

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION



O/o the Managing Director,
CMIS, RTC HOUSE, VJA.

Dated : 16-03-2022.

No.SA/843(1)/2022-CMIS.

C I R C U L A R

Sub:- VEHICLES – Inventory of Vehicles and seats as at the mid-night of 31st March,2022 - Particulars called for – Reg.

The census of vehicles and seats as at the 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 and to submit first copy to Statistical Officer, second copy to Regional Manager's Office concerned (MIS wing) for assessing the profile of vehicles at respective units and onward transmission to the higher management needs and third copy to Accounts Officer of the Region for audit purpose.

For the year 2022-23, the Depot Manager, Controller of Stores/Works Manager have to conduct a census of vehicles and seats as at the mid-night of 31st March, 2022 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.

Hence attention may be paid to avoid such sort of mistakes again while compiling the statement. To have uniform information, the Seating-Capacity as recorded in RC Books may 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 type 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 Form – "A" by the Depot Manager.

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2. **Format- "B"** – relates to the vehicles received and transferred during the year 2021-22. This is to be prepared and submitted by the Depot duly certified by the Depot Manager.
3. **Format – "C"** – relates to vehicles kept at Work Shops. This is to be certified and submitted by Works Manager.
4. **Format – "D"** – relates to the vehicles kept in the **Park-yard**. This is to be certified and submitted by Dy. Chief Mechanical Engineer of the Zone concerned.
5. **Format –"E"** – relates to the vehicles disposed off by Stores during the year 2021-22. This is to be certified and submitted by the Controller of Stores of the Zone.
6. **Format – "F"** – This is **to be prepared** for all Depots of the Region **by the MIS Wing of the Region** 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 Region) to be submitted ie., **for RTC buses, Hire Buses and Total buses** to Statistical Officer, Vijayawada, one copy to Zonal office and another copy to Dy. Chief Accounts Officer of the Zone by 15th of April, 2022.
7. **Format – "G"** – relates to Type-wise buses ie., (1) Vennela (a/c sleeper) 24 & 30 (2) Night Rider-48 & 42 (3) Amaravati (4). Dolphin cruise (5) Garuda Plus A/c (6) Garuda A/c (7) Indra A/c (8) Super Luxury A/C (9) Super Luxury (10) UltraDeluxe (11) Express (12) Pallevelugu (13) Ultra Pallevelugu (14) Saptagiri Express (15) Metro Luxury A/c (16) Metro Deluxe (17) Metro Express (18) City Ordinary etc., Total buses, Total seats, Total standees, Grand total and average carrying capacity of each type and unit total.

This is to be prepared for all Depots of the Region **by the MIS Wing of the Region**. The certified copies of Format – G (of all Depots of the Region) for RTC buses, Hire Buses and Total Buses to be submitted to Statistical Officer, Vijayawada, one copy to Zonal office and another copy to Dy. Chief Accounts Officer of the Zone by 15th of April, 2022.
8. The Registration No. prefixed by /AP9 Z/AP10 Z/AP11 Z/AP28 Z/AP29 Z/AP39 Z etc., shall be clearly indicated.
9. The type of vehicle viz., (1) Vennela (a/c sleeper) 24 & 30 (2) Night Rider-48 & 42 (3) Amaravati (4). Dolphin cruise (5) Garuda Plus A/c (6) Garuda A/c (7) Indra A/c (8) Super Luxury A/C (9) Super Luxury (10) UltraDeluxe (11) Express (12) Pallevelugu (13) Ultra Pallevelugu (14) Saptagiri Express (15) Metro Luxury A/c (16) Metro Deluxe (17) Metro Express (18) City Ordinary etc., / DGT/Water Tanker /Oil Tanker / Jeep (Diesel / Petrol) / Cars (Diesel / Petrol) etc. has to be furnished clearly.

