

**KERALA STATE CIVIL SUPPLIES CORPORATION, KOCHI-20**

No.G1-18191/13

Dt:30.07.2013

**CIRCULAR No.09/2013**

Sub :- Supplyco – Special Business – Petrol Bunks and LPG outlets – criteria for fixing the selling price of products other than Petrol, Diesel and LPG – Automated billing for credit fuelling of department vehicles - reg

Ref:- (1) Circular No. 20/08. Dt: 22.07.2008.  
(2) Circular No.08/2012 Dt: 12.04.2012.

The Petrol Bunks and LPG outlets are selling the products like petrol, diesel and LPG as per the prices fixed by the Public Sector Oil Companies. There are also other products like lubricants, distilled water, LPG Stove, hose, etc. selling through these outlets. In case of lubricants sold in loose, the selling price is being fixed by the respective oil company as the product is received in barrels without MRP. There is no uniformity observed in selling prices of the other value added products at present. In order to ensure an uniform pricing of all products sold through these outlets other than petrol, diesel and LPG, it is decided to fix the selling prices of these products as per Cir.No.20/2008, clause (4), ie.

- a) If margin (MRP-Purchase Price) is less than 20% of the purchase price then selling price is purchase price + 11% of purchase price or MRP – 20% of the margin whichever is higher.
- b) If margin is equal to 20% and less than 30% on purchase price then selling price is purchase price + 16% or MRP – 25% of margin, whichever is higher.
- c) If margin is equal to or more than 30% on purchase price then selling price is purchase price + 22.5% or MRP – 30% of margin whichever is higher.

In the case of lubricants, received in bulk/barrel without MRP and sold in loose, the prices fixed by the respective oil company will be followed.

In respect of credit fuelling of department vehicles from the Supplyco Petrol Bunks, certain irregularities are often reported involving manipulation of bills and indents. It is therefore, decided to introduce automated billing system compulsory for the credit fuelling of department vehicles with immediate effect. The system will be first introduced in the following 5 out of 8 petrol bunks having credit facility at present. They are (1) Statue, (2) Kottayam (3) Alappuzha (4) D.H.Road, Ernakulam (5) Kozhikkode. M/s.Indian Oil Corporation Ltd. and M/s.Bharath Petroleum Corporation Ltd. have been requested to service all the dispensing units now available in the above outlets and to install new units in other bunks immediately. The Regional Managers/Depot Managers/Officer-in-charges of Petrol bunks to follow-up with the oil companies for installation of the units urgently. The automated billing from built-in dispensing units will work as detailed below:

- Dispensing units with built-in billing facility to be used for credit fuelling.
- The billing will enable quantity of fuel dispensed, vehicle number and a mobile phone number of the vehicle owner.
- On making arrangements with mobile company, every time a message (SMS) will be reaching the owner about the quantity, vehicle number and time of fuelling immediately after the physical dispensing from the unit. The Depot Manager can get a mobile number of the owner/custodian of the vehicle for SMS activation at the time of execution of the agreement.
- The bills will be in duplicate, thermal printing, which needs to be photocopied for retaining as records. Such credit bills of each department may be photocopied by the outlets for claims.
- The system can also be made automated by linking to the computer system of the outlet so that the bills will be available in the system any time. This facility is being adopted by oil-companies now and M/s.Indian Oil Corporation Ltd. has selected our Pallichal outlet among one of the 3 outlets selected for automation in Kerala. This may take some time for implementation in other outlets. M/s.Indian Oil Corporation Ltd. and M/s.Bharath Petroleum Corporation Ltd. have already been requested for giving priority for full automation in the above 8 outlets with credit fuelling.

The process of credit fuelling should strictly be through the automated bill generating dispensing units. The auto generated bills will be the base for the final claim and should be kept legibly by taking photocopies, if necessary. The quantity in the indent, other records and the generated bill should tally. The owner of the vehicle is also responsible for ensuring the filling of the correct quantity and should verify and satisfy through the SMS received through the mobile phone.

The system should be adopted immediately in 5 units and in other 3 units immediately on installing the automated units.

All are requested to follow the above instructions with immediate effect. The receipt of the Circular should be acknowledged.

Sd/-

**Chairman & Managing Director**

To

All Regional Managers/Depot Managers.

Copy to: All AGMs/Managers and PIO.

PA to CMD/GM/VO.

Stock file/spare.

**Approved for Issue**

**Manager (Special Business)**

No.G1-16443/2019

Dt: 13.08.2019

**CIRCULAR No. 28/2019**

Sub:- Supplyco - Operation of Petrol Bunks - Criteria fixed for engaging staff in petrol bunks - modified orders issued- reg:-

Ref: (1) Circular No. 10/2012. Dt: 28.05.2012

(2) Order of CMD Dtd 20.05.2019.

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At present staff strength in Supplyco Petrol Bunks is fixed based on the circular No.10/2012. Chairman & Managing Director vide ref 2<sup>nd</sup> cited has ordered to revise the circular based on the quantity of petrol / diesel sold. Hence the existing circular is revised as follows:

**Manpower that can be engaged in the Petrol bunks working from 6.00 AM- 10.00 PM :**

- 1) The total man power is limited to **9** (Nine only) including Manager, ASM s, Security / Cleaning & Dispensing persons in petrol bunks with sales up to **150 KL** per month.
- 2) One additional dispensing person is allowed for every additional sale of **20 KL** per month, over **150 KL**.

**Manpower that can be engaged in the Petrol bunks working 24 hours :**

- 1) The total man power is limited to **18** (Eighteen only) including Manager, ASM s, Security/Cleaning & Dispensing persons in petrol bunks with sales up to **225 KL** per month.
- 2) One additional dispensing person is allowed for every additional sale of **20 KL** per month, over **225 KL**.

All Depot Managers are directed to adhere to the above instructions while engaging staff in Petrol Bunks with effect from 01.09.2019. The receipt of the circular should be acknowledged by return.

Sd/-  
**Chairman & Managing Director**