

No:M/543(1)/2000-OPD(M)

Office of the VC & MD,
Musheerabad::HyderabadCIRCULAR NO.40/2000-OPD(MARKETING) DT 30.11.2000

Sub : CAT - (Concessional Annual Travel)Scheme-
Delegation of powers to sign CAT cards to
the EMs working in Regional Head Quarters in
the absence of Dy CTM/Dy CME - Instructions
issued.

Ref : Circular No.69/99-OPD (MKTS) Dt 18.12.1999.

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Through the circular cited at reference, CAT
(Concessional Annual Travel) Scheme was introduced
w.e.f.01.01.2000.

As per the procedure communicated through the said
circular, CAT cards shall be signed by Dy Chief Traffic
Manager or Dy Chief Mechanical Engineer in case of
non-availability of Dy Chief Traffic Manager. No other
person below their rank is delegated to sign under any
circumstances.

It is informed by some of the EDs/RMs that there
are incidents of non-availability of both Dy CTM and
Dy CME at times resulting in delay in issue of CAT
cards.

After examining the matter, it is decided to
empower the Depot Manager of Regional Head Quarters
Depot to sign CAT cards in the absence of both Dy CTM
and Dy CME. Where more than one Depot is located in
Regional Head Quarters, the Regional Manager has to
nominate one of the Depot Managers to sign CAT Cards.
However, preparation of cards, accountal & maintenance
of registers, issue of cards, sending of CAT cards
Members' list etc. shall be carried out by RMs office
only.

Above instructions will come into force with
immediate effect.

Please acknowledge,


EXECUTIVE DIRECTOR(O)

To
All Regional Managers and
Dy Chief Traffic Managers.
A. P. S. R. T. C.

Copy to

FA, CAD, EDs of Zones, Director (V&S), ED & Secy to
Corpn., ED(A), ED(E), ED(MIS), ED(M) and all HODs, for
information
All Dy CTMs (M&C) of Zones
All Principals of ZSTCs, Principal, Transport Academy
for information and necy action.
Works Manager, Printing Press, Controller of Stores,
BBU, Miyapur for information and necessary action.
All the Controllers of Stores for info & necy action.
All Dy CAOs/AOs of all Zones and Regions for info
All Depot Managers, all ATMs of Bus Stations, ATM (HES)
Traffic Incharges of all Depots for information and
necy action.