

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.AME-1(IT)/DD(3)/2010-IT



Corporate Office,  
Mushirabad, Hyderabad-20.

CIRCULAR NO. 4/2010-IT, DT. 13-07-2010 .

Sub:- DOUBLE DUTY:- Implementation of Software to enable spot payment of Double Duty amounts at Depots - Reg.

Ref:- Crew Allowance Circular No. 02/2009-IT Dt. 09-02-2009

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I. INTRODUCTION :

In order to take care of the following irregularities noticed by the Audit, Computers Department has developed software which allows spot payment of Double Duty amount after the spell of duty as being done for payment of spot incentive from the Bus cash.

1. Chartered duty shown as double duty.
2. Duty not performed shown as double duty.
3. Payment of double duty advance and also giving Compensatory Off.
4. Payment of double duty advance for partial cancellation of Kms, and non recovery of proportionate amount for cancelled Kms.
5. Double duty advances paid without sanction, double duty advances paid over and above the sanctioned amounts.
6. Utilization of Bus Cash for payment of Double Duty Advances.
7. Double duty register is not maintained properly.
8. Non-tallying of entries between DD register & DD advance payment sheet.
9. Non-maintenance of Compensatory Off Register.
10. Non-endorsement of cancelled KMs in the STAR document.
11. Improper maintenance of justification statement of DD advances.
12. Double Duty amounts sanctioned for the months are not utilized for the same month and DD amounts paid for previous months.
13. Proper assessment of DD Amount payable is not made.
14. Disbursing staff are keeping the unspent amount at their residence instead of keeping at Depot, with D.C.(Earnings) cash chest.

15. Unspent amounts are not being remitted to Accounts Section as required, within the stipulated time
16. Amounts are not being paid on a pro-rata basis, without taking into Consideration the cancellation KMs of the sanctioning authority.
17. Heavy DD Advance balances are outstanding in suspense accounts awaiting recoveries/adjustments in Greater Hyderabad Zone.

## II. SALIENT FEATURES OF THE SOFTWARE:

As done in the existing system the Depot Manager has to obtain the sanction of Regional Manager for the DD amount every month. A provision is made in the software to feed the amount sanctioned for the month by the Depot Accounts Incharge.

The sanctioned DD Amount has to be entered in the system *by Depot Accounts Incharge only* using the password provided to him. The details of sanctioned case no., period of sanction amount etc., also shall be fed into the system every month.

The daily DD amount paid is subtracted from the sanctioned amount and spot payment is allowed only if sanctioned amount is available. **In case sanctioned amount is exhausted, the system will not allow spot payment.** Hence, the Depot Manger shall ensure the availability of sanctioned DD amount if Double Duties are required to be booked.

After waybill receipt programme is executed, the software internally checks the actual duty of the crew and identifies whether double duty is performed or not. In case of double duty the system prompts the waybill receiving ADC about the double duty details and asks whether to allow spot payment of DD amount or not. The ADC has to cross check the double duty details endorsed in STAR Document by the Traffic Supervisor and confirm the payment.

**In case of part cancellation of the service the ADC has to enter the actual cancelled KMs in the waybill receipt programme. The system will automatically calculate the eligible DD amount on prorata basis for the operated kms.**

## III. CHECKS TO BE EXERCISED:

- i) Two rubber stamps have to be prepared (one for Driver and one for Conductors) as shown below. Enfacement of the rubber stamp has to be done by the on duty controller in the STAR document of the Crew who were booked for double duty.

For Conductors

For Drivers

- 1. Conductor performed :  
(DD/W.off/S.off)
- 2. Signature of on duty controller:
- 3. DD amount Received:
- 4. Name & Staff No:
- 5. Signature of the Conductor:

- 1. Driver performed :  
DD/W.off/S.off)
- 2. Signature of on duty controller:
- 3. DD amount Received:
- 4. Name & Staff No:
- 5. Signature of the Driver:

- ii) The waybill receiving ADC has to physically verify the endorsement of on duty controller with rubber stamp in the STAR document before allowing the DD amount in the system.
- iii) After payment of eligible DD amount to the Crew, the signature of the crew has to be obtained in full in the column provided within the encasement area.
- iv) The Depot Managers shall process note file to Regional Manager for sanction of DD amounts for the next month by 25<sup>th</sup> of every month duly furnishing the justification statement and the DD amounts paid from 1<sup>st</sup> to 23<sup>rd</sup> of the month.
- v) Correct updation of DUTY HOURS, Sch.OT hrs, MUSTER DAYS and SPL.OFF in the Service Master should be carried out by the Traffic Supervisor as per the Crew Allowance Circular cited.
- vi) Correct updation of WEEKLY OFFS in the Personal Master as per the Rotation chart/fixed chart should be ensured by the Traffic Supervisor.
- vii) In case of arranging DD for booking crew on special services, such services shall be entered in the service master.

**IV. REPORTS GENERATED:**

- a. Statement of DD amount sanctioned, paid amount and balance amount: This report shows the day wise opening balance, sanctioned amount, DD spot amount paid for the day and the closing balance.
- b. Statement of Double Duty payments: This report gives the details of first duty and second duty like service no., duty hours, schedule kms, cancelled kms, DD amount paid and DD amount to be paid for all the Drivers and Conductors who performed double duty for the day. It should be accompanied to revised Depot Clerk Cash Summary Sheet and CR note
- c. The DDs spot amount paid is also reflected in ADC Cash Book, Revised DC Summary Sheet, MTD 108 and Daily Reconciliation Statement.
- d. Statement of day wise Double Duties performed and amount paid to Crew.

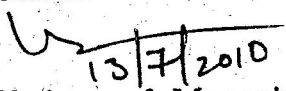
## **V. ACCOUNTAL PROCEDURE:**

- a) Every day the STAR documents corresponding to the double duties have to be enclosed to the statement showing the double duties performed for the day. The Traffic Incharge has to ensure that the cancellation of kms are correctly entered for these services.
- b) After verification by the Traffic Incharge, daily report of DDs(two copies) and corresponding STAR documents shall be sent to depot Accounts Incharge for verification along with CR Note and DC Cash summary.
- c) The depot Accounts Incharge shall verify all the STAR documents for correctness of enfacements, certification by controller, acquittance of the crew and accountal of cancelled kilometers etc., and certify the same in the daily report.
- d) Irregularities noticed, if any, should be attended by the concerned to ensure correct payment of DD amount. One copy of the report shall be retained with depot Accounts Incharge to recover the excess payments, if any, and other copy along with STAR documents shall be sent back to Traffic Incharge for record.
- e) After verification, the Accounts Supervisor of the depot should post the summary in the Traffic Revenue Register (TRR). Accounts Heads AH-4555 and AH-4655 shall be operated for the amounts of Double Duty amounts paid to Drivers and Conductors.

**After implementation of the DD Software, the man power being utilized in manual preparation, disbursement, drawal and accountal shall be withdrawn.**

Hence, all the Regional Managers are advised to implement the DD Software and ensure that the spot payment of DD amounts to the Crew are made as per the above guidelines.