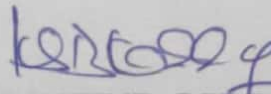
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10. Separate return may be prepared in case of City type of vehicles like Metro Luxury Ac/ Semi Low floor Ac / Metro Deluxe / Metro Express / City Ordinary / Suburban / Mini and any other type of vehicles available. The particulars of the wheel base also to be mentioned.
11. Make of vehicles viz., Tata / Leyland / Volvo / Scania / Eicher/ Isuzu/ Luxura/ Benz etc., has to be clearly specified.
12. 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/Town Buses.
13. Date of commission shall correspond to the one given in the log book.
14. KMs Operated by the vehicle since commission shall be identical with the figures given in the vehicle log book.
15. The number of complete overhauls as mentioned in the vehicle log book shall be furnished.
16. The location of the vehicles as at the mid-night of 31-3-2022 has to be specified. For example whether the vehicle is at Depot / Night halt / Work shop / stabled / in transit etc.

All the Depot Managers shall ensure to enclose a copy of **MTD-151A of 31-3-2022** along with Format-A& Format-B and send it to the Statistical Incharge of Regional Manager's office concerned by 5th April 2022 certainly. The **Formats-C, D, E** shall be certified and submitted by **WMs, Dy. CMEs & COSs by 5th April 2022**. The **Formats-F & G** shall be submitted by Incharge **RMIS on or before 15th April 2022** to all concerned as stated at para -1.

All the Regional Managers are requested to send soft copies of the above information in the prescribed formats to CMIS/Head Office.

Encl: Formats – A,B,C,D,E,F & G.


EXECUTIVE DIRECTOR.(O)

To

Copy to All Executive Director(Zones) for information and n/a.

Copy to All Regional Managers/DYCMES/DVMs of Regions for information and n/a.

Copy to all Controllers of Stores, Works Managers for n/a.

Copy to all the Depot Managers for information and follow-up action.

Copy to all Supervisor In charge, Regional MIS for further action.

FORMAT - A

Inventory of Buses / Other Vehicles as at the Mid-Night of 31-3-2022

Depot:
Region:

Sl.No.	Registration No.	Vehicle No.	Make	TYPE	Wheel Base	Seating Capacity as per R.C.Book (Excluding Driver and Conductor)		Date of Commission	KMs. Operated Since Commission	No. of COs Done	KMs Operated during 2021-22	Date on which Vehicle is Stabled	Position as on 31-03-2022 Depot/Night halt/Work Shop/Stabled Transit	Remarks
						Seats	Standeers							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
1	AP 21		Tata/	Mofussil Product:										
2	AAZ		Volvo/	A/C Product:										
3	AEZ		Scanla	Vennela (a/c Sleeper)-30										
4	AP 9Z		Elcher/	Vennela (a/c Sleeper)-24										
5	AP 10Z		Isuzu/	Night Rider-48										
6	AP 11Z		Luxural/	Night Rider-42										
7	AP 28 Z		Benz	Amaravati A/C										
8	AP 29 Z		Carona	Dolphin Cruise										
9	AP 39Z		etc.,	Garuda plus										
10				Indra										
				Super Luxury A/C etc..										
				Non A/C Product:										
				Super Luxury										
				Ultra Deluxe										
				Express										
				Saptagiri Express										
				Pallevelugu										
				Ultra pallevelugu etc..										
				CITY Product:										
				Metro Luxury A/C										
				Metro Deluxe										
				Metro Express										
				City Ordinary etc..										

