

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the VC&MD,
Mushirabad, Hyderabad.
No.Dy.CME(Comp)/DCP/TA(1)/97-EDP.

Date: 09-04-1997.

To
The DY.CTM,
A.P.S.R.T.C,
Region.

Sir,

Sub:- DCP - Ticket accountal at Computerised depots - Reg.

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It is learnt that at some of the computerised depots, due to non-following of the instructions circulated earlier, some ticket & cash irregularities are being cropped up. Some of aspects that leads to the Cash & Ticket irregularities are listed below.

- 1.Non supply of fresh physical ticket blocks to the conductors by the ADCs during waybill issue and sending the conductor with a remark on the waybill against the non-supplied blocks as "NOT SUPPLIED".
- 2.Non feeding of total ticket stock into the computer as and when received from the Regional Stores and keeping whole/part of the stock pending. At one of the computerised depot, recently it is observed that part of the ticket stock received 2 years back is kept unaccounted/not entered into computer system.
- 3.Keeping the loose blocks withdrawn from some of the hand trays unaccounted for months together.
- 4.Not taking the custody of the hand trays of the suspended/removed/ transferred conductors and special trays opened for special occasions such as jatharas and keeping them idle in the tray racks.
- 5.Intentional wrong closing of the waybills by some of the conductors taking advantage of the negligence during equipment receiving to temporarily misappropriate the earnings realised on the service.
- 6.Intentional wrong feeding of the waybills by some of the operators to misappropriate the cash.
- 7.Failure of the tray / equipment receiving ADC to verify the physical ticket blocks tallying with the ticket blocks reflected in the waybill. This aspect is considered as most crucial as most of the ticket/cash misappropriation incidents occurred so far are mainly due to lack of or loose functioning oi this physical verification procedure.

8. Non-generation of monthly "Tray Movement Register" on the computer system and not verifying the position of the Non-moved trays listed out in this report and not analysing the reasons for it.
9. Non-generation of "Ticket Block Dump" report every fortnight and physical verification with the depot stock.
10. Existence of unauthorised/old software through which the ticket blocks information in the Depot Stock file and Tray master can be modified and thereby giving chance for mis-appropriation of cash. It is decided to remove the tray deletion option from tray master & also the tray transfer programs from depots.
11. Failure of the Traffic Supervisors to conduct the random checks of trays, covering all the trays atleast once in a month.
12. Also, the DMs may be instructed to see the Reconciliation Statement Regularly to ensure that the ticket sold value is tallying with the cash remitted.

Effective utilisation of the Core Group members attached to Regional Managers Office for the Depot Computerisation project exclusively will not only improve the productivity in terms of generation and utilisation of important report as specified at points no.8 & 9 but also curb the chances for mis-appropriation. The Core Group should also be only utilised for Modems & Project MIS(which will be implemented shortly at Regions/Zones).

In the event of the recent mis-appropriation incidents, it is now felt that all the computerised depots are checked thoroughly for all the aspects that may lead to ticket and cash irregularities. The technical personnel in the form the Core Group and the checking officials/inspectors from the Accounts/Audit wings of your office will make an effective batch to check, analyse and eliminate all the possibilities of irregularities by visiting each depot of your region and inspecting it.

All the necessary software enhancements/modifications are being carried out at the Head Office to minimise the chances of irregularities. However I feel by strengthening the field of supervision where the software cannot do much, the depot computerisation will really turn to be a boon for the Managers.

I once again request you to advise the concerned Depot Managers to take of detailed inspection of all the computerised depots to ensure proper ticket accountal and avoid pilferage of revenues.

Yours sincerely Sd/-
DY.CME(COMPUTERS
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