig. 7



Fig. 8



Fig. 9



Fig. 10

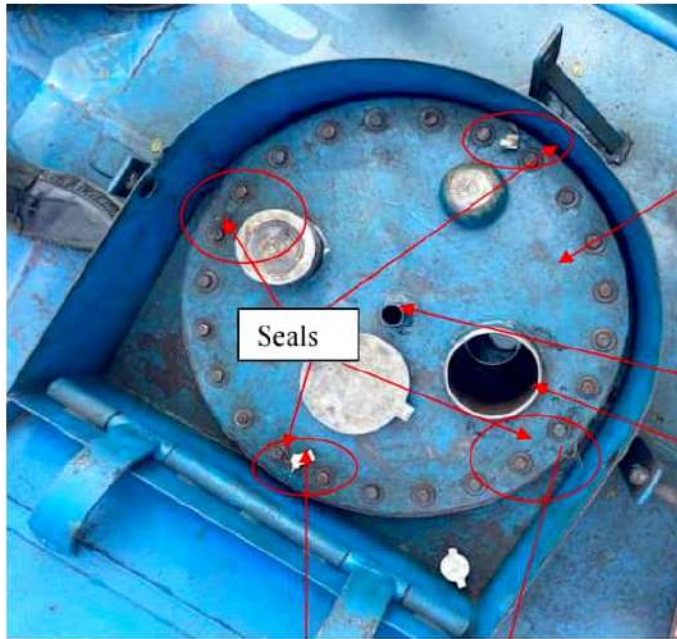
8. Ensure that the Tanker is parked within the "Geo Fencing Area" (usually within 100 mtrs. radius from the Oil Bunk location) in case of Tankers fitted with EM Lock failing which the EM lock can't be opened/locked, as the Tanker is fitted with GPS tracking system.
9. In case where the DC(Oils) is not available, ADC(oils) may receive the HSD in presence of Security Incharge & Mechanical In-charge.

10. Test the quality of water finding paste first by Dipping in water and then Check for presence of water in each compartment by applying water finding paste at the bottom of the Dip rod and inserting the Dip rod into each compartment. Water presence in the compartment can be identified if the color of the paste changes to pink or light green. Repeat the same in each and every compartment. Reject the Tanker if water presence is identified in the compartments.
 11. The HSD contamination with superior kerosene oil can be detected by smell.
 12. It shall be ensured that the Master valves shall be kept fully open before checking the Dip readings to ensure that the pipe lines are completely filled with oil as shown in Fig.17.
 13. Density test has to be conducted to confirm that the density of the HSD received through the Tanker is as per the density recorded in invoice.
 14. **Density test has to be conducted for all compartments. In each compartment samples shall be drawn separately from top and bottom of the compartment and tested for Density.**
 15. First the sample of HSD from the top of each compartment shall be collected in a 500 ml measuring jar for testing the density separately in each compartment.
 16. By using the Hydrometer and thermometer, the readings of density and temperature of the samples have to be recorded. It shall be ensured that while taking readings of density from Hydrometer, the thermometer is also kept inserted in the measuring jar and temperature reading is also recorded simultaneously.
- Note:**
- i. **Always use a Hydrometer with a long stem for easy handling and reading of density.**
 - ii. **Lead pellets are packed tightly at the bottom of the Hydrometer and sealed, to maintain it to float vertically. Hence before using the Hydrometer shake it and observe for the sound produced if any. If sound is heard it indicates that the lead pellets are loose and Hydrometer won't show correct reading. Discard the Hydrometer and use a new one.**
17. The readings so obtained shall be verified with the ASTM charts to calculate the corresponding density of HSD at 15 degrees Celsius and compare it with the density at 15 degree Celsius as furnished in Invoice.
 18. **Any variations in density beyond 3.0 when density is expressed in Kg/cubic meter and 0.003 when density is expressed in gm/cubic centimeter shall be rejected.**

19. Likewise, the density shall also be tested by collecting the sample of 10 to 20 liters from bottom of each compartment and pour it into the compartments of the Tanker through Fill pipe.
20. After satisfying with the product density, the Dip readings for each compartment shall be taken.
21. For taking the Dip readings of the compartment, the Dip rod shall be inserted slowly when the vehicle is at stationery position without any oscillations.
22. It shall be ensured that the Dip rod is properly inserted into the compartment and touches the bottom of the tank smoothly without sound.
23. The proof level of the Dip rod and the edge of Dip pipe of compartment must coincide properly after inserting the Dip rod into the compartment when touches the datum plate fitted at the bottom of the compartment underneath the Dip pipe.
24. For identification of HSD level on the Dip rod, only blue paste shall be applied on either sides of the mark on the Dip rod.

