

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No:M1/801(12)/2007-OPD(MKTG)

O/o. the VC & MD,
Mushheerabad, Hyderabad,

CIRCULAR NO.02/2008-OPD(MKTG) DATED:28.01.2008

Sub : ATB AGENTS - Appointment of New ATB ONLINE Agents by Executive Director (Zones)-Reg.

I. OBJECTIVE:

- a. To facilitate expansion of ONLINE ATB Agents in all the Regions.
- b. To delegate power of appointment of Fresh ATB Agents (ONLINE) to ED (Zone).

II. BACK GROUND:

1. As of now, the manual ATB Agents are appointed by RMs.
2. The existing practice of Appointment of fresh (New) ATB Agents (ON-LINE) is as follows:
 - a) The proposals for fresh ATB Agents (ONLINE) are sent by Regional Managers to Head Office through ED (Zone).
 - b) The Head Office approves the proposals viz., (1) the places of New ONLINE ATB Agents, (2) Security Deposits, (3) Targets etc., and returns the case to Regional Managers to call for Tenders in Newspapers.
 - c) The Regional Managers after tenders finalisation sends Tender Committee Proceedings to Head office for approval through Executive Director (Zone).
 - d) The Head office communicates the approval.

After detailed deliberations, VC & MD agreed to empower the Executive Directors (Zones) for appointment of New Online ATB Agents (for the first three years) over the recommendations of the Tender Committees of concerned Regions.

However cases related to extension of the tenure of the Online ATB Agents will have to be processed to the Corporate Office for approval of VC & MD.

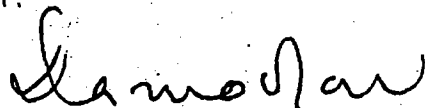
To summarise, procedure for appointment of new Online ATB Agents hereafter is as follows. These instructions override all other previous circular instructions to the extent indicated hereunder:

1. Regional Manager will propose for new ONLINE ATB Agents with the details of the places, Security Deposits, EMD, target seats to be sold per day.
2. ED (Zone) approves it based upon the need, potentiality, competition and Market trends for releasing Tender Notification in News papers.
3. Regional Manager will be the Chairman of the Tender Committee with Dy.CTM/DVM, Dy.CAO/AO, DM (Regional Head Quarter Depot)/ATM as members and process the Tender Committee proceedings for approval to Executive Director (Zone).
4. Executive Director (Zone) will approve the Tender Committee proceedings applying the principles of fairness, transparency and justified Security Deposit.
5. Dy. Chief Accounts Officer (Zone) will concur the proposals duly relying on principles of financial propriety.
6. RMs shall then enter into agreement with the new Online ATB Agents.

However the proposals to extend the tenure of Online ATB Agents should be sent to Corporate Office through ED (Zone) with the supporting details of daily Targets, Year wise & month wise performance, existing Security Deposit, proposed enhancement of Security Deposit, with agreement copy for approval of VC & MD.

These modified instructions for appointment of new Online ATB Agents at Zonal level will simplify and enhance the speed for taking more Online ATB Agents. Henceforth the scope for spreading the Ticket Booking network in the present day competitive environment and thereby to increase the number of tickets reservation must be complied with, without losing much time for appointment of Online ATB Agents.

Please acknowledge the receipt the circular.



EXECUTIVE DIRECTOR (O&MIS)

To
All Executive Directors (Zones),
APSRTC.

Copy to Director (V&S), CAO, FA, all EDs & HODs (HO) for information.
All RMs, Dy.CTMs, Dy.CAOs, DMs, AOs, POs for information.