

Circular No. 31/2016 - OPD-Comm-2, Dt. 30.11.2016.

Sub:-**LOGISTIC BUSINESS DEVELOPERS (LBDs)**-Utilization of services of employees for promoting Logistic Business - Payment of incentive to LBDs - Reg.

Ref :- 1. Circular No. 13/2016 - OPD-C2 Dt. 03.06.2016.
2. Case No. C-2/541(3)/2016-Dy.CTM-C2, Dt. 30.9.2016.

Vide 1st reference, APSRTC has entered in to Logistics Business with its own existing fleet by creating a new stream in Commercial revenue. Corporation has aimed to reach the target of Rs. 1,000 cores on Parcel, Couriers and Goods transport.

At present we are carrying out Logistic business with the following avenues:

- Luggage Boot in A/C Buses
- Dickeys of Super Luxury buses
- Dickeys and Roof Top Luggage Carriers of newly introduced Ultra Deluxe buses
- Newly introduced 677 Hire buses in pursuance of Dec'2015 notification.

APSRTC has to establish Logistics Business in full fledged manner by utilizing all available resources by the time of completion of the agreement period with M/s ANL (by Aug 2017). Employee co-operation is required for business development and they can be utilized as Marketing Managers. All our employees are our resources, it is proposed to enroll them as LBD to increase our reach to the door step of our esteemed customers.

Any employee working either Regular or Contract can be utilized as **LOGISTIC BUSINESS DEVELOPERS (LBDs)** to book the parcels and to improve the logistic business (while they are not performing duty). For creating trust on LBD among the customers, laminated identity cards with photo shall be given by concerned Unit Officer to all enrolled LBDs and a separate Book shall be given to each LBD to issue acknowledgement to the customer.

Rate of Incentive to LBDs:

An amount of Rs. 5/- shall be given by the Booking Clerk to the LBD on each parcel/courier booked by him on the spot after handing over it along with acknowledgement given at the Logistic Booking counter.

Procedure for Booking of Parcel / Courier by LBD:

- The Unit Officer should issue Photo Laminated Identity Card and Tariff Card to the Employee willing to work as LBD.
- LBD should collect specified tariff and parcel from the customer, give acknowledgement and send SMS to the Booking Incharge mentioning receipt No.
- Handover the same to the Booking Incharge at the Logistic booking counter within 24 Hrs Maximum..
- The Logistic booking clerk after collecting parcel as per the acknowledgment from LBD should pay the incentive @ Rs. 5/- per parcel/courier to the LBD. LBD should enter the details in a separate register as per the format given below and take acknowledgement of LBD.

S. No	Date	Acknowledgement No	Staff No	Unit	No of Parcels	Amount	Incentive Paid	Sign of LBD	Sign of Booking Clerk
				Total					

Logistics Booking Clerk should make arrangements for forwarding the Parcel/Courier to the destination as per the procedure.

Monitoring the performance of LBDs

- The performance of the LBDs should be monitored by the ATMs (Comm), Dy.CTMs and RMs during their visit to bus stations and depots.
- The good performer can be given suitable cash award with appreciation letter.

LBD/Employee should not be issued with consignment receipt books and should not carryout any logistics business during his duty.

Therefore all officers are advised to take initiative to enroll maximum employees as LBDs and in the first instance all the CRCs, SDIs, RTC Nesthams, Parirakshnadalam members can be enrolled as LBDs.

All Regional Managers, Dy CTMs, Depot Managers and ATMs (Comm) are advised to create awareness among the employees during the gate meetings on the importance to increase commercial revenue through APSRTC Logistics.

M. Malab
30/11/2016
VICE CHAIRMAN & MANAGING DIRECTOR

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