Precaution:

- i. **To ensure that no false tubing is done in the Dip tube of the compartment, the reading has to be taken when 20 liters of the product was drained from the bottom of the compartment. If there is no change in the Dip level even after draining the oil from the compartment then it can be suspected that false tubing is done in that particular compartment.**
- ii. **Re-circulate the drained product into the compartment of the Tanker through fill pipe and also Dip pipe. If there is a rise in the Dip level beyond the level mentioned in invoice, when product is poured back into Dip pipe then it can be suspected that false tubing is done in that particular compartment.**
- iii. **Repeat the procedure at (i) and (ii) specified above for each compartment.**



Man Hole

Fig. 10

Seals

Fill Pipe

Dip Pipe



Fig. 11



Fig. 12



Fig. 13

Figures 10 to 13 shows the manhole arrangement, seals of Legal Metrology Department, Dip rod pipe, Fill pipe etc.

C. Procedure to be followed if the Shortage of product noticed in the Tanker compartments:

1. If the Dip level is found low in all the three compartments, then select any one of the compartments, say No.1; and draw the oil in the measuring cans from this compartment.
2. Top-up the remaining compartments to the Dip level specified in invoice with the HSD drawn from compartment No.1.
3. Now draw the oil from any one of the compartments other than No.1 duly measuring the quantity physically with measuring can and fill the compartment No.1 to the Dip level specified in invoice to assess the total shortage received through tanker.
4. **Then endorse the total shortage received on the front side of the page of all copies of the Invoice and obtain the Tanker driver signature.**
5. A letter shall also be sent to the oil supplying Company indicating the shortage of HSD received from the Tanker.

D. Procedure for decanting HSD from the Tanker:

1. Check the Dip reading of the UGT before decanting.
2. Connect braided hose from Tanker manifold valve to UGT decanting pipe.
3. Ensure earthing of tanker decanting hose so as to prevent any untoward incident caused due to "static electricity".
4. Ensure that Dip pipe of UGT is kept closed after taking initial Dip reading.
5. Ensure proper connection between the hose and pipe joints and allow the Tanker crew to decant the product completely into the UGT.
6. Ensure that the driver always stays near the hose during the decanting operations (to immediately take corrective measures in case of any leaks or emergencies).
7. Check the Tanker for leftover product if any before disconnecting the pipes by visual inspection and by checking the compartments of the Tanker with Dip rod after decanting the oil completely.
8. Ensure that master valves are completely open during the process of decanting.
9. During the process of decanting the Tanker, the dispensing pump shall not be operated.
10. The DC/ADC (oils) shall take the Dip readings of the UGT, after decanting the HSD from Tanker, in the presence of Mechanical In-charge & Security Incharge and record the same in the manuscript register.
11. If any unusual shortage is observed in the UGT after decanting the HSD, then report the matter to the Depot Manager and the Concerned Officials of the Oil supplying company and detain the Tanker for detailed investigation.

12. At the same time, to verify the tank behavior, check the back history from tanker decanting register and verify excess/short quantity resulted when HSD of the same quantity was decanted in earlier occasions at this stock level in this UGT.
13. If the shortage verified from tanker decanting register is nearer or same as the present excess/short noticed after decanting, such shortage may be attributed to UGT behavior.
14. If the present shortage is more than the earlier one then also we can detain the Tanker and report the matter to the concerned Oil supply company officials to carryout detailed investigation.
15. After completion of decanting of HSD into UGTs, take the Tanker for 2 to 3 rounds in the Garage and also shunt the Tanker 'to and fro' for 2 times and then drain and collect the residual HSD, if any, from the compartments of the Tanker and pour into UG tank.
16. Finally after ensuring that all the HSD is drained out, obtain Dip readings from all the compartments to check if any quantity of HSD is left in the compartments.
17. Before releasing the Tanker after decanting the product, ensure tightening of Faucets(Caps) of the discharge pipes and rotary valves and also ensure closing and locking of the Discharge box.
18. The Tanker shall be locked by using EM Locks / manual locks. Ensure that Tanker is kept in the Geo-fencing area in case of EM locks, otherwise it will not be locked. (Fig: 14 to 18)

