

Andhra Pradesh State Road Transport Corporation
(Operations (CMIS) Department, RTC House- Vijayawada.)



No.ATM/843(1)/2024-OPD(CMIS).

Circular No-04/2024-OPD(CMIS), Dated : 19.03.2024

Sub:- VEHICLES – Inventory of Vehicles and seats as on mid-night of 31st March-2024 - Particulars called for – Reg.

The census of vehicles and seats as on mid-night of last day of the financial year is one of the important task to be compiled by the Depot-Manager, Works Manager, Dy.Chief Mechanical Engineer and Controller of Stores. Census data is used for assessing the profile of vehicles at respective units.

For the year 2024-25, the Depot Manager, Controller of Stores, Works Manager shall conduct a census of vehicles and seats as on mid-night of 31st March-2024 on the lines given hereunder.

In the past experience, it is noticed that there are variances in the information like seating capacity, date of commissioning, when compared to the previous year's inventory statement.

Attention shall be paid on compilation of inventory census to avoid any mistakes while compiling the statement. To have uniform information, the Seating Capacity as recorded in RC Books should be invariably adopted.

For the guidance of the Depot-Managers, Works Managers, Dy. Chief Mech. Engineers and Controller of Stores the explanatory note and the proforma are appended here-under (copies enclosed).

- 1. Format – "A"** : relates to vehicles held at Depot. This is to be prepared and submitted by the Depot along with Make and types of the Vehicle, Vehicle No and its Seating Capacity (Excluding Drivers & Conductors) both **for RTC and Hire Vehicles**, duly certified by Depot Manager. Changes made in seating capacity on conversion if any, may also be certified by RTA in the R.C Books and same Seating Capacity to be shown in Format– "A" by the Depot Manager.
- 2. Format– "B"** : relates to the vehicles received and transferred during the year 2023-24. This shall be prepared and certified by the Depot Manager.

Contd..2

3. **Format – "C"** : relates to vehicles kept at Work Shops. This shall be certified by Works Manager.
4. **Format – "D"** : relates to the vehicles kept in the **Park-yard**. This shall be certified by Dy. Chief Mechanical Engineer(Scrap yard I/c) of the Zone concerned.
5. **Format – "E"** : relates to the vehicles disposed off by Stores during the year 2023-24. This shall be certified by the Controller of Stores of the Zone.
6. **Format – "F"** : This shall be prepared by MIS wing of the district for all Depots basing on the Inventory of vehicles received from the Depots and other units after cross checking with their monthly records. The certified copies of Format–F (of all Depots of the district) to be submitted i.e., **for RTC buses, Hire Buses and Total buses** to ATM(MIS)/RTC House, one copy to Zonal office and another copy to Dy. Chief Accounts Officer of the Zone by 15th of April, 2024.
7. **Format – "G"** : relates to Type-wise buses i.e., (1)Green Saptagiri (2)Green Intercity (3)Vennela-24 (4)Vennela-30 (5)Dolphin Cruise (6)Amaravati (7)Night Rider-48 (8)Night Rider-42 (09)Metro Luxury (10)Indra (11)Star Liner (12)Super Luxury-40 (13)Super Luxury (14)Ultra Deluxe (15)Saptagiri Express (16)Express (17)Ultra Pallevelugu (18)Pallevelugu (19)Metro Express (20)City Ordinary etc., Total buses, Total seats, Total standees, Grand total and average carrying capacity of each type and unit total.
This shall be prepared by MIS wing of the district for all Depots. The certified copies of **Format–G** (of all Depots of the district) for **RTC buses, Hire Buses and Total Buses** to be submitted to ATM(MIS)/RTC House, one copy to Zonal office and another copy to Dy. Chief Accounts Officer of the Zone by 15th of April, 2024.
8. The Registration No. prefixed by AP01Z/AP02Z/AP03Z/AP28Z/AP29Z/AP39Z /AP16TH etc., shall be clearly indicated.
9. The type of vehicles viz (1)Green Saptagiri (2)Green Intercity (3)Vennela-24 (4)Vennela-30 (5)Dolphin Cruise (6)Amaravati (7)Night Rider-48 (8)Night Rider-42 (09)Metro Luxury (10)Indra (11)Star Liner (12)Super Luxury-40 (13)Super Luxury (14)Ultra Deluxe (15)Saptagiri Express (16)Express (17)Ultra Pallevelugu (18)Pallevelugu (19)Metro Express (20)City Ordinary etc., /DGT/Water Tanker /Oil Tanker / Jeep (Diesel / Petrol) / Cars (Diesel / Petrol) etc. has to be furnished clearly.
10. Make of vehicles viz., Tata /Leyland /Volvo /Scania /Eicher /Isuzu /Benz etc., has to be clearly specified.
11. The seating capacity of the Bus has to be given clearly showing **the number of seats excluding that of Driver and Conductor** as per R.C. Book. Specify standees if any separately, in addition to the seating capacity for all City Buses.

