



ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the VCZMAD
RTC House, VAJAYAJADA-520 013.
Dated 31.12.2013.

No.C2/541()2018-Dy.CH(C)

To
All Asst.Traffic Managers(Commercial)
APSRTC.

Sub: **APSRTC LOGISTICS**: Obtaining signature of consignor and consignee on the newly computerized LRs - Instructions Issued - Ref.

A newly designed multi-colour LR stationery (specimen LR enclosed) is supplied to Regions. This is printed on A5 stationery and has 3 parts. All the details of the consignment have to be entered in the system before generating LR. Consignor's (Customer who is booking the parcel) signature has to be obtained on the Booking Point Copy. Booking Office has to sign on the copy to be handed over to the consignor. The 3rd part of LR has to be pasted on the Parcel / Courier.

The details of 3 parts are as follows:

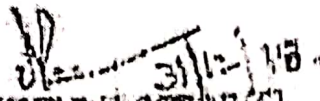
1st part - white colour with blue font (Consignor copy): This has to be handed over to the consigner duly signed by the booking counter staff.

2nd part - blue back ground with dark blue font: Consigner signature has to be obtained as having accepted the terms and conditions and no hazardous, banned items, etc., are not booked. This has to be retained in the Booking Office.

3rd part - pink back ground with magenta font: After receipt of parcel / courier to the other end, Consignee (Receiver) signature has to be obtained as acknowledgement of having received the goods in good condition and Image has to be uploaded to the system.

All the ATMs(C) are hereby advised to educate the staff to follow the above instructions without fail.

Encl: Specimen LR.


EXECUTIVE DIRECTOR(C)

Copy to: Director, M/s.Galex, Hyderabad with a request to educate their booking staff to follow the above instructions.