

**ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**

Lr. No: C2/541(12)/2016-CTM(C&P)

O/o the VC & MD  
RTC House, Vijayawada,  
Dt.08.11.2016.

To  
All Regional Managers,  
APSRTC

Sub:- APSRTC Logistics - Provision of Imprest to the Bus Station Logistic  
Business booking counters - Sanction Communicated - Reg.  
Ref:- Case No. C2/541(12)/2016, Dt. 6.10.2016

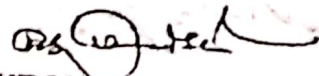
\*\*\*\*\*

6  
9X1  
Anent to the above subject, after introduction of APSRTC Logistics, booking of  
Parcels on "To-Pay" basis is also accepted. While sending parcels on To-Pay basis,  
bus station Logistics booking clerk will send the Parcels to the destination without  
collecting any charges from the party and the specified charges to be collected at  
the destination.

At the Parcel booking & delivery Bus Stations, the booking clerk has been  
facing much hardship in arranging payment of porter charges to the porters for  
loading/unloading of luggage booked on To-Pay basis, in case of amount not  
received through parcel booking.

In order to overcome the payment of charges to the porters at the bus  
stations for loading/unloading of luggage booked on To-Pay basis, the VC & MD  
with the concurrence of Financial adviser accorded sanction to provide imprest  
amount to the Logistics Booking clerk @ Rs.5,000/- for the District Head Quarter  
bus station, and Rs. 2,000/- for other bus stations.

Hence, all Regional Managers are advised to provide imprest amount to the  
Logistics Booking Clerk at all the bus stations for smooth functioning of parcel  
services on 'To-Pay' basis also.

  
EXECUTIVE DIRECTOR (C&P)

Copy to:FA, CAO for information please.

Copy to:EDs of VZM, VJA, NLR & KDP Zones for information please.

Copy to:Dy.CAOs of VZM, VJA, NLR & KDP Zones for information please

Copy to:ATMs (Comm) of all regions for n/a..