

**ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**

Office of the Managing Director,  
RTC House, PNBS, Vijayawada.  
Date: 17.11.2021.

No.Ea/255(28)/2021-PD

**CIRCULAR No. PD- 7/2021 dated 17.11.2021**

Sub: **ESTABLISHMENT** – Re-designation of the post of Dy.CM(Comm):Zone as  
Dy.CTM(O&C):Zone – Communication of revised job description – Reg.  
Ref: Notification No.PD- 8/2018 dated 21.08.2018

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Vide Notification at reference above, the post of Dy.CM(Commercial) @ one per Zone was created in the Senior Scale cadre under the control of Executive Director:Zone. This cadre is responsible to monitor commercial, logistics activities of the Zone and to improve revenue thereof.

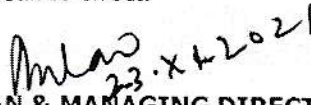
Now, after evaluating the performance of Dy.CM(Commercial):Zone for considerable period, it is felt necessary to re-designate this post as Dy.CTM(O&C):Zone by adding a few more subjects related to Operations, as mentioned below, to utilize the services of this cadre effectively.

The Job chart of Dy.CTM(O&C): Zone is given hereunder.

S.No	Description of job chart of Dy.CTM(O&C):Zone
1	To co-ordinate all issues relating to M.V. Act, A.P.M.V. Taxation Act and attend to the Legal matters arising there from.
2	To review Zone wise representations of CM Peshi cases, Ministers, MPs, MLAs, VIPs, Spandana, APSRTC BPM-360 and Public etc.
3	Zone wise planning of peak & slack season Schedules, Augmentation and studies on Intra-zonal, Inter-zonal corridor routes.
4	To review the performance of all services (ABC analysis) and effective implementation for improving the revenues of Corporation.
5	To conduct market study in order to assess the traffic potential on all routes and to improve traffic revenue.
6	To conduct in-depth studies to solve problems related to Operations Department, Productivity & System improvement etc.
7	To review functioning of Zonal/Regional Schedule cells & Enforcement Squads in order to maximize revenues & arrest revenue leakages.
8	Accidents analysis and to design programmes to achieve Zero accidents.
9	To review Zone wise monthly Toll tax planners with respect to Toll Gates on National High Ways and State High Ways.
10	To initiate measures to improve quality standards in Bus Station management.

11	To Supervise the Statistical Wing of Zonal Office and assist ED:Zone in review of OPD key parameters.
12	To inspect 3 Depots in a month (1 Depot from each Region) covering all OPD parameters.
13	To prepare summary of Tour diaries, Inspection reports of RMs, Dy.CTMs, DMs. Of the Zone
14	To co-ordinate between the Zones and Regions on all OPD matters, fixation of stages and stops, time tables and flow charts.
15	To co-ordinate with concerned in the events of Strikes, assaults, stoppage of services etc.,
16	To monitor the performances of VLTS, Mandals & Cargo services etc., and to assist ED(Zone) in liaison with District Administration.
17	To prepare plan of action in advance for conducting special operations for Fairs and Festivals.
18	To monitor the performance and implementation of IT projects, i.e. OPRS, CIS, VT&PIS, UTS and any new projects.
19	To evolve appropriate market strategies to improve the market share of APSRTC.
20	To evolve and develop market intelligence and information system to counter the competitors.
21	To conduct periodical market surveys to assess the customer satisfaction regarding quality of operation of different APSRTC products with regard to punctuality, regularity, reliability and cleanliness.
22	To take steps for improving revenue by properly advertising the marketing schemes and various products.
23	To review the existing Bus Passes scheme, package tours and to propose new schemes to improve revenue in the Zone.
24	To monitor training programs for all the categories of staff in Operations Department in co-ordination with Principal, ZSTC
25	Identifying the new sources for improvement of commercial revenue i.e., (a) Stalls, Advertisements, DOT Projects, (b) Cargo revenue, (c) BOT projects, (d) Retail Outlets and (e) Vacant stalls.
26	To review public relations activity and news clippings to improve positive image of the Corporation.
27	To review the suggestions received from employees, public and take action to improve the performance and provide assistance to all Depots/Units.
28	Any other subject entrusted by ED Zone.

These revised instructions shall come into force with immediate effect.

  
**VICE CHAIRMAN & MANAGING DIRECTOR**

Copy to all Officers of the Corporation