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ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the VC & MD
Mushirabad, Hyderabad-20

No.C3/644(1)/98-OPD(C).

CIRCULAR NO.34/99-OPD(C), Dt.31st May, 1999

Sub:- ANL PARCEL SERVICE - Appointment of M/s ANL Parcel Service as Sole Agent/Agency for transportation of Parcels, Goods and Operation of Courier Service by the buses of APSRTC for a period of 5 years w.e.f. 1.8.1998 to 31.7.2003 - Instructions issued - Regarding.

Ref:- 1) Board Resolution No.94/98, Dt.30.6.1998.
2) Agreement entered with the Corporation by the Managing Director of M/s ANL on 13.5.1999.

Tenders were invited and opened on 17.2.1998 for appointment of Sole Agent/Agency for transportation of Parcels, goods and operation of Courier service by the buses of APSRTC for a period of 5 years.

Corporation in its Resolution No.94/98, dt.30.6.1998 resolved to appoint M/s ANL as Sole Agent for transportation of Parcels, goods and operation of Courier service by the buses of APSRTC for a period of 5 years commencing from 1.8.1998 to 31.7.2003 on a consideration of Rs.10.50 Crores. M/s ANL has also agreed to pay monthly licence fee for the covered/uncovered accommodation provided in the bus stations at the Corporate Office. Accordingly, the Managing Director of M/s ANL Parcel Service had entered into an agreement with the Corporation on 13.5.1999.

The following instructions are issued for information of all Managers for strict compliance and to explain the crew.

1) The Agreement is operative for a period of five years commencing from 1.8.1998 to 31.7.2003 for transportation of Parcels, goods and operation of Courier service by the buses of APSRTC.

2) The Corporation will provide necessary covered/uncovered space for running Booking Office at Bus Station premises depending on the availability and convenience of the Corporation.

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3) For the covered/uncovered accommodation so provided in premises of the bus stations, monthly licence fee at prescribed rates for different categories of bus stations will be collected at Corporate level only.

4) Unit Officers are advised to note that new covered/uncovered accommodation shall not be allotted or permitted to occupy by M/s ANL without written consent from Corporate Office.

5) Whenever M/s ANL requests for any new accommodation or change in existing accommodation, the concerned Depot Manager shall submit a report to Corporate Office alongwith the measurements of covered/uncovered accommodation that can be allotted. Under no circumstances the Unit Officers shall allot or effect any change in accommodation provided to M/s ANL without written permission of the Corporate Office.

6) M/s ANL 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.

7) Regarding collection of electrical charges from M/s ANL Parcel Service, instructions given in Circular No.28/99-OPD(C), Dt.17.5.1999 shall be followed.

8) Prohibited articles and contraband goods as mentioned in Annexure 'A' shall not be accepted for transportation.

9) The packing conditions prescribed by the Corporation in Annexure 'B' shall be followed scrupulously.

10) (a) The height and weight of each Parcel booked by M/s ANL shall not exceed 24" (58 Cms.) and 100 Kgs. respectively.

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

(c) The total weight of goods/parcels transported on a bus shall not exceed 500 Kgs.

11) 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 and to fix the responsibility on the employee concerned. This 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 and remit to M/s ANL.

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12) The Depot Managers shall permit M/s ANL to carry parcels/goods from/to outside the bus station complex in their own vehicles with their own power. However loading/unloading on/from the buses will be undertaken only by the licenced Porters.

13) The Corporation permitted M/s ANL to use Weighing Scales of the Corporation wherever they are available.

14) Corporation reserves the right to transport Postal Mails, News Papers/Magazine bundles. However, Permits shall not be issued for transportation of unaccompanied luggage wherever the Agents of M/s ANL are located.

15) The Depot Managers shall take appropriate action after due enquiry when M/s ANL reports any misbehavior/non-co-operation by licenced porters.

16) The Porters shall be instructed by the Unit Officers and the Supervisors to handle the Parcels booked by M/s ANL with care so as to avoid likely damages.

17) The Depot Managers shall take appropriate action on the reports of M/s ANL on the misbehaviour, refusal carry Parcels and other acts of indiscipline by the employees of the Corporation.

18) Instructions shall be given in the MTD-141 Cards to the effect that Parcels booked by M/s ANL shall not be refused. Refusal to accept the Parcels booked by M/s ANL shall be viewed seriously and action shall be taken in terms of "APSRTC Employees (Conduct) Regulations".

