

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.M/543(5)/2001-OPD(MKTG)

Office of the VC & MD,
Musheerabad:Hyderabad

CIRCULAR NO.36/2001-OPD(MKTG) Dt.29.08.2001

**SUB: CAT (CONCESSIONAL ANNUAL TRAVEL) SCHEME-Sale of CAT
card applications through our staff members - Guide
lines issued - Regarding.**

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With a view to promoting the sale of CAT card applications, it is to allow Staff Members to sell CAT card applications duly paying certain commission, so that the sale of CAT cards can be pushed up further. On examining the proposal, it is decided to sell CAT card applications through our staff members duly following the procedure mentioned hereunder :

1. The sale of CAT card applications may be undertaken through our staff, having enthusiasm and selling skills.
2. The staff enthused for this purpose may be issued not more than 5 CAT card applications at a time.
3. A commission of Rs.10/- can be allowed on each application.
4. The cost of CAT card applications issued duly deducting the commission allowed shall be collected in advance. For example, if a staff member is given 5 CAT card applications, an amount of Rs.700/-[(Rs.150x5=750 - Commission of Rs.50/- {5 x 10}] should be collected before hand.
5. This procedure is akin to the procedure presently being followed in case of Authorised Ticket Booking Agents.
6. The applications are to be signed by Depot Manager preferably in green colour ink / ball pen duly affixing his office seal before handing over the applications to avoid mis-use of applications.
7. Details of applications given to the staff members are to be entered in a Register duly obtaining acknowledgment of the concerned employee.
8. The filled-in applications along with photographs have to be collected back from the client by the staff member and submitted to the DM for lamination of card.

9. The cards with lamination have to be handed over to the applicants by the same employee.
10. The DM has to issue an authorisation letter to the staff member, who is undertaking sales for the purpose of authenticity to sell these cards.
11. Non-receipt of CAT Card by the passengers, if any, have to be viewed seriously and sale of application forms by such staff members shall be stopped forthwith.

This scheme will be on trial basis for a period of six months only i.e. from 01.09.2001 to 31.03.2002. Continuation or otherwise of the system will be decided after a review at the end of trial period.

This has the concurrence of Financial Adviser.

Please acknowledge.

**Sd/-R.P. Singh,IPS
VICE CHAIRMAN AND
MANAGING DIRECTOR**

To
All Depot Managers

Copy to:

FA, CAO, all EDs of Zones, Director (V&S), ED & Secy to Corpn. ED(A), ED(E), ED(MIS) ED(Medical) and all RMs/HODs for info. All DVMs of Divisions & Dy CTMs (M&C) of Zones. Dy CTMs(Plg), (Com), (OPns) of OPD for information. All Principals of ZSTCs, Principal, Transport Academy, Hakimpet for information. All Dy CAOs/AOs of all Zones & Regions for info. All ATMs of Bus Stations, ATM-I & II, MGBS (IBS). ATM(HES),ATM(C),OPD & All Sqd in charges for info & n/a. Traffic In charges of all Depots for info and n/a.

ATTESTED BY

**Sd/- C.PANDURANGA MURTHY
CHIEF TRAFFIC MANAGER(O)**