

# ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION



Case No: C2/541(1)/2016-OPD(C-II)

Office of the VC&MD  
Bus Bhavan, Mushirabad,  
HYDERABAD-500 020

**CIRCULAR NO: 13 /2016-OPD (C-II), DATED 3.05.2016.**

**Sub: Parcels and Goods transport by APSRTC**– Launching of “APSRTC Logistics” for transportation of parcels and couriers –Issue of circular instructions – Reg.

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**INTRODUCTION:** APSRTC is operating 47.50 lakh KMs with 12,000 buses and transporting 65 lakh passengers per day.

For the financial year 2015-16 Corporation ended up with Rs. 549 crore losses. For the financial year 2016-17, operational targets were fixed for 5000 crore, still there is an estimated loss of Rs.260 crores. To make a turnaround non traffic revenues (NTR) are to be maximized.

As a part of enhancement of non-traffic revenue, creation of new stream of commercial revenue “APSRTC Logistics” is identified.

## **EXISTING SCENARIO:**

APSRTC had appointed M/s ANL as agent for transportation of goods/parcels/couriers by non A.C buses including Hire buses on payment of monthly license fee as fixed per annum on tender basis. Transportation of Goods by A.C buses was separately given to different Agencies on Tender Basis. The agreement with M/s ANL will be completing in the month of Aug'2017. The agreement in case of allotment of contract for 39 A.C services to M/S Balaji Max Mail and M/s ANL was concluded on 29-02-2016.

## **SCOPE FOR REALISATION OF HUGE NON-TRAFFIC REVENUE (NTR) THROUGH APSRTC LOGISTICS:**

APSRTC had appointed M/s ANL as agent for transportation of goods/parcels/couriers by its non A.C buses including Hire buses on payment of monthly license fee as fixed per annum on tender basis. The present license fee per annum is Rs. 9 crore only. Corporation desires to realize huge amount of Rs. 1000 crores from transportation of couriers/ parcels/ goods over a period of time by having its own Logistic Services duly supported by vehicle tracking and other IT supports.

## **STUDIES MADE BY APSRTC FOR LAUNCHING APSRTC LOGISTICS :**

In this regard, Corporation conducted a detailed study duly involving officials of the Corporation with outside consultants Mr. Debasish Mitra and Brig. Dr. Rajkumar. In that study it is opined that there is a lot of scope to realize the additional revenue by carrying out parcel transport by APSRTC on its own. Moreover, a thorough checking is conducted throughout the Corporation to identify the quantum of luggage / parcels being transported through APSRTC buses involving all checking squads viz., HES, VES, ZES & RES. It is observed that there is a lot of potential for transportation of couriers / parcels through APSRTC buses. The same was discussed during the EDs/HODs Meeting and the suggestions of Field Officers are also taken into cognizance.

## **AVAILABLE BUSINESS OPPORTUNITIES :**

### **Luggage Space available in 125 AC Services :**

The agreement in case of allotment of contract for 39 A.C services to M/S Balaji Max Mail and M/s ANL was concluded on 29-02-2016.

Some of the AC services are also have not been covered with any agreement.

45 Amaravati Buses were introduced in the recent past.

Thus, totally 158 AC services are to be allotted for parcel transportation through luggage boot for parcels. As on 28.05.2016, the luggage boot space in AC services to be allotted is 125, out of which 33 services are already allotted by Head Office. The Region wise, route wise details of 125 services are at **Annexure-A**. There is scope for allotting the boot spaces @ Rs.1.50 to Rs.3.00 per KM depending upon the potentiality of the routes.

### **Newly Inducted Hire Buses :**

As per clause 3(b) of the agreement, M/s ANL is not permitted to transport parcels, goods and couriers by the buses which are specifically excluded by an order of Managing Director of the Corporation during the subsisting period of agreement. Recently vide letter No.C1/541(5)/2016-OPD© dt:1-4-20016 VC&MD has given orders to exclude the 677 newly added hire buses of different types as per the above clause. The luggage space available in the 795 newly added hire buses can be considered for exploitation by the corporation for transportation of couriers/ parcels / goods. The details of 795 buses are mentioned at **Annexure-B**. There is scope for allotting these buses @ Rs.1.50 to Rs.3.00 per KM depending upon the potentiality of the routes and type of services.

### **Existing Super Luxury Boot Space :**

As per clause 32. (e) of the agreement with M/S ANL that the Agent can load the goods and parcels on the luggage carrier of the buses only. Hence corporation can utilize 3 cu.mt. luggage boot space in all the services of 1397 Super Luxury buses, including hire buses by allotting the luggage space to individual parties. There is scope for allotting the luggage boot spaces @ Rs.1.25 to Rs.3.00 per KM depending upon the potentiality of the routes.

### **FUTURE PLAN :**

Corporation is planning to carry out the parcel transportation in all the buses by the Corporation itself under the name "APSRTC Logistics".

