

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.DY.E.1 (COMPJ/TS/94-EDP

O/o VC & MD MSRD, HYD-20
. Dt.28.3.94

EDP CIRCULAR NO. EDP/94

Sub: **TICKET STOCK** - Entry of Total ticket stock into computer - Reg.

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Ticket Stock obtained through Stores has to be entered into the computer for issue to trays through way bill issue programme. It is observed in many depots that the ticket stock received is not entered into the computer for days together resulting in improper accountal and thereby giving scope for malpractice with respect to ticket blocks. This is a serious lapse. Hence the following instructions are issued for strict adherence.

- 1.1 As soon as ticket stock drawn from the Stores against ticket Indent-cum-issue Note is received at the depot, the depot clerk should thoroughly verify the stocks to confirm receipt of tickets as per Indent-cum-Issue Note and endorse correct receipt on the note by affixing his dated signatures. In case of any discrepancies, a written report should immediately be made to the Depot Manager with a copy to the Sr.Manager(M) and Sr.Manager (F).
- 1.2 After completing verification of ticket stocks receipt as above, the depot clerk, with the assistance of system supervisor, must enter the particulars of entire stock of tickets along with the missing tickets into the computer within 24 hours of receipt from the stores.
- 1.3 The computer will not accept more than 23 keys at a time. Hence the depot clerk has to enter maximum 23 keys at a time. Further the check list given by computer must be scrutinised for data entry mistakes and then the ticket stock processing program must be run. The computer, after processing, will print Ticket Block Receipt Statement.
- 1.4 Another batch of 23 keys should be entered into the computer and processed, and so on until the complete ticket stock received is entered into the computer. In any case the entire ticket stock received from the stores

should be verified and entered into the computer at a stretch thus within 24 hours of receipt without fail.

- 1.5 The ticket stock receipt statement printed by the computer must be checked and signed by the Depot Clerk and verified by the Traffic Supervisor with his signature and date. The statement should be also countersigned by the Depot Manager.
- 1.6 While sending Ticket Indent-cum-issue note to the stores next time the Depot Manager must append a certification to the effect that entire ticket stock received against preceding drawal from the stores was entered into the computer duly indicating the values of ticket stocks and missing tickets and dates of entry into computer as per proforma at Annexure.
- 2.1 Stock-on-hand position of all the ticket blocks denomination wise, available at the depot, must be given in the ticket Indent-cum-issue note whether tickets of certain denominations are required or not.

All the four copies shall be sent to the stores for compliance. The Regional Stores while giving the supply, note the commencing and closing Nos. of tickets supplied in the relevant columns of all the four copies of the indent, send second copy to the Dy.Manager(F)/A& I and send third and fourth copies along with the ticket supplies made to depots, keeping first copy as office copy for the Regional Stores. The depot shall, after entering particulars of ticket stocks into the computer, retain third copy for office use at the depot and send fourth copy to the Dy.Manager(Stores) as acknowledgement copy.

The Dy.Manager(Stores) shall not honour indent unless (i) the indent is signed by the Depot Manager and(ii) a certification about entering particulars of tickets stocks drawn on last occasion were entered into computer as provided at 1.6 above from APRIL 94 ONWARDS. A list of depots computerised will be sent to the Senior Managers (Materials) soon.

- 2.2 In the first week of every month Dy.Manager(F)(AM) shall send his staff to the stores to ensure that (i) all the indents are accompanied by Depot Manager's certifications as at ten (ii) of para 3 above and (iii) all the copies of the ticket indent-cum-issue notes against which tickets have been supplied by the stores during the last month had been received in audit office. Any discrepancies noticed shall be reported to the Sr.Manager (F) for appropriate action.

The receipt of the circular shall be acknowledge immediately.

Sd/-
EXECUTIVE DIRECTOR (MIS)

Copies to all RMs/CM(M)/DVMs/SMs(F)/SMs(M)/DY.M(F)/A&IS/DY.M(M)

// Attested // Sd/-
SENIOR MANAGE(T)-COMP)

ANNEXURE

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

NO.DY.ENG-1 (COMP)/TS/94-EDP.

O/O THE DEPOT MANAGER
Dt.

To
The Stores Officer, A.P.S.R.T.C.

Sub: TICKET - Drawal of Ticket Stocks - Reg.

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I enclose herewith the ticket indent-cum-issue note:

No:

Dated:

and request you to supply the indented ticket stocks immediately

It is hereby certified that the particulars of ticket stocks drawn through the last indent (No-----Dt-----) have been completely entered into the computer and taken into account in the computer and taken into account in the computer's ticket stock.

Indent-cum-issue note No & date :----- date -----199

Stocks received at depot on date :-----199

No./Value of ticket blocks supplied :-----Rs.-----

No./Value of ticket blocks received :-----Rs-----

No./Value of missing tickets:- :-----Rs-----

(i) as per stores

(ii) as per depot :-----Rs-----

(Note : In case of any Discrepancy furnish full details separately.)

Date and value of ticket stocks
Entered into computer :-----Rs

There are no ticket blocks now which are not yet entered into the compute ticket stocks.

DEPOT MANAGER

Encl.: One Indent

Copy to Dy.Manager (F) A & I for information please.

