

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No. : ATM-1(M-IT)/715(1)/2014-IT



O/o. VC & MD, Bus Bhavan,  
Mushirabad - Hyderabad.

Joint IT, AD, PD & OPD Circular No: 01/2015-IT, Dt. 22 -01-2015.

**Sub: HIRING: Hiring of buses by Corporation - Payment of hire charges to the owners of Hire buses - Payment of hire charge claims of owners through automated software - Revised instructions for implementation - Communicated - Reg.**

Ref: Circular No.27/99-OPD (P), dated 12.05.1999.

Corporation is engaging buses under 'Hire Scheme' to supplement its fleet, save personal and maintenance cost, to register certain surplus margins over its own vehicles in commensurate with Rule 307 of APMV Rules 1989. On supply of bus under Hire Scheme by the owner, an agreement of hire is entered into between owner of hire bus and APSRTC.

The terms and conditions laid down in the agreement are binding on both parties as long as the agreement is valid. As per the CMIS statement as on 31.08.2014, Corporation is operating 1758 buses in the State of Andhra Pradesh and 1261 buses in Telangana State. Presently hire buses of Pallevelugu, Express, Metro Express, City Ordinary and City Mini type are only under operation, introduced vide different Tender Notifications issued in the years 2007, 2008, 2009, 2010, 2013 and 2014.

Vide Circular cited under reference instructions were communicated as to the procedure to be adopted in regard to payment of hire charges to the entrepreneurs. Time and again, representatives of Hire Bus Owners Association are pressing for online payment of claims with details of recoveries. Apart from this, the Test Audit teams also noted several shortcomings at various stages of settling hire claims by the owners.

Attested by  
*[Signature]*  
CHIEF ENGINEER (IT)

P.T.O



In order to arrest irregularities and ensure accuracy at different levels, the IT Department developed automated software to generate a comprehensive statement of fortnightly payments being made to PHB owners. Various checks and provisions have been incorporated to make this activity foolproof. On trial basis at HYD-2 Depot, computerized software was put into use and satisfactory results are achieved.

The requisite software will be ported at the respective Units by 01-03-2015. This will facilitate the generation of vital reports viz. Check list of hire bus operations, individual Hire bus operations statement and fortnight payment summary of hire buses for the 1<sup>st</sup> and 2<sup>nd</sup> fortnight. All the Unit Officers are advised to implement the software with utmost care especially while feeding master fields.

The time schedules from claim to payment of hire charges is enclosed at Annexure - I. Indicative Checks to be exercised by Traffic, Personnel and Finance Wings are also enclosed at Annexure - II & III

Encls: As above.

Sd/-

**VICE CHAIRMAN & MANAGING DIRECTOR**

**To  
All Depot Managers  
A. P. S. R. T. C.**

Copy to: Joint Managing Director, Director - V & S

Copy to: All Executive Directors / FA & CAO

Copy to: All Regional Managers / HODs

Copy to: All Dy.CAOs/Dy.CPMs/Dy.CMEs/Dy.CTMs,/DVMs/Principals/Sr.Managers - IT

Copy to: All POs / AOs for information and necessary action

Copy to: RAO, AG RTC for information please

Copy to: President, AP & Telangana State Hire Bus Owners Associations

Attested by

*RV Jayant*  
**CHIEF ENGINEER (IT)**



**A. TIME SCHEDULE OF PHB AUDIT / PAYMENT :**

- PHB Owner shall submit Claims corresponding to 1<sup>st</sup> Fortnight by 17<sup>th</sup> of current month and claims corresponding to 2<sup>nd</sup> Fortnight by 2<sup>nd</sup> of next month.
- Traffic Supervisor has to scrutinize and submit the Claim Forms in Personnel Dept. Section in DM's Office before 4<sup>th</sup> and 19<sup>th</sup> of every month.
- Personnel Dept. Supervisor has to submit Claim Forms in Accounts Dept. Section on 5<sup>th</sup> and 20<sup>th</sup> of every month.
- Accounts Dept. Supervisor on verification of the claims, shall hand over the certified claims to Personnel Dept. Section to obtain signature of DM. Personnel Dept. Supervisor has to transmit the same to Regional Audit with Pay Order on 7<sup>th</sup> and 22<sup>nd</sup> of every month.
- After pre-audit the AO / Dy.CAO of the Region shall transfer funds to the Depots concerned on 9<sup>th</sup> and 24<sup>th</sup> of every month.
- Payments to private hire bus owners to be made on 10<sup>th</sup> and 25<sup>th</sup> of every month invariably.