In order to identify :

- the market potentiality,
- the source of luggage / parcels,
- individual agents in service wise / route wise / region wise as the case may be, who can take up the transportation of parcels / couriers through APSRTC
- allotting contracts
- entering into agreements
- realization of amounts

an exclusive officer in the rank of Assistant Traffic Manager (Commercial) is posted in each Region.

### **SUGGESTIONS TAKEN FOR OPERATIONAL MODALITIES:**

During the meetings held from 25.05.2016 to 27.05.2016 at RTC House, Vijayawada with ATMs(Commercial) the following decisions are taken duly taking the prevailing market rates for parcels / couriers, the strategies and working practices being adopted by the competitors (various transport agencies) involving all ATMs(Commercial), Dy.CTMs(M&C), one of the ANL Parcel Service Agents, one Automobile Goods Dealer and some of the ATB Agents. Two external Consultants have also guided in the preparation of modalities.

## **I. STANDARD OPERATING PROCEDURE (SOP) FOR COURIER / PARCEL:**

1. The customer / ATB Agent or Agents shall come to the bus station and hand over the courier / parcel to the on duty controller / booking clerk in non-stop counter / booking personnel in OPRS counters.
2. The on duty controller / booking clerk in non-stop counter / booking personnel in OPRS counters shall arrange to fill up the details in courier / parcel booking form (as per proforma at **Annexure-C**) by the consigner while receiving the courier / parcel. The booking personnel shall insist for Invoice / Delivery Challan before accepting the parcels.
3. For booking the consignment initially the services offered are from one Regional HQRS Bus Station to other Regional HQRS Bus Station without any transshipment in addition to interstate places viz., Hyderabad, Bengaluru, Chennai etc.,
4. The booking personnel shall prepare the consignment slip (as per proforma in **Annexure-D**) in quadruplicate.
5. The consignment slips so prepared in five copies will serve for the following purpose :
  - 1<sup>st</sup> copy - shall be given to consigner
  - 2<sup>nd</sup> copy - shall be filed in the office by the booking personnel
  - 3<sup>rd</sup> copy is to be taken over by the receiving clerk at the other Destination and file the same for office records
  - 4<sup>th</sup> copy to be given to receiver
  - 5<sup>th</sup> copy is to be given to DC/ADC along with the cash remittance note.The booking personnel shall staple 3<sup>rd</sup> and 4<sup>th</sup> copies invariably to the courier / parcel and keep ready to handover to the service driver.
6. The booking personnel shall also prepare Goods Forwarding Note (as per proforma in **Annexure-E**) and handover to the service driver along with the consignments duly obtaining the signature. The driver in turn will hand over the consignments to the booking personnel at the delivery point.
7. The Booking personnel at the end of the duty should prepare the summary of amount received from various consigners on various consignments and hand over the amount to on duty DC/ADC along with consignment slips as shown in **Annexure-I**.

8. The booking personnel at the delivery point shall maintain a Register i.e., "GOODS HANDING OVER REGISTER AT THE END POINT" with the details of consignments received in a proforma as per **Annexure-F**. He should handover the consignment to the receiver duly obtaining acknowledgement in the Goods Handing Over Register at the End Point.
9. If the consignment is not claimed by the receiver at the destination point, within 7 days then the parcel shall be treated a lost property and handed over to DC concerned.
10. If the consignment is claimed by the receiver after Seven (7) days (after handing over the consignment to the Depot Clerk) then the Depot Clerk has to handover the consignment to the receiver duly collecting demurrage charges @ Rs.1/- per courier and Rs.3/- per parcel per day.

## **II. TARIFF:**

A comprehensive fare structure has been designed which is enclosed at **Annexure - G**.

## **III. STANDARD OPERATING PROCEDURE (SOP) FOR PARCELS CARRIED UNDER REGULAR CONTRACT WITH AN AGENT:**

1. Luggage Boot Space in AC & Super Luxury services and Luggage Boot space, luggage carrier of recently introduced 795 Hire Buses shall be allotted for transportation of parcels through agencies.
2. Contract will be allotted for a period of 1 year.
3. ED (zone) concerned is the competent authority for approval of allotment of agencies as per the rates given in the **Annexure-G**.
4. Regional Manager concerned shall enter into agreement.
5. Agent shall make arrangement for loading and unloading of the parcels.
6. An amount equivalent to 10% of the transportation cost is given as incentive to the driver. In case of double drivers/crew, the amount is shared equally between them.
7. Prohibited articles / parcels shall not be transported. (List enclosed in the **Annexure-H**).
8. The agent shall handover the goods to the service conductor / driver along with the summary of parcels transported.

9. Agent shall make summary of parcels transported in triplicate with detailed summary of all parcel transported with details.

