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## **1) INTRODUCTION**

### **1.1 Objective**

To evolve uniform Packed LPG Transport Discipline Guidelines (PTDG) for transportation of packed LPG cylinder & pressure regulator by packed LPG Trucks for:

- a. Delivery of packed LPG cylinders & pressure regulators to customers / Hospitality locations / Private Bottlers
- b. Delivery of packed LPG cylinders & pressure regulators from Hospitality locations / Private Bottlers to customers
- c. Stock Transfers of cylinders & pressure regulators from one location to another

### **1.2 Purpose**

The purpose of Packed Transport Discipline Guidelines is to ensure that:

- 1.2.1 Packed LPG is loaded / unloaded in trucks in accordance with Corporation's Operations Manuals / Procedures.
- 1.2.2 Packed LPG is transported and delivered to the receiving location/customer safely and in good condition.
- 1.2.3 A well defined system of checks exists at various stages of handling of Packed LPG at Loading as well as Unloading locations / customer including enroute.

### **1.3 Scope**

- 1.3.1 This TDG will be implemented with effect from the commencement of packed LPG contracts floated after 01.08.2015 and supersedes the earlier PTDG (if any).
- 1.3.2 The procedure / code outlined in these guidelines are only the minimum required in order to ensure quality and quantity of the product during receipt, storage, transit and delivery. Therefore, standard operating procedures with due regard to safety in handling of petroleum products in general shall be followed as laid down in the respective safety and operations guidelines / manuals of the Corporation / Statutory Guidelines. It is expected that such standard procedures will be followed at all times in addition to the instructions contained in the following chapters of these guidelines.
- 1.3.3 Changes, if any, in these guidelines will be advised through serially numbered amendments and will be displayed at the location notice board / website of the Corporation. These changes will be implemented with immediate effect from the date of its amendment.

<b>PACKED-LPG TRANSPORT DISCIPLINE GUIDELINES (PTDG)</b>	<b>CHAPTER2: TRANSPORTATION</b>	
	<b>CLAUSES : 2.0 to 2.1.4</b>	<b>PAGE 3</b>

## **2) TRANSPORTATION**

### **2.1 Transport Contract Agreement :**

- 2.1.1 This PTDG shall be part of the transport contract agreement signed between the Corporation and Transporters.
- 2.1.2 Truck shall not be used for any product other than the designated product and will operate only for the Corporation with whom the agreement has been entered into.
- 2.1.3 On finalization of Contract, transporter shall place the truck at a location as directed by Corporation for induction. Before induction of trucks, location shall carry out physical verification / safety checks of only those trucks bearing registration number as mentioned in LoI/Provisional or final work order. When the truck is physically presented by transporter at location for induction, the authenticity of truck is physically checked w.r.t its parameters like Engine/ Chassis Number punched on truck vis-à-vis that mentioned in Original documents of RC Book, etc. These aforesaid documents also should tally with the documents submitted at the time of submission of credential bid in respect of the said trucks. Once the authenticity of truck is checked w.r.t physical parameters and original documents & cross verified with the documents submitted in the credential bid and if found tallied in all respect, then only the fitness of the truck for induction is checked for safety parameters. Otherwise the truck will not be inducted. In case of trucks found fit for induction, then Fitness Certificate, Insurance, Road Permit, etc. as per the check list to be verified. A summary is sent by plant to State Office thru email of location incharge (as per format given in tender) for issuance of work order (Final or provisional). Corporation reserves the right to seek original documents of truck during the contract period from time to time and suitable action will be taken as per this PTDG for any violations observed.
- 2.1.4 The documents which are found in order may be checked from Road Transport Authority (RTO) for verifying the genuineness of the documents by respective State Offices. The trucks with documents not found in order during this exercise or during the pendency of contract, the Corporation reserves the right to reject any or all the packed trucks offered by the transporter or cancel the provisional LOI/ Work order. The Corporation also reserves the right to take any other action including Suspension / blacklisting / holiday listing.

