

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

C2/541(10)/2019-Dy.CM(C)



Office of the VC&MD
HOUSE, VJA.
Dt. 23.04.2019

To
All Regional Managers,
APSRTC.

Sub: **APSRTC Logistics:** Disposal procedure of unclaimed parcels/couriers – Communication of instructions – Reg.

It is noticed that a number of unclaimed items are getting accumulated at counters. Competent authority has approved the following procedure for disposal of unclaimed parcels/couriers:

1. Every month in first week the ATM(C) of the Region shall make arrangements to bring the undelivered items (more than 30 days) from all counters in Region to Regional head quarter counter and make efforts to deliver them to the consignee or contact the consigner and return the item.
2. It shall be the responsibility of the ATM(C) to make all efforts to ensure that the item will not be claimed by the consignee / consignor in future.
3. The unclaimed items list has to be prepared by ATM(C) and take approval of Head Office for inclusion in the auction.
4. The approved list of items has to be notified before disposal. The list of items to kept in the notice board and website before conducting public auction.
5. Final list of all items to be auctioned from all regions to be consolidated by the Commercial department of head office after 90 days of receipt. A press notification has to be issued.
6. Disposal of items has to be done every month.
7. Perishable items can be disposed on the same day by conducting auction locally duly informing the consignee and consigner.
8. Auction shall be conducted by committee consisting of ATM(C), AO of Region and RTC Inspector with the approval of Regional manager.
9. A release committee consisting of ATM, audit inspector and RTC Inspector of the region shall release auctioned items.

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Hence, all the Regional Managers are requested to give instructions to the officers under your control to follow the instructions for disposal of unclaimed items at logistics counters. The following information shall be submitted to head office after auction is completed.

S.No (a)	LR.No (b)	Transport charges due (c)	Storage charges (d)	Amount realised through auction (e)	Balance amount (f) $f=e-(c+d)$

See 23/4/19.
EXECUTIVE DIRECTOR (C)

Copy to: All EDs and FA&CAO for information.
Asst. Director (Vigilance)/VJA with a request to give suitable instructions to security staff.
Dy.CM(C) for necessary follow-up
AOs, ATMs(C) and RTC Inspectors for necessary action



