

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No. AME-3(M-IT)/PAAS(1)/2014-AP

O/o the VC&MD,
MSRD, HYD - 624.

JOINT IT, OPD & AUDIT CIRCULAR No.02/2015-IT, Dt. 12.08.2015

Sub: PAAS - Implementation of Centralized Online Bus Pass issue project in Depots of Andhra Pradesh - Guidelines issued - Reg.

--oOo--

Computerized Pass Automation and Accountal System (PAAS) project was implemented in Vijayawada and Visakhapatnam Cities in the year 2007, for issue of various types of Bus Passes. Bus passes in all the Depots of the four zones viz. Vizianagaram, Vijayawada, Nellore and Kadapa Zones were issued manually except at the Depots of Vijayawada and Visakhapatnam Cities.

- I. A decision was taken by the Corporation to implement Centralized Bus Pass Project in all the Zones of the Corporation, for issue of bus passes across the State. Centre for Good Governance, Govt. of AP was awarded to take up the project duly availing Central Government Grant of Rs. 1.69 crores. The software Development for Centralized Bus Pass Project and hosting of the same was entrusted to Centre for Good Governance (CGG). The project would be handled by CGG for a period of two years without any financial implication to the Corporation.

Advantages of implementation of the Centralized Bus Pass project are given hereunder:

Advantages to Students/Passengers

- Bus Pass can be renewed at any of the counter/center within the Depot.
- Since it is a web based application, the application can be used from anywhere. This will facilitate running mobile counters at the Educational institutions for the facility of the students.
- There will not be any need for adopting staggered dates. Passes can be issued throughout the month.
- IDs and Tickets(passes) can be issued accurately and quickly.
- Applications can be submitted online by the student/commuter. This will enable quick issue since the data need not be entered again.
- To enable the student / commuter to renew the bus pass, an SMS alert will be sent 2 days in advance reminding him/her the date of renewal.

Advantages to the Corporation

- The business logic can be implemented centrally. Any modifications required from time to time can be carried out centrally at one place and the same will be reflected across the State.
- As student data above SSC is available with CGG, duplicate pass or fake pass issues can be minimized to the maximum possible extent.
- SMS alerts will be sent to field Managers daily about the no. of centers opened / not opened and the bus pass sales amount remitted by the franchisee so as to take remedial action.
- All Officers/Supervisors can access the application based on roles and view reports. Procedure is described in Annexure-1.

- Various types of reports like Pass Type-wise, Operator-wise, Center-wise reports can be generated.
 - As the data is available centrally, various reports that will be required for claiming reimbursement from the Government can be generated centrally.
- II. Tenders were invited for identifying Zone-wise franchisees for implementation of Centralized Bus Pass Project for issue of various types of Bus Passes. The following are the details of the zone-wise franchisees.

ZONE	NAME OF THE FRANCHISEE	COMMISSION TO BE PAID FOR IDs ISSUED(Rs)	COMMISSION TO BE PAID FOR FRESH / RENEWAL TICKETS ISSUED(Rs)
VIZIANAGARM	PERCEPT INFOSOL PVT. LTD.,	16.27	6.99
VIJAYAWADA	KRISHNA INFOTECH	18.27	6.66
NELLORE	PERCEPT INFOSOL PVT. LTD.,	23.94	9.72
KADAPA	PERCEPT INFOSOL PVT. LTD.,	22.23	9.72

The firms have commenced operations in all the four Zones of the Corporation.

In view of the implementation of Centralized Online Bus Pass Issue Project the following guidelines regarding the duties & responsibilities of Officials/Personnel concerned and the Franchisee are given hereunder for proper implementation of the project.

