

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the VC & MD AUDIT WING
Mushirabad : Hyderabad -20
DT: 1 FEB 1988

No. INS/329(81) / SVR/87 AD

JOINT ACCOUNTS AND OPERATIONAL CIRCULAR

Sub: INTERNAL AUDIT – Spurious Conductors – Spurious
Conductors working on regular duties misappropriation
of Corporation's Earnings of Rs.1056.90 – Reg

Of late instances have come to notice that unknown persons impersonating themselves as conductors and performed duty duly collecting tickets and tray etc from the Counter and sped away with Bus Cash.

The impersonation by unknown person as a conductor only speaks of the non-adherence of procedure by Traffic Supervisors. To avoid recurrence and arrest this type of fraud/theft following guidelines are issued to prevent such incidents in future.

1. The Controller on Booking duty of staff at the depot shall verify the licence and identity of the Conductor/Driver and shall give a slip that he is assigned with spare duty in place of a chartered duty Employee.
2. The Despatching ADC will issue Conductor's equipment after receipt of the slip and verification of MTD 7 (Receipt Booklet) of the Conductor.
3. In case of chartered duty assigned to the Conductor/Driver a copy of the duty chart should also be kept with the despatching ADC for verification in case of doubts.
4. In ordinary circumstances deviation of duty of Conductors/ Drivers should not be permitted even in case of exchange of duties.

5. The Deviation/Exchange of duties of Conductors/Drivers if so should be permitted with the approval of DM, duly recording the reasons.

Please acknowledge.

Sd/-
CHIEF AUDITOR

Sd/-
CHIEF TRAFFIC MANAGER

To
All Divisional Managers.
All Depot Managers.

// Attested by //

A handwritten signature in black ink, appearing to be 'HOD-23/2', is written over a horizontal line.

ACCOUNTS OFFICER (INS)