

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No. C5/437(126)/2007-OPD(C)

Office of the VC & MD
Mushirabad, Hyderabad. 20

CIRCULAR No. 37 / 2007-OPD (C) Dt. 27-10-2007

Sub : **BUS STATIONS** – Letting out the un-used Bus Stations in a time bound programme through a Depot Level Committee for augmenting commercial revenue – Incentives to the Committee - Instructions issued - Reg.

- Ref: 1. Circular No. 41/2003-OPD dt. 9-6-2003
2. Circular No. 32/2007-OPD (C) dt.27-8-2007
3. Letter No. C5/437(126)/07 dt.25-7-07 of VC & MD addressed to the District Collectors with a copy marked to Regional Manager concerned.

Instructions were issued vide circular 1st cited to let out unused Bus Stations for commercial purpose to derive reasonable revenue by putting them in to use. Except a few un-used Bus Stations, most of them are not allotted for rental value and they remain unused.

It has been decided to improve commercial revenues from the existing Rs.43.00 crores per annum to a modest of 100.00 crores by making optimum utilization of the resources during the period, August'07 to July'08. Letting out unused Bus Stations is also identified as one of the thrust areas for augmenting commercial revenue.

In order to ensure allotment of unused Bus Stations on priority for any commercial business, permitted by law in a time bound programme, the following instructions / guidelines are issued for strict implementation.

1. **FORMATION OF COMMITTEE** : A committee shall be constituted at each depot immediately by the Regional Managers with the Depot Manager, Traffic Incharge and three employees of the Depot who are having wide spread contacts with local business people, founders of educational institutions, tutorial colleges etc.

2. **FUNCTIONING OF THE COMMITTEE** : The committee shall personally go to the local business people, academicians and sensitise them about the availability of un-used Bus Stations in the jurisdiction of the Depot concerned and get their consent for carrying out any business permitted by law in the unused bus stations and enlighten them the advantages of taking up business in the Bus Stations.

3. **PROCEDURE OF ALLOTMENT** : The Depot Level Committee shall submit its proposals to the Regional tender committee consisting of Dy CTM, DY CAO/AO and DM. The Regional tender committee shall negotiate with the applicants duly keeping in view the business potential of the Bus Station(s) and fix up the licence fee payable to the Corporation

and submit its recommendations to the Regional Manager concerned within three days from the date of receipt of the proposals from the Depot Level Committee.

4. ROLE OF REGIONAL MANAGER : The Regional Manager on going through the proceedings of the Regional tender committee and after evaluating the pros and cons, take a decision to allot the Bus Station, if he feels that the licence fee proposed by the Regional tender committee is reasonable and adequate. If not, he may direct the Regional tender committee to negotiate with the applicant once again within a period of three days and take a final decision based on the result of re-negotiations as early as possible. **The Regional Manager is competent authority to allot the unused Bus Stations based on the recommendations of the Regional Tender Committee. Hence, the files relating to allotment of unused Bus Stations need not be referred either to ED(Zone) or to the Corporate Office.**

5. LICENCE PERIOD AND PERIODICAL INCREASE IN LICENCE FEE:

The licence period shall be ten years as communicated vide circular 2nd cited. The licence fee for initial three years will be as offered during negotiations held by the Tender Committee. The increase in licence fee from 4th to 10th years will be as follows:

- a). 4th year - 10% increase over the licence fee payable during initial three years.
- b). 5th year - 15% increase over the licence fee payable in 4th year
- c). 6th year - 15% increase over the licence fee payable in 5th year
- d). 7th to 10th year - 25% increase over the licence fee payable in 6th year (for a block of four years)

THE OTHER TERMS AND CONDITIONS CONTAINED IN THE CIR. NO. 17/2003-OPD (C) DT.20.2.2003 ARE APPLICABLE TO THIS SCHEME.

6 CASH AWARD TO THE COMMITTEE : The Depot Level Committee shall be presented with a cash award equivalent to three months' licence fee (realizable from a particular Bus Station) and the amount will be distributed equally among the members of the committee, as a token of recognition of their efforts. The Regional Manager concerned will arrange payment of the cash award to the committee after finalisation of allotment of the Bus Station, payment of security deposit and commencement of business by the allottee after entering into an Agreement.