III. ZONAL OFFICE

1. The agreement regarding implementation of Centralized Online Bus Pass Issue Project, duly approved by the Law Department, was communicated by the IT Department/Head Office. Accordingly the ED(Zones) have entered into agreement with the respective franchisee.
2. Secretary to ED(Zone) shall communicate the copies of agreement to the Regional Managers, Depot Managers, Accounts Officers and other officials concerned for implementation of the terms and conditions of the agreement. A copy of the same has to be communicated to Head Office for record.
3. As per the agreement clause no.8.5, the payment is delegated to the Dy.CAO(Zone). But now it is decided to delegate the payment of commission charges to Dy.CAO/AO of region. Hence the payment term clause no.8.5 now is modified and to be read as:

“The commission will be paid on monthly basis for each valid ID card issued & laminated and valid fresh bus pass issued, pass renewed, issue of other marketing scheme cards/IDs. Such commission eligible corresponding to all the centers during the month shall be paid by Dy.CAO/AO of the Region concerned, including Service Tax as applicable. The FRANCHISEE shall raise the bill to the Dy.CAO/AO of the Region, on the 1st of every month along with certification regarding invalidated / skipped tickets / original application forms for concessional commuters etc., from the Depots concerned, and other required reports. The

commission payable for previous month to the FRANCHISEE will be released after pre-audit subject to submission of all stipulated claims and documents, as indicated. After submission of monthly claim by the FRANCHISEE, 70% of the commission charges (excluding Service Tax) will be paid immediately and remaining 30% of the commission charges (including Service Tax applicable) will be paid after post audit”.

Therefore the Secretary to ED(Zone) shall prepare the addendum as mentioned above and incorporate the same in the agreement entered into.

IV. REGIONAL OFFICE

1. The regional Accounts in-charge should ensure that the daily amount realized at all centers towards issue of bus passes (Sale of application forms, M.Rs, issue of ID / Fresh pass / Renewals etc.) is remitted in the Depot concerned after 23.00 hrs on the same day as per the Bus Pass Sales Statement(TR-2) and Operator-wise Revenue Report(TR-3).
2. All steps should be taken to ensure that the daily amount is remitted in the respective depot without any delay. However, in the event of short remittance / late remittance, vide clause 10.10 of the agreement, the amount should be recovered along with penal interest @ 36% per annum. In case of repetition of the same, action should be initiated for forfeiture of Security Deposit and invoking the bank guarantee.
3. Reconciliation of amount to be remitted and amount remitted should be done duly comparing Bus Pass Sales Statement(TR-2) & Operator-wise Revenue Report(TR-3) with MTD108 & MTD110 report of the concerned depot.
4. Dy.CAO/AO of concerned Region should obtain certification from the Depot Accounts in-charge and the Depot Manager on Bus Pass Sales Statement(TR-2) and arrange payment to the franchisee after receiving invoice from the franchisee.
5. All the activities pertaining to the project shall be entrusted to a responsible Supervisor at the Regional level preferably to frontline Traffic Supervisor working in the regional office.

V. REGIONAL CORE GROUP MEMBER

1. Ensure the smooth implementation of the project in all depots of the Region.
2. Provide all required assistance to the Depot System in-charges with regard to entering the details of institutions and routes, duly obtaining permission from the Depot Manager.
3. Ensuring the installation of all hardware and required devices/equipment at bus pass centers.
4. Updating the status on pass project to the Regional Manager and IT Department in Head office.

VI. DEPOT MANAGER / ATM :

1. Providing sufficient closed and covered space to Franchisee for establishing Bus Pass issuing center in Depot / Bus Station premises, for installation of UPS, network devices, computers, printers, web cam & surveillance system etc. The space so provided will be under the control of the Franchisee. Sufficient waiting area should be available outside to accommodate a queue. Necessary Civil / electrical works/cabling work / furniture required for running the center will be taken up by the franchisee.

