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## **KARNATAKA STATE ROAD TRANSPORT CORPORATION**

CENTRAL OFFICES: STORES & PURCHASE DEPARTMENT: K.H ROAD  
BANGALORE - 560 027

No: KST/CO/P/G/HSD/ 346 /2020:21 Date : 22/06/2020

### **CIRCULAR NO: 1/2020-21**

(Issued by the Stores & Purchase Department)

**Sub:-** Avoiding of HSD losses in the Depots- Procedures to be followed for efficient Fuel Management

The Annual procurement value of High Speed Diesel is **Rs.3500.00 Crores** which constitutes **36%** of the total expenditure of the Corporation every year. Therefore, the HSD is normally named as "Liquid Gold". Hence, a small percentage of savings/control/efficient Fuel Management would save a huge amount to the Corporation and play vital role in the expenditure over the purchase cost on High Speed Diesel. The cost saving on HSD not only directly impact over the revenue of the Corporation but also reduce the Foreign Exchange of the Country.

Keeping in view of the above, the various measures have been initiated from the Central Office level to save the Fuel in Depot level by avoiding pilferage, Malpractices in tank trucks, spilling out of the HSD while Top up of HSD to the vehicle, and also various steps for efficient Fuel Management thus improving the KMPL of the vehicle which directly save the revenue of the Corporation.

From time to time, KSRTC, has released various guidelines/instructions/circulars etc., regarding efficient Fuel Management and requesting the concerned officials of the operating Units and Depot to follow the guidelines mentioned in the circulars. The following circulars were released from this office from time to time regarding the duties and

responsibility of the concerned officials, maintenance of HSD transaction records, "payments, decanting procedures etc. The details of these circulars/and subsequent guidelines/letters are once again mentioned below for reference and strict compliance of the same:

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Sl. No	Circular /Letter Number	Date	Subject
1	KST/CO/CS/5092/75	17.01.1975	Management of HSD (procedures of decanting, receipt, issue, accountal, payment, documentation, maintenance of records of HSD etc., at Divisions and Depots
2	KST/CO/P/III/G4/1307	02.06.1992	
3	KST/CO/P/III/G4/4786	09.12.1992	
4	KST/CO/P/3/HSD/6771	03.02.1994	
5	KST/CO/SVO/221/95-96 (Circular No: 6)	21.10.1995	
6	KST/CO/ME(M)/OPN/J-2/05 / 96-97 (Circular No: 356/96	11.04.1996	
7	KST/CO/P/III/G4/1670	24.06.1997	
8	KST/CO/P/GEN/HSD/2079/2002-2003, CIRCULAR NO: 27	31.05.2002	
9	KST/CO/ACC/CADT/75/2002-03 CIRCULAR - 5	17.05.2002	Procedures to be followed while passing the bills of HSD/Lubricants
10	KST/CO/P/3/HSD/3477 /2009-10	07.03.2009	Irregularities found in HSD tank truck sent to Bengaluru Rural, Kolar, Chickaballapur, Hassan divisions
11	KST/CO/P/3/HSD/SVO/201/2009-10	20.04.2010	Monthly HSD inventory
12	KST/CO/P/3/HSD/1152 /2009-10	17.06.2010	Procurement of HSD- Guidelines based on the Co-ordination committee meeting with M/s. IOCL held on 15.12.2009
13	KST/CO/P/GEN/HSD/2521/2015-16	08.01.2016	Procedures for HSD Management at KSRTC- Circular instructions issued from time to time (Enclosed the copies of all the above circulars/letters)
14	KST/CO/P/3/HSD/2676 /2018-19	28.02.2019	Regarding short receipt of HSD in the tanker by indulging malpractices by the crew of the tank truck drivers.
15	ಕರಾಸಾ/ಕೇಕ/ಉಖಿನಿ/ಆಡಳಿತ / 146 / 2019-20	22.04.2019	ಇಂಧನದ ಮಾದರಿಗಳನ್ನು ಪರೀಕ್ಷೆಗಾಗಿ ಪ್ರಯೋಗಾಲಯಕ್ಕೆ ಕಳುಹಿಸುವ ಬಗ್ಗೆ
16	KST/CO/P/3/HSD/361/2019-20	17.05.2019	Supply of HSD from the nearest terminals to avoid additional financial implications to the Corporations.
17	KST/CO/P/3/HSD/514/2019-20	06.06.2019	Regarding short receipt of HSD in the tanker by indulging Malpractices by the crew of the tank truck drivers.
18	NEKT/CO/COSP/275/2019-20	17.06.2019	Non deploying of the Tanker trucks involved in fraud cased during supply of HSD to NEKRTC/KSRTC depots

Sl. No	Circular /Letter Number	Date	Subject
19	KST/CO/P/3/HSD/1423 /2019-20	11.09.2019	Regarding indulging malpractices by the crew of the tank truck- avoiding delivery of HSD through private tankers
20	KST/CO/P/3/HSD/1433 /2019-20	13.09.2019	Regarding indulging malpractices by the crew of the tank truck- avoiding delivery of HSD through private tankers
21	KST/CO/P/3/HSD/816/ 2019-20	03.07.2019	(1) Check list of inspection of HSD to be followed in the Depots (2) Check list regarding maintenance of record while decanting the HSD in the depots.
22	ಕರಾಸಾ/ಕೇಕ/ಉಖಿನಿ/ಇಂಧನ/ 817 / 2019-20	03.07.2019	ಇಂಧನ ಸರಬರಾಜು ಮಾಡುವ ಲಾರಿಗಳನ್ನು ಜಾಡು ಪತ್ತೆ ಹಚ್ಚುವ ವ್ಯವಸ್ಥೆ ಮೂಲಕ ಪತ್ತೆ ಮಾಡುವ ಮತ್ತು ಇಚ್ಛಿಧನವು ನಿಗದಿತ ವೇಳೆಗೆ ಘಟಕಗಳಿಗೆ ತಲುಪುತ್ತಿರುವ ಬಗ್ಗೆ
23	ಕರಾಸಾ/ಕೇಕ/ಉಖಿನಿ/ಇಂಧನ /818 / 2019-20	03.07.2019	ಇಂಧನ ದರವನ್ನು ಖಾಸಗಿ ಪೆಟ್ರೋಲ್ ಬಂಕ್ ಗಳಿಗೆ ಸರಬರಾಜು ಮಾಡುವ ಇಂಧನದ ದರಗಳನ್ನು ತುಲನೆ ಮಾಡುವ ಬಗ್ಗೆ.
24	ಕರಾಸಾ/ಕೇಕ/ಉಖಿನಿ/ಇಂಧನ /819 / 2019-20	03.07.2019	ಇಂಧನ ನಷ್ಟಕ್ಕೆ ಪ್ರಸ್ತಾವನೆಯನ್ನು ಪ್ರತ್ಯೇಕವಾಗಿ ಕಳುಹಿಸುವ ಬಗ್ಗೆ.

The copies of the above circulars/letters are once again enclosed to herewith for your reference.

It is also instructed from this office that, all the Depot Managers should daily login in to "BPCL MITRA" and lodge the complaints regarding Fuel Automation System and follow up with the Diesel suppliers to resolve the issues about technical problems.

The Competent Authority has directed all the concerned officers/officials should adhere to the instructions/guidelines issued vide above circulars/letters to comply the same scrupulously to avoid losses of HSD and other malpractices. In case of any negligence observed in the HSD management, thus resulting loss of HSD will be viewed seriously and the responsibility will be fixed on the concerned Officers/Officials and disciplinary action would be initiated.

  
**DIRECTOR (SECURITY & VIGILANCE)**

Encl: As above