

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Lr.No.C5/437(102)/2012-OPD(C)

O/o VC & MD,
Bus Bhavan, Musheerabad,
Hyderabad-624.

CIRCULAR No. 27/2012-OPD(C), Dt. 10.07.2012

Sub:- LICENSING:- Licensing out the canteens /stalls/spaces /cycle /scooter stands etc. at the Bus stations - Prompt action to be taken for realization of licence fees - Issuance of instructions - Reg.

Ref:- 1. Cir No.17/2003-OPD(C), Dt.20.02.03.
2. Cir No.40/2007-OPD(C), Dt.12.11.2007.
3. Cir No.05/2009-OPD(C), Dt.19.02.2009.

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Instructions were issued vide the circulars cited above duly following the procedures detailed below:

- a. to identify new open spaces (well before calling tenders) for licensing out and include them in the ensuing tenders.
- b. to call tenders 3 months before expiry of the licence period of the existing stalls / spaces etc.
- c. to ensure prompt realization of licence fee.
- d. to initiate legal action against the defaulters.

Further on review of the stall rents periodical for and upto the month of May'2012, it is observed that the percentage of vacancy of stalls is 7.53 and for the stalls in 'C' Class Bus stations in particular, the vacancy is 19.18 % which is on high side.

This reveals that the above said circular guidelines are not being implemented properly resulting in accumulation of huge amount of Rs.700.10 lakhs as outstanding licence fee besides high percentage of vacant stalls/spaces etc. at the Bus stations.

Further it is noted that some canteens/stalls/spaces at Bus stations are being licensed out without proper evaluation of the business potential and demand for that particular canteen/stall/space resulting in loss to the Corporation financially.

Thus there is dire need to establish and to follow a systematic procedure in calling tenders periodically for allotment of the existing stalls/spaces well before expiry of their licence period, filling up of the vacant stalls, proper evaluation for allotment of the contract, prompt realization of the monthly licence fee etc.

Therefore the following instructions are reiterated for strict implementation:

1. The field managers shall ensure prompt realization of licence fee every month from all the licensees in their jurisdiction.
2. Suitable action i.e., issuing advance notices for payment of licence fee, show cause notices for termination shall be initiated if the default amount exceeds 3 months licence fee etc.
3. Action shall also be taken for termination of the contracts (if the outstanding dues are more than 3 months) without waiting for accumulation of huge outstanding amounts exceeding the security deposit amount held with the Corporation.
4. Legal action shall be initiated against the defaulters immediately for realization of the due amounts and the matter shall be pursued constantly with the concerned legal authorities for early disposal of the cases.
5. To call tenders 3 months before expiry of the licence period of the existing canteens/stalls/spaces/cycle/scooter stands etc. so as to ensure uninterrupted realization of the licence fee.
6. To include the already vacant stalls/spaces in the periodical tenders without fail until they are occupied.

7. To identify new open spaces feasible for commercial exploitation and give them numbers duly deciding the nature of business to be carried out and then to include the same in the ensuing tenders.
8. The tender committee shall assess the present market price depending upon the business potential of each stall/space and keep the same in mind before inviting of tenders, evaluate and allot the contracts both in case of new and the existing stalls/open spaces etc.
9. Finalisation of tenders shall be carried out within the stipulated period without unnecessary delays.

Please acknowledge.


VICE CHAIRMAN &
MANAGING DIRECTOR 10/7

To

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

Copy to: FA & CAO and all EDs.
Copy to: All Heads of the Departments.
Copy to: All DVMs /Dy.CTMs.
Copy to: All Depot Managers.
Copy to: ATMs at Bus stations.