2. Arrange to draw the required stock (IDs, Tickets and application forms) from the Zonal Stores well in advance.
3. Ensure installation of sub meters by the franchisee for electrical and generator connection given to the bus pass section separately. Sub meters will be provided by the franchisee.
4. Arrange to list out all the institutions/routes available in the depot jurisdiction for which bus passes are issued and ensure that the same are available in the system.
5. Planning of bus pass renewal dates at different places through mobile counter as per requirement, in coordination with the franchisee.
6. Ensure functioning of the bus pass centers as per the prescribed timings.
7. Ensure payment of electricity / generator bills monthly as per the meter readings at depots by the franchisee.
8. Arrange for Certification of applications for Student/NGO / PHC etc., to ensure that passes are issued by the Franchisee only to eligible persons.
9. Ensure the remittance of the daily amount realized at all centers towards issue of bus passes (Issue of ID, Fresh / Renewals etc.) should be remitted in the Depot concerned, after 23.00 hrs. on the same day as per Bus Pass Sales Statement(TR-2) & Operator-wise Revenue Report(TR-3). Short remittance of cash should be taken to the notice of the franchisee and necessary action should be taken to make good the amount without loss of time.
10. All steps should be taken to ensure that the daily amount is remitted in the respective depot without any delay. However, in the event of short remittance / late remittance, vide clause 10.10 of the agreement, the amount should be recovered along with penal interest @ 36% per annum. In case of repetition of the same, action should be initiated for forfeiture of Security Deposit and invoking the bank guarantee.
11. Provide Posters and Banners at all the bus pass counters to educate the commuters regarding cross verification of pre-printed stock number and computer generated number which will be printed on the ticket to ensure a valid ticket.
12. Obtain the list of operators center-wise with bio-data and photograph from the franchisee. This is required to ensure that the stock is issued to the authorized person.
13. Communicate all the required details based on which penalties will be levied, to the Dy.CAO/AO concerned.
14. **Ensure that the franchisee:**
 - Carries out required civil / electrical works and provides required furniture for running the bus pass center.
 - Installs sub meters for electrical and generator connection given to the bus pass section separately.
 - Provides proper lighting & fans at the centers.
 - Installs UPS, internet connection, LAN/Networking equipment required.
 - Installs the prescribed number of Computers, ID printers(inkjet colour) & Ticket printers(dot matrix) & web cam.
 - Installs surveillance system.
 - Installs lamination machine and provides required number of pouches.
 - The daily amount realized at all centers towards issue of bus passes (Sale of application forms, M.Rs, issue of ID / Fresh pass / Renewals etc.) should be remitted in the Corporation's Depot concerned, after 23.00 hrs. on the same day as per the Bus Pass Sales Statement(TR-2) & Operator-wise Revenue Report(TR-3).
 - Pays the Electricity / Generator etc. bills at Depot. And submit payment details to Regional Office/DM's Office.
 - Complies with all the terms & conditions mentioned in the agreement.

15. Ensure that the operator:

- Distributes Bus pass application forms to the students/ NGOs/ PHC/ commuters free of cost.
- Receives the filled in application forms from the candidates.
- Enters the details of the applicant duly grabbing the photograph and issue of ID Card(duly laminated) after getting certification from concerned depot authorities.
- Issues tickets/passes.
- Cross verifies ID No. on the ID card with ID No. on the Ticket/pass.
- Ensures that the Stock Number Printed by system matches with the pre-printed stock number on the Ticket/ID.
- Renews bus passes duly collecting old tickets and ensuring attestation by the head of the institution.
- Tenders exact change to the pass holders.
- Gives prompt and polite replies to queries.
- Hands over the filled in application forms to the DC duly making bunches of 50 each, in the order of issue time/Window Scroll.
- Hands over invalidated / skipped tickets along with the required reports to the DC.
- Hands over the unclaimed bus passes to the DC.