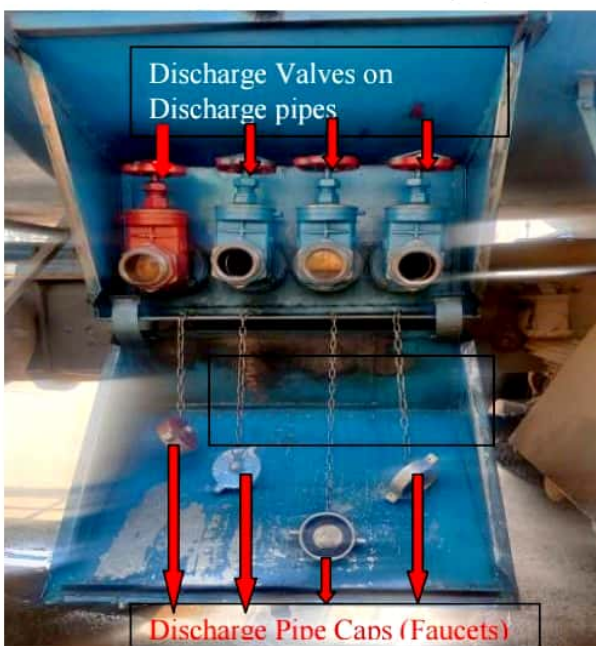


Fig: 14

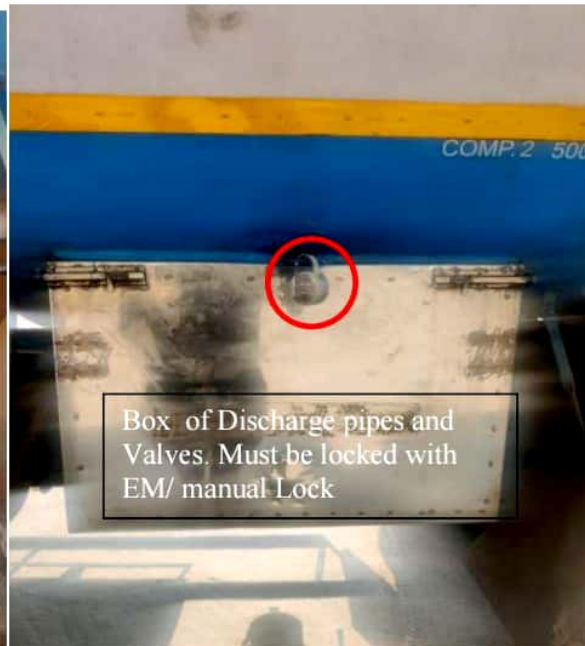


Fig: 15



Fig: 16



Fig: 17

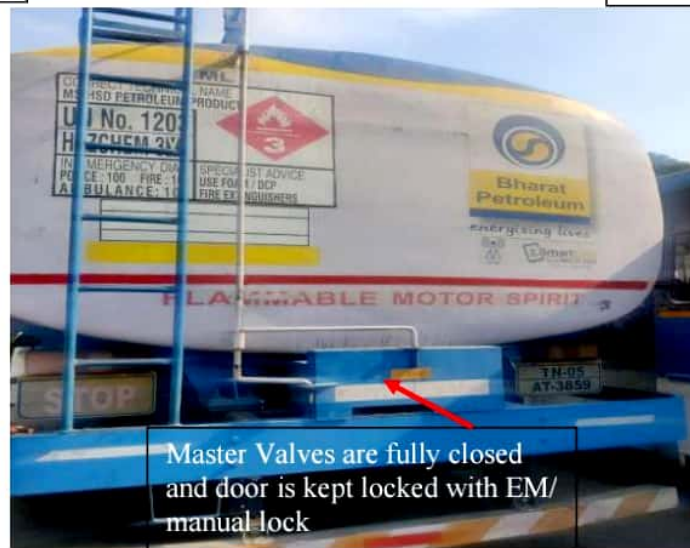


Fig: 18

E. Issue & Accountal system of HSD oil

1. The DC(Oils) is the custodian of HSD, has to take daily Dip readings and cross check with the book balances to arrive at the excess/shortage.
2. The DC (Oils) shall verify the stocks with the previous day issues. Any discrepancy noticed shall be brought to the notice of the Maintenance In-charge.
3. The daily stock, receipts and issues of HSD have to be entered into the concerned stock register and arrive at the short/excess for that particular day. **Separate folios have to be maintained for each ground tank on monthly basis.**
4. HSD dispensing pumps calibration shall be done every year with the help of Oil Companies and Legal Metrology department. 5 Litre can shall also be calibrated at every 2 Years by Legal Metrology department & it should not have any dents / damages.
5. Check for meter jump in dispensing pump during speed delivery i.e., dispense 50 to 100 litres of HSD with full speed into a Half cut Barrel and measure the delivered product with a 5 liter can. If variation is found compared to meter reading, then there is a meter reading jump during speed delivery. Inform to the Oil Company/ Legal metrology department immediately and get it corrected.

