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## Andhra Pradesh State Civil Supplies Corporation Ltd.

(A State Government Undertaking)  
Regd. Office: 6-3-655/1/A, Civil Supplies Bhavan, Somajiguda, HYDERABAD -500 082  
(Telangana-Unit)

**SRI V. ANIL KUMAR, I A S.,  
VC & MANAGING DIRECTOR**

### CIRCULAR- 7/MKTG

No.Mktg.M2/983/G/2014-15/TS

Dated: 25-09-2014

Sub:- APSCSCL – Marketing Section – Purchase of gunnies from DGS & D –Arrangements for lifting and transportation of gunnies from Jute Mills to the Districts of Telangana – Reg.

- Ref:- 1. VC&MD Procgs.No.Mktg/M2/983/G/2014-15/TS/VZNM,  
dt. 02.09.2014.  
2. VC&MD Procgs.No.Mktg/ M2/983/G/2014-15/TS/WG & Guntur,  
dt. 02.09.2014.  
3. Work Order No.Mktg/M2/983/G/2014-15/TS/VZNM,  
dt. 18.09.2014.  
4. Work Order No.Mktg/ M2/983/G/2014-15/TS/WG & Guntur,  
dt. 22.09.2014.

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In the ref. 1<sup>st</sup> and 2<sup>nd</sup> cited, appointment orders were issued to M/s. Sri Venkata Balaji Transports, Chittoor and M/s. Sunshine Goods Transport, Karimnagar, as transport contractors for transportation of new gunnies from jute mills located in Vizianagaram, West Godavari and Guntur Districts respectively for the period from their date of Agreement to 31.08.2015. In the ref. 3<sup>rd</sup> and 4<sup>th</sup> cited, work orders have been issued to the transport contractors.

The DMs of Vizianagaram, W. Godavari and Guntur shall take delivery of the gunnies from jute mills with Pre-Delivery Inspection reports of DGS & D, QA Cell and arrange dispatch of the same to the Districts of Telangana through transport contractors appointed vide ref. 1<sup>st</sup> and 2<sup>nd</sup> cited as per the destination points given by the receiving DMs.

The District Managers of Vizianagaram, Eluru and Guntur shall depute Assistant Manager (Technical) or technical staff to the Jute Factories in the district and get the quality of gunnies inspected and quantity available in factory duly comparing with pre-dispatch inspection certificate of Quality Assurance Cell, DGS & D. No gunnies shall be taken delivery without PDI certification.

The District Managers of dispatching and receiving districts shall take the following action in transportation and receipt of gunnies.

1. The District Manager, APSCSCL., Vizianagaram, West Godavari and Guntur (Dispatching districts) shall take delivery duly after verifying the **PRE-DISPATCH INSPECTION** certificates of Quality Assurance Cell, DGS & D, on quality check of the new gunnies and move the stocks as per the destination points given by receiving District Managers and complete the movement before due date.

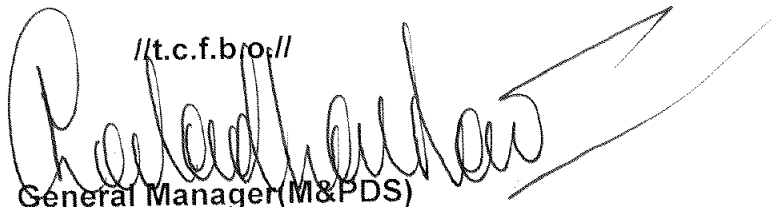
2. District Managers of Vizianagaram, West Godavari and Guntur shall obtain the invoices from the Jute Mills concerned and submit to Head Office.
3. The Dispatching District Managers shall arrange and ensure speedy transportation of gunnies to the indenting districts without any delay whatsoever.
4. The Dispatching District Managers shall contact the District Managers concerned and ascertain the destination points and arrange dispatch of new gunny bales.
5. The Dispatching District Managers should maintain detailed accounts of supply order-wise gunnies received from the jute mills and destination-wise dispatches of gunnies against each supply order.
6. The Dispatching DM shall furnish daily truck-wise dispatch particulars to HO and also to concerned District Managers without fail through e-mail and also furnish confirmation copy.
7. The receiving District Managers shall receive the stocks immediately on arrival of the truck under proper acknowledgement and report to the dispatching districts concerned and Head Office immediately. It is the responsibility of District Managers of receiving points to maintain supply order-wise and factory-wise gunny account and furnish the same to Head Office for arranging transfer of the value of the gunnies supplied to the receiving Districts.
8. **After receipt of the gunnies at destination points of the Districts, the concerned District Managers shall settle the transportation charges at the approved transportation rates as per the Terms and Conditions of the Agreement (copies of the Agreement are enclosed).**
9. The receiving District Managers shall furnish lorry-wise receipt details daily to HO as well as to dispatching districts and furnish weekly and monthly confirmation report on supply order-wise receipts.
10. The receiving DMs shall obtain distances already approved for transportation of gunnies from DMs of Vizianagaram, W. Godavari and Guntur for settlement of transportation claims.
11. Receiving District Managers shall direct the Transport Contractors to claim the transportation bills duly supported by the consignee receipts.
12. There should not be any delay in payment Transportation claims.

The receipt of the Circular shall be acknowledged.

Sd/-  
VC & MANAGING DIRECTOR

To  
District Managers, Vizianagaram, Guntur & Eluru.  
All District Managers, Telangana State.  
APSCSCL.

Copy to GM (Fin & Admn), APSCSCL, Telangana and Andhra Units.  
Copy to GM (Mktg & PDS), APSCSCL, Andhra Unit.  
Copy to stock file.

//t.c.f.bo//  
  
General Manager (M&PDS)

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