<b>PACKED-LPG TRANSPORT DISCIPLINE GUIDELINES (PTDG)</b>	<b>CHAPTER2: TRANSPORTATION</b>	
	<b>CLAUSES : 2.1.5 to 2.2.6</b>	<b>PAGE 4</b>

2.1.5. Transporter shall ensure that trucks are painted and maintained as per the Visual Manifestation / Colour Scheme advised by the Corporation from time to time. HAZCHEM to be painted as per the standards issued by the Corporation. Violation in this respect will be treated as irregularity and action for suspension of truck shall be taken as mentioned under Clause No. 7

## **2.2 Fitness of Packed truck**

2.2.1 Transporter shall be responsible for providing a truck fit in all respects to carry product and shall be transporting/ delivering the same in good condition, to the receiving locations / customers and shall be held accountable for any malpractice / pilferage en- route.

2.2.2 Transporter shall be responsible for ensuring that the integrity of the truck fittings is maintained in accordance with the conditions laid down by the licensing authority / Corporation at all times.

2.2.3 Truck shall carry valid documents (in original) like RC, Insurance, Road permit, etc issued by RTO/insurance company at all times.

2.2.4 Transporter shall ensure compliance to various statutory rules and regulations, including provisions of Motor Vehicle Acts / Motor Vehicle Rules in force at all times during the period of Contract agreement.

	<b>CHAPTER2: TRANSPORTATION</b>	
<b>PACKED-LPG TRANSPORT DISCIPLINE GUIDELINES (PTDG)</b>		
	<b>CLAUSES :</b> <b>2.3 to 2.4.4</b>	<b>PAGE 5</b>

**2.3 Packed truck Accident**

- 2.3.1 In case of truck accident, the crew & Transporter shall inform the nearest Bottling Plant / Loading location of the Corporation or of any other Oil Company immediately of the occurrence of the accident. It shall be the responsibility of transporter to inform Police Station & District Administration and to guard the vehicle as well as product.
- 2.3.2 Transporter, if warranted, shall arrange to transfer/ salvage the product in another fit truck immediately after obtaining permission from the Corporation and various statutory authorities. Proper safety precautions are to be followed while transferring the product from the damaged vehicle.
- 2.3.3 Transporter shall complete all the statutory formalities including lodging of FIR & shall submit accident report to the State Office / plant. Non lodging of FIR, not reporting the accident to the Corporation shall be construed as a malpractice & penal action will be taken against the Transporter as outlined under clause no. 7.0.
- 2.3.4 Should in the event of an accident or otherwise, the Corporation render any assistance to the transporter in evacuating the product / equipment or in moving the packed truck to a safe location or in any other manner whatsoever, then the actual expenditure incurred by the Corporation excluding the personal expenses of the Corporations officials in rendering such assistance shall be reimbursed by the Transporter/s to the Corporation.

In case any fire tender reaches the accident site and concerned agency raises the claim for providing the fire services then the claim has to be settled by the concerned transporter. In case, the transporter not settling the claim of Fire Tender, then the Corporation will settle the claim and recover the same from the transporter's pending bill.

**2.4 Other formalities**

- 2.4.1 Transporter shall engage 1 (one) nos. of truck driver who has undergone training on transportation of hazardous goods as stipulated under the Motor Vehicle Acts/ Rules. The driving license of the driver should be endorsed by Road Transport Authorities to this effect. The transporter shall engage 1 (one) nos. of truck cleaner/helper also.
- 2.4.2 Emergency Information Panels shall be correctly displayed on the truck as stipulated.
- 2.4.3 The truck registration number shall be painted on the fire extinguishers carried by the truck.

- 2.4.4. Transporter shall ensure that truck crew (one driver and one cleaner) follows the specified route for movement of truck.
- 2.4.5. Transporter shall submit an undertaking in their letter head containing details of truck crew, antecedents of the truck crew obtained from local Police, photographs & a copy of valid driving license of the driver to the plant and obtain entry pass/photo ID card for the crew from the plant.
- 2.4.6 Before embarking for the delivery, it will be Transporter's or his representative's responsibility, to ensure that truck crew has correct:
- a. Invoice from plant / ERV from customer
  - b. TREM CARD and standing instructions
- 2.4.7 ABS and VTS in the trucks to be kept operational at all the times.