1<sup>st</sup> copy - shall be handed over to driver

2<sup>nd</sup> copy - shall be retained with the contractor

3<sup>rd</sup> copy - shall be attached to the goods

Sl No	Name of the consigner with Mobile Number	From	To	Description of Item	Name of the receiver with Mobile number

10. If the parcel could not be delivered at the destination point due to non availability of the person, then the parcel shall be handed over to the on duty controller at the depot and the goods shall be treated as lost property.
11. The agent is totally responsible for handling the consignments. In case of damage to the buses or property of the Corporation due to mishandling of goods, the agent is liable to make good the damage cost.
12. APSRTC will take responsibility for safe transportation of parcels. However a depot enquiry will be conducted and incase of any loss/theft of the parcels and if crew responsibility is established, the amount will be made good to the agent duly recovering from the employee.
13. If the service is cancelled due to un-avoidable reasons APSRTC is not responsible for transportation of goods & consigner should make his own alternative arrangements. In case any alternate bus is available, the agent will be permitted to transport by the available bus.

#### **IV. DEVELOPMENT OF SOFTWARE:**

1. Initially the system comes to existence w.e.f. 01.06.2016 with manual intervention.
2. Software is being developed to facilitate any booking personnel to book the courier / parcels and also track the consignment.

## V. CREW ALLOWANCES:

1. Drivers who transport the consignments will be paid an amount of Rs.10/- for each Goods Forwarding Note containing a bunch of couriers.
2. Drivers who transports the parcels booked by APSRTC will be paid an amount of Rs.10/- for each parcel as per the details mentioned in Goods Forwarding Note subject to maximum of Rs.100/- per trip.
3. The crew allowance amount has to be paid by the booking personnel in cash on the spot to motivate the crew.
4. In case of conductor-cum-driver services, the crew allowance should be shared equally between them.
5. Hamali charges to be paid on the spot at Rs. 6/- for loading per each parcel by the booking personnel at loading point and also Rs.6/- for un-loading per each parcel by booking personnel at destination point.

## VI. ATB AGENTS

In order to expedite implementation of the APSRTC Logistics Project, EDs and RMs are advised to utilize the services of ATB Agents for handling the parcel / courier business.

The commission to ATB Agents will be paid @ Rs.5/- per each consignment.

## VII. ACCOUNT HEADS :

The amounts received by transporting the consignments under this project APSRTC Logistics should be accounted in a separate Account Head under the name "**PARCEL SERVICE-APSRTC-9236**". All expenses like crew allowance, Hamali charges, ATB Agent commission etc... shall be booked in a separate account head by name "**PARCEL SERVICE EXPENDITURE-APSRTC-7336**".

All the Executive Directors (Zones), Regional Managers, DyCTM, Dy.CTM(M&C), Depot Managers and Assistant Traffic Managers(Commercial) are advised to involve in implementation of this newly introduced project and to make a grand success of the Project in the Corporation. A review will be made on the earnings realized through this project at regular intervals during the meetings connected with the above officers.

All the ATMs(Commercial) are advised to send weekly progress of the services booked, amounts realized etc., to the Dy.CTM(Commercial)-II, Head Office besides keeping the progress in the ATMs(Commercial) group on daily basis.

 3/6/16

**VICE CHARIMAN & MANAGING DIRECTOR**

**To**

**All Officers of the Corporation**

**Annexure-A**

<b>Sl No</b>	<b>Regn</b>	<b>Depot</b>	<b>Ser No</b>	<b>Type</b>	<b>From</b>	<b>To</b>	<b>R/L</b>
1	VSP	VSP	3355	AMVT	VSP	BHEL	670
2	VSP	VSP	3356	AMVT	BHEL	SKLM	775
3	VSP	VSP	3357	GRD+	VSP	BHEL	670
4	VSP	VSP	3358	GRD+	BHEL	SKLM	775
5	EG	KKD	2635	GRD	KKD	BNG	892
6	EG	KKD	2677	GRD	KKD	BHEL	525
7	EG	KKD	2678	GRD	BHEL	KKD	525
8	KRI	VJA	3545	AMVT	VJA	MYPR	306
9	KRI	VJA	3546	GRD+	MYPR	VJA	306
10	KRI	VJA	3557	GRD+	MYPR	VJA	306
11	KRI	VJA	3558	AMVT	MYPR	VJA	306
12	KRI	VJA	3559	GRD	VJA	A.S.R.NAGAR	301
13	KRI	VJA	3560	GRD	A.S.R.NAGAR	VJA	301
14	KRI	VJA	3565	GRD+	VJA	MYPR	306
15	KRI	VJA	3566	GRD	A.S.R.NAGAR	VJA	301
16	KRI	VJA	3567	GRD+	VJA	MYPR	306
17	KRI	VJA	3568	AMVT	MYPR	VJA	306
18	KRI	VJA	3569	GRD	VJA	MYPR(MP)	306
19	KRI	VJA	3570	GRD+	MYPR	VJA	306
20	KRI	VJA	3571	AMVT	VJA	MYPR	306
21	KRI	VJA	3572	AMVT	MYPR	VJA	306
22	KRI	VJA	3573	GRD+	VJA	MYPR	306
23	KRI	VJA	3574	GRD	MYPR	VJA	306
24	KRI	VJA	3575	GRD+	VJA	MYPR	306
25	KRI	VJA	3576	AMVT	MYPR	VJA	306
26	KRI	VJA	3578	GRD+	MYPR	VJA	306
27	KRI	VJA	3579	GRD	VJA	A.S.R.NAGAR	301
28	KRI	VJA	3580	GRD	MYPR	VJA	306
29	KRI	VJA	3581	AMVT	VJA	BHEL	312
30	KRI	VJA	3583	AMVT	VJA	BHEL	312
31	KRI	VJA	3584	GRD	MYPR	VJA	306
32	KRI	VJA	3633	GRD+	VJA	MYPR	306
33	KRI	VJA	3634	GRD+	MYPR	VJA	306
34	KRI	VJA	3638	AMVT	VSPM	VJA	393
35	KRI	VJA	3657	GRD+	VJA	MYPR	306
36	KRI	VJA	3658	GRD+	MYPR	VJA	306