VII. DEPOT TRAFFIC INCHARGE:

1. Scrutiny and reconciliation of Application forms and Daily/Monthly reports and preservation of the same for audit.
2. Random verification of genuineness of bus passes issued.
3. Perform surprise checks on bus pass counters to check the ticket stock available with the operators and in the centre.
4. Periodically check the invalidated/Skipped tickets with invalidation/Skipped report.
5. Ensure that all the Valid Routes with correct KMs covered by Depot are available in the system.
6. Generate and verify the subsequent ticket NOT issued details and arrange to send it to Regional office for imposing penalties by Dy.CAO/Accounts officer concerned.
7. It should be ensured daily that the Bus Pass earnings as per the amounts remitted by the franchisee in the depot are reflected in the MTD108. It should be ensured that the amount remitted is as per the Bus Pass Sales Statement(TR-2) & Operator-wise Revenue Report(TR-3). Discrepancy, if any, should be taken to the notice of the Depot Manager/ATM.
8. Maintain a Register to record a breakdown/ system not working / Operator not available and other details and submit the same to the Regional office for imposing penalties as per the terms & conditions of the agreement.

S.NO	PROBLEM/ISSUE	FROM		TO		TOTAL TIME
		DATE	TIME	DATE	TIME	
1						
2						

VIII. DEPOT CLERK:

1. Place indent for ID(MTD-273)/Ticket Stock(MTD-470) and application forms from Zonal stores.
2. Enter complete stock received from the Stores in the Centralized Bus Pass System and file the stock reports.
3. Allot preprinted stock (IDs/Tickets) to the Bus Pass Center after receiving request from the center manager concerned.

4. Reconciliation of operator-wise revenue report(TR-3) with Bus Pass Sales report(TR-2) every day.
5. Collect all invalidated / skipped tickets, unclaimed bus passes from the operator. Thoroughly securitize invalidated/skipped tickets received from the Center Manager everyday with invalidation report(TR-4) and preserve the same for audit.
6. Receiving of filled in Application forms for which passes issued from Center Manager and preserve the same for audit. The Number of applications received shall tally with the number of passes issued.
7. Maintenance of sufficient stock (2 months stock) of Tickets/IDs and Application Forms.
8. Checking of physical bus pass stock as per the stock report(TR-6).
9. It should be ensured daily that the Bus Pass earnings as per the amounts remitted by the franchisee in the Depot are reflected in the MTD108. A provision is given in DCP for entering this bus pass amount in Receipts/Refunds screen while generating the ADC Cash Book under Code 100014 (Bus Pass Amount Remitted). It should be ensured that the amount remitted is as per the Bus Pass Sales Statement(TR-2) & Operator-wise Revenue Report(TR-3). Discrepancy, if any, should be taken to the notice of the Traffic in-charge.
10. The DC should cross verify the amount entered by the ADC with the voucher submitted by the franchisee. This is essential to ensure that the amounts are correctly reflected in the earnings of the Depot.

IX. DEPOT SYSTEMS IN-CHARGE:

1. Ensure that all the valid institutions covered by Depot are entered in the system duly obtaining permission of the Depot Manager.
2. Ensure that all the Valid Routes covered by Depot, with correct KMs are entered in the system duly obtaining permission of the Depot Manager.
3. Generate all the daily reports (Pass type distance report:TR-1, Bus Pass sales statement:TR-2, Operator-wise Revenue report:TR-3, Invalidation report:TR-4, Subsequent ticket report:TR-5 and Stock report:TR-6) and submit the same to the DC/Traffic In-Charge.

X. DEPOT ACCOUNTS IN-CHARGE:

1. Ensure the earnings from the Bus Pass counters are deposited in Depot on the same day as per the bus pass sales statement(TR-2) duly verifying the same with the operator-wise revenue report(TR-3).
2. Ensure that the bus pass earnings remitted in the Depot are entered correctly in DCP in MTD108/MTD110 under miscellaneous earnings(under 100014 - bus pass earnings).
3. Thoroughly check the account of invalidated / skipped IDs / tickets as per invalidation report(TR-4) & Subsequent ticket report(TR-5).
4. Pre-audit all the invalid/skipped tickets and verify the statements ie., Bus Pass Sales Statement(TR-2) & Operator-wise Revenue Report(TR-3) submitted by the depot traffic in-charge for certification by the Depot Manager/ATM.

