

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No:P9/294(44)/2003-OPD(PLG)

Corporate Office,
Operations (PLG) Department,
Mushirabad, Hyderabad-20.

CIRCULAR NO.8/2007-OPD(P), DT.06.02.2007.

Sub: **BUS PASSES** – Consultancy by M/s.A.F.Ferguson & Co. – Assessment of commercial value of trips performed by various sections of bus pass holders for estimating the loss sustained by the Corporation – Survey – Systems and procedures for issue of concessional bus passes – Recommendations by M/s.A.F.Ferguson & Co – Guidelines issued - Reg.

As per the Orders of Government, M/s.A.F.Ferguson & Co. has been entrusted to assess the commercial value of the trips performed by various sections of bus pass holders availing different types of concessions provided by Corporation, as directed by Government from time to time, for estimation of the loss sustained by APSRTC.

M/s.A.F.Ferguson & Co. have submitted the final report in two volumes to Corporate Office, wherein they have made certain recommendations on the discrepancies noticed during the survey. The Government after going through the survey report is insisting for action taken report on the recommendations made by M/s.A.F.Ferguson & Co.

Therefore, after considering the above facts and keeping in view that the Government is reimbursing the 100% cost of concessions from the year 2005-06 extended to different categories of commuters there is every need to avoid any irregularity in issuing concessional buss passes to different categories of commuters at Depot level and consolidation of data at Regional level. **Hence, the following guidelines are issued for strict compliance, with immediate effect.**

1) DISCRIPANCIES AND RECOMMENDATIONS:

b. M/s.A.F.Ferguson & Co. has observed that majority of discrepancies related to bus pass applications not being properly completed.

The Depot Manager / Supervisor should instruct the concerned clerk who is dealing with issue of concessional bus passes to different categories that the concessional bus passes be issued to applicants only after ensuing that the applications are duly filled-in in all respects and should not entertain any incomplete application form.

c. M/s.A.F.Ferguson & Co. has observed that most of the Depots are not maintaining bus pass issue registers for the different types of student passes issued, which is leading to lack of control on the passes issued.

At Depot level the Depot Manager and the in-charge Supervisor should see that for each category there should be a separate Bus Pass Issue Register and it should contain all the relevant information of the bus pass holder.

d. M/s.A.F.Ferguson & Co. has observed that at most of the Depots, the bus pass applications relating to the current year are not being preserved due to various reasons like lack of space etc. This leads to lack of control over bus pass issued.

As the Government is reimbursing 100% cost of concession from 2005-06 onwards, Depot Manager / Supervisor should take care to preserve the applications relating to the current year, until all the passes issued during the current year lapses.

e. M/s.A.F.Ferguson & Co. has observed that in places like Warangal, Vijayawada & Visakhapatnam, the student passes issued at one Depot are being renewed at other Depots in the City, even though there is no computerization or transfer of data between the Depots.

The Depots in Warangal, Vijayawada and Vishakapatnam should workout more compact procedures, which includes circulation of database of the pass holders, specimen signatures of the Head of the Institution between the Depots. Therefore there should be centralized data bank which enable all the Depots to renew the bus passes.

f. M/s.A.F.Ferguson & Co. has observed that in many cases, the Depot is not insisting on a separate Bonafide from the students and they are issuing passes on the basis of the Certificate of the Head of the Educational Institution on the pass application, even though the application specifies that a separate Bonafide is to be taken.

The Depots should insist for separate Bonafide Certificate from the Head of the Institution for every student before the passes are issued in addition to the attestation on the bus pass application form.

g. M/s.A.F.Ferguson & Co. has observed that in some cases photocopies of bus pass applications are used by the applicants.

Depots should procure sufficient quantity of type numbered bus pass application forms from the Stores in order to avoid accepting the Xerox copies of the bus pass application forms from the bus pass holders.

h. M/s.A.F.Ferguson & Co. has observed that there are cases where the student has taken a bus pass on the basis of a Bonafide from the Educational Institution, but is presently not in the rolls. The Depots were not in a position to explain whether such passes are currently operative or not, due to lack of control on the passes issued.

The Depots should insist the Educational Institutions to send the details about the students leaving their Institution at an earlier instance, for the Depot to take necessary action at their end. The Depot Manager / Supervisor should adopt a system of verifying student buss passes on a regular basis with the records of Institutions to avoid such discrepancies and its impact on subsidy claim.

i. AFF during visit to Educational institutions has found out that passes were obtained by forging the signatures of the authorized signatories of the Educational Institutions, thereby rendering loss to APSRTC.

The Depots should cross verify the details of the applicants from the respective Educational Institutions before issuing the passes. Wherever it is not practicable to verify before issuing the passes, the Depot should cross verify later at the earliest possible date, where upon loss can be minimized in cases where unfair practices have been applied.

2) CONSOLIDATION OF THE STATEMENTS AT VARIOUS LEVELS.

M/s.A.F.Ferguson & Co. has observed at various stages that the formats of the reports / statements prepared are not standard and they are varying between one Depot / Regional Office to another, which is leading to erroneous consolidations at the next level.

All the Regional Managers are therefore requested to evince utmost care in sending the consolidated statement of their respective Regions to Corporate Office correctly in the proforma annexed so as to maintain uniformity of the Statements at all levels. Any deviation from the proforma prescribed will be viewed seriously.

At Depot level the Depot manager is responsible for any irregularity and wrong claims made while sending the information to the Regional office and in turn to Corporate Office. Further the guidelines and instructions issued vide Circular 35/2003 Dated 15.05.2003 regarding action to be taken at Depot level and Regional level shall also holds good.

Encl: Annexure

for **VICE CHAIRMAN &
MANAGING DIRECTOR**

To
**All Depot Managers,
A. P. S. R. T. C.**

CC to: All EDs / FA / CAO / Secy. to Board /
All HODs & RMs
All DVMs / Dy.CAOs / Dy.CTMs /
ZSTC / Transport Academy, Hakimpet,
All ATMs / Bus Station Managers for information . & n/action.

**STATEMENT SHOWING THE NUMBER OF BUS PASSES ISSUED AND
AMOUNT REALISED IN _____ REGION FOR THE MONTH OF _____**

SL. NO.	TYPE OF BUS PASSES	TARIFF	DEPOT-1		DEPOT-2 AND SO ON		REGION TOTAL	
			PASSES ISSUED	AMOUNT REALISED	PASSES ISSUED	AMOUNT REALISED	PASSES ISSUED	AMOUNT REALISED
I	FREE PASSES :							
	a STUDENTS BELOW 12 YEARS	Free						
	5 Kms							
	10 Kms							
	15 Kms							
	20 Kms							
	b GIRL STUDENTS UPTO X CLASS	Free						
	5 Kms							
	10 Kms							
	15 Kms							
	20 Kms							
II	STUDENT PASSES - MONTHLY :							
	High School/College/ITI Students							
	Upto 5 Kms	55						
	Upto 10 Kms	75						
	Upto 15 Kms	90						
	Upto 20 Kms	120						
	Upto 25 Kms	150						
	Upto 30 Kms	165						
	Upto 35 Kms	180						
III	STUDENT PASSES - QUARTERLY :							
	High School/College/ITI Students							
	Upto 5 Kms	155						
	Upto 10 Kms	215						
	Upto 15 Kms	255						
	Upto 20 Kms	340						
	Upto 25 Kms	430						
	Upto 30 Kms	470						
	Upto 35 Kms	515						
IV	STUDENT PASSES (EMP.CHILDREN) - MTLY :							
	High School/College/ITI Students							
	Upto 5 Kms	15						
	Upto 10 Kms	20						
	Upto 15 Kms	25						
	Upto 20 Kms	30						
	Upto 25 Kms	40						
	Upto 30 Kms	45						
	Upto 35 Kms	45						
V	STUDENT PASSES (EMP.CHILDREN) - QTLY :							
	High School/College/ITI Students							
	Upto 5 Kms	40						
	Upto 10 Kms	55						
	Upto 15 Kms	65						
	Upto 20 Kms	85						
	Upto 25 Kms	110						
	Upto 30 Kms	120						
	Upto 35 Kms	150						