**B. REPORTS:**

The following are the various reports which are to be generated for processing the PHB payments.

1. Checklist of Hire buses operation details.
2. Individual PHB owner operation Statement.
3. Statement showing the details of penalties imposed.
4. Fortnight Payment Summary of Hire buses.
5. List of Group Insurance (GIC) and FC due.



**A. CHECKS BY THE DEPOT TRAFFIC IN-CHARGE :**

**PERIODICAL:**

1. History sheet as at Annexure - III be intelligibly recorded/reviewed in the Hire Master file in the OLTAS MODULE.
2. Details of hire buses withdrawn / terminated during the month. Whether permits surrendered or transferred on RTC buses? If so details whether NOC issued within reasonable time? If not reasons.
3. If permits surrendered, whether new permits were obtained on RTC buses or not? If not details of such permits from where RTC operations are withdrawn?
4. Variations in existing vehicle utilization of hire buses vis a vis vehicle utilization mentioned in allotment letter. Details of Head Office approvals if any.
5. Variations in existing floor rate of hire buses vis a vis floor rate mentioned in allotment letter after implementing periodical revisions on HSD, Wages and Tyres. Details of Head Office approvals if any.
6. Variations in allotted route of hire buses vis a vis route mentioned in allotment letter. Details of Head Office approvals if any.
7. Whether different route lengths adopted for the same route to hire vehicles introduced in different notifications? If so details.
8. Similarly whether different route lengths adopted for the same route where RTC and Hire buses are under operation?

**FORTNIGHTLY:**

1. Scrutinize and submit fortnight checklist after generation of fortnight reports (Annexure - I. B) and forward the claims to Personnel Dept. of Unit Officer.

**DAILY:**

1. Ensure proper recording, entry and scrutiny of Log book of PHB owner, STAR documents, Cancellation of Kms, Reasons for cancellation if any, Vehicle outgoing and incoming timings, Applicable penalties as per agreement, Extra / Deviation of Kms if any with reasons, Details of damages/accidents if any, and/or any other important incident in relation to operation and maintenance of Hire bus.

**B. CHECKS BY THE DEPOT P.D. IN-CHARGE:**

**PERIODICAL:**

1. Collect all relevant data from Regional Office such as allotment, inspection, reporting of vehicle, insurance date and file carefully in individual case and the same should be entered in the hire master in the OLTAS MODULE.
2. All agreements copies have to file and must be readily available for verification/audit.



3. Genuineness of insurance policy to be ensured and carefully filed duly verifying with original policy bond (IMT 44).
4. Insurance paid and the period of validity of insurance has to be clearly recorded.
5. Insurance payable to be verified with the assistance of accounts in-charge, Traffic in-charge and Depot Manager.
6. Accident history of PHB, details of ex-gratia paid and MACT cases with connecting papers to be filed and recovery to be watched before issuing no due certificate.
7. "Accident Vehicle Information" shall be certified in the summary sheet.
8. If short/ excess Kms are operated other than allotted scheduled Kms proper.
9. Sanction has to be obtained and recorded comprehensively.
10. Names, badge Nos. etc. of PHB drivers to be recorded clearly.
11. Change of ownership should be in accordance with the rules in force, circular instructions issued from time to time.
12. In the case of replacement of vehicle due to accidents/damages strict procedure has to be followed as per the rules and regulations applicable to new vehicles.
13. Fortnightly payment sheets should be thoroughly verified duly certifying before submission to Accounts In-charge.
14. After feeding all the details of hire buses in Master data, scrutinize and submit the Master data checklist (Annexure-III) to the Regional audit duly certified by the Supervisors of Traffic, PD, AD and signed by the Depot Manager.
15. As and when new PHB is introduced, after feeding the master data (Annexure – III) shall be submitted for audit at Regional Accounts Office duly certified by the Supervisors of Traffic, PD, AD and signed by the Depot Manager.

