

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

M/543(7)/99-OPD(MKTG)

Office of the VC & MD,
Mushirabad, Hyderabad.

CIRCULAR NO.49/99-OPD(MARKETING) DATED : 21.09.1999

SUB : BUS PASSES - Merger of Cost of bus pass identity card, application form and service charges - procedure to be followed uniformly - Instructions issued.

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1) Various types of Bus Passes are issued in Twin Cities and other towns. The details of types of Bus Passes, cost of application form, cost of identity card and service charges presently being collected are given below:

| S No | Type of Bus pass | Cost of | Cost of | Service |
|------|---|-----------------------|---------------------|-------------------|
| | | Applica- tion(Rs.) | I.D card Rs. Ps. | charges Rs. Ps |
| 1. | Monthly GBTs to Gen. Commuters, NGOs | 1.00 | 3.00 | 4.00 |
| 2. | Students free bus passes (below 12 yrs) | 1.00 | 5.00 | Nil. |
| 3. | Students : | | | |
| | a) GBTs monthly and Qtly | 1.00 | 3.00 | 4.00 |
| | b) Route passes monthly and quarterly | 1.00 | 3.00 | 4.00 |
| | c) GBTs to students of Job oriented courses (Spl. GBTs) | 1.00 | 3.00 | 4.00 |
| | d) Employees children students | 1.00 | 3.00 | 4.00 |
| | e) Greater HYD/VISAKA/ Krishnaveni Darshan Tickets | 1.00 | 3.00 | 4.00 |

| | | | |
|---|------|------|-----|
| 4. Physically handicapped and their escorts | 1.00 | 5.00 | Nil |
| 5. Monthly Season Tickets | 1.00 | 3.00 | Nil |
| 6. Freedom Fighters free passes | Free | | |

II) Service charges are being collected on the following occasions only.

1. At the time of issuing fresh bus pass;
2. Late renewal;
3. Change or loss of Identity card.

It is felt necessary to review these costs/charges and rationalise them to avoid small change problem, complaints on non-refunding of change due and to make the transaction friction-less.

III) After a thorough deliberation on the issue with all those concerned in issuing bus passes, it has been decided to collect Rs.10/- uniformly towards the cost of application, identity card and service charges all put together on all types of bus passes (except freedom fighter passes) as against the present practice of collecting charges separately and severally. It is further decided to collect service charges of Rs.5/- only in case of late renewal duly issuing Money Receipt.

IV) Therefore, the existing charges stand modified as mentioned below:

1. The cost of bus pass identity card is Rs.10/-.
2. The application form is to be given along with identity card after collecting Rs.10/- towards the cost of identity card, application form and the service charges.
3. There is no separate cost for application form.
4. No service charges are to be collected at the time of issuing bus pass. However, service charges of Rs.5/- is to be collected in case of late renewals, duly issuing M.R as per the existing procedure.

V) The revised rate of Rs.10/- will be printed on the identity card itself indicating that Rs.10/- is inclusive of cost of Application form, Identity card and Service Charges. The stock of identity cards with revised rates will be supplied by Printing Press, Miyapur before 01.10.1999.

The existing identity cards are to be over stamped as mentioned at Point-1 and used till the existing stocks are exhausted. At the same time, Re.1/- on application form to be darkened and used till the old stock of application forms are exhausted.

- VI) The above instructions are to be implemented with effect from 01.10.1999.
- VII) All the Unit Officers are advised to implement the instructions uniformly without any deviation.

This has the concurrence of Financial Adviser.

**Sd/-V.APPARAO, I.P.S.
VICE CHAIRMAN &
MANAGING DIRECTOR**

Copy to:

ED(A)/ED(E)/ED(M)/Dir(V&S)/Secy.to Corpn./FA/CAO/All EDs of
Zones/All RMs for information.

All HODs, DY.CTM(O), DY.CTM(C), DY.CTM(P), DY.CTM(R&D),
ATM(C), ATM(P) of Head Office for information.

CM(HRD) to include in the Monthly Index of Circulars.

All Dy.CTM (M&C) of Zones and All Dy.CTM(O) of Regions for information and
necessary action.

All Dy.CAOs/AOs of all Zones and Regions for information.

CI/STIs of all Depots for necessary action.

// ATTESTED //

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