19) The crew shall be instructed to be careful while receiving and handing over Courier bags/packets as most of them contain valuable Bank Drafts etc. and loss of such documents will result in losing revenue besides tarnishing the image of APSRTC as well as the Agency.

20) Crew shall accept the Parcels/Covers from M/s ANL and sign in the Crew Challan.

21) Strict disciplinary action shall be taken against negligent crew who misplace parcels/covers and fail to handover them at the destinations.

22) Crew shall accept the Parcels on the rates fixed. Action shall be taken against the crew who demand excess crew charges or refusal to sign the Crew Challan.

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

24) Crew shall handover the Parcels/covers to the Office Staff of ANL at the destination and obtain acknowledgement from the Staff of M/s ANL as having received. Crew shall not handover the Parcels/covers to unauthorised persons and Hamalies at the alighting point under any circumstances.

25) Any of the crew found to have violated 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 Conduct Regulations.

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

Please acknowledge.

Encl:As above.

L. A. S. R. T. C.
VICE CHAIRMAN &
MANAGING DIRECTOR

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

Copy to Asst. Traffic Managers, IBS, JBS, TPT, VJA, GNT,
VSP & KRMR Bus Stations - for infn. and n/action.
Copy to all Dy.CTMs in Regions and Zones - for infn. & n/a.
Copy to all Regional Managers - for information & n/action.
Copy to Head of the Departments - for information.
Copy to Executive Directors in Zones - for information.
Copy to Director (V&S) - for information.
Copy to Financial Adviser - for information.
Copy to Chief Accounts Officer - for information.
Copy to Secretary to Hon'ble Chairman - for information.
Copy to PA to VC & MD - for information.

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ANNEXURE-A

PROHIBITED ARTICLES FOR CARRIAGE UNDER PARCEL TRANSPORT

1. Petrol
2. Diesel Oil
3. Gasoline
4. Kerosene Oil
5. Mytholated spirits
6. Turpentine
7. Acids
8. Sulfur
9. Coal Tar
10. Gunpowder
11. Guns (loaded) and Cartridges
12. Untanned Leather, Skin, Feathers and Hides
13. Raw Fish
14. Dry Fish
15. Crackers/Explosives
16. Gas Cylinders containing Compressed Gas
17. Dead Bodies of human beings and Animals
18. Contraband articles
19. Unauthorised forest produce
20. Bones/Horns
21. Animals
22. Batteries (not crafted)
23. Charcoal
24. Unpacked Cinema Films
25. Unpacked Cotton bales
26. Unpacked Dry leaves
27. Unpacked Woolen Goods
28. Opium
29. Narcotic preparations and Hemp
30. Any other item prohibited by law from time to time

ANNEXURE-B

PACKING CONDITIONS

Parcels should be packed in good conditions either in dealwood/steel boxes card board cases or in gunny bags depending on nature of parcel for safe transportation. The following conditions are suggested for the package of certain items.

- (a) No parcel shall weigh more than 100 Kgs.
- (b) Oil, Ghee, Paints, Grease etc. should be packed either in sealed tins or cans without any leakage.
- (c) Butter should be packed in sealed tins.
- (d) Delicate articles shall be obtained if suitably packed in boxes and properly closed on all sides and marked as "HANDLE WITH CARE" "GLASS etc. in bold letters. Whenever medicines like - Syrups, Tonics are to be transported in bottles proper packing should be made to avoid damages enroute.
- (e) Eggs and other perishables must be packed in baskets or other containers so that they may be properly protected during transit.
- (f) Straw Berry, Mangoes and similar fruits and vegetables, flowers and leaves should be packed so as to prevent damage to them during transit. Preferably they may be packed in baskets or boxes as is convenient.
- (g) Small furniture articles need not be packed if sufficiently strong, to be carried on buses.
- (h) Machinery or parts, if delicate should be crated or packed in boxes. However, certain parts, which can withstand transit handling need not have any packing. Tyres loaded on the top of the buses should be tied properly to avoid missing/losses.
- (i) Jaggery must be packed in gunny bags/baskets. Similarly cereals and other food stuffs should be packed in containers.
- (j) Costly articles such as Jari Sarees etc. should be packed carefully in metal or wooden boxes.
- (k) Hardware and such other building materials which can be carried on buses should be packed in gunny bags or suitable containers. However, small wooden parts etc. may not require any special package.
- (l) Piece goods of cotton, woolen etc. should be packed in gunny bags.
- (m) The size of the parcel shall not exceed 24" (58 Cms) height.