ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

DY.CME(COMP)/DCP/96.EDP.   O/O VC & MD
                                                           MSRD,HYD-20
                                                           DT.24-4-96.

To
All   Depot Managers,
APSRTC,

        Sub: DEPOT COMPUTERISATION   PROJECT - LIST OF REPORTS
              GENERATED THROUGH COMPUTERS- REG.
                              -0O0-

Previously also a list of reports generated through the computer in different Modules
of depot computerization project viz., OLTAS/DOLTAS, STOINS/PINS were circulated
to you to ensure that the reports are generated and used. Since computers are costly
equipments, they have to be used in optimum and see that all the reports are
generated through computers and manual reports are discontinued or else the
purpose of installing computers at depots is defeated completely. And it was also
asked if there are any BUGS, the same can be informed to the undersigned through
respective Sr. MANAGER incharge of the computers in your zones. And also it was
asked to send a list of additional reports or enhancements/ changes required in the
existing reports and software. But there was no response from some of the depots in
this regard.

I am once again enclosing the list of reports that can be generated through computers
in the depots with a short description of each report consisting of the important fields
in each report.

        You are once again advised to go through all these reports and ensure all
reports are generated through computers and manual reports are dispensed with.
Also extra requirements and enhancements may be communicated to the
undersigned through Sr.Manager, Incharge of computers, of your Zone.

                                        Sd/-
                              DY.CHIEF MECHANICAL ENGINEER (COMPUTERS)

Copy to CE(C&IT) fpr information please.
Copy to All EDs for information.
Copy to All RMs for information
Copy to CTM/DY.CME of------------------Regions.

REPORTS OF TRAFFIC DEPARTMENT Module :

DOLTAS (DISTRICT ON-LINE TICKET ACCOUNTING SYSTEM) <u>DAILY</u>

<u>REPORTS :-</u>

1. • ADC's Cash Statement (alias shift-wise cash receipt statement). This statement is summary of ADC's cash receipts during his spell of duty. In this you will find waybill wise earnings, incentive paid, shortage / excess, AMG / WDE and any other receipts / payments made by the shift ADC.

2. DCs Cash Statement:

   This is a statement of the summary of all the ADC's cash statement.

3. Daily Incentive Statement: -

   This statement gives waybill/service earnings, target, the spot incentive paid / to be paid, the amount to be accumulated for the amount over & above the target.

1. Daily Earnings Statement (MTD 108)

• This is daily earning statement. In this you will find service wise Earnings, other earnings like bus passes, luggage and the CASH REMMITTENCE Note.

5. Daily Operations Statement (MTD 110)

   This is a daily report of operations performed during the day. In this it will show the KM's and trips operated & cancelled, service wise and cause-wise also.

6. Ticket Stock Valuation Statement.

   This is a valuation report of the ticket stock, denomination wise i.e. tray value of yesterday, tray value of current day, value of the ticket stock of yesterday and current day and daily earnings also.

7. Ticket Blocks Issue Statement (MTD 4r)

   Ticket blocks issued to the Conductors during the day, denomination wise will be generated through this report.

8. Reconciliation Statement.

   This statement will reconcile the earnings realised through the 108 statement with stock valuation statement i.e. it reconciles the tickets sold and the earnings realised.

9. Daily Low / High earnings statement.

   This statement will print the report of the Conductors who are all getting the low/high earnings basing on given percentage. It is advised to run the . "Low Earnings Statement" daily without fail in order to get the "Monthly Inefficiency Chart"   of Conductors.

2. Police Warrants Statement.

   This statement will give the particulars of all the Police warrants collected by the depot for that day.

6. Short, Excess, AMG & WDE Statement:

This statement is of the Conductors who have paid excess / short and also the AMG (amount made good) by the conductors. The WDE (wrong data entry) transactions are also traced out and given in this report. This is useful to check that the WDE and the corresponding AMG correction are genuine.

8. **Low EPK Service Statement:**

In this program for each type of service, we can give a different target EPK figure and a report is generated giving the details of the services which realised less earnings for the given EPK. .

13. **Way Bills Submitted Statement:**

This statement is the consolidated list of the Conductors who performed the duties along with particulars such as Tray number Waybill number etc,. This is generally used to submit along with the bunch of waybills received to Dy.CAO's Office.

3. **Daily Dayout/Nightout Eligibility Statement:**

This gives the details of the crew who performed duties on the Dayout services which attracts the day out allowance and the details of the crew
who performed night out duties. It is advised to run this program without
fail in order to get the "Dayout and Nightout Eligibility Statement" on the muster closing day of every month. (NOTE:-The amounts payable
towards the Nightout / Dayout Allowances will not be given in this report).

4. **Way Bill verifying Statement:**

This will verify the Way Bills if they have two opened blocks for the same denomination.

7. **Target fixation statement (on 21st)** : This will generate report for target fixation statement for the next month.

MONTHLY REPORTS:-

3. **MTD-230 (At any time & for any given service).**

This will generate a page full of information for each service date-wise giving the particulars of Crew, Vehicle, Target and Actual earnings. SCH KMs, Cancelled KMs with reason Codes, EPK, OR, 02 case flag and the details of the previous Month such as Target Earnings, EPK etc., It also gives the totals for every 10 days.