<b>PACKED-LPG TRANSPORT DISCIPLINE GUIDELINES (PTDG)</b>	<b>CHAPTER3: PRODUCT LOADING</b>	
	<b>CLAUSES : 3.0 to 3.2.3</b>	<b>PAGE 7</b>

### **3) PRODUCT LOADING**

#### **3.1 Quantity Measurement**

- 3.1.1 Packed LPG shall be loaded, transported, received and unloaded in accordance with Corporation Operations Manuals / Procedures.
- 3.1.2 The truck shall be loaded at plant on the basis of capacity of trucks.
- 3.1.3 The loading location shall issue a stock transfer document or sale/despatch document indicating the number of cylinders loaded in the truck which shall be signed by the driver of the truck. Type and quantity of LPG equipment (Cylinders and Pressure regulators) indicated in these documents shall be considered as product loaded for all purposes of calculation of shortages etc.,
- 3.1.4 Loading & unloading of packed cylinders & pressure regulators at both ends (plant & distributors) is the sole responsibility of transporter.

PACKED-LPG TRANSPORT DISCIPLINE GUIDELINES (PTDG)	CHAPTER4: <b>PRODUCT RECEIPT</b>	
	CLAUSES : <b>4.0 to 4.1.3 (i)</b>	PAGE 8

#### 4) **PRODUCT UNLOADING / RECEIPT**

The procedure outlined hereunder is applicable for the receipts of product at the receiving locations/customers.

Responsibility towards handling of product shall be in accordance with the Corporation Operation Manuals / Procedures in force.

##### 4.1 **Requirements of Packed trucks for loading/unloading operations:**

- a. PESO approved spark arrestor is welded to the exhaust pipe and routed to front side of the truck towards driver side.
- b. 2 nos. BIS approved 9Kg. DCP extinguishers having truck registration number, date of monthly checking / charging , date of hydro-testing should be available in easily accessible / removable position.
- c. Fitted tyres are in roadworthy condition as per CMVR Rules of 1989, Clause No. 94.
- d. All junction boxes are properly sealed.
- e. No loose electrical wiring / terminal. Complete wiring shall be with glass fuse links of proper rating for over current protection. Electrical wiring should be insulated.
- f. Truck is self-starting.
- g. Readily accessible Master switch with 300 Amp rating for cutting off the supply from the battery is provided inside the cabin.
- h. No Leakage from any fittings or joints (like HSD tank)
- i. Availability of all statutory valid licenses / certificates.
- j. Heavy vehicle driving license of driver with Hazardous goods endorsement from RTO
- k. Working condition of hand brakes
- l. **Rubber mat of minimum 1 inch thickness should be provided on the bed of the truck. Tyre is not acceptable in lieu of rubber mat.**
- m. Fuel Tank is protected by means of stout guard and fuel tank cap is locked.
- n. Carries TREM CARD, Training Card and instructions booklet- detailing instructions on handling emergencies en-route.
- o. No repairs shall be carried out on the truck while it is in the unloading / loading area. The crew should remain present throughout the operation.
- p. Packed trucks should be unloaded only at the unloading points designated for the purpose. The packed trucks should be properly positioned at the unloading point earmarked for this.



- q. The sequence of activities to be carried out loading/ unloading point are:
  - (i) Position the truck on the loading / unloading point
  - (ii) Switch off the engine
  - (iii) Switch off the Master switch
  - (iv) Apply hand brakes
  - (v) Keep the truck in neutral gear
  - (vi) Keep the fire extinguishers near the truck before commencing the operation.
  - (vii) Thereafter, the truck Crew need to follow the instructions of the Corporation's authorized personnel at the loading / Unloading gantry
- r. The truck should be started only after ensuring the cylinders are loaded as per instructions and back-door of the truck is secured / latched properly.
- s. Packed trucks are not unauthorisedly parked within Bottling Plant premises, and no truck shall be left unattended at any point of time. The Packed truck shall always be accompanied by both driver and cleaner inside the loading/ unloading plant.
- t. Prior permission of the plant in-charge/Corporation's authorized representative to be obtained in writing before carrying out any hot repairs to the truck. Hot repairs to be undertaken only in empty trucks (without any cylinder) outside licensed area of plant premises.
- u. Trucks should be fitted with ABS (Anti-lock Braking System) mandatorily.
- v. Trucks should be fitted with VTS (Vehicle Tracking System) mandatorily.