6. The Maintenance In-charge shall take the physical Dip of HSD once in a week, cross check with the Dip register and reconcile the stock.
7. The Depot Manager shall also witness the physical Dip readings once in a week and record the discrepancy if any in the register and initiate corrective action.
8. The invoice shall be signed by the Maintenance In-charge certifying that oil is received as per the invoice duly making the endorsements of shortages etc if any on **the front page** of all invoice copies.
9. The DC(oils) immediately after certification, shall take the quantity received into the books of MTD-29R along with invoice number and date.
10. Out of 5 copies of invoices, 2 shall be sent to Oil Company, 2 copies shall be sent to Accounts Department and 1 copy shall be retained by DC(Oils) for record.
11. In each shift, the opening and closing readings of the meter shall be noted and the quantity issued shall be recorded by ADC in the manuscript register and quantity shall be recorded in vehicle log sheets.
12. Issues to Out-Depot vehicles shall be made by issuing MTS-2 and endorsing the same in the vehicle log sheet.
13. The oil issued for cleaning purpose in Sch 3/4 (not exceeding 2 ltrs per vehicle) and generator shall be recorded and MTS-2s shall be issued immediately.
14. The DC(Oils) shall ensure that total issues of the day are tallied with the summary of log sheet challan and certify every day.
15. Every day before commencement of issues, the DC(Oils) shall note the Dip reading of UGT and dispensing pump readings and record the same in the manuscript register.
16. The DC(Oils) shall reconcile the physical stocks of HSD with the book balance to arrive at day wise excess/short.
17. The discrepancies if any, shall be brought to the notice of the Maintenance Incharge and the Depot Manager immediately.
18. The Manuscript register shall be safely preserved and produce the same to the Audit Inspectors/inspecting authorities during their inspection.
19. Dip rods issued by the Oil Companies for measuring the HSD levels of the UGTs shall be stored safely and maintained carefully.
20. The daily receipts and issues shall be posted in the MTD-29R returns.
21. The MTD-29R returns shall be prepared in triplicate duly obtaining the signatures of the Maintenance in-charge and the Depot Manager.
22. Every fortnight, the MTD-29R returns shall be submitted to Regional MIS and Accounts Office for compilation and audit.
23. The Office copies of the MTD-29R returns shall be preserved carefully by the DC(Oils).

F. MONITORING:

1. Depot Manager & Maintenance In-charge shall monitor excess/shortages daily as the % of Excess/Shortages is also printed in the MTD151 copy.
2. Trend register shall be maintained to record monthly Excess/Shortages resulted in HSD stock to ensure prompt corrective action by Depot Manager if abnormal variation is observed, duly involving the representatives of Oil supply companies and Legal Metrology department with an intimation to Head office and Regional office.
3. The Dy.CME/DVMs shall investigate immediately and take necessary remedial measures whenever the stock variation exceeds 0.15% over the issues in two consecutive months.

G. ADJUSTMENT OF EXCESS/SHORTAGE OF HSD:

1. Excess/Shortages of HSD stock must be adjusted on 31st March of every financial year and the variation in stock shall be made "ZERO" as on 1st of April.
2. Stock Adjustments shall be made to the extent of excess/shortage (irrespective of whether the excess /shortage is less or more than 0.20% on issues since last audit) arrived after thorough verification by the Depot Maintenance In-charge and Accountant with the approval of Depot Manager, without waiting for the Regional audit teams.
3. When the adjusted shortage is less than 0.20% over the issues since last audit, Regional audit staff during post audit shall verify the records from the last audit date for correctness. If any discrepancies are noticed in the records, they shall bring it to the notice of the Depot Manager under intimation to the Regional Authorities.
4. If the stock variance is above 0.20% of the issues over the entire year, investigation committee consisting of DY.CME/DVM & Dy.CAO/AO of the Region shall investigate the reasons and give factual report within a week.
5. After examining factual report, the Regional Manager shall fix up the responsibility depending up on the merits of the case.
6. The Depot Manager shall take necessary action based on the direction of Regional Manager to fix the responsibility to initiate appropriate action based on merits of case and process for write off sanction within 15 days.