8. **Crew Performance Statement (for Conductors and Drivers)**

This can be run at any point of time or at the month end to get the performance of a particular conductor or driver of the depot. An option is also available to get the summary of the performance which can be generated at the end of the month. This statement gives a clear picture of the performance of a crew member as it reflects the following figures.

<u>For Conductor</u>

Sch. KMs & Actual KMs performed cancelled Kms ; Target Earnings & Actual Earnings realised No of times incentive attained, Incentive paid and Incentive payable, No of 02 cases, total Productivity in terms of KMs and Duty hours and their average.

<u>For Driver</u>

Sch.KMs & Actual KMs performed, cancelled Kms; Target Earnings & Actuaul Earnings realised, No. of times Incentive attained, Incentive paid and Incentive payable No of 02 cases, Total Productivity in terms of KMs and duty hours and their average. Kms operated, HSD consumed and, KMPL as per the logsheet data entry.

For correctness of this report, an input file called "crewlinks.info" is a must with correct data consisting of :

Service No	(4X)
No of conductors duties	(9)
No Of driver duties	(9)
Conductors Spread Over	(99V99)
Duty hours	(99V99)
Steering hours	(99V99)
Driver Spread Over	(99V99)
Duty hours	(99V99)
Steering hours	(99V99)

3.   Depot Productivity Statement.

From the data available in "crewlinks.info" this statement is generated. It reflects service type-wise details of Sch-Kms, target earnings, total of spread over hours, duty hours and steering hours for both driver and conductor and also gives the averages. It also gives a summary through which the depot average duty hours of conductors and drivers of the depot can be known easily.

Note: The correctness of the above reports 2 and 3 is dependent on the correctness of the data available in the input file viz., "crewlinks.info".

4.   Conductors & Drivers Incentive Statement:

This statement gives <the details of the monthly incentive amount to be paid to the crew members who achieved more than the Target Earnings on any day during the month. It also gives the No.of days worked for each crew member during the month.

9.   Conductors Short Remittance Statement (MTD.16/R)

This statement gives the details of the short remittances by the Conductors in the month date-wise and also the AMG (Amount Made Good) details. It gives a summary also in which it shows the amount to be recovered from the salary of the Conductor.

10.   Spot Incentive Statement:

After the Monthly Re-organisation and after the TARGET EPK for all the services are fixed, this statement is to be run to get a report useful in payment of SPOT INCENTIVE. This can be used as a ready reckoner for reference of the conductors to know the service target amount before going on the service and also to note the spot incentive the crew gets if that   amount is reached.

9.   Out Depot Remittances / Receipts Statements (Summary of MTD427)

Out of the data available which is entered through two   data entry programs for Out Depot Receipts and Out Depot Remittances, the Depot-wise report of out depot remittances and out depot receipts is generated.

5.   Credit Advice Report:

This will generate Credit Advice Report depot-wise. A summary of the Auxiliary waybills issued / received will be generated.

4.	Tray Movement Register - MTD 225:

This will generate tray movement register and also it will print the non moved trays. One more feature recently added is that it will also reflect the DELETED and RE-ENTERED trays during the month.

10.	Check Graph statement.

This is check graph report for the services which have been checked. This is generated based on the data captured through a separate data entry program viz., "checks data entry".

11.	Inefficiency chart

This will generate inefficiency chart for the conductors. This report gives conductor wise ,day wise, the route codes on which that particular conductor got low earnings. The input data for this statement is obtained from low earnings file in the month directory. It is a Must that the "Low earnings statement" is run daily without fail to get the correct 'INEFFICIENCY CHART' at the end of the month.

10.	Dayout and Nightout Monthly statement:

This report will generate Dayout/ Nightout statement for the crew. No amounts will be reflected - only the details of the dayouts and night-outs performed by the each crew member will be given. This can be used to cross-verify the manual claims made by the crew members.

5.	Cause wise cancellation Statements.

This will reflect date - wise and cause-wise cancellation reports. It also gives a summary code-wise dependent on the cancellation data entry.

ANNEXURE-B

MODULE: (DE-LINKED)

VEMAS DAILY REPORTS:

6.	Logsheet Challan(MTD-42A)

This gives operational type wise KMPL analysis for that day and the cumulative figures for the month of HSD Kms

5.	Daily Low KMPL Drivers Statement:

This report projects the required number of Low KMPL drivers, for a given target KMPL.

10.	Daily Low KMPL vehicles statement.

This report projects the required number of Low KMPL Vehicles for a given target KMPL.

11.	High KM PL Drivers Statement.

This report projects the required number of High KM PL drivers, for a given target KM PL.

7.   High KMPL Vehicles statement.

This report projects the required number of High KMPL Vehicles for a given target KMPL.

6.   Schedules due statement.

This statement gives the Schedule (2,3,4) and EOC, GOC, EAC, EFC, PFC, FFC,TO, GCC dues for vehicles. It is proposed to give the breakdown details for the last three months for the vehicle to be taken for sch-3&4.

