

**ANDHRA PRADESH STATE ROAD TRANSPORT
CORPORATION**

Office of the Chief Auditor
Mushirabad Hyderabad 500 020
Dated 26 7 1982

No TA2/MISC(9)/81 AD

ACCOUNTS CIRCULAR NO 15 OF 1982 - 83

Sub TICKETS - Filling up of Conductors Ticket Trays - Accountal
of tickets in Way Bill - Instructions issued - Reg

Of late instances have come to notice in which fresh ticket blocks replenished to a Conductor s Ticket Tray have not been entered in the Way Bill by the concerned ADC/DC Apart from being a breach of standing instructions and the practice in vogue this is a serious failure on the part of the concerned ADC/DC and amounts to dereliction of duty Such failure on the part of the ADC/DC has led to commission of frauds by Conductors/ (ADC/ DCs becoming accomplices) by not exhibiting the sale proceeds of such tickets in the Way Bill and thus causing loss to the Corporation

Therefore the following instructions are issued to be adhered to strictly and scrupulously

- 1) As soon as fresh ticket blocks are removed from Depot stock for replenishing the Conductor s tray and on noting the fact thereof in the Depot Ticket Stock Register (MTO 4) by giving reference to the Way Bill to which issued the ADC/DC shall make entries of such ticket blocks in the fresh Way Bill against the relevant denominations either in indelible pencil or ink Only after entering all the ticket blocks (those left unsold in the previous Way Bill as well as the new ticket blocks now issued) shall the ADC/DC issue Way Bill to the Conductor and obtain his acknowledgment in Way Bill at the space provided therefor
- 2) Similarly it is equally important that the ADC/DC shall open the ticket numbers in ink in the accompanying SR before handing over the same to the Conductor and affix his signature in the SR In no circumstances shall the Conductor be allowed to open these numbers in the SR
- 3) On return of Conductor to the Depot after his spell of duty the ADC/DC Shall take over the Way Bill and the Ticket Tray and in the presence of the Conductor check the correctness of ticket blocks lying in the ticket box with the corresponding entries in the Way Bill and sign in Way Bill at the place provided therefor

- 4) The ADC/DC shall also compare the lowest Nos recorded in Way Bill with the closing numbers recorded in SR to see that they accord with each other

It is needless to emphasise that non-accountal and improper accountal of tickets in Way Bill is fraught with grave financial loss to the Corporation. The ticket blocks issued to a Conductor but not recorded in Way Bill shall be treated as a case of clear intention of fraud by the ADC/DC concerned who will be liable for immediate suspension and further disciplinary action.

The TI on duty, the STI/CI who are in charge of the Depot have a duty in this regard to ensure that the above instructions are scrupulously followed by the concerned ADCs/ DCs.

DMs shall also make surprise visits to the Issuing Counters of the Depot to ensure that the procedure laid down for issue of tickets to Conductors and the accountal thereof in the Way Bills is strictly followed.

Sd/- PS Ramamohan Rao 26/7
VICE- CHARIMAN & GENERAL MANAGER

To
All Depot Managers (5 copies are enclosed for giving wide circulation among the Depot clerical staff & supervisory staff)

Copy to All DVMs/ RMs of the Region
AOs/Dy CAOs of the Region
Copy to Special Officer (Manuals) for inclusion in the monthly index of circulars

//attested//
(P JEER)
CHIEF AUDITOR

PARA No 20 9

O/O the VC & GM
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No CA/56(2)/82-FD