**FORTNIGHTLY:**

1. Scrutinize and submit fortnight checklist after generation of fortnight reports (Annexure- I. B) and forward the claims along with pay order to the Accounts Department and the Unit Officer.
2. The Master data modification report which is generated through programme even though there are nil modifications shall be certified by the Supervisors of PD,AD and signed by the Depot Manager, should be submitted to the Regional Accounts Office along with the fortnight payment summary.

**C. CHECKS BY THE DEPOT ACCOUNTS IN-CHARGE:**

**PERIODICAL:** The following shall be thoroughly verified –

1. Owner's name
2. Bus Registration No.
3. Agreement period
4. Allotted route, with MTD 141
5. Scheduled Kilometers
6. Operated Kilometers
7. Operated Kms other than the Sch. Kms i.e. excess Kms / Spl. Operations, deviation of Kms. etc (the above details to be verified with MTD 141 and STAR document)



8. Rate per Km.
9. Insurance period and payable per day
10. Penalties as per agreement
11. PAN No.
12. Income Tax prevailing rate
13. Bank A/c. No., Branch Name – IFSC Code, etc
14. After necessary verification only the same shall be put up to DM
15. The net payable amount shall be rounded off to nearest rupee, the balance of paise plus or minus amount exhibited in the bill shall be booked to AH No.7360.

**FORTNIGHTLY:**

1. Scrutinize fortnight checklist and fortnight reports and return the same to Personnel Dept for onward transmission to the Regional Accounts Office for pre-audit.

**D. CHECKS BY THE DEPOT MANAGER:**

**PERIODICAL:**

1. Whether schedule KMs are operated by the private hire bus vehicle.
2. Period of agreement and its validity.
3. Penalties imposed are in consonance with agreement.
4. Physically check the Sch. Kms and the route are as per 141 as compared to Corporation vehicle.
5. **Validity of Insurance period and corresponding reimbursement of Insurance premium with IMT-44.**
6. For lapses such as late submission of vehicle for inspection after allotment, penalties are to be authenticated from the circular instructions and to advise the concerned to recover the same.
7. Certify the same on summary sheet of payments to PHB owner in duplicate to Regional Audit along with STAR documents.
8. Before issuing NO DUE Certificate after expiry of agreement period, it should be specifically ensured that there is no MACT case pending or any type of liabilities etc.

**FORTNIGHTLY:**

Scrutinize the fortnight checklist and fortnight reports and forward the claims to the Regional Accounts Office for pre-audit.

**DAILY:**

Ensure proper recording, entry and scrutiny of Log book of PHB owner, STAR documents, Cancellation of Kms, Reasons for cancellation if any, Vehicle outgoing and incoming timings, Applicable penalties as per agreement, Extra/Deviation of Kms if any with reasons, Details of damages/accidents if any, and/or any other important incident in relation to operation and maintenance of Hire bus.



