

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.P9/259(14)/99-OPD(P)

Office of the VC & MD,
Mushirabad, Hyderabad.

CIRCULAR NO.27/99-OPD(P), Dt.12.05.1999.

Sub: HIRING – Hiring of private buses – Payment of hire charges
– Clarification issued – Reg.

Ref: This Office Lr.No.P9/259(37)/98-OPD(P), Dt.12.01.1999.

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- 1.0 Attention is invited to the reference cited, wherein a copy of the model agreement has been sent to you which shall be executed by APSRTC (represented by the RM) and the entrepreneur consequent to introduction of hired bus on the route allotted to him / her.
- 2.0 Some Units sought clarifications as to the procedure to be adopted in regard to payment of hire charges to the entrepreneurs. The following clarifications are issued for implementation.
 - a) The entrepreneur or owner shall maintain a LOG BOOK for hire bus as per the proforma furnished at Annexure-A which is a basic document for preparation and verification of the fortnightly bills. The LOG BOOK shall be prepared by the owner or his / her accredited representative and shall be signed by the conductor and incharge of traffic section of the Depot who is authorized to sign this document daily. The daily LOG BOOK maintained by the owner in addition to showing the number of trips, Kms. operated will also the operational delinquencies like late reporting, late running, cancellation of trips/Kms. etc. in the columns provided for.
 - b) The Traffic Supervisor in the Depot shall maintain a register indicating the particulars of operation of the bus under hire as per the proforma furnished in Annexure-B. The Traffic Supervisor shall also see that earnings realized on hire bus is indicates separately in the Cash Remittance Note prepared and sent to Accounts Department. The particulars furnished as in the case of the owner's LOG BOOK will be trips, operated Kms., names of the driver and conductor etc. and will also indicate the operational delinquencies. Postings in the register shall be made every day and the details must be attested by the owner or his / her accredited representative immediately.
 - c) The Traffic Supervisor of the Depot must report to the Depot Manager every day, with the details of operation of the hire bus. The report must be in the proforma shown at annexure-C and have a certificate of the Senior Supervisor to the effect that the particulars furnished are true and correct on examination of the S.Rs. and enquiries. This report submitted to the Depot Manager shall contain any operational delinquencies like late report, late running, cancellation of trips/Kms. etc. The S.R. of the hire bus service shall be submitted along with the above report to the Depot Manager for verification and record.

- d) The Depot Manager, on receipt of the daily report must get the particulars furnished, verified with reference to the observations of the conductor, controllers and the Inspecting Officers recorded on the S.R. The details furnished by the Traffic Supervisor like Kms. operated, cancellations and other delinquencies have to be posted in a register in the proforma furnished at Annexure-D.
- e) The Corporation has to pay the hire charges to the owner concerned once in every fortnight. The operator will, therefore, submit the bills once in every fortnight and the Depot Manager shall arrange payment of these bills after due verification and certification by the Accounts Wing with regard to payment of hire charges at the rate applicable and for the Kms. actually operated duly deducting the penalties / fines levied if any due to various delinquencies.
- f) The Dy. CAO / AO of the Region concerned shall arrange to audit and send the clearance certificate to the concerned Depot Manager without fail in the subsequent month to enable the Depot Manager concerned to effect the recoveries, if any. The Depot Manager will arrange to supply a copy of the proforma as at annexure-E to the private bus owners for submitting the fortnightly claim.
- g) For effective and perfect operation of hire buses, Depot Manager shall ensure that the Traffic Supervisors / Controllers on duty at the bus stations and the Controllers on duty at various control points enroute, invariably dispatch the buses duly making necessary endorsement in the S.R. The Traffic Supervisors / Controllers must be strictly instructed to receive and dispatch these buses in every trip. The schedule for operation of these buses may, therefore, be furnished to the Traffic Supervisors and controllers on duty at bus stations and control points and their acknowledgements obtained clearly informing of their responsibilities in this regard. This is absolutely necessary so that the hire buses operate all trips as per the schedule and there shall be no unwarranted payments.
- h) The Regional Manager shall submit a monthly report on the operation of buses under hire scheme in the proforma furnished at annexure-F to the CTM (O) and CAO to reach by 10th of succeeding month positively.
- i) The earnings realized and the expenditure incurred on insurance on the buses hired from private operators shall be booked to separate account head numbers, details of which are enumerated below.

Sl.No.	I T E M	ACCOUNT No.
1.	Earnings realized towards sale of passenger tickets	8601
2.	Earnings realized towards sale of luggage tickets	8631
3.	Hire charges paid to the bus owner	7801
4.	Amount realized towards fines/penalties for the Operational delinquencies.	8647
5.	Amount reimbursed to the hire bus owner towards Insurance (once in 15 days)	7811
6.	Amount incurred towards permit irregularities	7811

3.0 One Cleaner, if provided by the owner of the hired bus, may be permitted. He is allowed to travel in the bus to enable him to carry out the necessary repairs/maintenance/cleaning of the hire bus. He shall not interfere in the functions of Driver, Conductor, Checking Officials, Licence Porters authroised by the Corporation. Also he shall not occupy passenger seat.

