



# ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No. ATM-II(M-IT)/GB (01)/1/2023

O/o The VC & MD  
Vijayawada, 18-05-2023.

**To,**  
**All District Public Transport Officers,**  
**A.P.S.R.T.C.**

**SUB: UTS** – Communication of Procedure for issue of tickets through e-PoS machines by Drivers Operating Non Stop and Ground Booking services under UTS Project. - Regarding.

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Corporation had taken a decision to implement Unified Ticketing Solution (UTS) project in APSRTC with a view to integrate the different service platforms provided to the customer.

As on date 9733 schedules are being operated under UTS project and 13100 e-POS machines are supplied to depots. There are around 610 Ground booking schedules, which are pending for implementation under UTS project in the Corporation. The implementation of UTS in Ground booking schedules is planned to start from 1<sup>st</sup> of June 2023.

In the UTS Non-Stop services it is essential for the drivers to carry e-POS machines in all the services including ground booking services to track the services to show Expected Time of Arrival (ETA).

In this connection, the procedure for issue of Tickets in Non-Stop and Ground Booking Services by Drivers, through e-PoS machines is prepared and enclosed at Annexure -A.

IT Department will conduct training to all RCGs on Ground Booking Module in UTS. The RCGs in turn have to train the Trainer of Trainees (TOTs) of Depots. The TOTs have to train all the Drivers (both RTC & PHB) in their respective depots.

Therefore, all DPTOs are informed to instruct the Depot Managers to complete the training of all Drivers, including Private Hire Bus Drivers on Ground Booking module, by 30<sup>th</sup> of May 2023, so as to implement the UTS in Ground Booking schedules from 01.06.2023.

Encl : As above

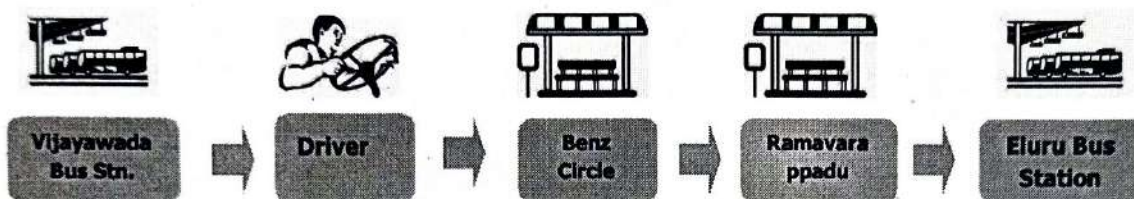
  
**Executive Director (O)**  
**APSRTC-RTC House**

Copy to ED (Zones) for information please.  
Copy to OSD to VC&MD for information please.

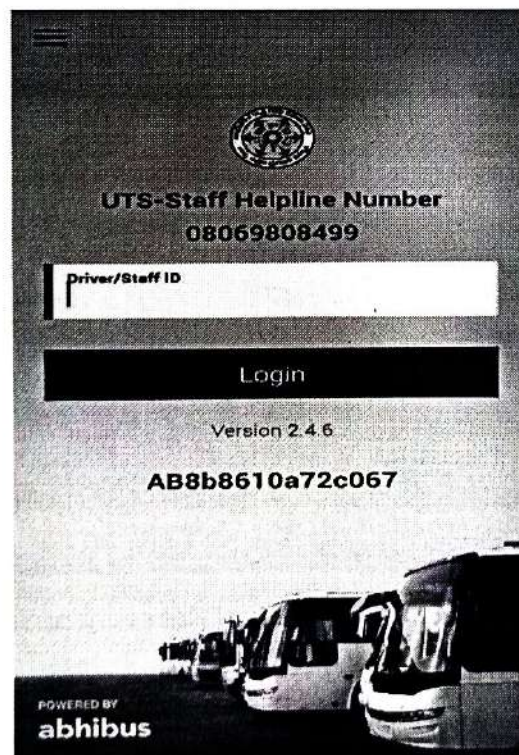
## ANNEXURE-A

The procedure for issue of Tickets in Ground booking services by drivers is furnished hereunder:

