

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION
RTC HOUSE - VIJAYAWADA

COMPUTER NUMBER: 471590

E. FILE NUMBER: APSRTC/96/2018-OPERTNS-APSRTC

JOINT CIRCULAR NO.39/2018 DATED 14-12-2018 - OPD/PD/IT

SUB: M.V. ACT -Renewal of Driving Licences of employees working in the Corporation - Instructions - Reg :

REF: Circular Number 6/2015 -dated: 30.07.2015

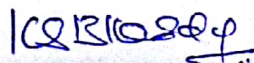
As on date, Corporation is operating 11820 buses of different types and around 21283 drivers are on rolls excluding drivers engaged on hire buses numbering around 6000.

Vide Circular cited under reference; instructions were communicated to reimburse the expenditure incurred for renewing driving licences of on roll drivers of the Corporation.


As part of the digitalization drive, the Andhra Pradesh State Transport Department is facilitating on line renewal of driving licences. As such, it is now proposed to provide the facility of renewal of driving licences of the drivers of APSRTC at their respective units.

Orders are hereby issued to renew licences of all Drivers of the Corporation and hire buses with immediate effect at respective units (Office of the Depot Manager). Requisite hard ware components have been procured through SPD and the following instructions are communicated for strict compliance.

- Each depot is provided with a biometric device duly activated and integrated with Transport Department server.
- One of the junior/senior assistants in the DMs office shall be assigned this task duly imparting necessary training.
- Facility shall be provided with necessary permissions to pay the required fees online through net banking by opening separate account either in existing Bank or another Bank and the Bank account shall be used exclusively for payment of Driving licence fee.
- The data base pertaining to all drivers including employees on contract basis/hire bus drivers shall be updated with details of licence validity and issuing RTO office/MVI office.
- Only the required amount shall be transferred to new bank account periodically, it is not permitted to maintain balance in newly opened account.



- The list of all licences due for renewal shall be exhibited one month in advance on the first of every month in the DMs office notice board, Earning section and at the HSD dispensing point.
- A copy of the list shall be given to the Security Branch, Safety Driving Instructor and Duty Booking Supervisor.
- A separate account head _____ shall be operated towards the expenditure paid/administrative charges to the Transport Department for renewing licences of employees duly facilitating the transactions through depot Current Account through Net Banking.
- The drivers can exercise the option of renewing their licenses at DM office.
- Drivers not willing to avail this facility, can get their licences renewed other wise and claim reimbursement as per existing circular guidelines.
- Expenditure towards renewal of HPV only shall be borne by the Corporation in respect of RTC Drivers only. For Hire Drivers the expenditure is to be borne by them only.
- Any other fee such as non-transport/LMV/Late fees and incidental charges levied by the Transport Department shall be remitted online from the designated account and shall be recovered from the drivers concerned.
- A copy of the receipt generated shall be given to the respective drivers duly filing a copy in the P-case.
- An amount of Rs 50/- shall be recovered from the drivers towards administrative charges.
- Unit officers are to ensure that all on roll drivers shall possess valid licences.



VICE CHAIRMAN &
MANAGING DIRECTOR

To
All Executive Directors of Zones
All Regional Managers
All Senior Scale officers
All Depot Managers

Copy to All EDs of RTC House and FA & CAO for information
Copy to All HODs for information
Copy to All AOs/POs for necessary action
Copy to All Principals of ZSTC/TA for information
Copy to All Registered unions and Associations for information.
Copy to RAO - AG for information please.