XI. GUIDELINES FOR PAYMENT OF MONTHLY COMMISSION TO FRANCHISEES

Monthly commission charges on the no. of IDs & bus passes issued shall be paid to the franchisee basing on the following guidelines after the franchisee submits the invoice to Dy.CAO/AO(Region).

1. The Depot Clerk(Earnings) and Traffic In-charge of the depot concerned have to ensure the receipt of all the invalidated/skipped tickets, original application forms along with mandatory documents i.e. bonafide

- certificate, date of birth etc. issued from school/colleges and ensure proper maintenance of stock IDs and Tickets.
2. The Depot Clerk(Earnings) and Traffic In-charge of the depot have to certify the correct receipt of bus pass earnings on Bus Pass Sales Statement(TR-2) at the end of each month and forward the same to the depot Accountant along with the relevant invalidated / skipped IDs / tickets.
 3. The depot Accountant has to pre-audit the above TR-2 statement and submit the same to the Depot Manager for certification.
 4. The Depot Manager has to certify the correct receipt of bus pass amount as per the certified TR-2 statement and impose penalties, if any, as per the terms and conditions of agreement.
 5. Dy.CAO/AO(Region) has to pre audit the certified Bus Pass Sales Statement(TR-2) submitted by the Depot Manager concerned and arrange to make the payment as per the conditions of the agreement, duly deducting the penalties imposed, if any.

XII. GENERAL INSTRUCTIONS

1. Credentials (username & password) are provided to all the concerned Officers / Supervisors and others for accessing the system to view required reports and carry out the specified actions. The list of user-IDs is given in Annexure-2
2. The default password provided should be changed on first login without fail.
3. The password should not be revealed to anyone and changed frequently.
4. The inspecting officials should randomly check the invalidated tickets with the invalidation report, stock that is physically available in the centre with the stock that should be available as per the system and that the franchisee is implementing the project in terms of the agreement conditions.
5. The bus pass application is also available in www.apstrc.gov.in website. Hence, wide publicity is to be given to the students/commuters to download the same so as to cut down the printing cost.
6. COS/VJA shall ensure that the required stock of IDs, Tickets and Application Forms are made available well in advance.
7. COS/VZM,NLR,KDP shall draw the required stock from COS/VJA as per the requirements given by the Regions well in advance.
8. The depot system supervisors and operators can get assistance on technical problems on CGG help line nos. 040-23120461 and 23120462.
9. For any administrative queries, ATM-II(Mgr-IT)/Bus Bhavan can be contacted on 9100942198.

All the officials concerned at the Zonal/Regional/Depot level are advised to ensure that the above guidelines are followed scrupulously for smooth functioning of the project.


VICE CHAIRMAN & MANAGING DIRECTOR

To

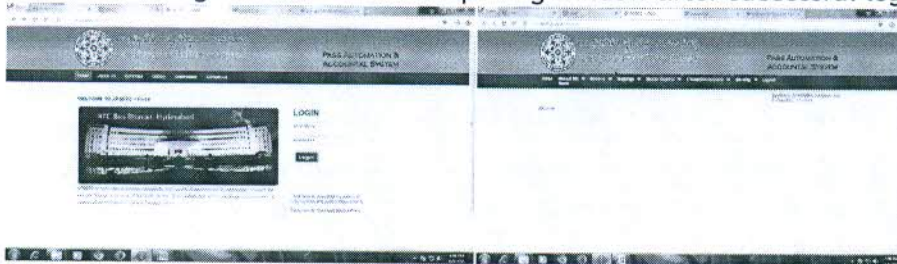
All Executive Directors, FA & CAO for infn.
CE (IT), CTM, CTM(M&C), CM(F&A) for infn.
CCOS/HO to ensure sufficient stock as per the requirement of the zones.
All Regional Managers for n/a.
All Dy.CTM of Regions and Dy.CAOs of Regions/Zones for n/a.
COS/VZM,VJA,NLR,KDP for n/a.
All Depot Managers,ATM/PNBS,DBSC, AOs(Region) for n/a.
All Regional Core Group Members for n/a.