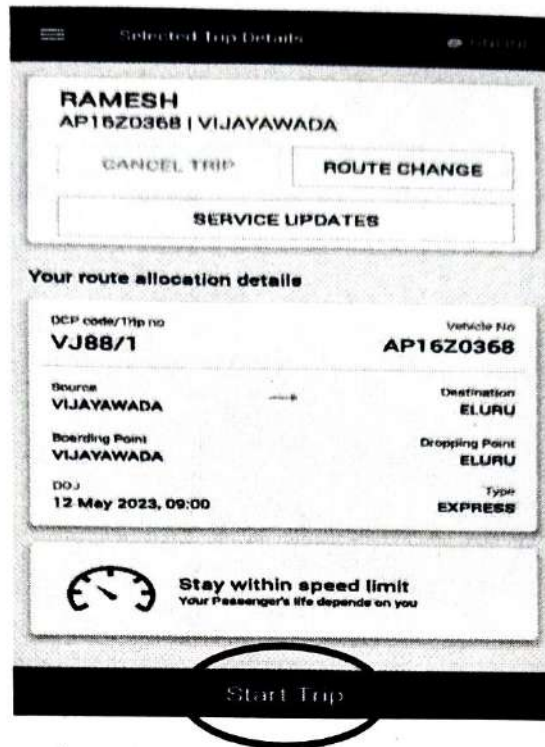
For example: The Driver is booked for performing Vijayawada to Eluru Non-Stop service, which has two ground booking points enroute, one at Benz Circle and another at Ramavarappadu Ring road. The flow of Ticket issue from Vijayawada to Eluru is as follows:



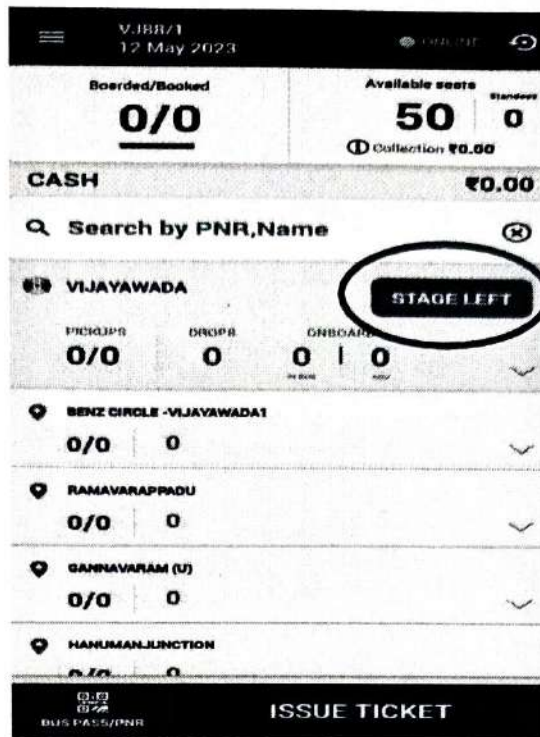
- ❖ Under UTS system, the Driver has to receive e-PoS machine along with STAR document from ADC and should **login** with his **staff no.**



- ❖ After driver login into the e-PoS machine, he should select "**START TRIP**" option in the e-PoS machine.



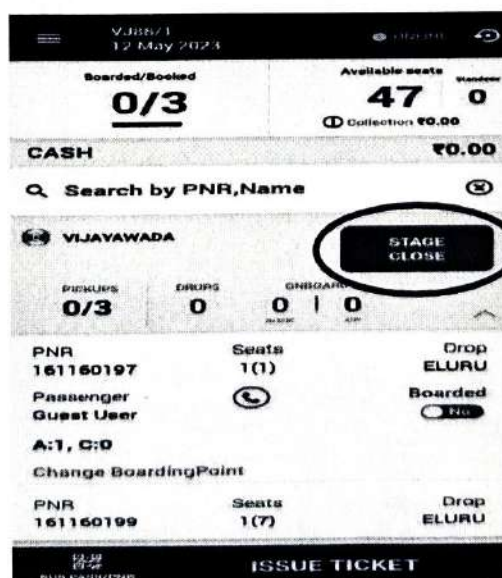
- ❖ After the Driver login and starts the trip in the e-PoS machine, the service details will be reflected in the Vijayawada Bus Station ground booking login.
- ❖ After the Driver Selects Start Trip, the booking will be open for Bus Station ground booking login only. The Driver cannot issue tickets.
- ❖ Vijayawada Bus Station Ground booking clerk starts issuing tickets to Eluru.
- ❖ While the Booking Clerk at Vijayawada Bus Station issues tickets, the details of the tickets will be synced simultaneously to Driver's e-PoS machine.
- ❖ After the Bus Station Ground booking clerk closes the issue of tickets, the permission for issuing tickets opens in Driver's login in e-PoS machine.
- ❖ The Driver has to cross check the number of passengers on board against synced no. of passengers, who bought tickets from Vijayawada Bus Station counter.
- ❖ After ensuring that all passengers have boarded the bus, the Driver has to start the issue of tickets from his e-PoS machine, if there are any passengers boarded without ticket.
- ❖ After the Driver starts the bus at Vijayawada Bus Station, he should select "**STAGE LEFT**" option in the e-PoS machine.



