

APS RTC

O/o the VC&MD Audit Wing
Mushirabad Hyderabad

No INS/HO/329(32)/KR/93 AD

CIRCULAR NO 1/1993, Dt 28 OCT 93

Sub INTERNAL AUDIT TICKETS Accountal of Tickets Safe Custody and
verification Reiteration of Instructions - Reg

Ref Accounts Cir No 12/93 dt 23 JUL 93

Despite issue of clear instructions through Circulars/Manuals from time to time instances of theft fraud, misappropriation resulting in loss of Tickets and Bus Passes are coming to light through Regional Inspection Reports which is quite alarming A review of Regional Inspection Reports revealed that gross negligence of staff concerned and inadequate managerial controls are the main causes of these grave irregularities

In the light of the above the following instructions are issued for strict compliance

- 1) All the Ticket Stocks and Bus Passes etc shall be kept only in steel almirahs under lock and key by the custodian i e Depot Clerk At no time the ticket stocks shall be kept loose outside or in cartons on the floor No scope should be given for theft of or access to the ticket stocks to unconnected Employees
- 2) Ticket Stocks for handing over to ADCs shall be drawn to the requirement and a manuscript register shall be maintained by DC for acknowledgement by ADCs
- 3) The ADCs shall keep the ticket blocks only in Ticket Tubes under lock and key, handing over and taking over of ticket stocks in tubes between shift ADCs shall also be recorded in the manuscript register
- 4) At no time ticket stocks received shall be unaccounted in MTD 4 (Ticket Stock Register)/Computer Particulars of all ticket stocks received at the Depot shall be entered into Computer promptly

- 5) The Traffic Supervisors shall conduct physical verification of Tickets and Bus Pass Stocks at frequent intervals not exceeding one month duly endorsing the results of verification in the relevant stock registers / statements under their signatures Similarly unsold tickets in Ticket Trays shall also be physically checked Any discrepancies noticed shall be immediately brought to the notice of Depot Manager through a report and the DM in turn shall take prompt appropriate action and report to the Divisional Manager/Regional Sr Manager(Fin)
- 6) DMs shall be held responsible for the safety and proper stocking of the Tickets and they should ensure thorough periodical checks that there is no laxity in the prescribed system

All the DVMs should ensure strict adherence of these instructions

Deviations/relaxations in the prescribed procedure should be brought to the notice of ED/FA&CAO/CM(A) by the inspecting Parties

Please acknowledge receipt

Sd/ (C Anjaneya Reddy)
Vice-Chairman & Managing Director