

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION



No.P8/444(6)/2012-OPD(P)

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CIRCULAR No.48/2012-OPD (P), DT.29.11.2012.

Sub: **LOST PROPERTY - DISPOSAL OF PROPERTY LEFT IN A PUBLIC SERVICE VEHICLE - Revision of Storage Charges - Comprehensive revised working instructions issued - Reg.**

Ref: G.O.Ms.No.84 of TR & B (TR-I) Dept., dt.23-08-2012.

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PREAMBLE :

Rule 248 of A.P.M.V. Rules 1989 stipulates the procedure for disposal of property left in a public service vehicle.

Rule 74 (xv) of A.P.M.V. Rules 1989 - Duties of Conductors:- Every conductor (or any other person in charge of Public Service Vehicle) shall take all reasonable precautions to prevent luggage being miscarried or lost or damaged on the way and shall be responsible for the safe custody and delivery of the luggage kept on the luggage carrier or on the roof of the vehicle.

DISPOSAL OF PROPERTY LEFT IN A PUBLIC SERVICE VEHICLE :-

Every conductor or any other person in-charge of a public service vehicle shall immediately after the completion of any trip or journey, as the case may be, carefully search for any property left in the vehicle and shall as soon as may be and in any case within twenty four hours hand over such property to the permit holder of the vehicle.

The permit holder of the vehicle shall if the particulars of the person to whom the property belongs are available from any mark or painting on such property, cause a notice to be served on that person to take delivery of the property within a fortnight from the date of service of such notice and if that person turns up, the property shall be handed over to him after duly satisfying himself that such person is the rightful owner of the property, after collecting from him, storage charges at the rate of 5 Paise per day or part thereof.

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If the owner of the property is not known or the notice could not be served upon him or if the owner of the property on receipt of the notice fails to take delivery of the property, the permit holder of the vehicle shall notify the fact of his possession of the property at his Office or at the place of his business and take any other reasonable measures for ascertaining the owner of the property and to deliver the same to him. The permit holder shall in the meanwhile take reasonable care to keep the property safe.

If the owner of the property does not turn up for taking possession of the property the permit holder of the vehicle shall after a period of not less than thirty days from the date of publication of the notice by him under sub-rule (3), sell it and credit the sale proceeds to the State Government provided that the sale of property may be done at any time before the expiry of the said period if in the opinion of the permit holder of the vehicle the property is subject to speedy decay.

Explanation:- For the purpose of this rule the expression 'permit holder', includes the Andhra Pradesh State Road Transport Corporation. The sale proceeds shall be credited to the State Government under the head of account "041- Taxes on vehicles-under other receipts" after deducting the storage charges at the rate of 5 Paise per day or part thereof.

Upon the request of the Corporation, Government vide G.O.Rt.No.56, dated 20-01-2012 issued Preliminary Notification calling objections and suggestions to the proposed amendment in Rule 248 in sub rule (2) of Andhra Pradesh Motor Vehicles Rules, 1989 for the expression "at the rate of 5 paise per day or thereof" shall be substituted by the expression "at the rate of Re.1.00 per day or thereof".

Since no objections have been received from public, the Government have decided to confirm the preliminary notification vide G.O.Ms.No.84, dated 23-08-2012 followed by publication in the Andhra Pradesh Gazette on 24-08-2012.

Henceforth sale proceeds shall be credited to the State Government under the Head of Account "041 - Taxes on Vehicles under other Receipts" after deducting the storage charges at the rate of one rupee (Rs.1.00) per day or part thereof.

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WORKING INSTRUCTIONS AND ACCOUNTAL PROCEDURE ON PROPERTY LEFT IN VEHICLES OF APSRTC :-

Every Conductor or Driver or any other person in-charge of the bus or Depot Goods Transport (DGT) shall carefully search for any property left in the vehicle at terminal stages as soon as the passengers alight immediately after completion of journey.

The following procedure is to be adopted in regard to lost property :

- (a) The particulars of the lost property found should be entered in the relevant column of the STAR.
- (b) If lost property is in a locked box or in sealed condition this should not be opened but handed over in the same condition to the Depot.
- (c) If lost property is in an open or unsealed condition an inventory shall be made in the presence of the A.D.C. and Security Guard and the particulars must be recorded in the STAR. Before handing over at the Depot, receiving ADC's and Security Guard signature shall be obtained in the STAR or the trip sheet.

If lost property is claimed by someone on the return journey of the bus, the Conductor/In-charge of the Vehicle must satisfy himself on the following points before handing over the property to the party.

- (a) Whether the tickets produced by the party belong to the Conductor's tray/TIM.
- (b) Whether the party can declare the contents of the lost property correctly.
- (c) Whether the conductor/in-charge can recollect the party as having traveled in his previous trip.
- (d) Lost property should not be handed over on telephonic instructions and to anyone on a letter of authority.
- (e) Valuables like gold, silver and currency if found as lost property in the bus and when claimed by someone on line shall not be handed over to the party but shall be handed over at Depot with necessary endorsement in the STAR.

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All items received as lost property shall be recorded by the Asst. Depot Clerk in the lost property register (MTD-226) (Pro-forma annexed). The lost property items received by the Controller/In-charge of a bus station shall be transferred to the parent Depot for further disposal. However in case of suspicious items found at Bus Station premises, the matter may be informed to the Police as well as Security Personal also before handing over to Units. The Depot Clerk receiving such items shall enter the articles in the lost property register as in the case of those delivered by Conductor or Driver.

Any lost property received at a Depot, if claimed and identified by its owner to the satisfaction of the Depot Manager should be delivered to the owner on a written application indemnifying the Corporation of any liability and on payment of storage charges and other charges if any. Complete particulars with regard to the address of the claimant shall be recorded in the lost property register and his/her signature be obtained therein in token of having delivered lost property.

If the particulars of the person to whom the property belongs are traceable from any mark of identification on such property, the Depot Managers shall arrange to intimate that person to take delivery of the property within a fortnight from the date of serving of notice and if that person turns up, the property shall be handed over after duly satisfying that such person is the rightful owner of the property.

If the owner of the property is not known or the notice could not be served upon or if the owner of the property on the receipt of the notice fails to present himself/herself or send any authorized person and take delivery of his/her property, the Depot Manager shall notify at the office, the fact of the possession of property by the Depot by exhibiting on the notice board.

If the owner of the property does not turn up for taking possession of the property, the Depot Manager shall, after a period not less than 30 days from the date of publication of the notice, shall sell the property by auction after displaying a notice on the Depot notice board about the intention of auctioning. Postal receipts and acknowledgement should be carefully preserved for a period of 3 years. The relevant file should normally be given "B" Disposal unless it is remarked to retain otherwise permanently.

Perishable articles which are likely to deteriorate, putrefy or become offensive if not delivered within 24 hours of receipt or earlier, shall be auctioned to the best advantage to the highest bidder at the discretion of the Depot Manager after giving due publicity and by displaying on Depot/Unit notice board the sale by public auction. Live stock and poultry can be disposed off by public action after expiry of 24 hours, if the same is not claimed by the owner.

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Jewellery and other valuables such as gold which are found as lost property will also be disposed off accordingly. The receipt of the valuable articles at the Depot shall be reported to the Regional Manager exact weight shall be immediately got recorded.

Controlled and prohibited articles (normally conductors shall not allow these items into bus) such as food grains or chemical fertilizers which are prohibited for transport when found as lost property shall be immediately made over to the District Supply Officer or Revenue Divisional Officer or Mandal Revenue Officer or concerned State or Central Government Officer duly obtaining signature in lost property register (MTD-226).

Similarly whenever liquor, medicines etc. are received as lost property they shall be handed over to the respective Excise authorities since under the provisions of Excise Act vide Chapter-IV Manufacture, Possession and Sale or buying of Excisable article without licence is prohibited and no person shall sell or buy any intoxicant in the absence of licence.

In the event of death of a person in the APSRTC premises, or in a bus when such a person is not accompanied by relatives and when the person is carrying any property with him, it shall be immediately reported to the Police and the articles and the property found on body shall also be handed over to the Police for further disposal.

On receipt of cash and currency notes, coins etc. as lost property, the amount shall be recorded in the lost property register giving full details, specifications etc., of the cash and account it in the Depot Clerk's cash book under column 11 (Misc. earnings) A.H. 9226 (Deposits Miscellaneous) under a separate sub-head, without opening exclusive account head, and remit it to the Bank along with the Bus Cash of the day. On receipt of a claim from the person concerned, within the specified retention period of 30 days, refund may be arranged following the prescribed procedure. If the owner of the lost property of cash does not turn up for obtaining the money, within 30 days, the amount shall be remitted to State Government at the Treasury, State Bank of Hyderabad or State Bank of India as the case may be, under the Head of Account "041-Taxes on vehicles - other receipts.

Storage charges not exceeding one rupee (Re.1.00) per article per day or part of a day during which it remains in the possession of the APSRTC shall be levied on all articles received as lost property.

All the articles both unclaimed and lost property shall be auctioned and the expenditure incurred on storage and transportation etc. shall be deducted from the sale proceeds and balance remitted to the State Government.

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The sale proceeds shall be collected in cash and after deducting the expenses if any be credited to the State Government Treasury or State Bank of India or State Bank of Hyderabad under the Head of Account "041-Taxes on vehicles-under other receipts"

A register of sale proceeds furnishing the names of buyers, amount of sale proceeds and particulars of remittance shall be maintained at the Depot. The bids made for each claim shall also be noted.

In case, the amount realized by way of sale of the lost property does not cover the storage charges leviable, sanction of competent authority shall be obtained to write off the storage charges as irrecoverable.

Encls: as above.


VICE CHAIRMAN &
MANAGING DIRECTOR

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

Copy to: Director (V & S) for information
Copy to: All EDs/FA & CAO for information.
Copy to: All Dy.CTMs/DVMs, Dy. CAOs for infmn. & n/action.
Copy to: Principal - TA and All Principals of Zonal Staff
Training Colleges
Copy to: PO - Trg. with a request to include in the
Monthly Index of Circulars.