H. Precautions to be taken for prevention of HSD Shortage

1. The invoice details viz., Tanker number, consignee, product quality and quantity etc., shall be properly scrutinized while receiving the product
2. Dip rod calibration details available with Tanker shall be verified and crosschecked with the invoice details. The Dip rod shall be measured for correct length. The tip of the rod shall be checked for excess wear.
3. The security personnel, Garage Incharge and custodian i.e, DC(Oils)/ADC(Oils) shall witness the decanting activity.

4. The seals/locks provided to the Tanker valves shall be intact to avoid pilferage.
5. All the Tanker compartments shall be checked for false tubing/ dubious internal tanks.
6. **The fuel level in HSD tank of the Tanker shall be checked before & after decanting the product in order to confirm that no inter-connection is made between the tanker compartments and its HSD tank.**
7. The actual Dip readings of the Ground tank shall be taken before & after decanting duly recording the same in the register.
8. The Depot Manager & maintenance In-charge shall monitor the Dip readings of the UGT once in a week and record observations in the Dip register.
9. The Tankers shall be thoroughly checked after decanting and before leaving the Depot.
10. The short receipt of HSD, however small it may be, shall be recorded on the invoice and reported to the oil company immediately.
11. Excess or Short delivery of HSD from dispensing pumps can be identified by conducting delivery test with 5 litre Can.
12. The variations noticed in delivery, if any, have to be rectified with the help of Oil Company and stamping to be done by Legal Metrology Department to avoid tampering. Efforts must be made to set the delivery with variation "as close to zero" as possible.
13. Leakage of product from the pipelines connected between Ground tank and dispensing pump can be identified by wetting of the sand over the ground tank and in the channel housing the suction pipe from ground tank to dispensing pump. This has to be brought to the notice of the Oil Company and get it rectified immediately.
14. Leakage of product from the UGT can be identified by conducting Dormant test. The UGT shall be filled to its full capacity and keep the bunk un-operated for a period of 24 hours and record the Dip readings on hourly basis. If there is no variation in the Dip readings, it confirms that there is no leakage from the tank. If there is variation in Dip reading, it confirms the leakage. DM shall alert the Oil Company duly informing to the Dy.CME/RM and take immediate action to correct the leakage at the earliest.
15. Bend in Dip rods will also result in stock variations. Hence Dip rods, when not used, must be placed in horizontal position with proper supports along the length (preferably in a pipe) to avoid bend/sagging.
16. Decanting procedures have to be followed meticulously while receiving and decanting the oil from the Tanker. If any shortages are found, the same may be endorsed on the front side of all invoice copies duly taking the signatures of the Tanker driver and ensure payment is not made to that extent of quantity found short.
17. Further, verify the HSD Tanker decanting register for the supplies received, if any, with this Tanker during the previous months. If the same Tanker repeatedly noticed with short supplies, it should be brought to the notice of the Oil supplying company to take action on the Tanker to avoid further loss to the corporation.

18. All the Tankers, supplying HSD to the Depot must be thoroughly checked by opening the manholes once in 6 months to ensure that there are no false Dip pipes, Baby tanks etc., fitted to steal the product apart from checking the condition of the levers and ropes connected to the Master Valves for opening and closing.

DMs are advised to ensure that the stipulated procedures are strictly followed in HSD receipt, accountal and issues. The DMs shall personally witness the decanting activity at least twice in a month besides scrutiny of Oil Tanker Register at regular intervals.

The Dy.CMEs/DVMs are advised to cross check the implementation of the instructions given above while decanting HSD at the Depots. Periodical trainings shall also be conducted on receiving and handling of the product with the help of Oil Companies.

The Regional Managers are advised to ensure implementation of above instructions and review the subject during the periodical meetings with DMs/Maintenance In-charges for effective implementation and ensure that the Excess/Shortages in HSD stocks in UGTs is targeted to "ZERO" here after.

Please acknowledge the receipt.


Managing Director

To

All Depot Managers.

Copy to: ED (E), ED (O), ED (A) & FA& CAO for infn.

Copy to: All EDs(Zone) & RMs for infn and necessary action.

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

Copy to: All Principals of ZSTCs for information and necessary action.

Copy to: All Maintenance In-charges of Depots for necessary action.