

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No. C3/644(2)/2005-OPD(C)



Corporate Office,
Operations(Commercial)Department,
Mushirabad,Hyderabad-20,

CIRCULAR NO. 5/2005-OPD(C), DATED : 09-03-2005

Sub :- PARCEL SERVICE - Appointment of M/s ALLOY NITRIDES LIMITED as Agent for transportation of Goods, Parcels and Operation of Courier services by the buses of APSRTC for a period of five years w.e.f. 1.8.2003 to 31.7.2008 - Instructions - Reg.

Corporation has appointed M/s Alloy Nitrides Limited, 3-6-500, Himayathnagar, Hyderabad-500 029, as Agent, for transportation of Goods, parcels and operation of Courier services by the buses of APSRTC, for a period of Five years w.e.f. 1.8.2003 to 31.7.2008. The Managing Director of M/s Alloy Nitrides Limited has entered into an agreement with Chief Commercial Manager.

The salient features of the agreement are...

- 1) The Agreement is for a period of Five years commencing from 1.8.2003 to 31.7.2008 for transportation of Goods, Parcels, and Operation of Courier service by the buses of APSRTC by M/s Alloy Nitrides Limited.
- 2) M/s Alloy Nitrides Limited shall carry the business of transportation of Goods, parcels, and operation of courier services by all buses of APSRTC, except:
 - a) AC and VOLVO buses
 - b) Veera buses, Metro express / City Express buses being operated in twin cities of Hyderabad & Secunderabad, Vijayawada and Visakhapatnam Cities.
- 3) M/s Alloy Nitrides Limited shall pay Rs. 14.50 Crores contract amount to the Corporation during the five years contract period.
- 4) Corporation will provide covered/uncovered space at the bus stations/premises to M/s Alloy Nitrides Limited, to carry out transportation of Goods, Parcels and operation of Courier services, on payment of licence fee to the Corporation depending upon the classification of Bus stations.

5) M/s Alloy Nitrides Limited has been frequently representing that...

- (i) APSRTC crew are refusing to transport the Goods, parcels and Courier covers booked by M/s ANL for transportation.
- (ii) the crew are demanding payment of excess amount towards crew charges for transportation of Goods, parcels, Courier covers offered by M/s Alloy Nitrides Limited.
- (iii) the crew are refusing to sign on crew challans and manifest forms - as a token of receipt of Goods, parcels and Courier covers loaded into the bus for transportation.
- (iv) the crew are carrying unauthorised Goods, parcels/courier etc. from Bus stations and enroute points, affecting their business.

M/s Alloy Nitrides Limited has complained that due to the above lapses, the Goods, parcels and Courier covers booked by M/s Alloy Nitrides Limited for transportation in APSRTC buses are being lost in transit, resulting in not only financial loss to the Organisation but also leading to legal complications and loss of reputation.

Therefore, the following instructions are issued for strict compliance.

- (a) M/s Alloy Nitrides Limited is permitted to transport Goods, parcels and Courier covers - on ordinary, express, luxury and Hi-tech buses including hired buses, from any place - where it has its own Office, to any place in Andhra Pradesh and to the neighbouring States where APSRTC buses are under operation irrespective of the fact whether it has its Office or not.

However, in respect of parcels, goods, covers accepted by M/s Alloy Nitrides Limited for transportation to a place - where it has no Office, the delivery of such Goods, parcels, Courier Covers shall be at the risk of M/s Alloy Nitrides Limited.

- (b) As M/s Alloy Nitrides Limited is the Agent for transportation of Goods, Parcels, and Operation of Courier services by the buses of APSRTC, the Depot Managers/Divisional Managers/Regional Managers shall not issue permits for transportation of unaccompanied luggage from and to places where Alloy Nitrides Limited has its Offices.
- (c) For transportation of Goods, Parcels, and operation of Courier services, M/s Alloy Nitrides Limited or its representatives shall hand over the consignments to the crew - Conductor of the bus or driver in case of One man service. The Conductor or driver as the case may be - shall verify the No. of Goods, parcels, Courier covers loaded into the bus with the details recorded in the Challan - sign in the crew challan / manifest form - as a proof of acceptance of Goods, parcels, and Courier covers for transportation.

