

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Case No: C2/541(37)/2018-Dy CM(C)
To
The Regional Managers,
APSRTC.



Office of the VC&MD
RTC HOUSE, VJA.
dt 24.01.2019

Sub: APSRTC Logistics- Implementation of billing on pre-printed LRs -
Instructions issued - Reg.

Ref: C2/541(37)/2018-Dy CM(C), dt 26.12.2018.

APSRTC has started Logistics business in 2017 and computerization of counters is completed. So far A4 size plain papers were used for printing of LR's. Now procurement of pre-printed LR stationary and supply is completed. In this connection, it is decided to implement billing at selected location as first phase from mid night of 24.01.2019. The details of counter wise implementation and monitoring officers are given here under

Monitoring Officers of counters by DY CM(C)/ATMs(C)		
S.No	RGN	Monitoring Officers
Dy CMs		
1	VZM	Vizianagaram
2	VJA	PNBS
3	NLR	Nellore (assisted by AM(T)/BS)
4	KDP	Kadapa
TOTAL		
ATMs		
1	NEC	Srikakulam
2	VSP	Visakhapatnam
3	EG	Rajahmahendravaram
4	WG	Eluru
5	KRI	Machilipatnam
6	GNT	Guntur
7	OGL	Ongole
8	CTR	Tirupati
9	KDP	Proddutur
10	KRNL	Kurnool
11	ATP	Anantapuram

Remaining counters in all regions have to be implemented before Mid-Night of 28/01/2019 (i.e, from early hours on 29.01.2019) including at ATB agents and Business facilitators counters.

Vide ref. cited, the accountal system is already communicated. These LRs stationary are type numbered. The stock received should be accounted in SN-166. All issues to be recorded in SN-166 to avoid any mis-use.

The LR stationary issued to the counter should be equal to the number of LRs issued for booking of parcels + number of cancelled LR sheets. The preprinted LR stock received from stores should be equal to the LR stationery issued to counter + stock on hand at depot. DC(E) of the depot is responsible for accountal of pre-printed LR stationery.

The accountal of Pre-printed LRs stationary should be submitted along with indent in the following format.

S. No	Date	Stock on hand at beginning of the day (a)	Stock received from stores (b)	LRs issued for booking (c)	LRs cancelled and returned (d)	Stock on hand at the end of the day (e)=(a+b)-(c+d)

Further, required stock shall be drawn from Zonal stores in advance. The concerned Depot Manager of Region held responsible if any interruption in supply of pre-printed LRs to counter,. The Depot Managers should ensure in advance drawl and proper accountal of LRs to prevent any scope for fraud.

Hence, all the Regional Managers are advised to issue necessary instructions to the concerned officers and staff.

Please acknowledge and submit for compliance.


24/1/19.
Executive Director (C)

Copy to: All EDs of Corporation.

All Officers of the Corporation.

The Director, M/s GALEX & M/s Netxcell Ltd for infn. and n/a.