

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.M/543(9)/05-OPD(MKTG)

Office of the VC & MD
Mushirabad::Hyderabad

CIRCULAR NO.02/2006-OPD(MKTG) DT.04.01.2006

Sub: CAT CARD:- Sale of CAT Card Applications by DWCRA Groups on commission basis
- Instructions issued - reg.

Ref: 1. This Office Circular No.09/2000-OPD(M) Dt.18.12.99.
2. This Office Circular No.31/2004-OPD(M) Dt.26.05.04.
3. U.O.Note No.P9/294(44)/2005-OPD(P) Dt.19.12.05.

Through the circulars cited at ref-1 & 2 instructions were issued to issue 5 CAT Applications to ATB Agents on pre-payment basis & 3 CAT Applications to Employee agents free of cost to sell CAT cards on commission of @Rs.10/- (irrespective of the tariff of the CAT Card) per each card.

Now, VC & MD ordered to allow sale of CAT Cards through DWCRA Groups on commission basis. In this context, it is advised that the procedure prescribed for sale of CAT Cards by ATB Agents in the earlier circulars/letters shall be adopted to DWCRA Groups also. However, the Unit Officers shall satisfy the genuine-ness of DWCRA Groups through the authorisation letter issued by Project Director, DRDA or any Designated Official nominated by Project Director/DRDA.

Therefore you are advised to follow the instructions while issuing CAT Card applications (which shall be not more than five applications) to DWCRA Groups scrupulously on-pre-payment basis and monitor their sales regularly every month. The CAT Cards to the DWCRA Groups should be issued strictly on 'pre-payment' basis and if any one is found to have authorized issuing CAT Cards to DWCRA Groups without collecting money in advance, then the face value of the CAT Cards will be recovered from the salary of the concerned Unit Officer / Supervisor(s) who authorized such issue of CAT Cards.

The sale of Applications through DWCRA Groups shall commence from 10.01.2006 and monthly sale particulars of CAT Cards through DWCRA Groups shall be submitted along with regular periodical on sale of CAT Cards.

This has the concurrence of Financial Advisor.

Please acknowledge.



EXECUTIVE DIRECTOR(O)

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

Copy to:

FA, CAO, Dir(V&S), All EDs & HODs of HO for information.
All Regional Managers for information & necy. action.
All DVMs, Secy. To EDs/Zones, WM/PP Miyapur,
COS/Miyapur and All COS/Zonal Stores for information.
All DY.CAOs/ DyCTMs for information.
All ATMs of Bus Stations, ATM(HES), ATMs of Corporate Office for
information & necessary action.
Traffic Incharges of all Depots for necessary action.