PROCEDURE FOR LOGIN & REPORT GENERATION

1. Go to www.apsrtcpaas.in.
2. Login screen appears.
3. Provide user name and password and press enter.
4. Main PAAS application window appears.
5. Go to transaction reports tab and select the required report.
6. To generate Bus pass sales statement(TR-2), select the option.
7. Select the required information in the fields and press get data.

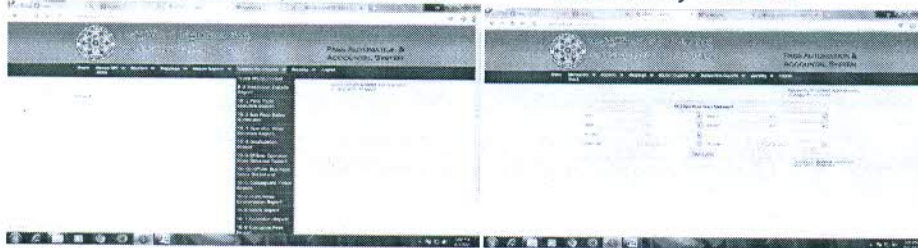
Login window

Opening window after successful login



Transaction reports window

Data entry window



Sample report(Bus pass sales statement:TR-2)

Bus Pass Sales Statement from 01/06/2015 to 05/05/2015														
S. No	Pass Type	Receipts(MR)			ID Cards			Fresh Passes			Renewals			Total
		Issd	Inv	Net	Issd	Inv	Net	Issd	Inv	Net	Issd	Inv	Net	
#	1	2	3	4	5	6	7	8	9	10	11	12	13	
1	MONTHLY SEASON TICKET PLVO	119	2	117	118	2	116	117	1	113	8	0	8	
2	STUDENT ROUTE EMP CHILD QTLY	21	0	21	21	0	21	21	0	21	0	0	0	
3	EAST STUDENT FREE FOR GIRLS 18YRS	678	1	678	680	5	681	0	0	0	0	0	0	
4	STUDENT ROUTE PASS MFLY	6807	8	6798	6822	129	6753	6826	80	6746	2751	34	2717	
5	WEST EMP CHILD METRO EXP QTLY	3	0	3	3	0	3	3	0	3	0	0	0	
6	EXCLUSIVE GENERAL MEXF MFLY	0	0	0	0	0	0	0	0	0	44	2	42	
Total		1139	11	1137	1122	201	1197	300	104	1922	4043	51	3812	27

Printed on: 05/05/2015
Generated by: Admin/psr
Created on: 05/05/2015

ANNEXURE-2

The Role, User-ID, Password for different levels of Officers, Supervisors and other employees dealing with bus pass issue in Proddutur depot(PDTR) of Kadapa region(KDP) of Kadapa zone(KDP) are listed under.

SNO	ROLE	USER ID	PASSWORD	REMARKS
1	DEPOT ACCOUNTS INCHARGE	PDTRAMFIN	2015apsrtc	
2	DEPOT MANAGER	PDTRDM	2015apsrtc	
3	REGIONAL CORE GROUP MEMBER	KDPRCG	2015apsrtc	
4	ACCOUNTS OFFICER(REGION)	KDPAO	2015apsrtc	
5	DY.CAO(REGION)	KDPDYCAO	2015apsrtc	
6	DY. CTM	KDPDYCTM	2015apsrtc	
7	REGIONAL MANAGER	KDPRM	2015apsrtc	
8	DY.CAO(ZONE)	KDPDYCAOZ	2015apsrtc	
9	EXECUTIVE DIRECTOR	KDPED	2015apsrtc	

The user IDs and passwords for various levels of other depots/ regions/ zones are also created on the same lines(Depot/Region/Zone short name+level name). The default password for all levels except for snos.1 to 5 is '2015apsrtc'. As a safety measure, the password should be changed immediately after 1st successful login. AM(T)/OPRS/Bus Bhavan can be contacted on 7382895607 can be contacted in case of any help on using the user-id & password.