4.0 Action be taken on the above lines.

Encls: As above.

Sd/ M.HANUMANTHA RAO
EXECUTIVE DIRECTOR
(OPERATIONS)

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

Copy to:
All EDs/FA/CAO for information.
All Dy.CAOs for information.
All Dy.CTM's for infmn. & n/action.

OWNERS LOG BOOK

(To be maintained for the entire period of contract)

Name of the Owner : Depot : Depot :
 Bus Number : Route Length :
 Seating Capacity : Schedule KMs.: Schedule Time
 Of Reporting :
 Schedule No.of Schedule Time
 Single Trips : of Releasing :

DATE	NO.OF SINGLE TRIPS OPERATED	KMs. OPERATED	ACTUAL TIMINGS OF REPORTING RELEASING	
			HRS. MTS.	HRS. MTS.
(1)	(2)	(3)	(4)	(5)

NAME AND SIGNATURE OF DRIVER/NAME AND SIGNATURE OF OWNER OR THE ACCREDITED REPRESENTATIVE	NAME AND STFF NO. OF CONDUCTOR	S.R.NO.	WAY BILL NUMBER	SIGNATURE OF CONDUCTOR
(6)	(7)	(8)	(9)	(10)

OPERATIONAL DELINQUENCIES/ PENALTIES LEVIED	SPECIAL REPORT BY CONDUCTOR	NAME AND SIGNATURE OF T.I. AND STAFF NO.	REMARKS
(11)	(12)	(13)	(14)

ANNEXURE - B

OPERATIONAL PARTICULARS OF HIRED BUS
(To be maintained by the Traffic Incharge of the Depot)

BUS NO. SEATING CAPACITY : DEPOT :
ROUTE LENGTH : OWNER'S NAME :

SCHEDULE TIME OF REPORTING :

ROUTE : SCHEDULE TIME OF RELEASING : SCHEDULE NUMBER OF SINGLE TRIPS :

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DATE	NO.OF SINGLE	KMS. OPTD.	NAME & BADGE NO./ STAFF NO.	WAY BILL NO.	S.R. NO.
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DRIVER CONDUCTOR

(1)	(2)	(3)	(4)	(5)	(6)	(7)
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ACTUAL TIMINGS OF REPORTING HRS. MTS.	RELEASING HRS. MTS.	NAME AND SIGNATURE OF OWNER OR THE ACCREDITED REPRESENTATIVE	EARNINGS REALISED Rs. Ps.	E. P. K. Rs. Ps.
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(8)	(9)	(10)	(11)	(12)
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OPERATIONAL DELINQUENCIES / PENALTIES LEVIED	SIGNATURE OF TRAFFIC INCHARGE	DEPOT MANAGER	REMARKS
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(13)	(14)	(15)	(16)
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OPERATIONAL PARTICULARS OF HIRED BUSES

BUS NO. : SEATING CAPACITY DEPOT MANAGER'S ACCOUNTS WAY BILL :

ROUTE LENGTH : OWNER'S NAME :

ROUTE : SCHEDULE NO.OF SINGLE TRIP :

SCHEDULE TIME OF REPORTING :

SCHEDULE TIME OF RELEASING :

DATE	KMs. OPERATED	WAY BILL NO.	S.R. NO.	EARNINGS REALISED	EPK	ACTUAL TIME OF REPORTING RELEASING			
				Rs. Ps.	Rs.Ps.	Hrs.	Mts.	Hrs.	Mts.
(1)	(2)	(3)	(4)	(5)	(6)	(7)		(8)	

SIGNATURE ASST. ACTT.	SIGNATURE OF DEPOT MANAGER	REMARKS
(9)	(10)	(11)

N.B.: SEPARATE SHEETS HAVE TO BE MAINTAINED FOR EVERY FORTNIGHT.

ANNEXURE - C

VEHICLE-WISE DAILY REPORT OF TRAFFIC INCHARGE (For the buses hired)

BUS NO. : ROUTE : DEPOT :

SEATING CAPACITY : NAME OF OWNER : ROUTE LENGTH :

SCHEDULE NO. OF SCHEDULE KMS.: SCH. () REPORTING:
SINGLE TRIPS : TIME OF () RELEASING:

DATE	ACTUAL SINGLE TRIPS OPERATED	NAME OF CONDUCTOR AND STAFF NO.	KMs. OPERATED
(1)	(2)	(3)	(4)

WAY BILL NO. (S)	S.R. NO. (S) (ENCLOSED)	EARNINGS	E. P. K.	ACTUAL TIME OF REPORTING
(5)	(6)	(7)	(8)	(9)

