

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Operations Department (Marketing), RTC House, Vijayawada.

No.M1/437(01)/2020-OPD(M)

CIRCULAR No: 16/2023 – OPD(M), Dated: 11.10.2023

Sub: ATB Agents – Extension of tenure of existing ATB agents and appointment of new ATB agents – Issue of guidelines - Reg.

Ref: 1. Cir.No.11/2017-OPD (Mktg) dt: 03.05.2017.

2. This office letter No: Even, Dt: 31.03.2020.

Through Cir. No. 11/2017–OPD(M), dt 03.05.2017, procedure for appointing ATB agents was communicated. ATB agents are authorized to book tickets in advance for journeys by long distance services on commission basis as fixed/ revised by APSRTC from time to time. The following conditions were prescribed in Circular at reference 1 for appointment of ATB agents.

- The applicant must be an Indian national of age 18 years and above. He/She shall submit the application to the DPTO along with copies of Aadhar and PAN card. Further, the applicant submit SSC/Birth certificate/DL for age proof.
- The applications received will be scrutinized by the Regional committee consisting of Dy.CTM/ DVM, Dy.CAO/AO of region and DM/ ATM concerned.
- Based on the recommendations of the regional committee submitted through the proceedings, RM shall enter into an agreement with the ATB agent duly collecting Non-refundable allotment fee @ Rs.5000/ Rs 1000/- as applicable based on the city/ location.
- The ATB agent will top-up the amount online through NEFT/RTGS to APSRTC bank account and issue tickets to the passengers through advance reservation OPRS portal till the top-up amount gets exhausted.
- The ATB agent shall top up the amount as and when required. The commission payable to the ATB agent will be credited to his/her account on daily basis.

In order to have a check on the performance of the ATB agents, the term of ATB agency was fixed for initial period of 5 years which is extendable up to 3 years subject to satisfactory performance. The maximum term of 8 years has been completed in respect of most of the ATB agents. The present status of the active agents is given below.

Description	No.
Total ATB agents entered into agreement with RMs	2563
No. of ATB agents withdrawn/cancelled	672
No. of active ATB agents presently working	1891
No. of active ATB agents whose tenure is concluded/concluding shortly	110

The active ATB agents have been booking seats for LDSs through advance reservation system @ 6,241/ day (Avg.) and 1,87,241 /month (Avg.), of worth Rs. 37.20 lakhs/day and Rs. 1,116 lakhs/month.

In consideration of the above details, it is decided to continue the ATB agent system for further tenure of 5+3 years. In this connection, the following guidelines are issued, with the approval of the competent authority.

1. The applicant must be an Indian national of age 18 years and above and shall submit SSC/Birth certificate/Driving License for age proof and also submit copies of Aadhaar and PAN card.
2. The application submitted shall be scrutinized by the District level committee consisting of one Dy.CTM (zone), Dy.CAO/AO of zone and DM/ATM concerned, as nominated by ED/Zone.
3. In case of ATB agents located at Hyderabad, the committee consisting of Dy.CTM (Mktg), ATM (LDS) and AO (B&F) shall scrutinize the applications.
4. After scrutiny of the application together with the documents, and based on the recommendations of the scrutiny committee through proceedings, DPTO concerned / Dy.CTM (LDS) shall enter into agreement with ATB agent.
5. In respect of the existing ATB agents, who are willing to continue ATB agency , fresh agreement shall be entered for the tenure pf 5+3 years, without collecting any non-refundable allotment fee since the requisite amount was already deposited with APSRTC in the first term of agreement .
6. In respect of new ATB agents, the Non-refundable allotment fee shall be collected @ Rs.5000/-plus applicableGST, Rs 1000/- plus applicableGST based on the city/ location, payable at the Dy.CAO/AO/ Accounts In-charge of the district.
7. After payment of requisite Non-refundable allotment fee, agreements for the tenure of 5+3 years shall be entered by the DPTO of the district/ Dy.CTM (LDS) with the ATB agents falling in respective jurisdictions.
8. The general terms and conditions related to ATB agent system communicated through Circular no. 11/2017-OPD (M) remain unchanged.

Hence, necessary action shall be taken accordingly.


Executive Director (O)

Copy to:

ED (A) and FA&CAO for information.

OSD (C&L) for information.

All ED Zones for information.

All HODs of APSRTC for information.

All DPTOs, Dy. CTMs, Dy.CAO/AOs, for information and necessary action.

All DMs/ ATMs/ Bus station Managers for necessary action.