INDUSTRY LPG TRANSPORT DISCIPLINE GUIDELINES	CHAPTER5: <b>PACKED TRUCK MONITORING</b>	
	CLAUSES : <b>5.0 to 5.9</b>	PAGE10

**5) PACKED TRUCK MONITORING**

- 5.1 Transporter having agreement with the Corporation for Truck (s) shall not enter into agreement with other company for the same truck (s). Transporter shall not enter into agreement with the Corporation for the Blacklisted Truck. If it is subsequently proved that the Transporter has entered in to agreements with any other company for the same truck then it shall be construed as malpractice & penal action would be taken against the Transporter as outlined under clause 7.0. of this TDG / tender conditions.
- 5.2 The Corporation who has blacklisted truck/ Transporter/crew under their agreement may circulate the list of such trucks/ Transporter/crew containing registration, engine and chassis numbers/crew identification to other PSU Oil companies.
- 5.3 Transporter shall not enter into agreement with the Corporation by submitting forged documents/ false information. In case any truck is found with forged documents subsequently / false information submitted, it shall be construed as malpractice & penal action would be taken against the Transporter as outlined under clause 7.0. of this TDG / tender conditions.
- 5.4 In case a truck has not reported for delivery at the receiving location / customer after a reasonable transit time, transporter shall inform dispatching plant and receiving location / customer the reasons for delay and likely date & time of reporting.
- 5.5 In case a truck is not received at the receiving location / customer within a reasonable time, action shall be taken against the Transporter as outlined under clause 7.0. of this TDG / tender conditions.
- 5.6 Transporter shall strictly follow the authorized route stipulated by the Corporation. Any unauthorized deviation from the authorized route would be considered as a malpractice and action will be taken against the transporter as outlined under clause 7.0. of this TDG / tender conditions.
- 5.7 Truck should not be stopped en route without any valid reasons. Any deviation shall be construed as a malpractice and action shall be taken against the Transporter as outlined under clause 7.0. of this TDG / tender conditions.
- 5.8 Transporter to ensure that the truck reaches the destination and delivers product to the consignee/location within a reasonable time. The truck not reaching the destination or unauthorized delays shall be construed as a malpractice and action will be taken against the transporter as outlined under clause 7.0. of this TDG / tender conditions.
- 5.9 Transporter shall ensure that truck does not exceed the speed limits prescribed by the concerned authorities. Any over speeding detected will be liable for punishment as outlined under clause no. 7.0.

<b>INDUSTRY LPG TRANSPORT DISCIPLINE GUIDELINES</b>	<b>CHAPTER6 HEALTH, SAFETY &amp; ENVIRONMENT</b>	
	<b>CLAUSES :</b> <b>6.0 to 6.10</b>	<b>PAGE 11</b>

**6) HEALTH, SAFETY & ENVIRONMENT**

- 6.1 All rules/ regulations and statutory requirements shall be strictly followed by the Transporter and their work force i.e. driver alongwith cleaner at the work place and on the road while transporting product.
- 6.2 Driver shall wear seat belt while driving vehicle on the road.
- 6.3 No truck shall be plied by the driver without the cleaner, either on the road or at any work place.
- 6.4 The truck crew would not be permitted to enter the location premises without use of the PPE (personal protective equipment) such as safety shoes, safety helmet and uniform as per instructions of plant incharge. This will be treated as irregularity and action for suspension of truck shall be taken as mentioned under clause 7.0. of this TDG / tender conditions.
- 6.5 The crew of truck shall check safety fittings, fitness conditions of vehicles to ply on road before the truck is brought for loading/unloading.
- 6.6 Safety procedures (SOP / Do's and Don'ts) for unloading and loading of vehicles at the supply location as well as at the destination i.e. receiving locations / customers shall be strictly adhered to.
- 6.7 It shall be mandatory for all drivers to undergo refresher training course / training programs as per OISD-154 as well as those organized by the Corporation at the cost of transporter.
- 6.8 The truck should be driven only by persons having valid driving license issued as per MV Act for Hazardous goods and duly authorized by transporters.
- 6.9 Transporter should ensure that truck crew undergoes routine health check as per Factory Act and is in sound health condition.
- 6.10 The Transporter shall ensure that the truck crew is not in intoxicated state while driving and during loading/unloading at both ends including during their presence in plant/customer premises. Violation of this will be treated as irregularity and action for suspension of truck shall be taken as mentioned under clause 7.0. of this TDG / tender conditions.