**This has the concurrence of Chief Accounts Officer**

  
13/7/2010  
**Vice Chairman & Managing Director**

**Copy to: All unit officers of the Corporations for necessary action.**

SNO	C/D	STF-NO	N A M E	FLG	NO	DATE	1st DUTY DETAILS	DATE	2nd DUTY DETAILS	DD	C-OFF	SERVICE	
							STP NO. TP N		STP NO. TP N	AMT	Y/N	EARNING	
							HH:MM HH:MM		HH:MM HH:MM	PAID			
1	C	203155	S. SRINIVAS			14/07/10	WO 0651 CO D	08:10 00:40	133	0		3637	
2	C	205797	D. DEVENDER			13/07/10	IC 0672 CO N	07:30 00:00	116	44		3834	
3	C	205797	D. DEVENDER			14/07/10	WO 0612 CO N	08:02 00:32	130	0		3834	
4	C	210314	B. NARAYANA			14/07/10	IC 0521 CO D	07:23 00:00	114	0		1027	
5	C	212651	K. SRIDEVI			14/07/10	IC 0801 SN D	08:20 00:50	163	0		1667	
6	C	213154	RAMACHANDRAM			14/07/10	IC 0041 SN D	08:25 00:55	145	0		3220	
7	C	213385	B. MALIKARJUNA			14/07/10	IC 1071 CO D	07:48 00:18	139	0		1893	
8	C	253133	P. KRISHNAIAH			14/07/10	IC 0221 CO D	08:25 00:55	131	0		2321	
9	C	303304	R. V. B. REDDY			13/07/10	IC 0322 SU N	07:17 00:00	143	0		6937	
10	C	501312	Y. S. BABU			14/07/10	IC 0751 VR D	09:23 01:53	203	0		2871	
11	C	915606	V. SRINIVAS			14/07/10	WO 0632 CO D	07:50 00:20	123	0		2720	
12	C	917902	S. RAMESH			14/07/10	WO 0931 CO D	07:35 00:00	129	0		2295	
13	C	980045	V. SATHANMA			14/07/10	WO 0361 CO D	07:35 00:00	134	33		1803	
14	C	980962	A. SRIHARI			14/07/10	IC 0251 CO D	07:55 00:25	152	20		1622	
15	C	981625	B. RAMCHANDRAIAH			14/07/10	IC 0811 CO D	08:16 00:46	138	36		1211	
16	C	983319	J. SURENDER REDDY			13/07/10	IC 0101 CO D	07:30 00:00	122	41		2420	
17	C	983346	D. SRIDHAR			14/07/10	WO 0101 CO D	07:30 00:00	122	41		1138	
18	C	983346	D. SRIDHAR			14/07/10	WO 0101 CO D	07:30 00:00	122	41		2864	
19	C	983366	P. BUTCHAIYAH			14/07/10	WO 1051 CO D	07:50 00:15	109	20		1504	
20	C	983734	E. VIJAY KUMAR			14/07/10	WO 0262 CO D	08:25 00:55	121	38		1775	
( A. H. - 4655 ) TOTAL											3,225		

1	D	207255	P. M. REDDY			14/07/10	IC 0751 VR D	09:23 01:53	203	0	14/07/10	IC 0752 VR D	06:37 00:00	138	0	200	NO	2871
2	D	208051	K. UPENDER REDDY			14/07/10	IC 0941 CO D	07:35 00:00	123	0	14/07/10	IC 0972 CO D	07:35 00:00	134	0	200	NO	2321
3	D	210805	B. J. REDDY			14/07/10	IC 1071 CO D	07:48 00:18	139	0	14/07/10	IC 0932 CO D	07:35 00:00	129	0	200	NO	1893
4	D	915801	P. MALAIYAH			13/07/10	IC 1552 CO N	07:55 00:25	130	20	13/07/10	OG 0372 CO N	08:12 00:42	132	0	250	NO	5571
5	D	915802	ABDUL GAFFAR			14/07/10	IC 1131 CO D	07:45 00:15	123	40	14/07/10	IC 1382 VR D	07:14 00:00	160	0	250	NO	1150
6	D	915837	D. ERYA			13/07/10	IC 0922 CO N	07:57 00:27	135	40	13/07/10	OG 0902 CO N	07:57 00:27	135	19	215	NO	3776
7	D	916090	K. BIXPATI			13/07/10	IC 1532 SU N	06:35 00:00	142	18	13/07/10	OG 1532 SU N	06:35 00:00	142	0	250	NO	4521
8	D	916090	K. BIXPATI			14/07/10	IC 1532 SU N	06:35 00:00	142	0	14/07/10	IC 1172 SN D	08:05 00:35	172	8	238	NO	1522
9	D	918037	MD. ANKUSH			13/07/10	IC 0281 CO D	08:05 00:35	152	60	13/07/10	IC 1322 FS D	06:37 00:00	138	0	250	NO	2163
10	D	918991	M. RAVI KUMAR			14/07/10	WO 0691 CO D	08:25 00:55	130	0	14/07/10	WO 0072 SU D	08:25 00:55	164	0	250	NO	2232
11	D	981901	T. BALANARSHAIH			14/07/10	WO 0691 CO D	08:25 00:55	130	0						250	NO	3253
12	D	981901	T. BALANARSHAIH			14/07/10	WO 0691 CO D	08:25 00:55	130	0						250	NO	2835
13	D	982174	S. JANGA REDDY			14/07/10	WO 0032 CO D	07:50 00:20	123	0						250	NO	2835
14	D	983228	K. MALLESH			14/07/10	WO 0672 CO N	07:30 00:00	116	45						153	NO	2663
( A. H. - 4555 ) TOTAL											3,206							
GRAND TOTAL											6,431							