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Under no circumstances the crew shall refuse to sign in the crew challan/manifest form or for transportation of Goods, parcels/Courier covers, offered by M/s Alloy Nitrides Limited.

Refusal of crew to accept parcels booked by M/s Alloy Nitrides Limited for transportation in our buses constitutes misconduct in terms of APSRTC Employees (Conduct) Regulations 1963 and the Depot Managers shall view it seriously. Disciplinary action shall be taken against such employees in terms of APSRTC Employees (CC&A) Regulations; 1967.

The Depot Managers shall ensure that in the MTD-141 Cards of all services incorporate the following instructions.

"Goods, Parcels, Courier covers booked by M/s Alloy Nitrides Limited for transportation shall not be refused. Crew shall accept the Goods, parcels/covers from M/s Alloy Nitrides Limited, sign the crew challan/manifest form and hand over them at the destinations".

Whenever, M/s Alloy Nitrides Limited or its representatives reports on refusal of crew to accept the transportation of Goods, Parcels and Courier covers offered by M/s Alloy Nitrides Limited, the Supervisors on duty shall take necessary action.

For any reason, if the crew are unable to hand over the Goods, Parcels and Courier Covers at the destination, the same shall be handed over at the next Office of M/s Alloy Nitrides Limited enroute, duly obtaining acknowledgement from the representative of M/s ANL. Otherwise, such Parcels, goods/covers shall be handed over at the Depot to which the vehicle is attached. In such situations, the Depot authorities shall inform M/s ANL or its representative and hand over the same after proper identification and obtaining acknowledgement for the Goods, Parcel and Courier Covers handed over.

6. Of late, number of Goods, Parcels, and Courier covers booked by M/s ANL for transportation are reported to have been lost, due to various reasons.

The crew shall be instructed to be careful in receiving and handing over the parcels/covers at the destinations, as loss of Goods, Parcels, Courier Covers which contain valuable items and Cheques and Drafts will result in financial loss and unnecessary litigation besides spoiling the reputation of M/s Alloy Nitrides Limited.

Whenever loss or damage of Goods, Parcels/Courier Covers are reported by M/s Alloy Nitrides Limited due to negligence of the crew/Corporation employees, the Unit Officers shall cause an enquiry and in the enquiry, if it is established that the loss or damage of Goods, Parcels, Courier Covers is due to the negligence of the crew/Corporation employees - responsibility shall be fixed and the cost of damage/loss shall be recovered from the erring employees. The recovered amount shall be remitted to M/s Alloy Nitrides Limited under acknowledgement.

The entire process of conducting enquiry and fixing the responsibility on the erring employee/employees shall be completed as far as possible, within six months from the date of receipt of complaint from M/s Alloy Nitrides Limited.

7. With a view to encourage the crew, in transportation of Goods, Parcels and Courier covers, M/s Alloy Nitrides Limited shall pay the following remuneration to the crew.

Sl No.	Nature of article	Remuneration payable to the crew	Minimum amount	Remarks
1.	Parcel	Rs.20.00 for 500 Kgs.	Minimum of Rs.1.00 for every Parcel upto 25 Kgs. or part thereof	If the weight of Parcel is in the range of 26 to 50 Kgs. the remuneration payable is Rs. 2.00 per each Parcel. If the weight of Parcel is in the range of 51 to 75 Kgs. the remuneration payable is Rs. 3.00 per each Parcel. If the weight of Parcel is in the range of 76 to 100 Kgs. the remuneration payable is Rs. 4.00 per each Parcel.
2.	Cover/Master cover Packet	Rs.2.00	Rs.2.00 for each cover.	Master cover, Packet.
3.	Each Courier Bag	Rs.4.00	Rs.4.00 for each Courier Bag	

M/s Alloy Nitrides Limited shall pay the remuneration to the crew at the place of loading the Goods, parcels/Courier covers in the bus i.e., at the time of handing over the consignments to the crew for transportation.