The cash award shall also be paid to the Committee for allotment of unused Bus Stations to the Departments / Undertakings of State and Central Governments, Quasi Government Departments, Co-operative Departments etc.

7 TIME BOUND PROGRAMME : This scheme will be in operation upto 31st December, 2007 only. In other words, the entire transaction of allotting un-used Bus Stations shall be completed by 31st December, 2007

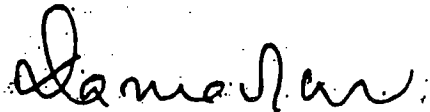
It must be our endeavour to put in all the unused Bus Stations to effective use by letting out them for any commercial business which is/are permitted by law to generate additional revenue besides saving expenditure on their maintenance.

The Regional Managers shall evince personal interest in motivating the Depot Level Committee to make concerted and dedicated efforts to get the desired result of letting out all the unused Bus Stations by 31st December, 2007.

These instructions / guidelines are also applicable for allotment of un-used Bus Stations to the Departments/Undertakings of State and Central Governments. However, the allotments to the Government Departments / Undertakings shall be made with the approval of Regional Manager itself.

This has the approval of VC & MD.

Please acknowledge.



EXECUTIVE DIRECTOR (O & MIS)

To
All Regional Managers,
APSRTC

Copy to the Director (V&S), all EDs, FA, CAO for information

Copy to the Chief Auditor for information.

Copy to all Dy.CTMs in all Regions for infn. and necessary action.

Copy to all the Depot Managers for infn. and necessary action.

Copy to the Dy.CAOs/AOs in all Regions for infn. and necessary action.

Copy to Personnel Officers in all Regions for infn. and necessary action.

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No. C5/437(126)/2007-OPD(C)

Office of the VC & MD
Mushirabad, Hyderabad. 20
Dt. 26-12-2007

To
All Regional Managers,
APSRTC

// THROUGH FAX //
// MOST URGENT //

Sub : **BUS STATIONS** – Letting out the un-used Bus Stations in a time bound programme through a Depot Level Committee for augmenting commercial revenue – Incentives to the Committee - Instructions issued – Extension of the scheme – Reg.

Ref: Circular No. 37/2007-OPD© dt. 27-10-2007

Instructions / guidelines have been issued vide circular cited to let out the unused Bus Stations for any legally permitted business through a Depot level Committee so as to put them to use for commercial purpose and to garner commercial revenue in the form of monthly licence fee, instead of keeping them idle.

It was specified at item No. 7 of the circular that the scheme (instructions) will be in operation upto 31-12-2007 only. In other words the entire task of allotting all the unused Bus Stations shall be completed by 31-12-2007.

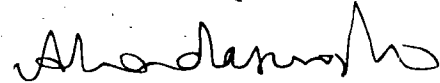
As per the feed back received from the Regional Managers, only 24 unused Bus Stations have been allotted or under process of allotment upto the end of Nov'07.

In view of the large number of unused Bus Stations yet to be allotted, it is felt that some more time is required to accomplish the task by sensitizing the business people and make them aware of availability of unused Bus Stations, the matter was brought to the notice of VC & MD seeking approval for extension of the validity of the scheme for three months i.e. upto 31-3-2008, which was agreed to.

It is therefore to inform that the validity of instructions / guidelines issued vide circular cited for allotment of unused Bus Stations through a Depot level Committee has been extended for three months i.e., from 01-01-2008 to 31-03-2008. The other instructions / guidelines communicated vide circular cited shall remain unchanged.

p.o.

It is also requested to make all out efforts to put all the unused Bus Stations to use by 31-03-2008 by letting out them for any commercial business permitted by law to generate additional revenue.



CHIEF COMMERCIAL MANAGER

To
All Regional Managers,
APSRTC

Copy to the Director (V&S), FA, CAO, all EDs of Corporate Office and Zones for information

Copy to the HODs / Dy.CTMs in Head Office for information.

Copy to Dy.CTMs/Dy.CAOs in all Regions for infn. and necessary action.

Copy to All the Depot Managers for infn. and necessary action.

Copy to the ATMs in Bus Stations for infn. and necessary action.

Copy to POs / AOs in all Regions for infn. and necessary action.

Copy to the Dy.EEs / AEs (Commercial Business Developers) in all Regions for information and necessary action.