DATE	OP BALANCE	SANCTIONED AMT	DAY DD SPOT PAID	CL BALANCE
14/07/10	53,180.00	0.00	6,431.00	46,749.00
Rates of Amount paid to Crew on Spot				
CATEGORY	REGULAR	CASUAL	CONTRACT	In WO/So(Reg.)
CONDUCT.	175.00	200.00	200.00	240.00
DRIVER	200.00	250.00	250.00	260.00

DEPOT: RANIGUNJ-II

A P S R T C

DATE: 14/07/10

STATEMENT SHOWING SANCTIONED AND BALANCE AMOUNT

DATE	OPENING BALANCE	SANCTIONED AMOUNT	SPOT PAID AMOUNT	CLOSING BALANCE	SANCTIONED CASE REF. NO.
03/07/10	0.00	0.00	0.00	0.00	
06/07/10	0.00	1,00,000.00	0.00	1,00,000.00	E1/FUNDS/2010-RNG2 Dt.
07/07/10	1,00,000.00	0.00	6,790.00	93,210.00	
08/07/10	93,210.00	0.00	6,207.00	87,003.00	
09/07/10	87,003.00	0.00	10,550.00	76,453.00	
10/07/10	76,453.00	0.00	9,302.00	67,151.00	
11/07/10	67,151.00	0.00	6,823.00	60,328.00	
12/07/10	60,328.00	0.00	1,876.00	58,452.00	
13/07/10	58,452.00	0.00	5,272.00	53,180.00	
14/07/10	53,180.00	0.00	6,431.00	46,749.00	
	0.00	1,00,000.00	53,251.00	46,749.00	

DEPOT CLERCK(E)

TRAFFIC INCHARGE

DEPOT MANAGER

DEPORT: RANIGUNJ-11

A P S R T C

Run Date: 15/07/10

STATEMENT OF DATE-WISE DOUBLE DUTIES PERFORMED AND AMOUNT PAID TO CREW FOR THE MONTH OF 07/2010

DATE	CONDUCTORS		DRIVERS		CREW TOTAL		DAY TOTAL	REG. CONDU.		CL+CN COND.		COND. TOTAL		REG. DRV.		CL+CN DRV.		DRIVER TOTAL		CREW TOTAL										
	Reg.	CL+Cnt	Reg.	CL+Cnt	Reg.	CL+Cnt		WO	DD TOT	WO	DD TOT	WO	DD TOT	WO	DD TOT	WO	DD TOT	WO	DD TOT	WO	DD TOT									
07/07/10	1575	2247	1218	1750	2793	3997	1	9	10	10	3	13	11	12	23	1	6	7	5	4	9	39								
08/07/10	1791	1106	1060	2250	2851	3356	4	6	10	3	4	7	7	10	17	1	4	5	7	5	12	34								
09/07/10	2959	1088	3538	2965	6497	4053	2	16	18	3	4	7	5	20	25	3	14	17	6	7	13	55								
10/07/10	1809	1800	3525	2168	5,693	5334	1	10	11	4	5	9	5	15	20	1	7	9	6	4	10	46								
11/07/10	2795	1368	1660	1000	4455	2368	9	5	14	2	7	9	11	12	23	5	0	2	3	2	5	9								
12/07/10	976	0	400	500	900	500	2	3	3	0	0	0	2	3	5	0	2	2	0	2	2	7								
13/07/10	1531	1248	1120	1373	2651	2621	0	9	9	3	4	7	3	13	16	2	3	5	1	5	6	21								
14/07/10	1486	1739	600	2606	2086	4345	2	7	7	7	4	11	9	11	20	0	3	3	4	7	11	27								
G. TOTAL	14922	10596	25,518	13121	14612	27,733	28043	25208	53,251	21	65	86	32	31	63	53	96	149	15	48	63	32	36	68	47	84	131	100	180	280

CATEGORY WISE NO OF DDS BOOKED