

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No:P9/294(13)/2008-OPD(P)



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

CIRCULAR No.23/2008-OPD(P), Dated 04.08.2008.

Sub: **BUS PASSES** – Recommendations by M/s.A.F.Ferguson & Co. – Computerization of issue of bus passes in all the Depots of the Corporation – Outsourcing the data feeding of bus pass issues and renewals - Instructions issued - Reg.

Ref : This Office Circular No.24/2007-OPD(P), Dt.19.06.2007.

In compliance with the orders of Government, Corporation has computerized the data feeding of different types of free concessional bus passes issued to different categories of commuters in all depots and instructions issued vide circular cited,

- a) To outsource the data feeding to the private agencies @ 25 Paise per Application and
- b) in case if no private Agency comes forward at the above rate to feed the data, the Unit Officer has been instructed to entrust the data feeding to our own employee having acquaintance with the Computer as a special task.

The Regional Managers have been representing to increase the amount to be paid per each application towards data feeding to computer through outsourcing, as no private agency is coming forward on the above rates.

The matter has been examined in detail and VC&MD with the concurrence of Financial Advisor has accorded approval for the following.

1. The Regional Managers are authorised to out source the data entry work of all types of free / concessional bus passes issued to different categories of commuters at all the depots under their jurisdiction, at the following rates, duly following the tender procedure.
 - a) Upto a maximum @ Rs:1.00 per each I.D. Card data entry (i.e. fresh bus pass applications submitted by Students / other categories).
 - b) Upto a maximum @ 20 Paise per each renewal of Bus pass tickets data entry work.
2. The data entry work should be awarded to the private agency who quotes lowest rates.

3. The selected firm should be entrusted to accomplish the following task :

- a) Segregation of Bus Passes
- b) Feeding of bus pass applications : **The Data entry to capture Student Bus pass ID Card and new ticket and Student Bus pass information for renewal are annexed at Annexure - A**
- c) Preparation of Institute wise Statement of Passes.
- d) Any additional work related to the data entry entrusted by Unit Officer.

4. If no Private firm comes forward even at the above revised rates for data entry of new and renewal bus pass issue information, the Regional Managers are also authorised to utilize the service of 3 conductors per each depot having soft skills on out of designation (OD) for a period of 6 days in a month to fulfill the above task.

5. The conductor selected on OD should complete the above task mentioned at 3 (a-d) and feed at least a minimum of 100 ID cards data entry per each duty (fresh bus pass issue information) and a minimum of 300 renewal bus pass tickets particulars per each duty.

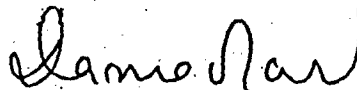
Further to the above, the following guidelines are issued for strict compliance:

- a) The Regional Managers should finalise the tenders, either entrusting the work of all the depots to a single firm or may entrust the work depot-wise depending on the demand from private agencies.
- b) Every year the Regional Managers shall finalise the tender process before the commencement of academic year (preferably during the month of May) and the depot-wise work should be entrusted to the outsourced firm in advance so as to maintain correct accountal of free/bus passes issued to different categories every month.
- c) **As the academic year 2008-09 has already commenced, the above clause is relaxed for the year 2008-09 and the Regional Managers should commence immediately the process of outsourcing the data feeding of fresh / renewal bus pass information through tender process and should allot work to the private firm before the end of August 2008.**
- d) If Data entry of all depots of the Region are entrusted to a single firm, the firm should be advised to feed the data at the depot level itself and should not be allowed to take up the work of all the depots of the Region at a single place so as to facilitate the Unit Officer / Traffic In-charge to monitor the data entry at the Depot level.
- e) After finalizing the tenders, the particulars of private agency and the agreed rates by the agency and other terms and conditions prescribed should be furnished to the Corporate Office.

