

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

O/o the Managing Director
Mushirabad : Hyderabad-20

CIRCULAR NO.AME-IHKCOMP1/TICKETS/99-EDP, DT. 2-08-1999

Sub: **DCP** - Instructions on accountal of non moving trays and jumping blocks -
implementation - Reg-

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During the inspections of the computerised depots, the inspecting Officials have noticed and reported that in most of the depots, the non moving trays, and the trays pertaining to suspended / transferred Conductors were kept idle for months together without allotting the above blocks to other Conductors, or transferring the blocks to other trays and this is resulting in blocking of ticket stock and theft of blocks from the above trays. In the same manner the trays created during the jathras were also kept aside without usage for long time. Though the DC(tickets) is responsible for the safe custody of above trays, due to lack of proper supervision, the blocks in the trays are stolen causing revenue loss.

Therefore the Depot Managers / Traffic Incharges of the computerised depots shall check the non-moving trays statement every month, and process the case for permission of Dy.CTM / Dy.CAO of the Region to transfer the blocks to the needed Conductors from the trays of suspended / transferred Conductors and trays created at jathra times. Once the permission is obtained the Depot manager should take the assistance of the Regional Core Group Member stationed at RMs Office to transfer the blocks immediately as per the sanctioned case.

Due to problem in the UPS system, or abnormal shutdown of the computer system, there is a possibility of generation of jumping blocks. These jumping blocks information is given in the daily MTD-4R (ticket blocks issue statement). These blocks information has to be noted in a register and after approval of the Depot Manager the above blocks should be fed into computer and then issued to the trays. The information of jumping blocks should not be kept without proper accountal in computer for more than one week at any cost failing which matter should be viewed seriously and action should be taken against the concerned.

Matter be treated as most important duly acknowledging the receipt of this circular.

To
All Depot Managers of Corporation

Sd/-CHIEF
ENGINEER(C&IT)

Copy to: All EDs for favour of information please. All
RMs for information and necessary action.