

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No:P9/543(10)/2011-OPD(P)



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

CIRCULAR NO.27/2011-OPD(P), Dated 13.06.2011.

Sub: **BUS PASSES** - Collection of charges towards cost of Bus Pass Application Form, Identity Card, Service Charges - Rationalization - Merger of cost of bus pass application form with cost on identity card and service charges - Procedure to be followed - Instructions issued - Reg.

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Ref : 1) This Office Circular No.46/2003-OPD(P), Dt.18.06.2003.
2) This Office Circular No.24/2007-OPD(P), Dt.19.06.2007.

A.P.S.R.T.C. is extending various types of free/concessional bus passes facility to different category of commuters to travel by its buses operating both in cities/towns and mofussil areas. In this connection it is to inform that Corporation is collecting a nominal fee from Students, General Commuters, PHCs, NGOs towards cost of application form and identity card and service charges.

In terms of Circular 2nd cited APSRTC is presently collecting Rs.3/- and Rs.4/- towards cost of application form in Districts and Cities respectively. In terms of Circular 1st cited, Corporation is collecting Rs.20/- towards cost of laminated identity card and service charges in Cities and Towns from all types of commuters, Rs.10/- towards cost of identity card from students, PHCs etc. and Rs.15/- towards cost of identity cum free bus pass for students at other places.

However, several instances were come to the notice of the Corporate Office that fake and duplicate application forms are under circulation in Cities and Towns which is denting the legitimate revenue of the Corporation.

The matter has been examined in detail and a Committee consisting of Chief Traffic Manager, Chief Finance Manager and Regional Manager Secunderabad has been constituted to study different aspects involved in existing tariffs of bus pass applications and ID cards and to determine modalities to avoid circulation of duplicate and fake application forms.

Based on the recommendations of the Committee and with the concurrence of Financial Advisor, it has been decided to rationalise the cost of application forms and ID cards. The existing and revised tariffs are appended at Annexure-1. The modified format of application forms (District and Cities) are appended at Annexure 2 & 3 and also uploaded in APSRTC website (www.apsrtc.gov.in).

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- Therefore all the concerned Officers, Supervisors are instructed to initiate necessary steps to issue Bus Pass ID Cards at revised tariffs (as shown at annexure-1) w.e.f. 16.06.2011.
- The existing stock with pre revised tariffs should be over stamped with revised tariffs and steps should be taken to upgrade the value of ID cards which already fed to the computer as per the software communicated by Computer Department.
- Since Application forms are being issued at free of cost from 16.06.2011 and the stock on hand and stock already fed to the computer should also be undervalued to zero as per the software communicated by Computer Department and the existing stock should also be made available for free distribution duly over stamping on all application forms as "FREE".
- Vide publicity should be given at Bus Pass counters and through electronic media on supply of applications free of cost and availability of application forms in apsrtc website.
- The crew working at Bus Pass counters should also be advised to accept the Xerox copies of application forms.
- The existing practise of collecting services charges for renewal of Bus Passes under PAAS Project and late renewal in Districts shall hold good.
- ID card issued at one unit (Depot/Region) shall not be renewed at other unit (Depot/Region).
- Regarding bus pass applications already sold, the cost of ID card cum services charges are as per present rates only.

The revised tariffs will come into force w.e.f 16.06.2011.

All Unit Officers are instructed to implement the above modifications in bus pass issue system w.e.f. 16.06.2011 and ensure that revised ID card charges are collected on free supply of application forms.

13/6/2011
**VICE-CHAIRMAN &
MANAGING DIRECTOR**

- Copy to : Director (Vigilance) for information
- Copy to : All EDs / FA / CAOs for information
- Copy to : All HODs / RMs for information and n/a.
- Copy to : CE(IT) for information with a request to take necessary modification in software to revise the tariff as above and to under value the application cost to zero w.e.f. 16.06.2011
- Copy to : RAO/Bus Bhavan for information
- Copy to : Principal, Transport Academy and all ZSTCs for information
- Copy to : All Officers of Corporation

ANNEXURE - 1**CITY :**

| | <u>Application Form charges</u> | | <u>Identity Card charges</u> | |
|----------------------|---------------------------------|-----------------|------------------------------|-----------------|
| | Existing | Proposed | Existing | Proposed |
| 1) STUDENTS | Rs.4/- | - NIL - | Rs.20/- | Rs.25/- |
| 2) NGOs | Rs.4/- | - NIL - | Rs.20/- | Rs.25/- |
| 3) GENERAL COMMUTERS | - NIL - | - NIL - | Rs.20/- | Rs.25/- |
| 4) PHCs | - NIL - | - NIL - | Rs.20/- | Rs.25/- |

DISTRICTS :

| | <u>Application Form charges</u> | | <u>Identity Card with Service Charges</u> | |
|--|---------------------------------|-----------------|---|-----------------|
| | Existing | Proposed | Existing | Proposed |
| 1) Student Free Bus Passes with Lamination | Rs.3/- | - NIL - | Rs.15/- | Rs.20/- |
| 2) Student concessional Bus Passes | Rs.3/- | - NIL - | Rs.10/- | Rs.15/- |
| 3) PHCs | - NIL - | - NIL - | Rs.10/- | Rs.15/- |