**7) PILFERAGE/ MALPRACTICES/ IRREGULARITIES/ PENALTIES**

Truck (s) caught for having indulged in Pilferage/ malpractices/ irregularities shall be immediately suspended by the location in-charge. However, an investigation shall be conducted as per the laid down procedure of the company by a local committee of two officers in consultation with State Office. On investigation, if the Pilferage/ malpractice / irregularities is established then penal actions stipulated as under shall be taken.

**7.1 Penalties in case of Pilferage / Short Delivery.**

In case of Pilferage / Shortage of product delivered, the action against the Transporter shall be initiated as under:

SR. NO.	Shortage / Pilferage	Number of instances under Contract			
		First	Second	Third	Fourth
7.1.1 a	Recoverable Product shortage > 50 Kgs (total) per trip	Suspension of Truck & crew for one day	Truck & crew shall be suspended for one week	Truck & crew shall be suspended for one Month	Truck & crew shall be Banned/ blacklisted
7.1.1 b	Truck caught enroute by District Administration / Corporation Officials for indulging in pilferage.	Termination of truck crew and suspension of truck for 6 months or till the case is decided whichever is earlier. (Further action will be taken as per final court order)			

However, an investigation shall be conducted and if the complicity of the Transporter is detected during investigation in any of the above cases of Pilferage / Shortage, during the tenure of the contract, the whole contract comprising of all the trucks belonging to the concerned Transporter shall be terminated and the concerned Transporter & all their trucks shall be black listed on Corporation basis (including all other contracts in IOCL across India).

In addition to the above, cost of product & equipment as determined by the company shall be recovered from the Transporter in line with the contract agreement / latest Corporation guidelines.

INDUSTRY LPG TRANSPORT DISCIPLINE GUIDELINES	PILFERAGE/ MALPRACTICES/ CHAPTER7: IRREGULARITIES/ PENALTIES	
	CLAUSES : 7.2 to 7.2.1.v	PAGE 13

## 7.2 Penalties for malpractices/ irregularities

### 7.2.1 Malpractices/ irregularities will cover any of the following:

- a. Unauthorized deviation from specified route / unauthorized delay/ en-route stoppage for invalid reasons / night driving between 2300 hrs to 0500 hrs in the specified sectors of the Contracted Corporation/ not reaching destination/ refusing to enter inside the loading /unloading location for loading / unloading / over speeding.
- b. Truck crew found in intoxicated state while on duty.
- c. Not wearing seat belt while driving on road or driving vehicle without the second driver.
- d. Packed truck crew unaware of operating the fire extinguisher
- e. Malfunctioning of safety equipment as mentioned in clause No. 4.1.3
- f. Polluting environment due to product spillage from tilting or leaky vehicles on road, in case of accident/ unsafe driving due to fault on the part of truck crew after investigation by committee.
- g. Accident involving injury or damages to the facilities at the work place
- h. Fatal accident at the work place involving packed truck
- i. Tampering with standard fittings of truck including the locks, fittings/ fixtures, & unauthorized acts to cover shortages.
- j. Unauthorized use of truck for products other than LPG / Propane
- k. Entering into contract based on forged documents/ false information
- l. Entering into an agreement for the any Truck (including blacklisted trucks) with other Oil companies during the pendency of the contract.
- m. Not lodging FIR with the Police in case of accident, not informing/ submitting accident report to the Corporation about the accident
- n. Tampering with Corporation documents like invoice / ERV / despatch documents, etc.,
- p. Any act of the Transporter/ Transporter's representative that may be harmful to the good name/ image of the Corporation, its' products or its services.
- q. Unsafe act by truck crew in plant premises / Truck Parking area/ loading base.
- r. Failure on the part of transporter to participate in the rescue operation of their accidented truck and delay in reaching the accident spot will be treated as an irregularity.
- s. Tampering VMU ( Vehicle Mounted Unit) of VTS system and removal of VTS during pendency of the Contract.
- t. Not painting the HAZCHEM as per the standard specifications.
- u. Not painting the vehicles as per the Visual Manifestation given by the Corporation.
- v. Non provision of ABS / non – functioning of ABS.

