



**ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**

Office of the VC&MD  
RTC House, VIJAYAWADA-520 013.  
Dated 15.04.2019.

Lr.No.C2/541(Gen)/2019-Dy.CM(C)

To  
All Regional Managers,  
APSRTC.

Sub: **APSRTC LOGISTICS** - Claiming of Missing Items by the Consignee/consignor - Procedure for claim and settlement of claim - Instructions issued - Reg.

Ref: 1. VC&MD Circular No.14/2018-Comm, Dated 31.12.2018.  
2. ED(C) Lr.No.C1/542(Gen)/2019-Dy.CM(C), Dated 25.03.2019.

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Instructions were issued vide Circular No.14/2018-Comm, dated 31.12.2018, that insurance facility is provided to parcels and couriers w.e.f. 01.01.2019 transported through APSRTC Logistics and claims received should be settled within a maximum period of 10 days. RMs were advised to issue instructions to ATMs(C) to maintain a Pay order book. ATM(C) shall send pay order for the items booked in the region which are lost, to AO of the Region for early settlement of the claim.

In this connection, clarification was sought by some of the units whether sanction of ED(Zone) / RM will be obtained for payment of claim amount. **It is hereby clarified that the claims received have to be settled immediately by the ATM(C) under whose jurisdiction the item was booked, duly ascertaining non-delivery of the item from the other end ATM(C) concerned.** After payment, to clear the suspense account the ATM(C) shall follow the instructions given below:

1. The ATM(C) is responsible for settling the claim and fixing up responsibility in cases where item is booked and manifest is not prepared (loading particulars also not available).
2. If the item is booked and manifested the ATM(C) of the booking point shall fix up the responsibility with the assistance of destination point ATM(C) and the Depot Manager concerned and settle the claim.
3. If the item is received and lost at destination or transshipment point or mis-route location, the ATM(C) of concerned point shall fix up responsibility for the loss and arrange for recovery. He shall inform the origin point ATM(C) to settle the complaint as soon as it is ascertained that the item is lost.

p.t.o.,

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4. In case of items lost where the responsibility cannot be fixed, complaint has to be settled and case processed for write-off sanction by ATM(C) of origin point to Head Office.

Hence, all the Regional Managers are requested to instruct the ATMs(C)/Dy.CMs(C) to raise pay order to settle claims and process the case for recovery/write off. **Since the settlement of claim procedure is already approved by the VC&MD there is no need for processing a case and obtain the sanction of ED(Zone) / RM and concurrence of Dy.CAO/AO, for payment of compensation to settle the claim.**



**FINANCIAL ADVISER & 15.4.19**  
**CHIEF ACCOUNTS OFFICER**



**EXECUTIVE DIRECTOR(Comm.)**

Copy to : All EDs for information.

Copy to : Zonal Dy.CMs(C) & Dy.CAOs for necessary action.

Copy to : ATMs(C)&AOs of Regions for necessary action.

Copy to : All officers of the Corporation



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Dated 15.04.2019.

No.C2/541(9)/2018-DY.CM(C).

To  
Commissioner of School Education,  
Government of Andhra Pradesh.

Sir/Madam,

Sub: **APSRTC LOGISTICS:** Transportation of Free Text books through APSRTC  
Logistics- Submission of quotation - Reg.  
Ref: File No. ESE02-21021/32/2018-TB SEC-CSE, dt 01.04.2019.

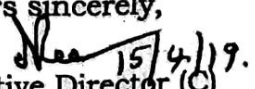
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We are thankful for considering APSRTC as transporter for supply of Text books from District Head Quarters to Govt. schools. It is informed that the Corporation has to transport of approximately 2.42 crore Text books from 1<sup>st</sup> to 10<sup>th</sup> classes schools in 13 districts (weight is 8,000 tons). Transport books by APSRTC from District Head Quarter Godowns to Mandal Resource Centres and from Mandal Resource Centres to all Schools. Rate, terms and conditions are given here under:

- Amount quoted for transport of books from District Godown to each Mandal Resource Centre is Rs.1.35 crores for 8,000 tons (in two trips) i.e., for each ton Rs.1675 and for each book Rs. 0.56.
- Amount quoted for transport of books from Mandal Resource Centre to each school in Mandal is Rs.0.72 crores for 8,000 tons (in one trip) i.e, for each ton Rs.900 and for each book Rs. 0.30.
- Total amount quoted for transport is Rs.2.07 crores (1.35+0.72) from District Godown to Mandal Resource Centre and from Mandal Resource Centre to each School in the Mandal i.e, for each ton Rs. 2588 and for each book Rs. 0.86.
- Loading and Un-loading charges are included in the above quoted rate.
- Rate quoted is for 8,000 Tons, in case of increase in quantity prorate charges will be applicable.
- Payment shall be arranged on submission of delivery challans acknowledged by Head masters.

It is requested to confirm the order to make arrangements to complete the task in schedule time.

Thanking you sir,

Yours sincerely,  
  
Executive Director (C)