In case more than one crew perform duty on a service, the remuneration shall be shared equally by them.

8. M/s Alloy Nitrides Limited shall not accept any Goods, Parcels containing prohibited articles and contraband goods for transportation in APSRTC buses.

The particulars of prohibited articles barred for transporting in buses are given at **Annexure-A.**

M/s Alloy Nitrides Limited shall not accept any Parcel, Goods whose declared value is more than Rs.50,000/- (Rupees fifty thousand only) for transportation. However, M/s ANL is entitled to transport Film boxes. The total weight of goods/parcels to be transported in any bus shall not exceed 500 Kgs in weight. The weight of any parcel shall not exceed 100 Kgs. The parcels should be packed in good condition, depending upon nature of parcel for safe transportation. The size of any parcel shall not exceed 60 Cms. in height. The parcels shall be packed properly and M/s Alloy Nitrides Limited shall follow the packing conditions as stipulated at **Annexure-B.**

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The contents, weight and cost of each parcel shall be recorded in the L.R. to be handed over to the APSRTC Staff for transportation. M/s ANL shall make its own arrangements for loading and unloading of Goods, parcels and courier covers into buses at the time of loading and from the buses at the time of unloading. M/s Alloy Nitrides Limited shall hand over the consignments to the Conductor or Driver in case of One man service, duly obtaining acknowledgement- for the Goods, Parcels and Courier covers.

9. Corporation has agreed to provide covered/uncovered accommodation, wherever available, in Bus stations and Corporation premises to M/s Alloy Nitrides Limited for running its Offices for transportation of Goods, Parcels and Operation of Courier services, on payment of licence fee to the Corporation.

M/s Alloy Nitrides Limited will pay the licence fee in respect of the accommodation provided to it at Bus stations and Corporation premises at Corporate Office.

Already, M/s ANL was provided accommodation at Bus stations/Corporation premises. This facility shall be continued. The Unit Officers shall not disturb the existing facility provided to M/s ANL without the approval of Corporate Office.

In future, whenever M/s Alloy Nitrides Limited requires accommodation to open its Offices and for expansion of its existing Office, it will give a requisition to Chief Commercial Manager in writing. After examining the availability of covered/uncovered accommodation, Corporate Office - issues allotment order, specifying the area to be allotted.

The Unit Officers shall not allot Office accommodation either covered/uncovered to ANL without the approval of Executive Director (Operations)

The Unit Officers shall not directly correspond with M/s Alloy Nitrides Limited on allotment of Office accommodation in Bus stations/Corporation premises.

However, the Unit Officers shall ensure, that M/s Alloy Nitrides Limited or its representatives shall confine their activity to the area of accommodation provided, without any encroachment.

- 10) The Corporation will provide electricity to the accommodation / space provided to M/s Alloy Nitrides Limited wherever possible and M/s Alloy Nitrides Limited shall have to install sub-meters at its cost and pay the electricity charges to the Unit Officer concerned for the power consumed as per tariff fixed/decided by the Corporation from time to time.

The electricity charges shall be paid on or before 10th day of every month, to the respective Unit Officers. Failure to pay electricity charges within the stipulated period will attract 36% penalty for each day of delay.

Corporation will not assure uninterrupted supply of electricity to the accommodation provided to the Agent in Bus Stations. In case of break down or failure of electricity supply the agent shall make his own arrangements.

11. M/s Alloy Nitrides Limited shall be permitted to carry Goods, Parcels, and Courier covers from outside to its Offices in Bus stations and from its Offices in Bus stations to outside in their own vehicles and man power. Loading and unloading of Goods, Parcels, and Courier covers from Bus station to their vehicles and from vehicles to Bus stations shall be carried by M/s Alloy Nitrides Limited at its own cost.