:: 3 ::

12. Date of commission shall correspond to the one given in the log book.
13. KMs Operated by the vehicle since commission shall be identical with the figures given in the vehicle log book.
14. The number of complete overhauls as mentioned in the vehicle log book shall be furnished.
15. The location of the vehicles as on mid-night of 31-03-2024 has to be specified. For example whether the vehicle is at Depot/Night halt/Work shop/stabled/ in transit etc.

Note :

The Buses being stabled by 31-03-2024 on completion of 15 Yrs are not required as they will not be in operation from 01-04-2024.

Hence all DMs, WMs, Dy CME(I/c Scrap Yard), COS and DPTOs are requested to submit the above information as per given schedule.

S No	Format	To be Certified & Submitted by	Due Date by
1	A	Depot Managers	05.04.2024
2	B	Depot Managers	05.04.2024
3	C	Works Manager	05.04.2024
4	D	Dy. CME(I/c Scrap Yard)	05.04.2024
5	E	Controller of Stores	05.04.2024
6	F	DPTO	15.04.2024
7	G	DPTO	15.04.2024

All the DPTOs are instructed to send soft copies of the above information in the prescribed formats to CMIS/Head Office (**Mail ID: stoapsrtc@gmail.com**) as per above schedule.

Encl: Formats – A,B,C,D,E,F & G.


Executive Director(O)

To

- Copy to Executive Director(E) for information.
- Copy to All Executive Director(Zones) for information and n/a.
- Copy to All DPTOs for information and n/a.
- Copy to All Controllers of Stores, Works Managers for n/a.
- Copy to All DY CMEs(Scrap Yard I/c) for n/a.
- Copy to All the Depot Managers for n/a .
- Copy to All Supervisor In charge, District MIS for further action.

FORMAT - A

Inventory of Buses / Other Vehicles as at the Mid-Night of 31-3-2024

**Depot:
District**

Sl.No.	Registration No.	Vehicle No.	Make	TYPE	Wheel Base	Seating Capacity as per updated R.C. Book (Excluding Driver and Conductor)		Date of Commission	KMs. Operated Since Commission	No. of COs Done	KMs Operated during 2023-24	Position as on 31-03-2024 Depot/Night halt/Work Shop/Stabled Transit	Date on which Vehicle is Stabled	Remarks
						Seats	Standees							
				Mofussil Product:										
				A/C Product:										
1	AP 01Z/		Tata/	Green Saptagiri										
2	AP 02Z/		Leyland/	Green Intercity										
3	AP 03Z/		Volvo/	Vennela -24										
4	AP 28 Z		Scania	Vennela -30										
5	AP 29 Z		Eicher/	Dolphin Cruise										
6	AP 39Z		Isuzu/	Amaravati										
7	etc.,		Benz	Night Rider-42										
8			etc.,	Night Rider-48										
9				Indra etc..										
				Non A/C Product:										
10				Star Liner										
11				Super Luxury -40										
12				Super Luxury										
13				Ultra Deluxe										
14				Express										
15				Saptagiri Express										
16				Ultra Pallevelugu										
17				Pallevelugu etc..										
				CITY Product:										
18				Metro Luxury A/C										
19				Metro Express										
20				City Ordinary etc..										
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														

1 Certified that I have physically verified the position of the above vehicles and found the above Inventory as correct. Forwarded to ATM(MIS)/RTC House , VIJAYAWADA for further action.
 * In case of converted vehicles, as per physical verification may be invariably adopted.

**DEPOT MANAGER.
Office Seal/Stamp.**

FORMAT - B

No. of Vehicles received, transferred, scrapped during the year 2023-24

**Depot:
District:**

SL. No	Receipts			Remarks (68A No)	Transfer/Scrap			Remarks (68A No)
	Vehicle No	Date of Receipt	From where Received		Vehicle No	Date of Despatch	Name of Unit to which transferred	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

**DEPOT MANAGER
Office Seal/Stamp**

FORMAT - C

Inventory of Vehicles at Work Shop as on 31-3-2024

Sl.No.	Name of the Depot	Registration No.	Vehicle No.	Make	TYPE	Seating Capacity as per updated R.C. Book (Excluding Driver and Conductor)		Date of Commission	KMs. Operated Since Commission	No. of COs Done	KMs. since last CO	KMs Operated during 2023-24	Date on which Vehicle is Stabled
						Seats	Standees						
					Mofussil Product:								
					A/C Product:								
1		AP 01Z/		Tata/	Green Saptagiri								
2		AP 02Z/		Leyland/	Green Intercity								
3		AP 03Z/		Volvo/	Vennela -24								
4		AP 28 Z		Scania	Vennela -30								
5		AP 29 Z		Eicher/	Dolphin Cruise								
6		AP 39Z		Isuzu/	Amaravati								
7		etc.,		Benz	Night Rider-42								
8				etc.,	Night Rider-48								
9					Indra etc..								
					Non A/C Product:								
10					Star Liner								
11					Super Luxury -40								
12					Super Luxury								
13					Ultra Deluxe								
14					Express								
15					Saptagiri Express								
16					Ultra Pallevelugu								
17					Pallevelugu etc..								
					CITY Product:								
18					Metro Luxury A/C								
19					Metro Express								
20					City Ordinary etc..								
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

- A) Vehicles at Workshop as on Mid Night of 31-3-2024
 1
 2
 3
- B) List of Vehicles converted as DGT/CONTAINER During the year 2023-24
 1
 2
 3
- C) Vehicles under Transit.
 1
 2
 3

Certified that I have physically verified the position of the above vehicles and found the above Inventory as correct. Forwarded to ATM(MIS)/RTC House, Vijayawada, for further action.