Sl No	Regn	Depot	Ser No	Type	From	To	R/L
37	KRI	VJA	3838	GRD	VJA	MYPR	306
38	KRI	VJA	3839	GRD	MYPR	VJA	306
39	KRI	VJA	3858	GRD	VJA	MYPR	306
40	KRI	VJA	3859	AMVT	BHEL	VJA	312
41	KRI	VJA	3876	GRD	VJA	KUPAM	602
42	KRI	VJA	3877	GRD	KUPAM	VJA	602
43	KRI	VJA	3886	GRD	VJA	RGIA	306
44	KRI	VJA	3887	GRD	MYPR	VJA	306
45	KRI	VJA	3918	GRD	VJA	CNI	456
46	KRI	VJA	3919	GRD	CNI	VJA	456
47	KRI	VJA	3938	GRD	VJA	VSPM	393
48	KRI	VJA	3939	GRD	MYPR	VJA	306
49	KRI	VJA	9306	GRD	VJA	TPT	408
50	KRI	VJA	9307	GRD	TPT	VJA	408
51	KRI	VJA	9308	GRD	VJA	TPT	408
52	KRI	VJA	9309	GRD	TPT	VJA	408
53	KRI	VJA	9334	AMVT	VJA	VSPM	393
54	KRI	VJA	9335	AMVT	VSPM	VJA	393
55	KRI	VJA	9375	GRD	VJA	RGIA	306
56	KRI	VJA	9376	GRD	CNI	VJA	456
57	KRI	VJA	35085	GRD	VJA	MYPR	306
58	KRI	VJA	35086	AMVT	BHEL	VJA	312
59	KRI	VJA	35105	AMVT	VJA	MYPR	306
60	KRI	VJA	35133	GRD	VJA	MYPR	306
61	KRI	VJA	35135	AMVT	VJA	MYPR	306
62	KRI	VJA	35136	GRD	RGIA	VJA	306
63	KRI	VJA	35151	AMVT	VJA	VSP	393
64	KRI	VJA	35175	GRD+	VJA	MYPR	306
65	KRI	VJA	35176	GRD	MYPR	VJA	306
66	KRI	VJA	35178	VNL	VJA	RGIA	306
67	KRI	VJA	35179	VNL	VJA	RGIA	303
68	KRI	VJA	35188	VNL	RGIA	VJA	303
69	KRI	VJA	35189	GRD	VJA	MYPR	306
70	KRI	VJA	35190	GRD	RGIA	VJA	306
71	GNT	GNT-2	4162	GRD	GNT	KPHB	330
72	GNT	GNT-2	4163	GRD	KPHB	GNT	330
73	GNT	GNT-2	4166	VNL	GNT	- KPHB	330
74	GNT	GNT-2	4167	VNL	KPHB	GNT	330
75	GNT	GNT-2	4171	AMVT	GNT	KPHB	330
76	GNT	GNT-2	4172	AMVT	KPHB	GNT	330
77	GNT	GNT-2	4173	AMVT	GNT	KPHB	330
78	GNT	GNT-2	4174	AMVT	KPHB	GNT	330