- f) **The Accounts wing both at Depot level and Regional level have to invariably scrutinize the payment particulars to the outsourced firm duly maintaining a register showing the amount paid for fresh bus pass applications data and renewal bus pass issue information.**
- g) The fresh applications submitted by Students and other categories in a month should be fed to the computer in that month itself. Any applications submitted in the preceding month should not be carried forward to next month for bus pass claims. Such irregularity will be viewed very seriously
- h) **The data entry work and reports generated by the firm have to be scrutinized and carried out under the supervision of Traffic In-charge and System In-charge at Depot level.**
- i) The amount to be paid should correlate to the quantity of data fed to the system and care should be taken on any fraudulent approach by Private firm while claiming the amount for the data entry.
- j) The payment to the private firm is only for entry of information furnished by student / other category submitted in his/her Bio-Data application form (I.D.Card data entry) and for renewals information of free/concessional bus passes. There shall not be any additional payment for performing other works (as envisaged at item No.3) entrusted by the Unit Officer which are a part of the agreement.
- k) At the end of financial year the Regions should submit to this Office a detailed statement of payments made to the outsourced firm for both fresh bus pass applications and renewal bus passes.

All the Regional Managers are therefore advised to follow the above guidelines and issue suitable instructions to the Units, so as to computerize the data feeding of free/concessional bus pass information (both fresh and renewals) and to maintain Zero discrepancy at depot level on issue and account of free /concessional bus passes.

Encl: Annexure-A.



**EXECUTIVE DIRECTOR
(OPERATIONS&MIS)**

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

CC to: All EDs / Secy. to Corpn. / FA / CAO for infmn.
CC to: All HODs for information.
CC to: All Dy.CTMs in Zones/Regions for infmn. & n/action.
CC to: All Dy.CAOs/AOs in Zones/Regions for infmn. & n/action.
CC to: All ATMs for information & necessary action.

APSRTC

DEPOT : WARANGAL-I

DATE : 09/05/2008

SCREEN TO CAPTURE STUDENT BUS PASS ID CARD & NEW TICKET
DETAILS FOR 2008-09

ID KEY 3(X) : 0 ID CARD NO (7N) : 14807 VALIDITY UPTO : 240409
 DT. OF ISSUE : 160608 DT. OF RECEIPT : 160608 APP. NO 10(X) : 000226570
 NAME OF STUDENT 16(X) : B.PRASHANTH FATHERS NAME 16(X) : NARAYANA
 DATE OF BIRTH DDMYY : 100492 SEX M / F : M
 INSTITUTE CODE 5(X) : 51903 INST NAME : GOVT. ITI WARANGAL
 COURSE CODE 4(X) : 0802 COURSE NAME : ITI APPRENTICE
 COMPLETE ON (DDMMYY) : 290409
 RTE FROM 25(X) : WGL TO 20(X) : MULUGU X ROAD
 V I A 25(X) :
 RESIDENTIAL ADDRESS 40(X) : WGL
 40(X) :
 CITY / TOWN 10(X) : C PIN CODE (6N) :
 BUS PASS CODE 6(X) : SM05BP TYPE OF PASS X(10) : STUDENT
 ADMISSION NO 12(X) : 17040 ROLL NO 10(X) :
 ACADEMIC YEAR 10(X) : 08-09
 MR NO 10(X) : DATE DDMYY : AMOUNT (4N) :
 TKT DENO (4N) : KEY NO X(5) : TKT NO (7N) :
 MR AMT (3N) : TKT VALIDITY UPTO : KMS TAKEN :
 ENTRIES (Y/N) :-

APSRTC

DEPOT : WARANGAL-I

DATE : 09/05/2008

DATA ENTRY SCREEN TO CAPTURE

STUDENT BUS PASS TICKETS INFORMATION FOR
RENEWAL FOR THE YEAR 08-09

ID CARD KEY NO X(03) : 3
 IDENTIFICATION CARD NO (7N) : 14472
 CURRENT TICKET DENO (4N) : 105
 KEY NO X(5) : 6
 TICKET NO (7N) : 38
 MR AMOUNT (4N) : VALIDITY UPTO DDMYY : 170608
 NAME OF APPLICANT 16(X) : MAHESH
 FATHERS NAME 16(X) : SHANKAR
 INSTITUTION NAME 20(X) : VIKAS JR. COLLEGE.
 COURSE CODE 24(X) : INTER
 LAST BUS PASS INFORMATION
 TICKET NO : 38 KEY NO : 6 DENO : 105 VALIDITY : 120908
 ROUTE FROM 25(X) : WGL HNK
 KMS TAKEN (3N) : 8
 PASS TICKET ISSUE DT DDMYY : 090508
 EDU. CONTI.. CERTIFIED Y/N : Y

ENTRIES (Y/N) :