**STATEMENT SHOWING THE NUMBER OF BUS PASSES ISSUED AND
AMOUNT REALISED IN _____ REGION FOR THE MONTH OF _____**

SL. NO.	TYPE OF BUS PASSES	TARIFF	DEPOT-1		DEPOT-2 AND SO ON		REGION TOTAL	
			PASSES ISSUED	AMOUNT REALISED	PASSES ISSUED	AMOUNT REALISED	PASSES ISSUED	AMOUNT REALISED
VI- a	PHC & PHC WITH ESCORT (Yearly Passes)	1/2 Fare						
b	ESCORT PASSES (Qtrly Passes)	1/2 Fare						
VII	EXCLUSIVE TRIPS Upto 20 KMs.	400						
VIII	JOURNALIST PASSES	1/3rd fare						
IX	FREEDOM FIGHTERS	Free						
X	DWARF PERSONS	1/2 Fare						
GENERAL BUS PASSES FOR GENERAL COMMUTERS:								
XI	MONTHLY SEASON TICKETS - ORDINARY :							
	Upto 5 Kms	120						
	Upto 10 Kms	160						
	Upto 15 Kms	240						
	Upto 20 Kms	280						
	Upto 25 Kms	360						
	Upto 30 Kms	440						
	Upto 35 Kms	520						
	Upto 40 Kms	560						
	Upto 45 Kms	640						
	Upto 50 Kms	720						
	Upto 55 Kms	800						
XII	MONTHLY SEASON TICKETS - EXPRESS :							
	Upto 5 Kms	240						
	Upto 10 Kms	240						
	Upto 15 Kms	240						
	Upto 20 Kms	320						
	Upto 25 Kms	400						
	Upto 30 Kms	480						
	Upto 35 Kms	560						
	Upto 40 Kms	640						
	Upto 45 Kms	720						
	Upto 50 Kms	800						
	Upto 55 Kms	880						

**STATEMENT SHOWING THE NUMBER OF BUS PASSES ISSUED AND
AMOUNT REALISED IN _____ REGION FOR THE MONTH OF _____**

SL. NO.	TYPE OF BUS PASSES	TARIFF	DEPOT-1		DEPOT-2 AND SO ON		REGION TOTAL	
			PASSES ISSUED	AMOUNT REALISED	PASSES ISSUED	AMOUNT REALISED	PASSES ISSUED	AMOUNT REALISED
CITIES / TOWNS (HYD.CITY REGION ,VJA CITY ,VSP CITY ,WL CITY)								
FREE PASSES								
I	STUDENTS BELWO 12 YEARS AGE	Free						
	upto 4 Kms							
	upto 8 Kms							
	upto 12 Kms							
	upto 18 Kms							
	upto 22 Kms							
II	GIRL STUDENTS UPTO X CLASS	Free						
	upto 4 Kms							
	upto 8 Kms							
	upto 12 Kms							
	upto 18 Kms							
	upto 22 Kms							
III a	PHC/PHC WITH ESCORT (Yearly passes)	Free						
b	ESCORT (Quarterly)	Free						
IV	MONTHLY STUDENT BUS PASSES :							
a	SGBT - CITY & SUB-URBAN	85						
b	SGBT - CITY & SUB-URBAN (EMP.CHILD.)	25						
c	SGBT - SPECIAL -CITY & SUB-URBAN	140						
d	SGBT-EXCLUSIVE TRIPS	325						
e	SGBT-EXCLUSIVE TRIPS (EMP.CHILD.) Upto 16 Kms	80						
f	SGBT-GREATER HYD/VSP/VJA/WL	85+						
V	QUARTERLY STUDENT BUS PASSES :							
a	SGBT - CITY & SUB-URBAN	240						
b	SGBT - CITY & SUBURBAN (EMP.CHILD.)	60						
c	SGBT - SPECIAL -CITY & SUB-URBAN	400						
d	SGBT - SPECIAL -CITY & SUB (EMP.CHILD.)	100						
e	SGB-GREATER HYD/VSP/VJA/WL	240+						
f	SGB-GREATER HYD/VSP/VJA/WL (EMP.CHILD.)	60+						
VI	STUDENT ROUTE PASSES (QUARTERLY) :							
	upto 4 Kms	85						
	upto 8 Kms	105						
	upto 12 Kms	130						
	upto 18 Kms	150						
	upto 22 Kms	175						
VI	FREEDOM FIGHTERS	Free						
VII	JOURNALIST PASSES	Free						
VIII	DWARF PERSONS	Free						
FOR GENERAL COMMUTERS :								
a	GREATER HYD/VSP/VJA/WL PASSES	370+						
b	GENERAL BUS TICKET-ORDINARY	340						
c	METRO EXPRESS	440						
d	METRO LINER/VEERA	500						
e	NGO-CITY	103						
f	NGO-SUB	123						
g	NGO-CITY-METRO EXP.	233						
h	NGO-SUB-METRO EXP.	193						
I	TRAVEL AS YOU LIKE - CHILD							
J	TRAVEL AS YOU LIKE - ADULT							