

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No: L2/287(20)/2008-OPD(T)

OFFICE OF THE VC & MD
MUSHIRABAD: HYDERABAD
DATE : 04.08.2008

CIRCULAR NO: 24/2008, DATED 04.08.2008

Sub : Security measures at Bus Stations, Bus Shelters and in the Buses -- Precautions to be taken by the Field Managers, Crew and Security Personnel to avoid any untoward incidents / bomb blasts -- Regarding.

Ref : Letter no: L2/287(29)/2006-OPD(T) dt: 10-9-2007.

In view of disturbing situation prevailing, it is necessary to take precautionary measures to avoid any untoward incident and to safeguard the properties of Corporation in view of the recent series of bomb blasts in Bengaluru, Ahmedabad and Surat Cities.

Detailed guidelines and instructions were already communicated to all Field Managers for strict compliance vide ref cited. While reiterating the instructions, all Field Managers, Security In charges are once again advised to follow the guidelines mentioned hereunder:

A) At Bus Stations :

In Twin Cities MGBS, JBS, DSNR, Rathifile, Afzalgunj, Charminar, Koti, Sanathnagar, Patancheru, Uppal & ECIL Bus Stations are more vulnerable and prone to such incidents and bomb blasts. In all these Bus Stations, it is directed to:

- > One officer shall be drafted in each shift of 8 Hrs at all the above Bus Stations to monitor the security arrangements. RM shall draw a programme to this effect.
- > Divide the Bus Station areas into 5 to 6 segments to monitor the activities and check suspicious articles, parcels, objects etc.
- > One supervisor must be drafted for each of the segmented area designated as "Segment In charge " and he shall be made responsible for thorough checking and monitoring the area under his control. A Register is to be maintained to this effect (Proforma enclosed). -- Annexure-1.

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- **Role of ATMs at MGBS- ATMs shall ensure that all the officers and supervisors are reported for the special duty and interact twice daily with all the officers and supervisors drafted and extend the help and assistance if any required. He shall also have liaison with local police and police out post for effective vigilance and security. ATMs shall also ensure proper functioning of public address system, CCTVs and announcement of passenger awareness slogans round the clock.**
- **Sensitization programmes - RM shall convene a meeting of all contractors namely Bus Station & Toilet maintenance contractor, Stall Licensees, Porters and sensitize them regarding precarious situation and measures to be taken**
- i) **Bus Station & Toilet maintenance contractor shall be alerted for thorough check up of the nook & corner of Bus Station premises**
- ii) **Licensed Porters shall be vigilant about the un claimed / un accompanied parcels and objects and immediately bring to the notice of Bus Station Manager and Police Outpost.**
- iii) **Canteen and Stall licensees shall have a watch on their surroundings and inform to the Bus Station Manager about any suspicious objects lying un attended.**
- iv) **Dormitory and cloak room licensees shall also be advised not to accept any suspicious parcels and baggages in their premises.**
 - **Any suspicious objects, covers, parcels, toys, tiffin boxes, suitcases, mini bags either carried by the passengers or unclaimed shall be checked thoroughly.**
 - **Periodical and continuous announcements shall be made through public address system and also CCTV to create awareness among the passengers. The following phone Nos shall be announced frequently:**
 - 1) Dy Commissioner of Police : 9490616645
 - 2) Police Control Room : 040-27852482 & 100
 - **Pamphlets shall got be printed and distributed to the passengers in the Bus Station. (Specimen copy enclosed as Annexure-II.)**
 - **Posters and banners shall be exhibited at the conspicuous places to create awareness among the crew and passengers.**

B) At Bus Shelters :

- RMs shall identify traffic generating and crowded bus stops and post Home guards/ passenger guides at all such points.
- Sensitization programmes – RMs to sensitize Home Guards, Passenger guides and ATB Agents and educate them about the precautionary measures and steps to be taken in case of emergency.

The services of Home Guards and Passenger Guides shall be utilized to alert the passengers and check the premises during their duty hours.

- Divisional Managers, Depot Managers shall exercise surprise checks in the early and late hours at all the Bus Shelters under their jurisdiction and monitor the security measures.
- Mis-use of Bus Shelters by beggars and suspicious movements of anti social elements shall be avoided.
- ATB Agents in the Bus Shelters shall be alerted.
- Pamphlets shall be got distributed to the passengers.

C) In Buses :

- The security personnel shall thoroughly check the Buses inside and underneath during incoming & outgoing and an entry shall be made in the **IN & OUT** register.
- Sensitization programmes –
 - i) DMs shall conduct gate meetings and sensitize the crew, staff, maintenance/washing contractors about the possible threats and Bomb blasts and precautionary measures to be taken.
 - ii) The maintenance staff shall also be instructed to thoroughly check entire bus particularly underneath of the bus in the scheduled maintenance.
 - iii) Buses sweeping and washing contractor shall also be alerted similarly The crew must be educated through pamphlets about the precautionary measures to be taken (specimen copy is enclosed as Annexure-III).
 - iv) A notice board with instructions in Telugu shall be exhibited at Garage, Traffic Section and in the Bus Station

- The crew shall compulsorily check the bus inside for any left over/ unclaimed parcels, packets, baggage etc. at all the terminal points/change over points.
- The crew shall not accept any unauthorized covers, parcels, packets etc. from anybody.
- No prohibited items shall be accepted or allowed to be transported.
- As change over points are more vulnerable for planting of Bombs in the buses, patrolling by security personnel and traffic supervisors shall be arranged.
- Passenger awareness slogans shall be announced at regular intervals through FM Radio system in all the city buses.
- Posters & stickers shall be got pasted inside the buses giving the phone nos. of the concerned police authorities in case of emergency.

