

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

O/o the Managing Director
Mushirabad : Hyderabad-20

CIRCULAR NO. BGF/F5/133(I)/98-ED, Dated. 20-2-1998

Sub: **TICKET TRAYS** - Certain checks to be ensured by DM, Traffic Supervisors and Inspecting Officials for proper accountal of revenue on ticket sales Approval of CAO - Req - Reg.

- Ref: 1. Dy.CME(Comp)/DCP/Tickets/96-EDP dt.8-4-96 addressed to all Depot Managers.
2.Dy.CME(Comp)/WP/96.EDP dt. 16-8-96 addressed to all Depot Managers.
3.Dy.CME(Comp)/CDP/TA/96-EDP. dt.27-7-96 addressed to all Depot Managers.
4.Dy.CME(Comp)/INSP/96-EDP dt. 14-10-96 addressed to all Dy.CTMs.
5.Joint Audit & Operations Circular No.23/97 dt. 9-9-97.

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Instances have come to notice wherein the net amount with DC reflected in the DC Cash Book is not tallying with the total amount received from each individual ADC who receives the way Bills. The Head Office Core Group has studied the problem and have come to the conclusion that the difference can occur only if the ADC cash data is corrupted due to abnormal shut down or file corruption problem.

To have proper and correct accountal and check, ADC Cash Book and DC Cash Book programs have been modified. The modified DC Cash Book will give the net amount with DC as per the cumulative amount of individual ADC Cash Books data and also the net received from shift ADCs which will be communicated whenever ADC Cash Book is generated. Invariably these two will always be same. These figures have to be checked daily and if any difference is noticed, back up of the data should be sent to the Head Office Computer Cell along with Regional Core Group Member.

In the Joint Audit Operations Circular No.23/97 dt. 9-9-97 a check list has been given at Annexure-'B' which should be scrupulously followed without fail. At point 15 it has also been mentioned to check whether the totals of ADC Cash Book are tallying with the DC Cash Book. Checks mentioned in the above circular and in this circular should be followed by the concerned at your depot without fail.

Sd/-
FINANCIAL ADVISER

Copy to: ED(O), CAO, CA for favour of information please. All Regional Managers of the Corporation

All Depot Managers, they are advised to carefully go through the contents of this circular & ensure compliance.

All Dy.CAOs /AOs of all Zones, Regions and Head Office for necessary action. All Dy.CTMs of all Zones/ Regions for necessary action.