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**ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**

OFFICE OF THE  
VICE-CHAIRMAN & MANAGING DIRECTOR  
MUSHIRABAD:HYDERABAD

NO:POCI/DIS/2/GUIDELINES/  
2002-03/SPD

DT:28.2.2003.

**CIRCULAR NO: 7 /SPD/2002-03 Dt.28.2.2003**

Sub: Disposal of Unserviceable Material - Toning up the functioning of  
Scrap Yards - Instructions - Reg.

Ref: 1. SPD Manual 1999  
2. Circular No: COS(CON)I/Misc/98-SPD dt.8.7.1998.

Corporation realizes revenue to the tune of about Rs.30 crores every year on disposal of Unserviceable Vehicles, Unserviceable Materials, Unserviceable Tyres, Excess and Obsolete materials at various Zonal Stores (HYD, VJA, VZM, CDP, KR, NLR) which are attached with Scrap Yards.

The disposal revenue is realized by way of conducting Tender-cum-Auctions once in a quarter in each of the Zonal Stores. However, emergency Auction-cum-Tenders are organized in addition to the quarterly Auction cum Tenders based on the need. A Tender Notification is released in the local newspapers and the national newspapers indicating the dates, places where Tender-cum-Auction is conducted. Zonal COS organizes various activities involved like Lot formation, Lot Classification, Survey, Random Survey, preparation of tender forms, sale of tender forms, conducting Tender-cum-Auction and releasing the material to the successful bidders as per the approvals based on Delegation of Powers. Considering the need to improve

the revenue being realized by way of disposal of scrap material by Zonal Stores, a detailed study was conducted on the functioning of the Scrap Yards. In order to tune up the functioning of the Scrap Yards and to prevent any loss of potential revenue, unfair practices during the entire disposal process and to encourage the participation of more no. of bidders, the following guidelines are issued.

1. The entire proceedings i.e. from the commencement of the bidding, opening of the tender box etc. till the closure of Tender-cum-Auction shall be videographed and a record shall be kept in a compact disc and videograph cassette for reference.
2. a) The Officers and Supervisors associated with various Committees viz. Classification Committee, Lot Formation Committee, Survey Committee, Auction Committee and Release Committee shall involve themselves in specified stages of the activity and ensure participation of their concerned subordinates physically as per the designation in the respective Committees. The COS/SO(D&T) shall actively involve themselves in specified stages right from the receipt of material till the release of the material with a selective approach to avoid complications arising at a later stage. Similarly, Works Manager, Dy Chief Accounts Officer and Dy Chief Mech Engineer shall address themselves in the Survey, Upset Value and Auction Committees with a positive approach and anticipate any complications that may arise in future and act accordingly.
3. a) Random checks particularly on release of 'A' Class Unserviceable items like Spring Blades, Aluminium, Bearings etc. shall be conducted by SO(D&T) on a weekly basis. Similarly, surprise checks shall also

be conducted by COS & V&SO of the Zone once in a fortnight. The above officers shall submit their reports to the Executive Director of the Zone.

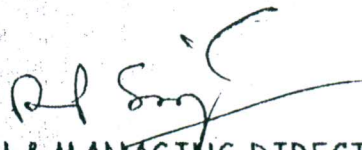
4. a) All Weighing Machines available in the Disposal Yards shall be put in working order and get calibrated by the Weights & Measures Department periodically. In case they are found to be beyond economic repairs, immediate action shall be taken for arranging replacement. Inhouse Weigh Bridges provided shall be put into working order immediately. In case Weighments are being obtained from the outside Electronic Weigh Bridge due to non-availability of inhouse weigh bridge, Computer weighment slips are only to be obtained. Under no circumstances, manual weighment slips shall be accepted. The Executive Director of the Zone is advised to review the status of the weighing machines on a monthly basis.
5. The personnel involved in the disposal shall be transferred on completion of 3 years and under no circumstances any personnel shall be retained for more than the specified period. The COS and SO(D&T) shall prepare a list of the personnel working in the Scrap Yard with the date of joining and ensure the above. It should be ensured that no employee is transferred back to the section within three years who have been sent to other sections after completion of stipulated period. Similarly the Dy CAO shall ensure rotation of Superintendent (Audit) and any other staff allotted for the disposal activity in Zonal Stores to the extent possible.

6. In case of Unserviceable Vehicles sold, the RC books shall not be handed over to successful bidders. But in case of power vehicles, the RC books can be given to the successful bidders.
7. The COSs are advised to ensure sufficient illumination in the Scrap Yard.
8. The Committee witnessing tare-weight shall ensure by physical check, that no extraneous articles affecting the tare-weight is hidden in any obscure places of the empty lorry. The Committee shall also ensure that all items constituted in the tare-weight shall also be with the loaded lorry while taking the weighment of loaded lorry.
9. V&SO of the Zone shall also conduct surprise checks on releases, discretely and submit his report to ED/Zone for every auction.

The Executive Director of the Zone shall review all the above mentioned points in the monthly Production Review Meetings and furnish a report to the VC & MD.

The above instructions shall come into force with immediate effect.

Please acknowledge.



VICE-CHAIRMAN & MANAGING DIRECTOR

Copy to: FA/CAO for information.

Copy to: All Executive Directors for information and necessary action.

Copy to: All Regional Managers for information and necessary action.

Copy to: V&SO of the Zones for information and necessary action.

Copy to: All COSs/DY CMEs/WMs /Dy CAOs for information and necessary action.

Copy to: All Stores & Purchase Officers/AOs for information and necessary action.

Copy to: Manual Section for necessary action.

6/3/02