However, the loading and unloading of Parcels, Goods and Courier services into and from ANL vehicles shall not cause any obstruction for free movement of passengers/Buses.

For any further clarification on M/s Alloy Nitrides Limited, the Unit Officers shall contact Chief Commercial Manager.

Please acknowledge.

Encl:As above.



**VICE CHAIRMAN &
MANAGING DIRECTOR**

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

Copy to:

All Executive Directors of Zones - for information.

All Divisional Managers, for infn. & n/a.

All Depot Managers for information & n/a.

Asst. Traffic Managers of Bus stations, MGBS, JBS, TPT, KRNL, PNBS(VJA), GNT, DBS(VSP), KRMR AND WL - for infn. & n/action.

The Training Officer for inclusion in the monthly Index of Circulars.

To M/s ANL Parcel Service, 3-6-500, Himayatnagar, Hyderabad-500 029 - for information.

LIST OF PROHIBITED ARTICLES NOT TO BE TRANSPORTED IN BUSES

1. Petrol
2. Diesel Oil
3. Gasoline
4. Kerosene Oil
5. Mytholated spirits
6. Turpentines
7. Acids
8. Sulphur
9. Coal Tar
10. Gunpowder
11. Guns (loaded) and Catridges
12. Untanned Leather, Skin, Feathers and Hides
13. Raw Fish
14. Dry Fish
15. Crackers/Explosives
16. Gas Cylinders containing Compressed Gas
17. Dead Bodies of human beings and Animals
18. Contraband Articles
19. Unauthorised forest produce
20. Bones/Horns
21. Animals
22. Batteries (not crated)
23. Charcoal
24. Unpacked Cinema Films
25. Unpacked Cotton bales
26. Unpacked Dry leaves
27. Unpacked Woolen Goods
28. Opium
29. Narcotic preparations and Hemp
30. Any other item prohibited by law from time to time

PACKING CONDITIONS

Parcels should be packed in good condition either in dealwood/steel boxes card board cases or in gunny bags depending on nature of parcel for safe transportation. The following conditions are suggested for the package of certain items.

- (a) i) No parcel shall weigh more than 100 Kgs.
ii) The total weight of goods/parcels to be transported in any bus shall not exceed 500 Kg in weight.
- (b) Oil, Ghee, Paints, Grease etc. should be packed either in sealed tins or cans without any leakage.
- (c) Butter should be packed in sealed tins.
- (d) Delicate articles shall be obtained if suitably packed in boxes and properly closed on all sides and marked as "HANDLE WITH CARE" "GLASS ETC." in bold letters. Whenever medicines like - Syrups, Tonics are to be transported in bottles proper packing should be made to avoid damages enroute.
- (e) Eggs and other perishables must be packed in baskets or other containers so that they may be properly protected during transit.
- (f) Straw Berry, Mangoes and similar fruits and vegetables, flowers and leaves should be packed so as to prevent damage to them during transit. Preferably they may be packed in baskets or boxes as is convenient.
- (g) Small furniture articles need not be packed if sufficiently strong, to be carried on buses.
- (h) Machinery or parts, if delicate should be crated or packed in boxes. However, certain parts, which can withstand transit handling need not have any packing. Tyres loaded on the top of the buses should be tied properly to avoid missing/losses.
- (i) Jaggery must be packed in gunny bags/baskets. Similarly cereals and other food stuffs should be packed in containers.
- (j) Costly articles such as Jari Sarees etc. should be packed carefully in metal or wooden boxes.
- (k) Hardware and such other building materials which can be carried on buses should be packed in gunny bags or suitable containers. However, small wooden parts etc. may not require any special package.
- (l) Piece goods of cotton, woolen etc. should be packed in gunny bags.
- (m) The size of the parcel shall not exceed 60 Cms in height.
- (n) The declared value of goods / parcels shall not be more than Rs.50,000/- (Rupees Fifty thousand only).