7.   Status Report of Drivers performance.

This report gives the cumulative figures for the month of HSD, KMS & KMPL of drivers along with the KMs, HSD & KMPL for that day.

12.   Status Report of Vehicle performance.

This report will give the cumulative figures of HSD, KMS & KMPL along with the Kms & HSD for that day.

MONTHLY.

6.   Driver wise KMPL Register.
7.   Driver wise incentive on HSD saved
8.   Low KMPL Drivers statement:

This can be taken for a given period and projects the low KMPL drivers for a given target KMPL.

14.   Low KMPL (HSD) Vehicles statement.

This can be taken for a given period and projects the low KMPL VEHICLES for a given target KMPL.

6.   High KMPL Drivers statement.

This can be taken for a given period and projects the low KMPL drivers for a given target KMPL.

11.   High KMPL (HSD) vehicles statement.

This can be taken for a given period and projects the low KMPL VEHICLES for a given target KMPL.

7.   MTD 598.

Vehicle progressive KMs statement, this gives the following details. Veh.No, Veh. make, Veh model, wheel base, seating capacity, CO date, CO No. KMs after CO, Eng. Kms, body, Chassis, engine condition, Veh. progressive HSD & Lub KMPL of the Veh. for the month and Veh life in terms of Kms & days (from date of commission) FC back log vehicles, co vehicles more than 1.5 lakh Kms.

8. *   Low lub KMPL statement (vehicle wise)

This can be taken for a given period and projects the low KMPL VEHICLES for a given target Lub KMPL.

8.   High Lub KMPL statement (vehicle wise)

This can be taken for a given period and projects the HIGH LUB KMPL VEHICLES for a given target Lub KMPL.

13. Out depot issues/receipts.

This gives the summary of HSD issued to and received from other depots.

9. Route wise KMPL statement.

This gives the route wise KMPL, basing on the operated route given in the logsheet data entry.

7. Non Rev.kms statement.

This gives the details of non revenue Kms, for a given period.

12. FC planner

This gives the FC due date details month wise, this can be taken at any time.

12. Engine Oil postings register.

This gives the daily top up and EOC details for vehicle wise and

day wise.

<div align="right"><u>ANNEXURE - C</u></div>

MONTHLY REPORTS:

1. MONTHLY INDENT FOR ITEMS:

This program generates the regular monthly indent of items ward-wise. Additionally, it produces a statement of excess stocked items in the depot. In the newly modified STOINS Module the user can give his own indenting quantity or accepts the quantity suggested by the program. Also, it generates a data file which can be sent in a floppy diskette to the Zonal Stores.

2. MTD-27R (RR) FOR ITEMS

This program generates the MTD-27R i.e., Return of Receipts statement for the items showing receipts from all sources and all issues. This program should be run once at the end of every month.

3. FORM A (LARGE) A-208

This program generates the Form - A (Large) showing all receipts from the Regional Stores / tyre retreading stores based on the voucher number and also based on the account head of various items / tyres received. This program takes the qty and rate of all items / tyres, as its input. It gives a Reconciliation Statement which reconciles the quantity issued at Zonal Stores with the quantity received at the depot and prints the differences if any.

4. MTD 27R (RR) FOR TYRES

This program generates the MTD-27R i.e. Return of Receipts Statement of all tyres received by the depot stores from the Tyre Retreading Stores. This should be run once at the end of every month.

QUERY BASED REPORTS:

1.   QUERY FOR ITEM BALANCES

This program answers queries for item balances. This program can be run at any time during the day, but it should be borne in mind that since daily transactions are processed only at the end of the day, the answer to such queries will be only the balance as at the beginning of the current day. It also has an option to print the screen.

2.   QUERY FOR VEHICLE-WISE CONSUMPTION

This program answers queries for vehicle wise consumption of those items for which the consumption of it by the vehicle is monitored. It also has an option to print the screen.

ADDITIONAL REPORTS::

CONSUMPTION ANALYSIS (A & B ITEMS)

This program gives information of all class A & B items consumed during the month. This program can be run as and when required.

13.   LOCAL PURCHASE ANALYSIS

This program generates a monthly exception report. It analyses all the local purchases made during the month. The items for which the local purchase norm was exceeded in the month are also included in the report.

8.   LOCAL PURCHASE STATEMENT

This program generates a monthly report giving all the local purchases made during the month.

8.   NON-MOVING / LOW-STOCK STATEMENT

This program generates two reports. They give information of all non-moving and low-stock items in the depot stores.

13.   VEHICLE-WISE ISSUE STATEMENT

This program generates a monthly report giving information of item consumption by all vehicles during the month. For those vehicles for which the consumption norms is exceeded, the details of transactions are also printed.

9.   SUPPLEMENTARY INDENT FOR ITEMS

This program generates the supplementary indent whenever necessary. It is advised not to generate more than 9 supplementary indents in a month.

10.   TYRE RETURN STATEMENT - 68D

This program captures data of Tyre Return Statement (68/D) and also processes it. Additionally, it produces the Tyre History Report for all the tyres despatched. (This program is available under the Daily Processing of the Main Menu).