

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.M/543(1)/07-OPD(M)

OFFICE OF THE VC & MD
MUSHIRABAD:HYDERABAD

CIRCULAR NO. 15/07 OPD (MARKETING) - DATED: 30.03.2007

Sub : **CAT CARDS** - Permission to ATB/Employee Agents to sell
Renewal CAT Cards to increase the customer base -
Instructions - Reg.

Ref: Case No.Supdt/804(2)/06.RR Dt. 30.10.2006.

INTRODUCTION:

So far the renewal CAT Cards are being issued through RTC counters at Depots/Bus Stations only but yet not through ATB/Employee Agents.

Now, for passenger convenience, VC & MD has approved to issue the renewal CAT Cards through ATB/Employee Agents on prepayment basis (Cash & Carry) with the required commission of Rs.10/- per card.

OBJECTIVE:

The above is for the following objectives:

- To captivate the Loyal Customers.
- To cause passenger convenience.
- To strengthen the base of renewal CAT cards.
- To involve ATB / Employee Agents in issuing the renewal CAT cards as per procedure.

MODALITIES:

1. The ATB / Employee Agent brings the filled-in CAT application (already CAT Applications have been made free of cost) alongwith the old card for renewals and surrenders them along with the requisite money to DM/CI/STI/SM of the Depot / Bus Station.
2. The DM/CI/STI/SM would scrutinize the application, receives the old card alongwith the required money, cancels the old card by striking two lines across and arrives at the eligible commission to be paid to ATB / Employee Agent, endorses the approval and arranges for the preparation of CAT card.
3. All the accountal transactions of CAT cards should be done through the Computers only. For this purpose the Computer Dept. is about to load the software at the Depots.
4. For each ATB / Employee Agent, there should be a separate file in the computer with the details of the Agent, location, Date of sale, Type of card sold, amount received, commission eligible, type number of the cards issued together to the Agent for onward distribution to the public etc.

5. Transactions carried through the computer should be reflected in the MTD 108, 110, statement DC cashbook, reconciliation statements etc in OLTAS module.

The computer programme has the following important features:

- a. Facility is provided for issuing any No. of bus passes, CAT Cards, J#T etc., to Employee Agents and Booking Clerks. Earlier some depots were issuing in 100 numbers only.
 - b. Similar facility is provided for ATB Agents for issue of CAT, J#T and RTC 131 tickets.
 - c. Software is compliant to Security features incorporated OLTAS module.
 - d. Provision is made for calculation of commission amounts to ATB/Employee Agents as per Circular instructions.
 - e. Comprehensive Package on Employee/Advance Ticket Booking Agents.
6. Besides all transactions to be carried out in DC Cash book, a separate manuscript register for all the transactions of fresh as well as renewal CAT cards should be maintained at the DC/E level and the Traffic Incharge / Accounts Incharge / Audit Parties / Depot Managers and Inspecting Officials should scrutinize this time to time.

AUDIT:

Audit should be done as per the usual procedure, especially the transactions of the above are to be reflected in TRR.

CONCLUSION:

Therefore, all Regional Managers are requested to implement the above and send the data of the renewal CAT cards (Type wise) sold through ATB/Employee Agents, Amount received, commission paid etc., along with the regular periodical to reach the undersigned by the 5th of every month.



**EXECUTIVE DIRECTOR
(O & MIS)**

Copy to :

FA, Dir(V&S), CAO & all EDs & HODs RMs for information
CE (IT) for information & necessary action.

all DVMs /Dy CMEs/ DMs / ATMs for information and necessary action.

all Dy CAOs / AOs for information and necessary action.

all Traffic & Accts. Incharges of the Depots, SMs Bus Stations for necy action.

As decided in the pre paras, the following instructions are incorporated and draft circular is prepared: