



ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No. M/437(02)/2016-OPD(M)

Office of the VC & MD,
Bus Bhavan, Hyderabad

CIRCULAR NO.4/2016-OPD(MKTG), DATED 31.03.2016.

Sub: **ATB AGENTS** - Increase of ATB agents net work - Issue of instructions duly revising the existing guidelines with regard to termination of ATB agency & forfeiture of non refundable allotment fee and termination clause - Reg.

Ref: 1. Circular No. 11/2012-OPD(MKTG), Dt: 02.03.2012.
2. Circular No. 11/2014-OPD(MKTG), Dt: 21.03.2014.

As per the existing guidelines communicated vide Circular under reference 2nd cited, ATB agents shall have to pay non refundable allotment fee at the time of appointment as furnished below.

AREA	AMOUNT
Twin Cities of Hyd & Secbad and Inter state places	Rs. 25,000/-
District head quarters & other important places like TPT, RJY & VJA	Rs. 15,000/-
Other places	Rs. 5,000/-

Further, if the online ATB agent is unable to book a single ticket for a period of one month consecutively shall be terminated without prior notice. In case, the agent wishes to continue the business, the agent has to approach the Regional Manager concerned duly paying certain penalties as mentioned in the circular.

It is expressed by many of the field managers that more number of ATB agents can be appointed provided the existing non refundable allotment fee is reduced. It is further expressed that ATB agents are getting de-motivated over the existing clause of imposing "Penalty/termination" for having failed to book a single seat consecutively for a period of one month.

On examining the proposals made by the field managers, the competent authority has accorded approval for the following modifications:

1) Non refundable allotment fee:

AREA	AMOUNT
Inter State	Rs.25,000/-
Twin Cities of HYD & Secunderabad	Rs.15,000/-
District head quarters & other important places like TPT, RJY & VJA	Rs.10,000/-
Other places	Rs. 3,000/-

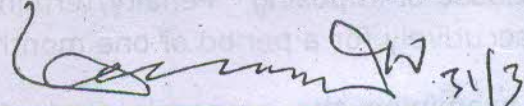
2) The period of reckoning for the purpose of termination of agency on account of non booking of a single seat is treated as two months (i.e., 60 days).

- 3) To reactivate the agency in the event of non issue of a single ticket consecutively for a period of two months for the 1st time after receiving the requisition from the agent and after collecting re-allotment of fee of Rs.500/- ; Rs.1000/- & Rs.1500/- from the ATB agents as per the location of agency who have paid non refundable allotment fee of Rs.3,000/-; Rs.10,000/- & Rs.15,000/- or Rs.25,000/- respectively with the approval of Executive Director (Zone).
- 4) To reactivate the agency in the event of non issue of a single ticket consecutively for a period of two months for the 2nd time after receiving the requisition from the agent and after collecting re-allotment of fee of Rs.1,000/- ; Rs.2,000/- & Rs.3000/- from the ATB agents as per the location of agency who have paid non refundable allotment fee of Rs.3000/-; Rs.10,000/- & Rs.15,000/- or Rs.25,000/- respectively with the approval of Executive Director (Zone).
- 5) To terminate the agency in the event of non issue of a single ticket consecutively for a period of two months for the 3rd time. In case, the agent desires to continue he should be treated as fresh agent and he has to pay relevant non refundable allotment fee again.

The process to be followed for reactivation is furnished below:

- 1) The Regional Manager concerned shall consider the reactivation of ATB agency duly taking approval from ED(Zone) concerned only if the ATB agent submits his/her representation requesting for reactivation of the agency within 30 days from the date of termination.
- 2) On approval of the ED(Zone), the Regional OPRS system supervisor shall reactivate the ATB agency duly filing the order copy of Regional Manager for reactivation of the ATB agency under intimation to ATM II(IT)/HO.
- 3) Under any circumstances, the non refundable allotment fee shall not be refunded .

The above circular guidelines will come into force w.e.f. 01.04.2016.



EXECUTIVE DIRECTOR (O, M&C & Projects)

To
All Regional managers
All Dy.CTMs/Dy.CTMs(Bus Stations)/DMs

Copy to:

Dir(V&S), FA&CAO, ED(E&IT), ED(A&P) and Secy to Corporation for information
PA to VC & MD for information
All ED(Zone)s & HODs
CE(IT) with a request to incorporate necessary modifications in the OPRS software
All Dy.CAOs/AOs & Dy.CPM/Pos for information
RAO/HO for information
All principals, TA & all ZSTCs for information
PO (Training) to include in the monthly index of circulars