<b>INDUSTRY LPG TRANSPORT DISCIPLINE GUIDELINES</b>	<b>PILFERAGE/ MALPRACTICES/ IRREGULARITIES/PENALTIES</b>	
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- w. Truck crew not wearing personal protective equipment i.e. safety Shoes, helmet and uniform while entering location premises.
- y. Not having cleaner at any point of time of operation i.e. while on road or during loading / unloading operation.

### 7.2.2 Penalties upon detection of malpractice/ irregularities

The Transporter shall attract penalties for the malpractice/ irregularities as given below and the truck mentioned in the following instances shall be suspended/ blacklisted along with truck crew. However, an investigation shall be conducted and if the malpractice / irregularity is established then penal actions stipulated as under shall be taken:

SR. NO.	TYPE OF MALPRACTICE/ IRREGULARITY	NUMBER OF MALPRACTICE/ IRREGULARITY			
		First	Second	Third	Fourth
7.2.2.1.a	Not wearing seat belt while driving on road, over speeding, Stoppage en-route for invalid reasons and any unsafe act by truck crew inside the plant premises and truck parking area.	Truck & crew shall be suspended for one day.	Truck & crew shall be suspended for one week	Truck & crew shall be suspended for one month	Crew will be blacklisted & truck shall be removed from contract and SD will be forfeited
7.2.2.1.b	Vehicle found without cleaner at any point/time of operation i.e. while on road or during loading/ unloading operation.	Truck shall be suspended for one day.	Truck shall be suspended for one week	Truck shall be suspended for one month	Truck shall be removed from contract and SD will be forfeited
7.2.2.2	Non functioning of truck fire extinguisher, Malfunctioning of safety equipment like hand brake, master cut-off switch etc.	Truck shall be suspended for one day.	Truck shall be suspended for one week	Truck shall be suspended for one month	Truck shall be removed from contract and SD will be forfeited

SR. NO.	TYPE OF MALPRACTICE/ IRREGULARITY	NUMBER OF MALPRACTICE/ IRREGULARITY			
		First	Second	Third	Fourth
7.2.2.3	Non-display or non-re-painting (in case peeled off / non standard) of HAZCHEM sign as per standard specification. Painting / re-painting of the vehicle not done as per Visual Manifestation standard.	Truck shall be suspended till corrective action is taken.			
7.2.2.4	Unauthorized deviation from the standard route and case of accident involving injury or damages to facilities at the work place.	Truck shall be suspended for one week	Truck shall be suspended for one month	Truck shall be suspended for three Months	Truck shall be suspended for six Months
7.2.2.5	Polluting environment due to product spillage from tilting or cylinders leaked (due to accident) / HSD tanks on road, in case of accident / unsafe driving. Failure on the part of transporter to participate in the rescue operation of their accidented truck and delay in reaching the accident spot will be treated as an irregularity	Truck shall be suspended for one week	Truck shall be suspended for one month	Truck shall be suspended for three Months	Truck shall be suspended for six Months
7.2.2.6	Packed truck crew unaware of operating the fire extinguisher or Truck crew found in intoxicated state while on duty or any unsafe act by truck crew in plant premises or Truck Parking area or Truck crew not wearing PPE (Personal Protective Equipment) i.e. safety shoes and safety helmet while entering into / working in location premises.	Truck crew be suspended for one day.	Truck crew shall be suspended for one week.	Truck crew shall be suspended for one month	Truck crew shall be suspended for entire contract

