

## ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the Vc & MD  
 Mushirabad:Hyderabad  
 Date:16-8-2000

NO:CS/292(19)/2000-OPD(C)

CIRCULAR NO.26/2000-OPD(C):DT:16-8-2000

Sub:ANL PARCEL SERVICE : Appointment of M/s ANL Parcel Service as Sole Agent for Transportation of Parcels, Goods and operation of Courier Services by the buses of APSRTC for a period of 5 years with effect from 1-8-1998 to 31-7-2003 - Reiteration of instructions - Regarding.

Ref:Circular No.34/99-OPD(C):Dated:31-5-1999.

Detailed instructions were given vide Circular cited on appointment of M/s ANL Parcel Service as Sole Agent for Transportation of parcels, Goods and Operation of Courier Service by the buses of APSRTC.

Instances have come to our notice that crew are refusing to accept the Parcels. Goods booked by M/s ANL Parcel Service for Transportation and some of the Depot Managers are not fully aware of the functioning of M/s ANL Parcel Service.

Therefore the following instructions are re-iterated for information of all Managers for strict compliance.

1) Corporation have appointed M/s ANL parcel Service as Sole Agent for Transportation of Parcels - Goods and for operation of Courier Service for a period of five years from 1.8.1998 to 31.7.2003 on payment of Rs.10.50 Crores to the Corporation during the five years period.

2) M/s ANL Parcel Service is permitted to load the Parcels / Goods on any of the Corporation's buses including the buses hired by the Corporation subject to availability of space.

The height and weight of each Parcel booked by M/s ANL Parcel Service shall not exceed 24" (50 Cms) and 100 Kgs. respectively.

The declared value of each parcel other than Film Boxes shall not be more than Rs.30,000/-.

The total weight of Goods/Parcels transported on a bus shall not exceed 500 Kgs.

3) Instructions shall be given to the operating staff that Parcels and covers booked by M/s ANL Parcel Service shall be accepted duly signing on crew challan.

Parcels/covers shall be handed over to the Office Staff of ANL Parcel Service at the destination and obtain acknowledgement from the Staff of M/s ANL Parcel Service as having received. Crew shall not hand over the Parcels / Covers to unauthorised persons under any circumstances.

Refusal to accept the Parcels booked by M/s ANL Parcel Service shall be viewed seriously and action shall be taken in terms of "APSRTC Employees (Conduct) Regulations.

If the crew are unable to hand over the parcels/ Goods/covers at the destination for any reason, the same shall be handed over at the nearest Depot. M/s ANL Parcel Service shall be informed and hand over the same as per the procedure followed in case of lost property.

4 a) The Depot Managers shall cause an enquiry in cases wherein parcels / covers booked by M/s ANL Parcel service are lost/damaged in transit due to the negligence of our crew to fixup the responsibility to the employee concerned. The process shall be completed within 3 months from the date of reporting such loss/damage and the claim amount shall be recovered from the employee.

4 b) Strict disciplinary action shall be taken against negligent crew who misplace parcels/covers and fail to hand over them at the destinations.

5) The Corporation will provide necessary covered/ uncovered space for running Booking Office at Bus Station premises depending upon the availability and convenience of the Corporation. M/s ANL Parcel Service will arrange the payment of licence fee at Head Office for the accommodation provided to it at bus stations - depot premises etc.

However Unit Officers shall not allot or permit M/s ANL Parcel Service to occupy any premises of APSRTC without the approval and communication from Head Office.

6) Crew found violating the standing procedures and who have involved in malafide practices such as accepting parcels / goods not connected to M/s ANL at unauthorised places and carrying Courier bags / covers belonging to unauthorised private individuals / agencies be dealt severely as per APSRTC Employees (Conduct) Regulations 1963.

For any further clarification in the matter, the Unit Officers are requested to address Chief Traffic Manager (Commercial) furnishing full details.

Please acknowledge.

  
for VICE CHAIRMAN &  
MANAGING DIRECTOR

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

Copy to Asst. Traffic Managers, MGBS, JBS, TPT, VJA, GNT  
VSP & KBMR Bus Stations - for information  
and necessary action.

Copy to all Regional Managers - for information and  
necessary action.

Copy to Executive Directors of Hyderabad, Karimnagar,  
Cuddapah, Nellore, Vijayawada & Vizianagaram  
Zones - for information.