The crew, staff, supervisors & Officers shall also be educated to dial the following phone/mob' numbers for immediate assistance if they notice any suspicious covers, parcels, packets, Cell phones, Transistor Radios, Torch Lights objects etc. and suspicious persons.

- 1) Dy Commissioner of Police : 9490616645
- 2) Police Control Room : 040-27852482 & 100
- 3) RM: HYDERABAD : 9959226116
- 4) RM: SECUNDERABAD : 9959900808
- 5) Koti Communication Cell : 9959226160

Report compliance by 11-8-2008


VICE CHAIRMAN &
MANAGING DIRECTOR

Copy to Director(V&S), FA, EDs, HODs, AD(V&S), V&SOs RMs, DVMS, Dy CTMs, Dy CMEs, DMs and all Officers of Corporation for Informn & necy action.

ప్రయాణీకులకు విజ్ఞప్తి

1. బస్ స్టేషను ఆవరణలో మీకు అనుమానస్పద వ్యక్తులు లేక అనుమానస్పద వస్తువులు కనిపిస్తే ఆర్టీసీ / పోలీస్ అధికారులకు తెలియజేయండి.
2. బస్సులో అనుమానస్పద వస్తువులు అనగా బ్యాగ్లు, సూట్ కేసులు, టిఫిన్ బాక్సులు, సెల్ ఫోన్లు వంటివి గమనించినప్పుడు వెంటనే కండక్టరు/డ్రైవర్లకు తెలియచేయండి.
3. మీ తోటి ప్రయాణీకులెవరైనా తమ వస్తువులు మరచి/వదిలి దిగిపోతుంటే తక్షణమే వారికి లేదా డ్రైవరు/కండక్టరుకు తెలియజేయాలి.
4. మీరు కూర్చున్న సీటుపై ర్యాకులో గాని, ప్లీస్టా కింద గాని మీ వస్తువులను రూత్రమే ఉంచు కొనవలెను.
5. మీకు పరిచయం లేని వ్యక్తులు తమ బంధువులు తదుపరి స్టేజిలో తీసుకుంటారని చెప్పి ఏమైనా వస్తువులు ఇస్తే తీసుకోకండి.
6. బస్సు సిబ్బంది బస్సును ఆనుమతి లేని చోట అనగా రోడ్డు ప్రక్కన గల ధాబాల వద్ద ఆపినచో ఆర్టీసీ అధికారులకు తెలియజేయండి.
7. బస్సునుండి దిగిప్పుడు మీ వస్తువులు మర్చిపోకుండా తీసుకెళ్ళండి.
8. అత్యవసర పరిస్థితులలో (ఎమర్జెన్సీ) బస్సులో తెలియపర్చిన ఫోన్ నెంబర్లకు ఫోన్ చేసి వారి సేవలు వినియోగించుకోండి.
9. ప్రయాణంలో ఎవ రైనా తినుబండారాలు, అనుమానాస్పద వస్తువులు ఇస్తే తీసుకోకండి.
10. బస్సులో ఏమైనా అనుమానాస్పద వస్తువులు కనపడినపుడు/మార్గమధ్యంలో బస్సుకు జరగరాని సంఘటన జరిగినపుడు -
 - అ) ఇతర ప్రయాణీకులకు, బస్సు సిబ్బందికి చెప్పి అందరినీ ఆప్రమత్తం చేయాలి.
 - ఆ) మెయిన్ డోరు ద్వారా దిగలేని పరిస్థితులలో ఎమర్జెన్సీ డోరు ద్వారా దిగాలి.
 - ఇ) తమ మొబైల్ ఫోన్ ద్వారా డిపో మేనేజర్ / పోలీస్/108 సర్వీసులకు తెలియజేయాలి.
 - ఈ) బస్సు ఆలస్యము అవుతుందనుకుంటే సంయమనంతో ఉండి కండక్టరుతో సహకరించి వేరే బస్సులో వెళ్లడానికి సిద్ధపడాలి.
11. బస్సులో ఇతర ప్రయాణీకులెవరైన కండక్టరు/డ్రైవర్లకు తెలియకుండా పెట్రోలు, డిజిల్, కిరోసన్ మరియు ఏ ఇతర ప్రేలుడు సదార్థాలు రవాణా చేస్తుంటే బస్సు సిబ్బందికి తెలియజేయాలి.
12. రిమోట్ ద్వారా బాంబుల్పి పేల్చే అవకాశం ఉన్నందున అనుమానాస్పద వస్తువుల సమీపంలోకి వెళ్లకూడదు.

