

CIRCULAR NO.24/2007-OPD(P), Dated 19.06.2007.

- Sub: BUS PASSES – Recommendations by M/s.A.F.Ferguson & Co. –
Computerization of issue of bus passes in all the Depots of the
Corporation – Instructions issued - Reg.
- Ref: 1) Recommendation of M/s A.F.Ferguson & Co .for
computerization of accountal and issue of bus passes.
2) Govt Lr.No 6439/Tr.II (1)/2004 Dated 07.02.07.
3) Circular No. 23/2007 dated, 11.06.2007.

Government having gone through the report submitted by M/s.A.F.Ferguson & Co. directed the Corporation vide reference 1st cited, to implement the recommendations made by the consultancy. Accordingly, instructions are issued to the Units to implement all the recommendations made by the consultancy vide Circular 8/2007, dated 06.02.2007. Among the several recommendations made by the consultancy, computerization of accountal of issue of all types of concessional bus passes at Unit level is also one of the important recommendations.

Based on the recommendations of the Committee constituted for accountal and computerization of bus passes at Depot level, VC & MD has accorded sanction as follows.

- a) To increase the cost of the revised Application Form (Application cum Bonafide Certificate) from Rs.2/- to Rs.3/- in Mofussil areas and from Rs.3/- to Rs. 4/- in Cities. **However there is no change in the cost of ID cards.**
- b) To pay @ 25 Paise per Application to the employee after completion of his regular duty hours, to feed the data of the student to computer as per the module designed by Computers Department.
- c) In case if the Unit Officer desires to outsource the process of data feeding of Application Forms of free / concessional bus pass holders, the same rate of 25 Paise per Application to be paid. However, the Unit Officer should ensure to complete the task of feeding the data within the month of submission of Application Forms.
- d) In case if nobody comes forward at the above rate to feed the data, the Unit Officer can entrust the data feeding to our own employee having acquaintance with the Computer as a special task and should be instructed to complete the data feeding of the filled-in Application Forms within the same month of submission and there is no need to pay any extra amount for the said work as it is entrusted under regular duty.

For example - if the submitted applications in a month are 1000, the data pertaining to all the 1000 applications should be fed to the Computer in the same month itself for accountal and to submit the same to the Regions and in turn to Corporate Office.

Further to the above, as per the directive from the Government vide reference 3rd cited, the colours of the bus passes for the year 2007-08 are changed as detailed below.

- | | | |
|---------------|----|--|
| Violet | :: | For all types of Free Bus passes. |
| Pink | :: | For all types of paid concessional bus passes. |

However, several units are complaining about inaequate supply of modified colour bus passes, ID cards and as such they are unable to meet the requirement of student community causing discontent among the students.

The issue has been examined and the MED has assured that by the end of June 2007 both the bus passes, ID cards and revised application forms will be supplied to the units through zonal stores. In the mean while in order to meet the exigency for issuing student bus passes the following guidelines are issued in partial modification of circular No. 23/2007 dated 11.06.2007.

- i) The unit officers who have not yet received the new application forms can issue old application forms at old rates till the new application forms are received.
- ii) From the date of receipt of new application forms/ID cards, the old application forms/ID cards are to be destroyed duly following the procedure.
- iii) The ID No mentioned on new ID card of the bus pass has to be endorsed on the old application form invariably though there is no specific column in the old application form.
- iv) If the units have already issued the old ID cards, the same shall be replaced with new ID cards at the time of renewal in the succeeding month without collecting the cost of the new ID card since the student had already paid the cost for old ID card. Record has to be maintained giving the details of the old card No., the date of issue, the new ID card No.(issued against the old ID No.), date of issue of new ID No. etc either manually or through computer.
- v) In case of Free bus passes if the units are not supplied with sufficient stock of new ID cum bus pass the units can issue the old ID cards with one month validity duly giving endorsement to that effect. However after completion of one month the units should replace the old one with new ID card cum bus pass. Record has to be maintained giving the details of the old card No., the date of issue, the new ID card No. (issued against the old ID No.), date of issue of new ID No. etc either manually or through computer.
- vi) If units have already issued free ID card cum bus passes with one year validity, those ID cards are to be replaced with the new ID card cum bus pass at free of cost duly deputing staff to the concerned schools. Record has to be maintained giving the details of the old card No., the date of issue, the new ID card No.(issued against the old ID No.), date of issue of new ID No. etc either manually or through computer.
- vii) **Cash deficiency arising out of replacement of old ID cards with new ID cards (at free of cost) as above have to be kept in suspense and cleared taking the approval of Dy.CAO/A.O. of the respective region without resorting to recovery from the concerned.**
- viii) If on any application form Rs. 20/- is printed towards the cost of ID card, the same should be struck off and existing rate should be collected, since there is no revision in the cost of the ID card.

Therefore all the Regional managers are advised to take necessary action to implement the issue of modified color free/concessional bus passes to the commuters as directed by the Government invariably by 1st July 2007 duly procuring the stock of Bus passes, ID cards and Application forms from the Zonal stores. The process of replacement of the old ID Cards/ ID cum bus passes issued to the students with the new IDs/ID cum Bus passes should be completed by the end of July 2007 duly following the above guidelines, so that from 1st August 2007 onwards modified color bus passes only should be under circulation among the different categories of free/concessional bus pass commuters for the year 2007-08. The apportion of subsidy amount to the regions will not be possible if old ID cards /old Bus Passes are under circulation from 1st August 2007 onwards.


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: CE (IT) for information & n/a for successful implementation of bus pass accountal.

CC to: All Dy.CTMs/Dy.CAOs /AOs for infmn. & n/action.

CC to: All ATMs/AMEs(Comp) for infmn. & n/action.

CC to: All Principals, Training Schools, for infmn.