WORKS MANAGER _____ ZONE.
Office Seal/Stamp.

FORMAT - D

Inventory of Vehicles at Park Yard as on 31-3-2024

SI No	Name of the Depot	Registration No.	Vehicle No.	Make	TYPE	Seating Capacity as per updated R.C.Book (Excluding Driver and Conductor)		Date of Commission	KMs. Operated Since Commission	No. of COs Done	KMs. since last CO	KMs Operated during 2023-24	Date on which Vehicle is Stabled	Remarks
						Seats	Standees							
					Mofussil Product:									
					A/C Product:									
1		AP 01Z/		Tata/	Green Saptagiri									
2		AP 02Z/		Leyland/	Green Intercity									
3		AP 03Z/		Volvo/	Vennela -24									
4		AP 28 Z		Scania	Vennela -30									
5		AP 29 Z		Eicher/	Dolphin Cruise									
6		AP 39Z		Isuzu/	Amaravati									
7		etc.,		Benz	Night Rider-42									
8				etc.,	Night Rider-48									
9					Garuda									
10					Indra etc..									
					Non A/C Product:									
11					Star Liner									
12					Super Luxury -40									
13					Super Luxury									
14					Ultra Deluxe									
15					Express									
16					Saptagiri Express									
17					Ultra Pallevelugu									
18					Pallevelugu etc..									
					CITY Product:									
19					Metro Luxury A/C									
20					Metro Express									
21					City Ordinary etc..									
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)

A) Vehicles Stabled (As on 31-3-2024)

- 1
- 2
- 3
- 4
- 5
- 6

Certified that I have physically verified the position of the above vehicles and found the above Inventory as correct. Forwarded to ATM(MIS)/RTC House, VIJAYAWADA

Dy. Chief Mech. Engineer _____ Reg
(Incharge Zonal Park Yard)
Office Seal/Stamp.

FORMAT - E

Inventory of vehicles Disposed During 2023-24

Sl No	Name of the Depot	Registrati on No.	Vehicle No.	Make	TYPE	Seating Capacity as per updated R.C.Book (Excluding Driver and Conductor)		Date of Commission	KMs. Since Commis sion	No. of COs Done	KMs. since last CO	KMs Operated during 2023-24	Date on which Vehicle is disposed	Remarks
						Seats	Standees							
					Mofussil Product:									
					A/C Product:									
1		AP 01Z/		Tata/	Green Saptagiri									
2		AP 02Z/		Leyland/	Green Intercity									
3		AP 03Z/		Volvo/	Vennela -24									
4		AP 28 Z		Scania	Vennela -30									
5		AP 29 Z		Eicher/	Dolphin Cruise									
6		AP 39Z		Isuzu/	Amaravati									
7		etc.,		Benz	Night Rider-42									
8				etc.,	Night Rider-48									
9					Garuda									
10					Indra etc..									
					Non A/C Product:									
11					Star Liner									
12					Super Luxury -40									
13					Super Luxury									
14					Ultra Deluxe									
15					Express									
16					Saptagiri Express									
17					Ultra Pallevelugu									
18					Pallevelugu etc..									
					CITY Product:									
19					Metro Luxury A/C									
20					Metro Express									
21					City Ordinary etc..									
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
A)	Disposed Vehicles (From 1-4-2022 to 31-3-24).													
	1													
	2													
	3													
B)	Vehicles Under Transit:													
	1													
	2													
	3													
C)	Vehicles in Scrap Yard:													
	1													
	2													
	3													

Certified that I have physically verified the position of above vehicles and found the above Inventory as Correct.
Forwarded to ATM (MIS)/RTC House, Vijayawada.

CONTROLLER OF STORES _____ ZONE.

FORMAT - (F)

**Inventory of Vehicles of _____ Depot of _____ District
as on 31-3-2024**

SL No.	Vehicle No.	Make	Type of Vehicle	RTC/ HIRE	Wheel Base	Seating Capacity as per updated R.C.Book (Excluding Driver and Conductor)		KMs since Commission
						Seats	Standeers	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

DPTO

_____ District.

FORMAT - (G)

SUMMARY AS ON 31-03-2024

TYPE-WISE STATEMENT OF BUSES WITH CARRYING CAPACITY

District :

Sl. No.	Depot/ District	Type of Vehicle	RTC/ HIRE	Total Buses	Seating Capacity as per updated R.C.Book (Excluding Driver and Conductor)		Grand Total Seating Capacity	Average Seating Capacity
					Seats	Standees		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)=(6+7)	(9)=(8/5)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
District								

DPTO

_____ District.