

Corporate Office,
Operations (PLG) Department,
No.P9/294(47)/2000-OPD(P) Mushirabad, Hyderabad-28.

CIRCULAR No.44/2000-OPD(P),Dt.22.12.2000.

Sub: BUS PASSES - Issue of Complimentary Bus
Passes - Guidelines issued - Reg.

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In the course of day to day functioning of the Corporation, it is felt necessary to maintain reciprocal relations to enlist willing co-operation from other Departments like Police, Transport, Revenue, Railways, Devasthanams, Inspecting Officials of Accountant General Office, Telecom, Secretariat, Labour Department, Factories Department etc.

The matter was discussed in the EDs / HODs meeting where the Executive Directors and Regional Managers have opined that equipping the field managers with powers to issue "Complimentary Bus Passes" to persons representing organisations with whom we have constant interaction will go a long way in this direction.

As per the Bus Pass Regulations 1964, Clause IV, the authority competent to issue complimentary passes is the Managing Director.

As per sub-section 2, Sec.12 of RTC Act 1950, the Chairman, Vice-Chairman or Managing Director may delegate any of his powers and duties to any Officer of the Corporation and the Officer to whom such powers are delegated, shall exercise and perform such powers and duties under the control and supervision of the Managing Director.

The matter has been examined in detail and it has been decided to sub-delegate powers to the Executive Directors in the Zone and Regional Managers for issuing complimentary bus passes on a selective basis to the persons / employees working in Departments such as Police, Transport, Revenue, Railways, Devasthanams, Inspecting Officials of Accountant General Office, Telecom, Secretariat, Labour Department, Factories Department etc. to meet the objective narrated above.

For this purpose, type numbered complimentary bus passes with counterfoil will be printed at Printing Press, Miyapur and supplied to Regional / Zonal Offices by the COS, Miyapur on receipt of indent.

In view of the decision taken as above, it is decided to delegate powers to issue complimentary passes to the EDs / RMs subject to adherence of the following conditions.

- 1) The pass shall be signed by the Executive Director/Regional Manager concerned and it shall not be delegated to any other lower authorities.
- 2) The pass shall be issued to one individual person/employee and it should be insisted upon to return after the journey is performed. No family member of the beneficiary will be entitled for travelling on the strength of complimentary pass and no

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complimentary pass is issued in favour of any family members of any such persons / employee.

- 3) The complimentary bus pass issued will not be valid in A.C. Coaches and A.C. Sleeper Coaches.
- 4) A Register shall be maintained in the Peshies of the respective Executive Director's / Regional Manager's Office for recording the particulars in the proforma given at Annexure-'A'.
- 5) The service conductor / despatch controller after entertaining the pass has to be instructed to mention the Sl.No. of the pass in the relevant S.R. / Reservation Chart.

At Corporate Office, for the staff working in different Departments including A.P. Secretariat, the Executive Director (O) / Chief Traffic Manager (O) are authorised to issue complimentary passes.

All the Executive Directors / Regional Managers are requested to restrict issue of complimentary bus passes to bare minimum and see that the interest of the Corporation is safe guarded.

Encl: As above.

K. A. ...
 VICE CHAIRMAN
 MANAGING DIRECTOR

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To
 All Executive Directors /
 Regional Managers,
A. P. S. R. T. C.

- CC to: Secy. to Corpn., FA / CAO for infm. & n/action.
 CC to: WM (P&S) together with the design of the proposed complimentary bus pass. He is requested to print 100 books containing 50 passes each, initially.
 CC to: COS/BEW, Miyapur, Hyd. for infm. & n/action.
 CC to: In-charges, All Squads for infm. & n/action.

ANNEXURE - 'A'

PROFORMA OF THE REGISTER TO BE MAINTAINED

SL. NO.	PASS NO. ISSUED	DATE OF ISSUE	NAME OF THE PERSON/EMPLOYEE	DEPARTMENT/ PLACE OF WORK etc.
(1)	(2)	(3)	(4)	(5)

VALIDITY GIVEN		PLACES OF JOURNEY		SIGNATURE OF PERSON
FROM	TO	FROM	TO	
(6)	(7)	(8)	(9)	(10)