

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

O/o the Managing  
Director  
Mushirabad, Hyderabad-20

No. AME-II(Comp)/CIR/99-EDP.

Dated: 26-05-1999.

To  
All Regional Managers,

A.P.S.R.T.C.

Sir,

Sub: **COMPUTERS** - Instructions for proper accountal of tickets - Reg.

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It is observed in most of the depots, due to non adherence of the procedures by Traffic, Accounts depot Supervisors etc., the proper accountal of tickets are not been taken care properly leading to misappropriation of ticket blocks. The following checks which are to be performed by the Traffic Incharges, Accounts Supervisors inspecting Officials of the Regions, are not being done which is resulting into misappropriation of ticket blocks etc., from the depot DC tickets custody.

Therefore it is once again requested to ensure that the following instructions are followed by the depot Officials, Accounts Officials, and other inspecting Officials in the Region.

As per circular No.23/97 dated 9-9-97 the following checks to be ensured by Depot Managers /Traffic Supervisors and inspecting Officials for proper accountal of revenue of tickets.

- 1.The closing Nos. with physical tickets in trays are being checked by the tray receiving ADCs.
- 2.Periodical checking of trays by Traffic Supervisors and Accounts Supervisors has to be done.
- 3.Conductors SRs to be opened by despatching ADCs.
- 4.The jumping blocks should be immediately fed to the computers by the System Supervisors and DC earnings.
- 5.DC has to take ticket stock dump every fortnight and tray dump every month.

6. Tray movement register to be generated and checked.

The audit Officials / Regional Core Group Members / Depot Traffic Incharges / System Supervisors / DC (Traffic) has to check the following.

Total earnings.

stock Re-conciliation statement to be checked with CR notes.

entered Ticket stock entry checklist to be ticket stock receipts statements taken into and filed or not.

comput Whether the way bills are sent with remarks such as 'not supplied against ers or any blocks.

not. Whether despatch ADC is opening the SRs.

Stock Randomly check the running trays.

of any Randomly check the spare trays.

discrep Number of idle /non-moving trays in depot.

ancies Whether any ticket blocks are transferred using the tray transfer lying programs.

with Whether deletion option is available in the tray master.

DC Trays shall be opened serially.

Through Lr.No.CE(EDP)/119(1)/91 dated 6-2-91 issued to DM's it was informed that they should take prior permission from DM/DVM/ Sr.Manager(F) of the region to transfer blocks from one tray to depot stock/ tray (duly keeping the trays aside till sanction is obtained). The same has to be followed without deviation.

As per circular No.Dy.CTM(Comp)/CIR/94-EDP dated 12-08-94 (when ever the system is down) a register has to be maintained in the depot in which the blocks are issued to Conductors should be recorded with the following information. Date of Issue, Denomination, Key No., Opening No and No. of blocks. This has to be maintained in the depot for audit purpose without fail. Whenever the system is down the backlog should be cleared and depots should not resort to re-implementation.

As per Circular No.3 of 1994 item 3.3 the Depot clerk shall keep a copy of the following reports under his custody for verification of Audit / Traffic Incharges.

1.Daily Reconciliation Statement.

2.DC cash statement.

3.Summary of Ticket Blocks issue statement.

4.Denomination wise Stock Receipt Statement along with checklist as and when the stocks are fed.

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5. MTD 108.

The above reports for the month should be pinned in one file and submit them to the inspecting staff for verification as and when required. These reports are to be filed and kept under custody without fail.

As per item 4 the traffic incharges have to ensure that the tickets stock received from stores are fed to computer immediately, verify reconciliation statement, CR note, DC summary sheet MTD 108. Compare the figures in various reports generated by the computer for any inconsistency and manual corrections etc.

As per item 7, accounts wing of the depot shall make searching enquires about any manual corrections in the reports are printed by the computer. This has to be implemented by the Depot Officials immediately.

As per audit circular No.5, dated 18-2-94, the Sr.M(F) office shall receive the following reports daily and verify them for correctness and audit, (copy of the ticket indent - cum - issue note should be obtained from Regional Stores directly as and when tickets were issued to depots)

- 1.Way bill's along with the CR note statement.
- 2.Ticket stock receipt statement.
- 3.Ticket stock valuation statement.
- 4.Daily Reconciliation statement etc.

The audit Officials has to compare the value of missing tickets from the indent cum issue note and compare the amount of missing tickets from the daily reconciliation statement.

The audit officials have to check the DC cash summary sheet and compare with challan and reconciliation statement. There should not be any difference between the figures.

They should also compare ticket sold value in part-I and net cash realised from ticket sales part-II of the reconciliation statement, also check arithmetically accuracy in the reconciliation statement once in a week for each depot.

Any other checks considered necessary to detect errors and frauds.

Manual corrections and entries in any of the statements should be critically examined.

As per circular No.Dy.CME(Comp)/DCP/TC/96-EDP/dated 27-7-96, the traffic incharge should invariably check the following.

- 1.Ensure that wrong data entry and AMG register is maintained.
- 2.Scrutinise tray movement register generated during monthly re-organisation for deleted trays etc.
- 3.Ensure that DC tickets should invariably take ticket stock dump every week and file for reference and audit.

4. Daily reconciliation check for ticket for tickets sold amount realised particulars.
5. Ensure that incentives are not paid more than the percentages, given in the circular.

The following important registers are to be maintained in depot.

1. Ticket stock handing over and taking over, register (from DC and ADC, ADC to ADC etc.)
2. Ticket stock receipt register with details like stock received and stock fed information.
3. Trays information register.

If the following items are attended there will not be any jumping of ticket blocks from computer master files.

1. Daily 4R should be generated.
2. Do not abnormally shutdown the system, as it will result in corruption of files.
3. Properly use the key board (deliberate termination of way bill programme while waybill issue is going on, using del or ctrl-D keys should not be done).
4. Do not delete daily ticket issue file in computer.
5. Whenever APSEB power is down the system has to be properly shut down or generator has to be switched on Other-wise the ticket block and ticket missing files get corrupted, when the UPS trips.
6. Ensure that Air-Conditioners are working properly or do not switch off the terminal when way bill issue is in progress.

Regional managers are requested to instruct the Depot Managers, Depot Supervisors, Regional Accounts Wing and other inspecting officials to adhere to the circular instructions referred above scrupulously.

Yours faithfully,

(R.V.Jayanth)  
Dy.CME(Computers)

Copy to all Executive Directors of Corporation for favour of information.  
Copy to Principal/ZSTCs of all Zones for infn.  
Copy to Dy.CTM (M&C)s of all Zones for information.  
Copy to Dy.CTMs/Dy.CMEs of the Regions for infn. and n/a.  
Copy to All Depot Managers of the Corporation.