

**ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**

No.M/543(5)/2000-OPD(MKTG)

Office of the VC & MD  
Mushirabad, Hyderabad.

**CIRCULAR NO.09/2000-OPD(MKTG), Dated 30.03.2000**

**SUB: CONCESSIONAL ANNUAL TRAVEL (CAT) CARD- Sale of 'CAT' card applications by Authorised Ticket Booking Agents in Districts - Reg.**

REF: Circular No.69/99-OPD(MKTG); Dt.18.12.1999.

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I) Vide circular cited, Concessional Annual Travel (CAT Card) Scheme was introduced and at present 'CAT' card applications are sold at our Bus Stations and Depots.

II) During the meeting of Dy. Chief Traffic Managers convened by ED(O) on 29.02.2000, the participants have suggested selling of 'CAT' cards through authorised Ticket Booking Agents with a view to increase patronage to the Scheme.

III) The proposal of Dy. CTMs has been examined and it is agreed to allow authorised Ticket Booking Agents to undertake sale of 'CAT' card applications by following the procedure given below:

IV) PROCEDURE :-

1. Authorised Ticket Booking Agents are to be issued with 'CAT' card application forms on pre-payment of Rs.140/- per application i.e., allowing Rs.10/- towards commission on each application indented. Money receipt has to be issued to the Agent to this extent.

2. The Agents in turn shall sell the application for Rs.150/- (duly earning a commission of Rs.10/- per application sold).

3. Agent-wise accountal of 'CAT' card applications issued with M.R. No. and date has to be maintained at concerned Depot/Bus Station ( when a bus station is functioning independently under the control of ATM ) in a Register.

4. The 'CAT' card applications are to be issued to the Agents duly signed and affixing Official seal by the Depot Manager / ATM concerned on each application form so as to avoid possible duplication of 'CAT' card applications. CAT CARD APPLICATIONS WITHOUT SIGNATURE AND OFFICIAL SEAL SHALL NOT BE ISSUED TO AGENTS UNDER ANY CIRCUMSTANCES.

5. The Agent shall maintain a register with the particulars of name, father's name, postal address, telephone number and application number, date of issue of application and signature of the CAT Card holder while issuing the application.

6. On receipt of the filled in application, the Agent shall submit the same to the Depot Manager/ATM for preparation of card and obtaining signature of Dy.CTM of the Region on the card.

7. After signing, the card has to be laminated by the Dy.CTM's Office and sent back to the DM/ATM concerned so as to arrange to deliver the same to the card holder through Agent.

8. The Agent has to obtain signature of the card holder in the register at the time of delivery.

9. Priority has to be given to the applications received through the Agents to avoid delay in delivery of the laminated CAT cards to the applicants.

10. The Agent shall submit a weekly statement to the concerned Depot Manager/ATM on the sale of 'CAT' card application forms, receipt of filled in forms and delivery of 'CAT' cards with 'CAT' card number etc.

11. At the time of issuing fresh 'CAT' card applications to the Agent (on pre-payment), the Depot Manager/ATM shall verify the register maintained by the Agent.

V) As the objective of allowing Agents to sell the 'CAT' applications is to increase patronage, steps have to be taken up to enable the message of availability of the applications at Agents to reach the target clientele by undertaking all kinds of publicity measures.

All the Dy.Chief Traffic Managers and Depot Managers / Asst. Traffic Managers are advised to follow the guidelines scrupulously while issuing 'CAT' card applications to the Authorised Ticket Booking Agents.

The sale of applications through Agents shall commence with immediate effect.

This has concurrence of Financial Adviser.

Please acknowledge receipt and report compliance.

**Sd/-**  
**VICE-CHAIRMAN &**  
**MANAGING DIRECTOR**

To  
All Regional Managers &  
DY.Chief Traffic Managers  
A. P. S. R. T. C.

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 Dy CTMs (M&C) of Zones

All Principals of ZSTCs, Principal/TA for information and necessary action.

Works Manager, Printing Press, Controller of Stores, BBU, Miyapur for information and necessary action.

All the Controllers of Stores for infmn.

All Dy CAOs/AOs of all Zones and Regions for infmn.

All Depot Managers, all ATMs of Bus Stations, ATM (HES) Traffic Incharges of all Depots for information and necy. action.