

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION



No.M/801(1)/2012-OPD (M)

OFFICE OF THE VC & MD  
MUSHEERABAD, HYDERABAD 624

**Circular No. 11 /2014-OPD (MKTG) Dated 21.03.2014**

Sub: - **ATB AGENTS** – Increasing of ATB Agents network – Issuing of circular instructions duly revising the existing guidelines with regard to termination of ATB agency and forfeiture of Non Refundable Allotment fee- Reg.

Ref : - Circular no 11/2012 –OPD (MKTG) dated 02.03.2012

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The guidelines for appointing ATB agents were liberalized through the circular at reference cited duly dispensing the tender system for appointing ATB agents and security deposit to motivate more number of business entrepreneurs to come in to RTC fold. The allotment of ATB agency can be made based on receiving an application from the agent and instead of Security Deposit system, a non-refundable allotment fee shall be collected at the time of appointing the agent basing on the business potential of the place both intra and interstate places as following.

AREA	AMOUNT
Twin Cities of Hyd & Secbad and Interstate places	Rs 25,000/-
District head quarters & other important places like TPT,RJY,VJA	Rs 15,000/-
Other places	Rs 5,000/-

Further, as per Clause 6 of the ATB agents agreement regarding non issue of ticket consecutively for a period of one month by the agent is as follows:

**"If the online ATB Agent does not book ticket consecutively for a period of one month the agency shall be terminated without any prior notice. In case Agent wish to continue the business, the Agent has to approach Regional Manager, ..... Region to reactive ATB agency. Such deactivated Online ATB Agents have to pay non refundable allotment fee again to activate the agency."**

In this regard, many Field Officers have recommended for modifying the above clause in the agreement. On examining the proposals made by the Field Officers, the competent authority has accorded approval for modifying the above Clause 6 of the ATB agent agreement as following:

- 6 (A) To re-activate the agency in the event of non-issue of a single ticket for a period of one month for the 1<sup>st</sup> time after receiving the requisition from the agent and after collecting re-allotment fee of Rs 500/ Rs 1000/ and Rs 1500/- from the ATB agents as per the location of agency who have paid Non-refundable Allotment Fee of Rs 5000/-, Rs 15000/- and Rs 25000/- respectively with the approval of Executive Director (Zone).
- 6 (B) To re-activate the agency in the event of non-issue of a single ticket for a period of one month for the 2<sup>nd</sup> time after receiving the requisition from the agent and after collecting re-allotment fee of Rs 1000/-, Rs 2000/- and Rs 3000/- from the ATB agents as per the location of agency who have paid Non-refundable Allotment Fee of Rs 5000/-, Rs 15000/- and Rs 25000/- respectively with the approval of Executive Director (Zone).

- 6 (C) To terminate the agreement in the event of non-issue of a single ticket for a period of one month for the 3rd time. In case, if the agent desires to continue he should be treated as a fresh agent and he has to pay non refundable fee again.

The process for reactivation is as follows:

1. The concerned Regional Managers shall consider the reactivation of ATB agency duly taking orders from concerned ED(ZONE) only if the ATB agent submits his/her representation requesting for reactivation of the agency within 30 days from the date of termination.
2. On approval of the ED(Zone), the Regional OPRS System Supervisor shall reactive the ATB agency duly filing the order copy of Regional Manager for reactivation of the ATB agency under intimation to AME-III(M-IT)/HO.
3. Further, as a onetime measure, all the ATB agents who were deactivated as per Clause 6 of ATB agent's agreement so far shall be reactivated after obtaining their willingness to continue as ATB agent with the approval of concerned ED/ZONES duly following the above guidelines.
4. Under any circumstance the Non-refundable Allotment Fee shall not be refunded.

  
EXECUTIVE DIRECTOR 2/3/14  
(O, MIS & AM)

To  
All Regional Managers  
All Deputy Chief Traffic Managers / Divisional Managers & Depot Managers

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Director (V&S), FA & CAO, ED (E & IT), ED (A & P), & ED (Medical & HRD) and Secy to Corporation for information.  
Copy to PA to VC & MD for information.  
All ED (Zones) & HODs for information  
All Dy.CAOs / AOs & Dy.CPMs / PCs for information.  
RAO/HO for information.  
All Principals, Transport Academy and ZSTC for information.  
PO (Training) to include in the Monthly index of circulars  
All Traffic Incharges and Bus Station Managers for necessary action.