

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No:P9/294(44)/2003-OPD(PLG)



Corporate Office, ⁸⁶
Operations (PLG) Department,
Musheerabad, Hyderabad-20.

CIRCULAR NO. 24/ 2011-OPD(P), Dated 27.05.2011.

Sub:- **BUS PASSES** - Printing of free / concessional bus passes for the academic year 2011-2012 with unique colors - Supply of specimen / dummy bus passes for circulation among the Units and Squads - Instructions issued - Reg.

- Ref: 1) This Office Circular No.23/2007- OPD(P) Dated 11.06.2007.
2) This Office Circular No.24/2007- OPD(P) Dated 19.06.2007
3) This Office Circular No.13/2008- OPD(P) Dated 16.05.2008.
4) This Office Circular No.14/2009-OPD(P) Dated 11.05.2009.
5) This Office Circular No.20/2010-OPD(P) Dated 27.05.2010.

In compliance with Government Order, Corporation is adopting two unique colors every year and for the year 2010-2011 Circular instructions were issued to the Units vide Circular 5th cited to adopt Green color for all types of free bus passes (students below 12 years, girl students aged above 12 years and studying up to X Class, PHC passes, Freedom Fighters bus passes) and Magenta color to all other paid concessional bus passes (like Student Route Passes, SGBT etc.).

For the year 2011-2012 it is decided to adopt the following colors.

SMOKE GREY : Color to all types of ID cum free bus passes (Students below 12 Years, Girl Students aged above 12 years to 18 years and studying up to X Class, PHC passes, Freedom Fighter bus passes etc.).

VIOLET : Color to all other **Identity cards and paid concessional bus passes** (Bus Pass Ticket) (like Student Route passes, Student SGBT etc.).

All the Regional Managers are therefore advised to instruct the Unit Officers under their jurisdiction to exhibit the specimen copy of the bus passes selected for the academic year 2011-2012 in Notice Boards and educate the operating crew to accept the above colored bus passes only (**the specimen copies of the bus passes are enclosed**).

The fresh stock of the bus passes with the above colors should be procured from the Zonal Stores / Printing Press (Miyapur) so as to issue free / concessional Bus Passes for the year 2011-2012. **The Unit Officers are advised to make obsolete the existing left over stock of bus passes procured for the year 2010-2011 duly observing the procedure in vogue.**

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There is no change in the color of Application Forms and existing stock to be used during the academic year 2011-2012 also.

Further to the above the following guidelines which were issued in the Circular 5th cited are once again reiterated for strict compliance by the units so as to avoid any wrong claims and over claim of subsidy amount from Government and to maintain Zero discrepancy at depot level on issue and accountal of free /concessional bus passes.

Free Bus Passes:

- a) **Students (Boys & Girls) Below 12 Years Bus Pass** should be issued to both boys and girls students who are aged below 12 years.
- b) **Girl Student aged above 12 years to 18 years and studying up to 10th class:** Girl student Bus pass should be issued to the Girl students who are aged above 12 years and below 18 years and studying up to 10th class.
- c) **Free bus passes to students** should be issued from **June to September** only and no claims should be entertained from October onwards since the admissions of the schools will almost be completed by the end of September month.
- d) In twin cities of Hyderabad, Secunderabad, VJA, VSP and Warangal also the free bus passes should be issued on the similar lines as stated above. Instructions should be issued to the consultancies engaged in issue of computerized bus passes to the students to strictly follow the above guidelines.
- e) **Disciplinary action should be initiated against the concerned at the units who failed to abide by the above guidelines on Students free bus passes.**
- f) Regarding free bus passes issued to PHCs, the issues of PHCs bus passes with escort facility should be shown separately and should not mixed with the PHCs bus passes without escort facility. Hence while submitting the PHCs data to the regions / head office it should be submitted under the headings:

PHC bus passes without escort:

PHC bus passes with escort facility:

ROUTE BUS PASSES:

- a) Quarterly route bus passes should be issued to the students from **June to February** in a calendar academic year as the subsidy claim is on financial year. However the students can be allowed to purchase monthly route bus pass in place of Quarterly bus pass during the month of March and April.

COMPUTERISATION OF DATA FEEDING:

- a) The Depot manager should ensure that from the Academic year 2009-2010 all the data related to free/concessional bus passes should be fed to the computer as per the program developed and supplied to the Units by Computer Department vide letter No. AME-I(M-IT)/Fergusson(bpäss)-01/07-it Dated 29.10.2007 and should submit the same to the Regional Office.

- b) The statement submitted to the Regional Office should be based on the data fed to the computer as per the computer module supplied by Computer Dept., **but not by any other means of data entry.**
- c) The System Supervisor/Traffic in-charge should ensure that the data fed to the computer should be equal to the number of applications submitted /renewed in a month by students / other categories.
- d) The claim on bus pass issues in a month should reflect only the data of submitted applications and renewals of students carried out to the computer in that month only.
- e) **The regional account wing should thoroughly re-verify the statements submitted by the depots before submitting the consolidated regional statement to the Corporate Office. Any lapse in re-verification of depot bus pass statements and submission of wrong claims to Corporate Office by Regional Office will be viewed very seriously.**
- f) The accountal and issue of bus passes at depot level should not give any scope for discrepancies and action should be initiated against the units who made any wrong claims to the Regional Office.

It is therefore all the regional managers are advised to issue instructions to the Unit Officers to follow the above guidelines and to procure the new color bus passes in advance i.e., before the commencement of academic year so as to avoid any inconvenient to student community.

Encl: Specimen copies of bus passes.


**EXECUTIVE DIRECTOR
(OPERATIONS & MIS)**

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

CC to: All EDs / FA&CAO / Secy. to Board for infmn.

CC to: All EDs in Zones for infmn. & n/action.

CC to: CME (C&B) for information and n/a.

CC to: CE(IT) for information with a request to ensure that all the depots are implementing the software developed by Computer Dept for bus pass data feeding every month. The units should also be instructed to maintain a soft copy of the bus pass data of the year 2010-11. For the academic year 2011-2012 the bus pass data should be generated from the month of April 2011 to March 2012.

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

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

CC to: WM/Printing Press, Miyapur for information with a request to supply the indented stock of bus passes for the year 2011-2012 to the Zonal Stores before commencement of academic year.

CC to : COS of Zones for information and n/a.

CC to: All Depot Managers / ATMs / Squad In-charges for infmn. & n/action.

CC to: R.Audit Officer, APSRTC Resident Audit Branch, Msrd., Hyd. for infmn.

CC to: Dy.CAO (TA & I) for infmn.