

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No. AME-III (M-IT)/OPRS (2)/09-OPD(M)

O/o the VC & MD,
Musheerabad, Hyderabad-624.

Circular No. 31/2010 – OPD (MKTG) dated 08.11.2010

Sub: **OPRS:** Providing of reservation facility to Police Warrants at APSRTC Reservation Counters - Reg.

The competent authority with the concurrence of Financial Advisor accorded approval for advance reservation of seats on the strength of Police Warrants, through OPRS at APSRTC Reservation Counters.

The following are the working instructions for reservation of seats on the strength of Police Warrants.

GENERAL INSTRUCTIONS

1. Advance reservation facility be provided on Police Warrants duly collecting reservation charges of Rs 5/-.
2. There is no provision for cancellation of seats booked on the strength of Police Warrants. However provision is made for postponement of journey for one occasion.
3. The facility of booking seats on the strength of Police Warrants is allowed only at APSRTC Bus Station Counters, but not at the ATB Agent counters.
4. The list of tickets issued on Police Warrants shall be programmed for inclusion within the auxiliary waybill for checking by Bus Station Controller/Crew with the counter foil and with OPRS ticket produced by Police Personnel while traveling on the strength of Police Warrant.
5. The concerned Dy. Chief Traffic Manager shall hold a meeting with all DMs, Booking Clerks and System Supervisors of the Bus Stations over the procedure regarding issue of tickets to Police personnel on the strength of Police Warrants and for crosschecking the Warrants for their authenticity. The reservation clerk who issues the tickets on Police Warrants, shall check the validity and type of the service to which it belongs.
6. All the Bus Station Supervisors, Checking Squads and employees concerned with the dispatching of buses must be strictly instructed to verify the Police Warrants with the type number entered in the auxiliary waybill under REF NO. Column with the Police Warrant produced, as well as the ticket issued on the strength of the Police Warrant.

ACCOUNTAL

The Booking Clerk who books ticket on the strength of Police Warrant shall collect the counter foil of Police Warrant filled in all aspects by the concerned Police Official and issue ticket generated through OPRS. At the end of shift, the Booking Clerk shall submit Police Warrant copies along with other cash remittance documents to the Depot Clerk.

SOFTWARE

Computers Department shall arrange necessary modifications in the OPRS application software such that provision is made for issue of tickets on submission of Police Warrants and also for generation of the statement showing all Police warrants in cash remittance reports.

It is therefore advised to provide the facility of reservation of seats on the strength of Police Warrants w.e.f. 20.11.2010.

Devi Modhara
8/11/10
EXECUTIVE DIRECTOR (O&MIS)

To
All Regional Managers.

Copy to ED (E&IT), ED (zones) for favour of information please.
All HODs for information.
CE (IT) for information and necessary modifications in OPRS software as indicated above.
All Dy. CTMs, Dy. CAOs, DMs, ATMs, AOs for necessary action
All Traffic Incharges & Squad incharges for necessary action