

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

M/543(1)/2000-OPD(M)

Office of the VC & MD,
Musheerabad, Hyderabad.

CIRCULAR NO.3/2001-OPD(MARKETING) DT 19.01.2001

SUB : CAT - (Concessional Annual Travel)Scheme-Relaxation of Delegating powers to sign CAT cards to all Depot Managers - Instructions issued-Reg.

REF : 1.Circular No.69/99-OPD (MKTG) Dated 18.12.1999.
2.Circular No.16/2000-OPD(M) Dated 9.6.2000.
3.Circular No.40/2000-OPD(M) Dated 30.11.2000.
4.Circular No.41/2000-OPD(M) Dated 2.12.2000.

- o O o -

- I) Through the circular cited at reference, CAT (Concessional Annual Travel) Scheme was introduced with effect from 01.01.2000.
- II) As per the procedure communicated, the DY.CTM's or DY.CME's (in the absence of DY.CTM's) were only authorised to sign and issue 'CAT' Cards. The authority to sign was not delegated to the DM's to facilitate easy collection of information and to maintain proper records so as to enable us to submit them to the insurance Company. But the concessions to the CAT Card holders were relaxed w.e.f. 1.7.2000 and due to these relaxations, sale of CAT Cards has improved. This improvement has led to delay in processing, preparation, obtaining signature of DY.CTM etc.
- III) In the light of improvement in sales and with a view to avoid delay in issuing cards, it is now decided to delegate authority of signing CAT Cards to all the Depot Managers. Accordingly, following revised instructions are issued :
 - i) Depot Managers are authorised to sign CAT cards,
 - ii) Procurement of CAT Card Applications & blank CAT cards shall be made by Depots through Zonal Stores by placing indent.
 - iii) There is no need to send profile of CAT card holders to Head Office since tie-up with insurance authorities has been withdrawn. However, profile of card holders has to be maintained at Depot level to settle claims in future, if any.
 - iv) In case of death of CAT card holder, Rs.1.00 lakh additional compensation shall be paid by following the guidelines issued through earlier circular/ letter.

- v) Lamination machines which are available at RMs' office be transferred to a needy Depot.
- vi) Since only one lamination machine is available at RM's office presently, action may be taken to procure required lamination machines and supply them to needy Depots by examining economic viability and also following the procedure in vogue with regard to procurement of lamination machines.
- vii) Procedure regarding maintaining Registers, submission of Data etc. communicated through earlier circulars/letters remains unchanged.

Above instructions will come into force with immediate effect. Please acknowledge,

Sd/-
EXECUTIVE DIRECTOR(O)

To
All Depot Managers

Copy to
FA, CAO, EDs of Zones, Director (V&S), ED & Secy to Corpn., ED(A), ED(E), ED(MIS), ED(M) and all HODs, for information. All Regional Managers & Dy.CTMs for info. All Dy CTMs (M&C) of Zones. All Principals of ZSTCs, Principal, Transport Academy for info and n/action. Works Manager, Printing Press, Controller of Stores, Central Stores BBU, Miyapur: They are advised to arrange to supply CAT Card Applications & blank CAT Cards to Zonal stores by following the procedure in vogue. COS of all Zones for info & n/action. All Dy CAOs/AOs of all Zones and Regions for info. All ATMs of Bus Stations, ATM (HES) Traffic I/c of all Depots for info & n/action.