

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

M2/543(1)/07-OPD(MKTG)

Office of the VC&MD
MSRD, Hyderabad.

CIRCULAR NO 21/08-OPD(MKTG) DATED 18.07.2008

Sub : CAT CARDS – Sale of CAT Cards to the new buyers "**Issued under 250 cards package system**" - Circular instructions -- Regarding.

Ref: Lt No M2/543(1)/07-OPD(M) Dt:23.03.2007.

Consequent to letter cited at reference, a proposal has been received from RM/GNT that CAT Cards may be sold at discounted price to Individuals who prefer to pay Rs 42,500/- in lumpsum (in advance) for a pack of 250 cards at a time.

VC & MD with concurrence of FA, agreed to the above proposal and now made applicable to all the units/Depots subject to the following conditions:

- Companies/Firms/Industries/Individuals (here afterwards be referred as CAT Agents), have to pay an amount of Rs.42,500/- at a time @ Rs 170/- per card for 250 cards in advance and collect application forms en-stamped as "Issued under 250 Cards package".
- The word "Uchitamu" printed on the CAT Application Forms shall have to be over stamped as "**Issued under 250 Cards package**". All such applications shall be given serial Nos from 1 to 250 and numbers shall be entered into a separate Register opened for the purpose and further transactions of CAT Cards purchased on the above basis be recorded against each application in the same Register. The Proforma in the register is as follows. In order to keep track of the applications sold at a concessional rate and to avoid scope of any misuse, scrupulous maintenance of the said register is essential.
- Applications (Free) having serial numbers be issued to the Firms/Individuals with attestation of DM under acknowledgement, only after receiving full payment.
- The filled-in applications with the attestation of the CAT Agent, shall be submitted at the respective Depots (from where applications purchased) for issue of Cat Cards prepared under "250 Cards package"duly signed by DM/Depot Traffic Incharge.
- The CAT Cards "Issued Under 250 Cards package" is primary card for all purposes and on expiry of the card, the first renewal CAT card issued @ Rs.180/- with Rs.2.00 lakhs additional accident compensation.
- Since the cards issued under this scheme are fresh cards, in case of death of the CAT cardholder in any accident while traveling in RTC bus, the nominee of the card holder will be eligible for additional accident compensation of Rs.1.50 lakh.

- A rubber stamp should be put on the reverse of CAT card as follows :

"Issued under 250 Cards package".
- Prior to completion of 250 CAT cards "Issued under 250 Cards package" also, the firms/ Individuals can pay again for another pack of 250 cards. While issuing cards Under 250 package, the seriatum should be continued in the Register i.e., from 251 to 500.
- Regarding Computer programme for issue of CAT Cards under 250 package, it should be ensured that the cards shall be transacted through Depot Manager/Chief Inspector Tray. The Computers Department is being requested to arrange for a programme ensuring all aspects for issuing CAT cards under 250 package.
- The Depot Accounts Incharge shall audit on all transactions of CAT Cards from time to time and submit a report to Depot Manager/Dy. Chief Accounts Officer/Accounts Officer.
- All Depot Managers / Dy.CTMs / Regional managers shall market this product issued under 250 Cards package in heavy numbers as an strategy to retain the customers.
- Regional Managers are advised to maintain a separate column as "Issued Under 250 Cards package" in the monthly periodical for CAT cards being submitted to Corporate Office.

Summary:

Therefore any Company / Firm / Industry / Individuals comes forward to pay Rs 42,500/- in lumpsum of any Depot/unit, they shall be given a pack of 250 fresh CAT Cards @ Rs 170/- per card who in turn can sell individual cards @ Rs 200/- to the public subject to above conditions.

Please report compliance.

Encl:Proforma


EXECUTIVE DIRECTOR (O & MIS)

**TO
 All Regional Managers**

Copy to
 EDs of all Zones, HODs for information
 CE(IT) with a request for arranging special computer programme.
 CA for arranging audit time to time.
 All principals, All other Officers for information.
 All Dy.CTMs, All DMs with a request to scout for the opportunities under "Issued under 250 Cards package".
 Dy CAOs/AOs for information and necessary action.
 All Traffic Incharges and all Bus Station Managers for necessary action.

**DETAILS OF "ISSUED UNDER 250 CARDS PACKAGE" CAT CARDS
(Register to be maintained in Depots)**

NAME OF THE FIRM/INDIVIDUAL

1-250	1	S.NO. OF CCC APPL. FORM
	2	DATE OF RECEIPT OF THE FILLED IN APPL. FORM WITH ENCLOS-URES
	3	APPLICATION. COUNTER SIGNED BY THE FIRM/INDIVIDUALS
	4	NAME OF THE PURCHASER
	5	ADDRESS
	6	CELL PHONE NUMBER OF THE PURCHASER
	7	NAME OF THE PERSON ON WHOM CAT CARD IS OPTED
	8	ADDRESS
	9	DATE OF BIRTH
	10	AGE
	11	IDENTIFICATION MARKS
	12	NOMINEE NAME

13	RELATIONSHIP
14	ORIGINAL TARIFF OF THE CAT CARD
15	CONCESSION OFFERED
16	DISCOUNTED PRICE OF THE "ISSUED UNDER 250 CARDS PACKAGE"
17	ISSUE DATE
18	VALID FROM
19	VALID UPTO
20	NAME OF THE PROCESSING OFFICIAL
21	SIGNATURE
22	NAME OF THE ATTESTING OFFICIAL
23	SIGNATURE
24	SIGNATURE OF THE INSPECTING AUTHORITY AS & WHEN INSPECTED