Sl No	Regn	Depot	Ser No	Type	From	To	R/L
79	GNT	GNT-2	4190	AMVT	GNT	VSP	403
80	GNT	GNT-2	4191	AMVT	VSP	GNT	403
81	OGL	KDKR	5820	GRD	KDKR	BNG	505
82	OGL	KDKR	5821	GRD	BNG	KDKR	505
83	OGL	KDKR	5903	AMVT	KDKR	BHEL	390
84	OGL	KDKR	5904	AMVT	BHEL	KDKR	390
85	OGL	OGL	5997	VNL	OGL	BHEL	353
86	OGL	OGL	5998	VNL	BHEL	OGL	353
87	NLR	NLR-1	5019	AMVT	CNI	BHEL	673
88	NLR	NLR-1	5020	AMVT	BHEL	NLR	490
89	NLR	NLR-1	5035	AMVT	NLR	CNI	183
90	NLR	NLR-1	5065	AMVT	NLR	BHEL	490
91	NLR	NLR-1	5066	AMVT	BHEL	NLR	490
92	NLR	NLR-1	46071	GRD	NLR	VJA	273
93	NLR	NLR-1	46072	GRD	VJA	NLR	273
94	NLR	NLR-1	46109	GRD	NLR	VJA	273
95	NLR	NLR-1	46110	GRD	VJA	NLR	273
96	NLR	NLR-2	5026	GRD	NBNG	NLR	339
97	NLR	NLR-2	5073	GRD	NLR	BNG	393
98	NLR	NLR-2	5080	AMVT	BNG	NLR	393
99	CTR	MGLM	5410	GRD	TPT	CNI	136
100	CTR	MGLM	5411	GRD	CNI	TPT	136
101	CTR	MGLM	5422	GRD	TPT	CNI	136
102	CTR	MGLM	5423	GRD	CNI	TPT	136
103	CTR	MGLM	5424	GRD	TPT	CNI	136
104	CTR	MGLM	5425	GRD	CNI	TPT	136
105	CTR	MGLM	47085	GRD	TPT	CNI	136
106	CTR	MGLM	47086	GRD	CNI	TPT	136
107	CTR	MGLM	47087	GRD	TPT	CNI	136
108	CTR	MGLM	47088	GRD	CNI	TPT	136
109	CTR	MGLM	47089	GRD	TPT	CNI	136
110	CTR	MGLM	47090	GRD	CNI	TPT	136
111	CTR	MGLM	47137	AMVT	TPT	VJA	408
112	CTR	MGLM	47143	AMVT	TPT	BHEL	598
113	CTR	MGLM	47144	AMVT	BHEL	TPT	598
114	CTR	MGLM	47145	AMVT	TPT	BNG	258
115	CTR	MGLM	47146	AMVT	BNG	TPT	258
116	CTR	MGLM	47147	AMVT	TPT	BNG	258
117	CTR	MGLM	47148	AMVT	BNG	TPT	258
118	CTR	MGLM	47149	AMVT	TPT	BNG	258
119	CTR	MGLM	47150	AMVT	BNG	TPT	258
120	CTR	MGLM	47151	AMVT	TPT	BNG	258

<b>Sl No</b>	<b>Regn</b>	<b>Depot</b>	<b>Ser No</b>	<b>Type</b>	<b>From</b>	<b>To</b>	<b>R/L</b>
121	CTR	MGLM	47152	AMVT	BNG	TPT	258
122	KDP	KDP	50191	AMVT	KDP	BNG	268
123	KDP	KDP	50192	AMVT	BNG	KDP	268
124	KDP	KDP	50193	AMVT	KDP	BNG	268
125	KDP	KDP	50194	AMVT	BNG	KDP	268

**Annexure-B****DETAILS OF NEWLY INTRODUCED HIRE BUSES**

<b>Region</b>	<b>Indra</b>	<b>S. Lux</b>	<b>Dlx</b>	<b>EXP</b>	<b>TVG</b>	<b>M/ Exp</b>	<b>C. Ord</b>	<b>Total</b>
<b>NEC</b>	4	6	17	11	16	0	0	54
<b>VSP</b>	0	4	16	0	3	44	24	91
<b>EG</b>	2	0	0	15	23	0	0	40
<b>WG</b>	2	4	6	32	4	0	0	48
<b>KRI</b>	6	30	6	10	16	0	0	68
<b>GNT</b>	2	10	30	37	19	0	0	98
<b>OGL</b>	5	6	10	36	26	0	0	83
<b>NLR</b>	2	15	0	16	19	0	0	52
<b>CTR</b>	16	7	15	3	30	0	0	71
<b>KDP</b>	2	17	0	13	6	0	0	38
<b>KRNL</b>	5	19	2	8	12	0	0	46
<b>ATP</b>	4	26	0	40	36	0	0	106
<b>Total</b>	<b>50</b>	<b>144</b>	<b>102</b>	<b>221</b>	<b>210</b>	<b>44</b>	<b>24</b>	<b>795</b>



**ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**

**COURIER / PARCELS BOOKING FORM**

S.No.:.....

Date : .....

From: ..... To .....

Consignor's Name & Mobile Number :

Consignee's Name & Mobile Number :

Address:

Address :

.....  
.....  
.....  
.....  
.....

Description of the items :

.....  
.....  
.....  
.....

.....Weight:.....No.of  
Articles:..... Value of the Items:.....

I hereby declare that the above mentioned details are true to the best of my knowledge and no prohibited articles as exhibited in the notice boards and valuable items like Gold, Currency, Certificates / Documents are not enclosed.

Signature of Consignor .....

## TERMS AND CONDITIONS

1. Nature, contents, conditions and value of the Consignments are unknown to the Andhra Pradesh State Road Transport Corporation (hereinafter called the Corporation). The Corporation carries the goods as it is condition packed by consigner and entirely at the owner's risk.
2. The Consignor/Consignee shall be responsible for any delay, detention, loss or forfeiture of goods by Government authorities.
  - i. If he makes a wrong declaration about the contents or
  - ii. If transport of such goods by road is prohibited or such goods are not accompany by invoice, permits, or other proper documents and are detained by any statutory authorities. Expenses incurred if any, by the Corporation in this connection shall be borne by consigner/consignee only.
3. The Consignor will have to deal directly with Octroi, Customs and any other statutory authorities for wrong declaration etc., at the destination of the goods.
4. Fresh fruits, furniture, crockery, glassware and other such delicate goods are booked at the absolute risk of the consignor and the Corporation shall not be responsible for any perish / damage etc.,
5. The Corporation shall have the rights to dispose of the perishable articles lying undelivered after 48 hours of arrival without any notice and other goods after 30 days of arrival after due notice in writing to the Consignor & Consignee and the Consignee shall be entitled to the proceeds less freight, storage and other charges.
6. The goods will be delivered at the destination at the Corporation's Bus Station only unless stated otherwise and stated in writing on the Goods Forwarding Note itself against payment of all charges. The Consignee shall arrange to take the delivery of the consignment from the Corporation's Bus station.
7. The Delivery of the Goods must be taken by the consignee within three days of its arrival at the destination failing which a storage charge at Rs.1/- (Rupee one only) per day will be levied; and such storage will be at the owner's risk. The Consignee shall ascertain the date and time of the arrival at the destination and arrange to take delivery.
8. The Corporation shall not be liable for alleged wrong delivery of the goods, once the goods are delivered against the relative Way Bill to a person supposed to be entitled or authorized to take delivery thereof.
9. The Corporation has right to reweight, re-measure, re-classify and recalculate the freight and other charges at the place of destination in the presence of the holder of the receipts or his duly authorized agent and collect the same from the Consignee before delivery.
10. No complaints, claims or enquiries of any kind will be entertained relating to any consignment after Thirty days from the date of Delivery and Sixty days from the day of booking.
11. The courts in Andhra Pradesh alone shall have the exclusive jurisdiction in respect of all claims and matters arising out the transaction.
12. Any notices related to this way bill from Sales Tax authorities / Statutory Authorities should be cleared by the Consigner / Consignee only.
13. The Consignment of Explosives, Crackers, Gas Cylinders (filled or empty), Acids, liquid contents, chemicals in all forms – Liquid or powder, and contraband articles etc., will not be booked.

### **Declaration :**

- a) We have not availed credit on inputs, input services and capital goods used for providing taxable service.
- b) We have also not availed benefit of Notification No.12/2003-Service Tax, Dated 20.02.2003. I/We accept the above Terms and Conditions.

Consignor / Authorized Signatory



ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

CONSIGNMENT SLIP  
COURIER SERVICE

S.No.:.....

Date : .....

BUS STATION : .....

CONSIGNOR : ..... MOBILE NO:.....

CONSIGNEE : ..... MOBILE NO:.....

WEIGHT : ..... RATE : Rs.....

DESCRIPTION OF ITEMS:

.....  
.....  
.....

SIGNATURE OF B.C. AT BOOKING POINT

NAME:.....

STAFF NO.....

Received in Good Condition.

SIGNATURE OF CONSIGNEE

(on 3<sup>rd</sup> copy)

1<sup>ST</sup> COPY TO THE CONSGINOR

2<sup>ND</sup> COPY ATTCHED TO PARCEL / COURIER

3<sup>RD</sup> COPY FOR OBTAINING SIGNATURE OF CONSIGNEE

4<sup>TH</sup> COPY IS OFFICE COPY

**Annexure-E**



**ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**

**GOODS FORWARDING NOTE**

DATE : .....NO.OF COURIERS:..... NO.OF PARCELS:.....

FROM : ..... TO:.....

DEPOT : ..... BUS NO:.....

DRIVER NAME & STAFF NO : .....

DRIVER MOBILE NO.:.....

SIGNATURE OF B.C.

SIGNATURE OF DRIVER

SIGNATURE OF RECEIVING CLERK

Name : .....

Name : .....

Staff No.....

Staff No.....

1<sup>ST</sup> COPY IS OFFICE COPY

2<sup>ND</sup> COPY TO DRIVER



**Annexure-F**



**ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**

**GOODS HANDING OVER REGISTER AT THE END POINT**

DATE : .....

S.No.	Description of Item	Consignment Reference No.	Consignee Name	Mobile Number	Consignee Signature	Delivering Clerk Signature	Remarks
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

## Annexure-G

### TARIFF FOR COURIERS

UPTO 500 gms.

Rs. 30/-upto200Kms..

Rs. 35/- above 200Kms..

For couriers beyond 500 gms. and upto 1000 gms. double the above fare has to be charged.

### TARIFF FOR PARCELS

Up to KMs @ 50 KGs.	Amount in Rupees
100	55
200	100
300	120
400 & above	150

## Annexure-H

### ITEMS PROHIBITED FROM CARRIAGE UNDER PARCEL TRANSPORT

1. Petrol
2. Diesel Oil
3. Gasoline
4. Kerosene Oil
5. Methylated spirits
6. Turpentine
7. Acids
8. Sulphur
9. Coal Tar
10. Gunpowder
11. Guns (loaded) and Cartridges
12. Un-tanned Leather, Skin, Feathers and Hides
13. Raw Fish
14. Dry Fish
15. Crackers/Explosives
16. Gas Cylinders containing Compressed Gas
17. Dead Bodies of human beings and Animals
18. Contraband Articles
19. Un authorized forest produce
20. Bones/Horns
21. Animals
22. Batteries (not crated)
23. Charcoal
24. Unpacked Cinema Films
25. Unpacked Cotton bales
26. Unpacked Dry leaves
27. Unpacked woolen goods
28. Opium
29. Narcotic preparations & Hemp
30. Prohibited Forest Produce
31. Any other item prohibited by law from time to time.