SR. NO.	TYPE OF MALPRACTICE/ IRREGULARITY	NUMBER OF MALPRACTICE/ IRREGULARITY			
		First	Second	Third	Fourth
7.2.2.7	Fatal accident involving truck and resulting in death at the work place, Entering into an agreement for the same truck with other oil companies during the pendency of the contract, Not lodging FIR with the Police in case of accident , not informing / submitting accident report to the Corporation about the accident. Tampering with Corporation documents like invoice, ERV, challan, etc..	Truck shall be blacklisted			
7.2.2.8 (i)	Truck not reaching destination within stipulated trip time without prior permission of location in charge, Unauthorized use of Truck for products other than the LPG equipment.	Truck shall be suspended for fifteen days	Truck shall be suspended for one month	Truck shall be suspended for three months	Truck shall be removed from contract and SD will be forfeited
(ii)	Truck crew not found available with truck, on time, as per their turn in the queue	The truck will be shifted to the last position in the truck queue seniority	The truck will be shifted to the last position in the truck queue seniority	The truck will be shifted to the last position in the truck queue seniority	The truck will be shifted to the last position in the truck queue seniority



SR. NO.	TYPE OF MALPRACTICE/ IRREGULARITY	NUMBER OF MALPRACTICE/ IRREGULARITY			
		First	Second	Third	Fourth
(iii)	Truck remaining out of operation for more than 15 days without prior written approval from Location incharge /State Office	Truck shall be blocked from further operation and can be unblocked only on the written approval by State LPG Head subject to submission of satisfactory explanation & documents by transporter	Truck shall be blocked from further operation and can be unblocked only on the written approval by State Head subject to submission of satisfactory explanation & documents by transporter	Truck shall be blocked from further operation and can be unblocked only on the written approval by LPG Head at Head Office subject to submission of satisfactory explanation	Truck shall be removed from contract and SD will be forfeited
(iv)	Truck crew / Transporters resorting to any disturbances or unrest or illegal strike either at loading / unloading locations by non placing the packed trucks for loading / unloading leading to disruption of loading / unloading operation.	Penalty @Rs. 500/ truck / day will be levied.	Penalty @Rs. 1000/ truck / day will be levied	Penalty @Rs. 1500/ truck / day will be levied	Beyond the third instance, penalty of Rs.1500/ truck/ day will be applicable for each such instances.

SR. NO.	TYPE OF MALPRACTICE/ IRREGULARITY	NUMBER OF MALPRACTICE/ IRREGULARITY			
		First	Second	Third	Fourth
7.2.2.9	Tampering with standard fittings of Truck including the fittings / fixtures, removal of VMU / tampering of VMU of VTS, non provision of ABS / non functioning of ABS (as per Statutory guidelines).	Truck shall be suspended for one month or till rectification , whichever is later	Truck shall be suspended for three months or till rectification, whichever is later	Truck shall be blacklisted on Corporation basis	
7.2.2.10	Entering into contract based on forged Documents / false Information.	Contract will be terminated and Truck & Transporter will be blacklisted			
7.2.2.11	Change of ownership of the truck (s) during pendency of contract during the period excepting last six months of the contract (including extension period)	Contract will be terminated and Truck (s) & Transporter will be blacklisted			
7.2.2.12	Any act of the Transporter/ Transporter's representative that may be harmful to the good name/ image of the Oil Company, its' products or its services	As decided by the company			

However, if the complicity of the Transporter is detected in case of occurrence of any of above malpractice / irregularity, the whole contract comprising of all the trucks belonging to the concerned Transporter shall be terminated and the concerned Transporter & their all trucks shall be black listed.

### 7.2.3 Period of blacklisting

The period for blacklisting for the Transporter & Truck shall be TWO years. However, the company reserves the right to extend the ban on the concerned Transporter / Truck after the period of TWO years is over. Depending upon the seriousness of the offence, the Transporter / Truck may be banned permanently. In case the Transporter is found indulging in any malpractices which are not covered / specified in this transport discipline guidelines, necessary action would be taken after investigation.