❖ After the Driver selects the Stage left option, the following service details will be reflected in login of the next ground booking point i.e., Benz circle.

1. Service no.
2. Vehicle No.
3. Type of Service.
4. No. of passengers on Board.
5. No. of Vacant seats.
6. Vehicle Current location,
7. **Expected Time of arrival (ETA)**

❖ After issuing all the Tickets, and just before reaching the next ground booking point, i.e., Benz Circle., the Driver has to select the "STAGE CLOSE" option.



- ❖ After the Driver selects the Stage Close option, the service will be open for booking at the next enroute ground booking point, i.e., Benz circle.
- ❖ The Booking clerk at the Benz Circle point issues tickets and while tickets are being issued, the ticket details will be synced into the Driver's e-PoS machine simultaneously.
- ❖ After the Benz Circle ground booking clerk closes the ticket booking, the Driver has to issue tickets to any passenger who boards between Benz circle and ramavarappadu ground booking points.
- ❖ After issuing all the Tickets, and just before reaching the next ground booking point, i.e., Ramavarappadu Ring Road, the Driver has to select the Stage Close option.
- ❖ After the Driver selects the Stage Close option, the service will be open for booking at the next enroute ground booking point, i.e., Ramavarappadu Ring Road.
- ❖ After booking is completed at enroute ground booking point i.e., Ramavarappadu Ring Road, the Driver should issue tickets to any passenger who boards between Ramavarappadu Ring Road and Eluru bus Station.
- ❖ After reaching Eluru bus station the Driver has to select "**END TRIP**" from side menu and Start trip no.2.



- ❖ After the Driver starts trip no. 2, the service details will be reflected in Eluru Bus Station Ground booking login.

- ❖ The same procedure for issuing of Tickets should be followed in the remaining trips.
- ❖ After completion of all trips the Driver has to select "**END DUTY**".

Trip Summary 12 May 2023		Add Trip
Service	VIJAYAWADA to ELURU	
Vehicle Number	AP16Z0368	
DCP code/Trip no	VJ88 / 2	
Type	EXPRESS	
Date of journey	12 May 2023	
Departure Time	13:30	
Driver Name	RAMESH (953357)	
Driver Mobile Number	9999999999	
Total number of seats	50	
Trip 1 Collected Amount	₹0.00	
Trip 2 Collected Amount	₹0.00	
Total Amount	₹0.00	
Amount Remittance	₹0.00	
Trip End Time	12 May, 16:24	
<div style="border: 1px solid black; border-radius: 50%; width: 100px; height: 30px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <span>End Duty</span> </div>		

- ❖ After selecting END DUTY, the Driver has to select and take a print of "**CUMULATIVE REMITTANCE REPORT**" and remit cash as per the remittance report to the cash receiving ADC along with e-PoS machine.

Cumulative Ticket Report
<b>Cumulative Remittance Report</b>
Log out

- ❖ The Cumulative Remittance reports contains the following details:
  - 1) No. of tickets issued by Driver.
  - 2) Driver Booking Amount.
  - 3) Ground booking no. of Tickets issued.
  - 4) Ground Booking Amount.
  - 5) Total Service Earnings.
  - 6) Amount to be Remitted by Driver.

❖ The Advantages of this system are:

- 1) Tracking of Current location of vehicle.
- 2) Availability of information on Expected Time of Arrival (ETA) of bus, so that the ground booking staff can inform the passengers on arrival time of bus and issue tickets in advance.
- 3) The Driver can issue tickets to the passengers, who board in between two booking points.
- 4) There is no need to collect auxiliary waybill by Driver at all booking points.
- 5) The point wise and trip wise auxiliary waybill amount is automatically synced into CIS against the DCP no. of the service.

  
**Executive Director (O)**  
**APSRTC-RTC House**