

APS RTC

No INS/HO/329(231)/SKDR/91 AD

O/o the VC&MD Audit Wing  
Mushirabad Hyderabad  
Dated 23 Jul 93

**ACCOUNTS CIRCULAR No 12 / 1993-AD**

Sub INSPECTIONS TICKETS - Non accountal of Ticket Blocks in the Way Bills  
Reiteration of Manual instructions on Ticket Accountal Reg

Ref 1) Accounts & Audit Manual 1979 - Chapter II 'Earnings  
2) Accounts Manual (Depots) Chapter II (Passengers & Luggage)  
3) Operation Manual 1982 Duties of Traffic Staff (L III)

Instances have come to notice regarding non accountal of Ticket Blocks in Way Bills which were shown in MTD 4s (Depot Ticket Stock Books) as having been issued to way bills resulting in misappropriation of Corporation Earnings Intentional dereliction of duty and lack of supervision are the main reasons for such gruesome irregularities

Clear instructions are laid down in the said Manuals referred in respect of duties of Depot Clerk (Earnings) / ADCs and Traffic Supervisors for Indenting Receipt Accountal and Issues of Ticket Blocks

As such it is now reiterated that the manual instructions shall be followed scrupulously by all the Depots Any deviation of Manual Instructions will render the staff concerned liable for disciplinary action

Therefore all the Depot Managers are advised to conduct surprise checks on Ticket Accountal and also prevail on their Traffic Supervisors to conduct periodical checks and take prompt disciplinary action wherever irregularities are noticed

Please acknowledge the receipt

Sd/ (KV SubbaRao)  
CHIEF MANAGER (AUDIT)