**E. CHECKS BY REGIONAL AUDITOR.**

1. Maintain Manual Register for each Depot.
  - i. **Open a separate page for Master Data of each PHB:** (a) Name of the owner (b) Bus No. (c) Model, Service Type (d) Allotment letter No. and date (e) Agreement period (f) Sch. Kms to be operated (g) Route of operation with service No. with MTD-141. (h) Insurance paid & validity (i) Rate per Km. (j) Insurance payable per day k) PAN No. etc
  - ii. **Recording of Bus-wise Fortnight Payment Details:** (a) Period of payment (b) Sch.KMS (c) Kms. operated for the fortnight (d) Rate per Km. (e) Amount payable (f) Insurance reimbursable (g) Total gross payable (h) Less penalties (i) Less income tax (j) Other recoveries if any (k) Total deduction (l) Net payable (m) Remarks (for any increase/decrease in PHB rate per Km. with letter No. to be recorded)
  - iii. **Summary of PHB Fortnight Payment Details:** (a) Pay Order No. & date (b) Fortnight Period (c) Total Schedule KMs (d) Operated KMs by PHBs (e) Amount payable (f) Insurance payable (g) Arrears if any (h) Total amount payable (i) Less TDS (j) Less penalties (k) Less others (l) Total deductions (m) Net payable (n) Remarks
2. **Checks to be exercised :** The following shall be verified –
  - a. The Master Data checklist (Annexure-III) submitted by the Depot Manager should be audited by the Regional Accounts Office.
  - b. Ensure that, the Master data modification report is enclosed every fortnight with the certification by the Supervisors of Traffic, PD and AD duly signed by the Depot Manager.
  - c. If any new PHB is introduced in the depot, Master Data (Annexure – III) shall be audited invariably before pre-auditing the first fortnight bill of the new PHB.
  - d. Allotment, Inspection and Reporting of vehicle (for penalties)
  - e. Owner name
  - f. Bus No.
  - g. Agreement period and agreement conditions
  - h. Insurance policy with IMT 44 and payable per day
  - i. Schedule Kilometers
  - j. Operated Kilometers
  - k. STAR documents
  - l. Operated Kms. other than the scheduled Kms.
  - m. Allotted route
  - n. Rate per Km.
  - o. Penalties are as per agreement
  - p. Income Tax prevailing rate.



HISTORY OF VEHICLE NO. \_\_\_\_\_ OPERATING ON THE  
 ROUTE : FROM \_\_\_\_\_ TO \_\_\_\_\_ AT  
 \_\_\_\_\_ DEPOT OF APSRTC, \_\_\_\_\_ REGION.

- A. Month & Year of Notification  
 (as in allotment letter) :
- B. Allotted Depot :
- C. Allotted route :
- D. Allotted vehicle utilization :
- E. Date of introduction :
- F. Make & Model of vehicle :
- G. Allotted hire rate :
- H. Existing hire rate :
- I. Existing vehicle utilization :
- J. Existing route :
- K. Existing Depot with route :
- L. Permit validity up to with Number :
- M. FC validity up to :
- N. Insurance validity up to :
- O. Details of Drivers empanelled :
- P. Medical Fitness validity of Drivers :
- Q. Initial agreement period :
- R. Extended agreement period (1) :
- S. Extended agreement period (2) :
- T. Name of the existing Owner :
- U. Details of ownership transfers :
  - a. Name : .....from .....to
  - b. Name : .....from .....to
  - c. Name : .....from .....to
- V. TOT Dealer No. (existing owner) :
- W. PAN No. (existing owner) :
- X. Details of change in route course/depot/  
 Floor rate if any with relevant references :  
 of correspondence with Corporate Office.

TRAFFIC INCHARGE

PD INCHARGE

AD INCHARGE

DEPOTMANAGER



HISTORY OF VEHICLE NO TA2781 OPERATING ON THE  
 ROUTE : FROM HYDERABAD-II TO HUSNABAD  
 AT HYDERABAD-II DEPOT OF APSRTC.

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A. Month & Year of Notification : 072007

B. Allotted Depot : HYDERABAD-II

C. Allotted Route : HUSNABAD

D. Allotted Vehicle utilization : 304.0

E. Date of introduction : 26-03-08

F. Make & Model of vehicle : 2007, BS-III, PALLEVELUGU

G. Allotted hire rate : 19.55

H. Existing hire rate : 19.55

I. Existing vehicle utilization : 304.0

J. Existing route : HUSNABAD

K. Existing Depot with route : HYDERABAD-II, HUSNABAD

L. Permit validity up to with route : 03-04-16

M. FC validity up to : 12-12-11

N. Insurance validity up to : 11-01-15

O. Details of Drivers empanelled : Y.PULLANNA

P. Medical Fitness <sup>✓</sup> validity of Drivers :

Q. Initial agreement period : 03-04-16

R. Extended agreement period (1) :

S. Extended agreement period (2) :

T. Name of the existing Owner : V.INDIRA

U. Details of ownership transfers :

a. Name :....from.....to

b. Name :....from.....to

c. Name :....from.....to

V. TOT Dealer No. (existing owner) :

W. PAN No. (existing owner) : ACOPV4288P

X. Details of change in route course/depot/  
 Floor rate if any with relevant refer. :  
 of correspondence with Corporate office.

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