

**ANDHRA PRADESH STATE ROAD TRANSPORT
CORPORATION**

Office of the General Manager
Mushirabad Hyderabad – 20
Dated 14-12-1981

No CA/612(1)/81 - AD
S4/612(9)/81 –OPD

CIRCULAR NO 58/1981 - OPD DT 14-12-1981

To
All Depot Managers
All Divl Managers
All Regl Managers
All Controller of Stores
All Dy Chief Accounts Officers

Sub TICKETS - Obsolete Tickets lying at Depots - Destruction -
Instructions - Issued - Reg

Owing to revision of fares over stamping of tickets was permitted for certain denominations to suit the required fare structure But the Depot staff resorted to excessive over stamping of tickets resulting in accumulation of heavy quantities of ticket blocks unfit for further use in the Corporation

It is therefore decided to destory all such stocks of tickets which are found unusable for the above reasons The Depot Managers may prepare a list of all such ticket stocks in the proforma at Annexure A and submit them to the Dy Chief Accounts Officer of the Region through the Divisional Manager

The Dy Chief Accounts Officer will arrange to depute an Audit Inspector to each Depot who will verify them and witness their burning in the presence of Security Sub-Inspector/Head Guard Depot Manager / Chief Inspector / Sr Traffic Inspector and Depot Clerk who will initial in the Statements with an endorsement as below

The misfit tickets enlisted from page ----- to
----- Containing ----- number of
blocks / tickets have been burnt in our presence at ----- hrs
on -----

An endorsement to that effect should also be made in the relevant pages of MTD-4 (Ticket Stock Registers) and signed by all the above representatives

Similar action may also be taken by COS of the Region to burn the obsolete stocks of the above nature

The DY CAOs of Region after complying with the above should inform the Chief Auditor/Chief Traffic Manager regarding the completion of the proforma at Annexure B

This should be done before 31st December 1981 and no unusable tickets should be found there after without any valid reason

Sd/- P S RAM MOHAN RAO
VICE-CHAIRMAN & GENERAL MANAGER

// ATTESTED //

Sd/-

CHIEF TRAFFIC MANAGER

Copy to SO (Manuals) for inclusion in the monthly index of circulars

ANNEXURE A

STATEMENT SHOWING THE DETAILS OF OBSOLETE / MISFIT
TICKETS

AT ----- DEPOT AS ON-----

SI No	Denomination Original Over stamped	Tickets From Key	To Key	No of Blocks/ Tickets	Reference of accountal in MTD-4s page No
1	2	3		4	5

DY CHIEF ACCOUNTS OFFICER
Region

ANNEXURE-B

STATEMENT SHOWING THE DEPOT - WISE QUANTITIES OF
OBEOLUTE/MISFIT TICKETS BURNT FROM _ TO _ IN _ REGION

SI No	Name of the Depot	Total Quantity of tickets/ Blocks	Date of Burning	Remarks
1	2	3	4	5

DY CHIEF ACCOUNTS OFFICER
REGION