* Certified that I have physically verified the position of the above vehicles and found the above Inventory as correct. Forwarded to Statistical Officer, RTCHOUSE, 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 2021-22

**Depot:
Region:**

Sl.No.	Receipts			Remarks	Transfer/Scrap		Name of Unit to which transferred	Remarks
	Vehicle No	Date of Receipt	From where Received		Vehicle No	Date of Despatch		
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 31-3-2022

Sl. No.	Registration No.	Vehicle No.	Make	TYPE	Seating Capacity as per 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 2021-22	Date on which Vehicle is Stabled	Name of the Depot	
					Seats	Standees								
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	
A) Vehicles at Workshop as on Mid Night of 31-3-2022 1 2 3														
B) List of Vehicles converted as DGT/CONTAINER During the year 2021-22 1 2 3														
C) Vehicles under Transit 1 2 3														
Motussil Product: A/C Product: Tata/ Leyland/ Volvo/ Scania Eicher/ Isuzu/ Luxura/ Benz Carona etc., Vennela (a/c Sleeper)-30 Vennela (a/c Sleeper)-24 Night Rider-48 Night Rider-42 Amaravati A/C Dolphin Cruise Garuda plus Garuda Indra Super Luxury A/C etc.. Non A/C Product: Super Luxury Ultra Deluxe Express Saptagiri Express Pallevelugu Ultra pallevelugu etc.. CITY Product: Metro Luxury A/C Metro Deluxe Metro Express City Ordinary etc..														

Certified that I have physically verified the position of the above vehicles and found the above Inventory as correct. Forwarded to abn (mis), Vijayawada, for further action.

WORKS MANAGER _____ ZONE.
Office Seal/Stamp.

FORMAT - D

Inventory of Vehicles at Park Yard as on 31-3-2021

Sl. No.	Registration No.	Vehicle No.	Make	TYPE	Seating Capacity as per 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 2021-22	Date on which Vehicle is Stabled	Name of the Depot	Remarks
					Seats	Standees								
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
<p>A) - Vehicles Stabled (As on 31-3-2021)</p> <p>1 2 3 4 5 6</p>														

Certified that I have physically verified the position of the above vehicles and found the above Inventory as correct. Forwarded to Statistical Officer, RTCHOUSE, VIJAYAWADA

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

FORMAT - E

Inventory of vehicles Disposed During 2020-21

SL.N o.	Registration No.	Vehicle No.	Make	TYPE	Seating Capacity as per R.C.Book (Excluding Driver and Conductor)		Date of Commission	KMs. Since Commission	No. of COs Done	KMs. since last CO	KMs Operated during 2021- 22	Date on which Vehicle is disposed	Name of the Depot	Remarks
					Seats	Standeeds								
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)
A)	Disposed Vehicles (From 1-4-2020 to 31-3-21).													
1			Tata/ Leyland/ Volvo/ Scania	Mofussil Product: Vennela (a/c Sleeper)-30 Vennela (a/c Sleeper)-24 Night Rider-48 Night Rider-42 Amaravati A/C Dolphin Cruise Garuda plus Garuda Indra										
2			Eicher/ Isuzu/ Luxura/ Benz Carona etc.,	Super Luxury A/C etc.. Super Luxury Ultra Deluxe Express Saptagiri Express Pallevelugu Ultra pallevelugu etc..										
3				CITY Product: Metro Luxury A/C Metro Deluxe Metro Express City Ordinary etc..										
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), Vijayawada.

CONTROLLER OF STORES _____ ZONE.

FORMAT - (F)

Inventory of Vehicles of _____ Depot of _____ Region
As on 31-3-2021

Sl.No. (1)	Vehicle No. (2)	Make (3)	Type of Vehicle (4)	Wheel Base (5)	Seating Capacity (Excluding Driver & Seats		KMs since Commission (8)
					(6)	Standees (7)	

REGIONAL MANAGER
_____ Region.

FORMAT - (G)

SUMMARY AS ON 31-03-2022

TYPE-WISE STATEMENT OF BUSES WITH CARRYING CAPACITY

Region:

Sl. No.	Depot/ Divison/ Region	T Y P e	Total Buses	Total Seats	Total Standees	Grand Total	Average Seating Capacity
(1)	(2)	(3)	(4)	(5)	(6)	(7)=(5+6)	(8)=(7/4)
1							
2							
3							
4							
Divn							
1							
2							
3							
4							
Divn							
Region							

Regional Manager
_____ Region.