

APS RTC

No INS/HO/1/210(44)/95-AD

O/o the VC & MD Audit Wing
Mushirabad Hyderabad
Dated 05 Aug 95

To

All the Regional Managers
APSRT Corporation

Sub FARE REVISION Guidelines for checking fare revision implementation in
Computerised Depots Reg

Consequent to the fare revision Computer Cell have given guidelines and procedures to be followed for running of Fare Revision Programmes and implementation in all computerised depots At Para 6 01 of the VC & MD' Circular No 52/95 OPD(P) dated 02 08 95 it was ordered to overstamp existing tickets of seven specified denominations of District Ordinary Services

The programs are operated to change the values in computer of tickets of all seven specified denominations of District Ordinary Services in stock existing

- 1) with the Depot Clerk and in Ticket Tubes after the departure of last service on 05th August 1995
- 11) in the running Trays whenever the service Conductors return to the depot and
- 111) in the spare trays as soon as possible

The FARE REVISION PROGRAMS generate the following reports

- 1) Ticket Stock dump before implementation
- 11) Ticket Stock dump after implementation
- 111) Ticket Blocks Issues Statement for 05 08 95, and
- 1v) Original and over stamped fares for each Tray

Subsequent to implementation of the fare revision, the Audit Personnel of the Regional Office be required to carry out the following checks in all computerised depots at depot premises

- (a) Confirm that values of all ticket stocks of seven specified denominations of District Ordinary Services are changed in the computer without any omission by comparing information printed in Ticket Stock dump reports generated before and after operating the programme

This is essential because the FARE REVISION PROGRAMS are not operated frequently as in case of Salary Bills Program and there is an imminent need to ensure that the programme when operated has correctly changed the values as intended and any distortions are given due attention

- (b) Verify whether all the ticket stocks of seven specified denominations of District Ordinary Services are physically over stamped or not so as to avoid any complications in future

- (c) Check up whether sale proceeds of all tickets of seven specified denominations of District Ordinary Services existing in running trays issued to passengers on or after 06 08 95 are remitted to the Corporation at "over-stamped" rates only by comparing Way Bills of 04/5 08 95 with Way Bills of 05/6 08 95
- (d) Owing to revision of fares certain ticket blocks lying in the Trays may be withdrawn for any reasons The fare revision program has provided a faculty to change the value of ticket blocks so withdrawn as Zero So by operating the program if the value of any tickets existing in the Trays is made Zero the Audit has to verify whether all such ticket blocks are physically withdrawn from Trays and kept aside by the DC(E) for destruction in due course
- (e) It has to be test checked to ensure that tickets are issued by the Conductors for journeys performed by the passengers adopting the revised fares
- (f) Any other checks considered necessary while carrying out the work

Since the existing staff of Inspections and Revenue Audit Section in the Regional Office may not be able to cover all the depots within a short span of time, the staff of Expenditure Section may also be drafted for the purpose The Dy CAO/AO of the Region has to give required training to the Staff at Regional Headquarters depot before fanning them to the remaining depots in the Region

With regard to Bus Stations where ticketing system is computerised the Audit has to examine the Day Scroll for 06 08 95 to confirm that revised fares are charged

Sd/ (K V Subba Rao)
CHIEF AUDITOR

Encl Copies of Guidelines issued by the EDP to the computerised depots for the purpose