ACTUAL TIME OF RELEASING	SPECIAL REPORT OF BUS OPERATION	DETAILS OF OPERATION DELINQUENCY	REASONS FOR DELINQUENCY	SIGNATURE OF TRAFFIC INCHARE
(10)	(11)	(12)	(13)	(14)

I HAVE SCRUTINISED THE S.Rs. AND WAY BILLS AND I CERTIFY THAT THE INSTRUCTIONS CONTAINED IN THE CIRCULAR NO. _____ OF _____ ARE FULLY IMPLEMENTED. I CERTIFY THAT THE FIGURES FURNISHED ABOVE ARE VERIFIED BY ME AND FOUND CORRECT.

STATION :
DATE :

SIGNATURE OF TRAFFIC INCHARGE

ANNEXURE - E

PROFORMA FOR SUBMISSION OF CLAIM BY THE OWNER OF THE BUS

- a) BUS NO.: NAME
- b) ROUTE : AND ADDRESS OF THE OWNER :

- PERIOD : FROM TO
- c) ROUTE LENGTH :
- d) NO.OF SINGLE TRIPS :
- e) SCHEDULE KMs. PER DAY & FOR THE PERIOD

SL. NO.	DATE	NO.OF TRIPS OPTD.	ACTUAL KMs. OPTD.	AMOUNT CLAIMED	DETAILS OF OPERATIONAL DELINQUENCIES	KMs. CANCELLED
(1)	(2)	(3)	(4)	(5)	(6)	(7)

AMOUNT TO BE RECOVERED	NET AMOUNT PAYABLE	SIGNATURE OF BUS OWNER	REMARKS
(8)	(9)	(10)	(11)

ANNEXURE - F

PROFORMA OF HIRED BUSES FOR THE MONTH ____ OF ____ REGION

SL. NO.	DEPOT	HIRED BUS	MODEL (YEAR)	TYPE	OWNER'S NAME	VALIDITY OF AGREEMENT	ROUTE NO.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

ROUTE LENGTH	NO.OF TRIPS	SCHEDULE KMs.	OPERATED KMs.	EARNINGS	E. P. K.	O. R.
(9)	(10)	(11)	(12)	(13)	(14)	(15)

C O S T

HIRE CHARGES PAID COST/KM	INSURANCE COST/KM.	PERSONNEL COST/KM. @ 37% OF PERSONNEL COST/KM.	M.V.TAX @ 12.5/10% OF REVENUE	TOTAL CPK	PROFIT/LOSS PER KM. (EPK-CPK)
(16)	(17)	(18)	(19)	(20)	(21)

PENALTIES LEVIED IF ANY	REMARKS
(22)	(23)

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

No: P9/259(100)/99-OPD(PLG)

Date: 27.12.1999.

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

75-A

Sub: HIRING: Hiring of private buses - prompt payment of bill - Bus passes to owners of hire buses - Instructions issued-Reg.

Ref: 1. Representation of APSRTC Hire Bus Owners Welfare Association, Dt.20-11-99.
2. This office Circular No.27/99, Dt.12-05-99.

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APSRTC Hire Bus Owners Welfare Association vide reference cited represented that payment of bills of 1st and 2nd fortnight are not being paid promptly as per the schedule and abnormal delay in payment is also being experienced at some Units. The Association, also requested to issue bus passes to owners of hired buses facilitating them to collect bills from Units. The matter has been examined and following instructions are issued.

1. PAYMENT OF FORTNIGHTLY BILLS:

The procedure of payment of bills to the owner of hired buses has been detailed at item No.(e) to (f) of the Circular in the reference 2nd cited.

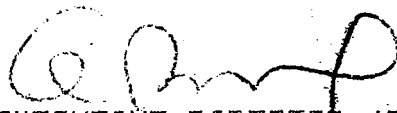
The bills for the first fortnight shall be paid by 25th of the same month and bills for 2nd fortnight shall be paid by 10th of next month. Scope shall not be given for any complaint in this regard.

2. ISSUE OF BUS PASSES TO OWNERS OF HIRED BUSES FOR COLLECTING HIRE CHARGES:

Bus passes to the owners of hired buses plying their bus on long distance routes shall be issued for both the journeys giving a span of 3 days for each journey.

Bus passes are to be issued only to the owners of hired buses who are operating the buses with base at places other than their notified address to facilitate them to collect hire charges. Hire charges are payable once in fortnight as detailed at item No.1 above. Hence bus passes in eligible cases may be issued to owners of hired buses keeping in view dates on which payments are likely to be arranged.

Bus passes need not be issued to the owners whose notified address and Depot of operation are one and the same.


EXECUTIVE DIRECTOR (D)

C.C. to: All EDs/FA/CAO - for information.

C.C. to: All Dy. CAOs/Dy. STMs