**Annexure-A**

<b>Sl No</b>	<b>Regn</b>	<b>Depot</b>	<b>Ser No</b>	<b>Type</b>	<b>From</b>	<b>To</b>	<b>R/L</b>
1	VSP	VSP	3355	AMVT	VSP	BHEL	670
2	VSP	VSP	3356	AMVT	BHEL	SKLM	775
3	VSP	VSP	3358	GRD+	BHEL	SKLM	775
4	EG	KKD	2635	GRD	KKD	BNG	892
5	EG	KKD	2677	GRD	KKD	BHEL	525
6	EG	KKD	2678	GRD	BHEL	KKD	525
7	KRI	VJA	3545	AMVT	VJA	MYPR	306
8	KRI	VJA	3546	GRD+	MYPR	VJA	306
9	KRI	VJA	3557	GRD+	MYPR	VJA	306
10	KRI	VJA	3558	AMVT	MYPR	VJA	306
11	KRI	VJA	3559	GRD	VJA	A.S.R.NAGAR	301
12	KRI	VJA	3560	GRD	A.S.R.NAGAR	VJA	301
13	KRI	VJA	3565	GRD+	VJA	MYPR	306
14	KRI	VJA	3566	GRD	A.S.R.NAGAR	VJA	301
15	KRI	VJA	3567	GRD+	VJA	MYPR	306
16	KRI	VJA	3568	AMVT	MYPR	VJA	306
17	KRI	VJA	3569	GRD	VJA	MYPR(MP)	306
18	KRI	VJA	3570	GRD+	MYPR	VJA	306
19	KRI	VJA	3571	AMVT	VJA	MYPR	306
20	KRI	VJA	3572	AMVT	MYPR	VJA	306
21	KRI	VJA	3573	GRD+	VJA	MYPR	306
22	KRI	VJA	3574	GRD	MYPR	VJA	306
23	KRI	VJA	3575	GRD+	VJA	MYPR	306
24	KRI	VJA	3576	AMVT	MYPR	VJA	306
25	KRI	VJA	3578	GRD+	MYPR	VJA	306
26	KRI	VJA	3579	GRD	VJA	A.S.R.NAGAR	301
27	KRI	VJA	3580	GRD	MYPR	VJA	306
28	KRI	VJA	3581	AMVT	VJA	BHEL	312
29	KRI	VJA	3583	AMVT	VJA	BHEL	312
30	KRI	VJA	3584	GRD	MYPR	VJA	306
31	KRI	VJA	3633	GRD+	VJA	MYPR	306
32	KRI	VJA	3634	GRD+	MYPR	VJA	306
33	KRI	VJA	3638	AMVT	VSPM	VJA	393
34	KRI	VJA	3657	GRD+	VJA	MYPR	306
35	KRI	VJA	3658	GRD+	MYPR	VJA	306
<b>SINo</b>	<b>Regn</b>	<b>Depot</b>	<b>Ser No</b>	<b>Type</b>	<b>From</b>	<b>To</b>	<b>R/L</b>

36	KRI	VJA	3838	GRD	VJA	MYPR	306
37	KRI	VJA	3839	GRD	MYPR	VJA	306
38	KRI	VJA	3858	GRD	VJA	MYPR	306
39	KRI	VJA	3859	AMVT	BHEL	VJA	312
40	KRI	VJA	3876	GRD	VJA	KUPAM	602
41	KRI	VJA	3877	GRD	KUPAM	VJA	602
42	KRI	VJA	3886	GRD	VJA	RGIA	306
43	KRI	VJA	3887	GRD	MYPR	VJA	306
44	KRI	VJA	3918	GRD	VJA	CNI	456
45	KRI	VJA	3919	GRD	CNI	VJA	456
46	KRI	VJA	3938	GRD	VJA	VSPM	393
47	KRI	VJA	3939	GRD	MYPR	VJA	306
48	KRI	VJA	9306	GRD	VJA	TPT	408
49	KRI	VJA	9307	GRD	TPT	VJA	408
50	KRI	VJA	9308	GRD	VJA	TPT	408
51	KRI	VJA	9309	GRD	TPT	VJA	408
52	KRI	VJA	9334	AMVT	VJA	VSPM	393
53	KRI	VJA	9335	AMVT	VSPM	VJA	393
54	KRI	VJA	9375	GRD	VJA	RGIA	306
55	KRI	VJA	9376	GRD	CNI	VJA	456
56	KRI	VJA	35085	GRD	VJA	MYPR	306
57	KRI	VJA	35086	AMVT	BHEL	VJA	312
58	KRI	VJA	35105	AMVT	VJA	MYPR	306
59	KRI	VJA	35133	GRD	VJA	MYPR	306
60	KRI	VJA	35135	AMVT	VJA	MYPR	306
61	KRI	VJA	35136	GRD	RGIA	VJA	306
62	KRI	VJA	35151	AMVT	VJA	VSP	393
63	KRI	VJA	35175	GRD+	VJA	MYPR	306
64	KRI	VJA	35176	GRD	MYPR	VJA	306
65	KRI	VJA	35178	VNL	VJA	RGIA	306
66	KRI	VJA	35179	VNL	VJA	RGIA	303
67	KRI	VJA	35188	VNL	RGIA	VJA	303
68	KRI	VJA	35189	GRD	VJA	MYPR	306
69	KRI	VJA	35190	GRD	RGIA	VJA	306
70	GNT	GNT-2	4162	GRD	GNT	KPHB	330
71	GNT	GNT-2	4163	GRD	KPHB	GNT	330
72	GNT	GNT-2	4166	VNL	GNT	- KPHB	330
73	GNT	GNT-2	4167	VNL	KPHB	GNT	330
74	GNT	GNT-2	4171	AMVT	GNT	KPHB	330
75	GNT	GNT-2	4172	AMVT	KPHB	GNT	330
76	GNT	GNT-2	4173	AMVT	GNT	KPHB	330
77	GNT	GNT-2	4174	AMVT	KPHB	GNT	330
Sl No	Regn	Depot	Ser No	Type	From	To	R/L

