

Andhra Pradesh State Road Transport Corporation

Office of the VC&MD,
RTC House, Vijayawada.
Dated 20.12.2022.

Lr.No.C2/541(10)/2019-Dy.CM(C)

To
All Executive Directors (Zones)
APSRTC.

Sub: APSRTC Logistics: Revised instructions on disposal procedure of unclaimed parcels / couriers – Communication – Reg.

Ref: ED(C) Letter No.C2/541(10)/2019-Dy.CM(C), Dated 23.04.2019.

Vide reference cited, instructions were issued on disposal procedure of unclaimed parcels / couriers. Delay is observed in processing cases to Head Office for sanction. Due to this procedure unclaimed parcels / couriers are getting accumulated in delivery counter.

In this connection, to avoid delay the competent authority has accorded approval for the following revised instructions for disposal of unclaimed parcels / couriers:


1. Every month in first week the ATM(C) shall make arrangements to bring the undelivered items (more than 30 days) from all counters working under jurisdiction to the ATM(C) head quarter counter and make efforts to deliver them to the consignee or contact the consignor and return the item.
2. It shall be the responsibility of the ATM(C) to make all efforts to ensure that the item will not be claimed by the consignee / consignor in future.
3. ATM(C) concerned shall prepare list of unclaimed parcels / couriers for more than 30 days every month and take approval of Executive Director (Zone) with the recommendations of Dy.CTM(O&C) for inclusion in the auction.
4. The approved list of items has to be notified before disposal. The list of items to be kept in the notice board and website before conducting public auction.
5. Final list of all items to be auctioned from all the counters in the ATM(C) jurisdiction to be consolidated and a press notification has to be issued.
6. Disposal of items has to be done every month.
7. Perishable items can be disposed on the same day by conducting auction locally duly informing the consignee and consignor.
8. Auction shall be conducted by the Committee consisting of ATM(C), AO/Accounts Supervisor of DPTO's Office and RTC Inspector with the approval of DPTO.
9. A release Committee consisting of ATM, Audit Inspector and RTC Inspector shall release auctioned items.

: 2 :

Hence, all the Executive Director (Zones) are requested to give instructions to the officers under your control to follow the instructions for disposal of unclaimed items at Logistics Counters.

The auctioned information should be maintained by ATM(C) in the following format duly processing one note file for the financial year. The format should be attested by the auction committee.

S. No.	LR. No.	Amount realized through auction	Transport charges due	Storage charges	GST	Balance amount
(a)	(b)	(c)	(d)	(e)	(f)	(g)=c-(d+e+f)


20.12.22
Officer on Special Duty(C&L)

Copy to: FA&CAO for information.

Copy to: Asst. Director(V&S):VJA with a request to issue suitable instructions to Security Staff.

Copy to: All DPTOs for information & necessary action.

Copy to: All Dy. CTMs(O&C) for necessary follow up.

Copy to: All AOs, ATMs(C) & RTC Inspectors for necessary action.