78	GNT	GNT-2	4190	AMVT	GNT	VSP	403
79	GNT	GNT-2	4191	AMVT	VSP	GNT	403
80	OGL	KDKR	5820	GRD	KDKR	BNG	505
81	OGL	KDKR	5821	GRD	BNG	KDKR	505
82	OGL	KDKR	5903	AMVT	KDKR	BHEL	390
83	OGL	KDKR	5904	AMVT	BHEL	KDKR	390
84	OGL	OGL	5997	VNL	OGL	BHEL	353
85	OGL	OGL	5998	VNL	BHEL	OGL	353
86	NLR	NLR-1	5019	AMVT	CNI	BHEL	673
87	NLR	NLR-1	5020	AMVT	BHEL	NLR	490
88	NLR	NLR-1	5035	AMVT	NLR	CNI	183
89	NLR	NLR-1	5065	AMVT	NLR	BHEL	490
90	NLR	NLR-1	5066	AMVT	BHEL	NLR	490
91	NLR	NLR-1	46071	GRD	NLR	VJA	273
92	NLR	NLR-1	46072	GRD	VJA	NLR	273
93	NLR	NLR-1	46109	GRD	NLR	VJA	273
94	NLR	NLR-1	46110	GRD	VJA	NLR	273
95	NLR	NLR-2	5026	GRD	NBNG	NLR	339
96	NLR	NLR-2	5073	GRD	NLR	BNG	393
97	NLR	NLR-2	5080	AMVT	BNG	NLR	393
98	CTR	MGLM	5410	GRD	TPT	CNI	136
99	CTR	MGLM	5411	GRD	CNI	TPT	136
100	CTR	MGLM	5422	GRD	TPT	CNI	136
101	CTR	MGLM	5423	GRD	CNI	TPT	136
102	CTR	MGLM	5424	GRD	TPT	CNI	136
103	CTR	MGLM	5425	GRD	CNI	TPT	136
104	CTR	MGLM	47085	GRD	TPT	CNI	136
105	CTR	MGLM	47086	GRD	CNI	TPT	136
106	CTR	MGLM	47087	GRD	TPT	CNI	136
107	CTR	MGLM	47088	GRD	CNI	TPT	136
108	CTR	MGLM	47089	GRD	TPT	CNI	136
109	CTR	MGLM	47090	GRD	CNI	TPT	136
110	CTR	MGLM	47137	AMVT	TPT	VJA	408
111	CTR	MGLM	47143	AMVT	TPT	BHEL	598
112	CTR	MGLM	47144	AMVT	BHEL	TPT	598
113	CTR	MGLM	47145	AMVT	TPT	BNG	258
114	CTR	MGLM	47146	AMVT	BNG	TPT	258
115	CTR	MGLM	47147	AMVT	TPT	BNG	258
116	CTR	MGLM	47148	AMVT	BNG	TPT	258
117	CTR	MGLM	47149	AMVT	TPT	BNG	258
118	CTR	MGLM	47150	AMVT	BNG	TPT	258
119	CTR	MGLM	47151	AMVT	TPT	BNG	258
<b>Sl No</b>	<b>Regn</b>	<b>Depot</b>	<b>Ser No</b>	<b>Type</b>	<b>From</b>	<b>To</b>	<b>R/L</b>

120	CTR	MGLM	47152	AMVT	BNG	TPT	258
121	KDP	KDP	50191	AMVT	KDP	BNG	268
122	KDP	KDP	50192	AMVT	BNG	KDP	268
123	KDP	KDP	50193	AMVT	KDP	BNG	268
124	KDP	KDP	50194	AMVT	BNG	KDP	268

