

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No. Dy.CME(COMP)/BUS PASSES (I)/99-EDP

O/o the VC & MD  
MSRD, HYD-20,  
Dated:01-09-1999

To  
All Regional Managers

Sub: **BUS PASSES - Accountal of Bus Pass tickets through computers at computerised depots - Reg.**

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The computer cell has developed a programme for detailed accountal of bus pass ticket stock through computers of all receipts, issues and sold bus pass tickets stock at depots.

The software has been tested at Picket and Hyderabad-2 depots initially and further tested at six other depots namely Hyderabad-I, Nizamabad, Eluru, Ongole, Anantapur and Visakhapatnam. Based on the feed back received from these depots it is observed that bus pass tickets software was found satisfactory and could be implemented at other depots of the Corporation.

For successful implementation of this project, it is vital to follow the procedure of issue of bus pass tickets in a bunch of 100 with opening number of 00 and closing number of 99 as the programme accepts a block of 100 tickets only and not less than that. The concerned Controller of stores of the Zones have to take care of this procedure for issuing bus pass tickets to depots in a bundle of 100 only with opening number of 00 and closing number of 99. The operator codes for this programme are 800021 and 800022.

As jet tickets are of very high denomination and are generally supplied in small quantities, it is allowed to enter a minimum of 25 tickets duly giving other 75 tickets of the block as missing only for accountal of jet tickets. As this missing is going to be notional only in the ticket stock entry check list and also in the ticket stock receipt statement, this has to be manually noted as "NOTIONAL MISSING". Even during the way bill issue, some tickets of these blocks will be as missing and they have to be marked as "NOTIONAL MISSING" by traffic incharge without fail. This aspect has to be thoroughly checked by the traffic incharge.

The regular procedure of ticket stock, receipt, entry, check list and processing have to be followed as is being done for the regular ticket stock. All the ticket accountal procedures as mentioned in the Joint Audit & Operations Circular No.23/97 (Lr.No. IMC/PRJ31/97) Dt.9-9-97, Audit Circular No.3 of 1994 (IMC(F)/I/93) Dt.27-3-94 and Audit Circular No. 5 Lr.No. (IMC(F)/I/94) Dt.18/2/ 94 have to be followed scrupulously. For all other tickets, the stock has to be entered as a block of 100 tickets only, otherwise, the waybill issue programme will not work properly.

The programmes will be given to the concerned Regional Core Group Members with immediate effect for implementation at all the computerised depots.

All the Regional Managers are advised to ensure that the programmes are ported and utilised fully at all the computerised depots with effect from 1<sup>st</sup> October, 1999.

Sd/-EXECUTIVE DIRECTOR(OPERATIONS)

// ATTESTED //

Sd/-

DY.CHIEF MECH.ENGINEER(COMP)

Copy to: All ED's/FA/CAO. For information.

Copy to: CCOS/CA for necessary action.

Copy to: All Controller of Stores of the Zones for information. They are advised to take care of the procedure of issuing bus pass tickets to depots in a bundle of 100 only with a opening number of 00 and closing number of 99 only.

Copy to: All Dy.CAOs/Dy.CTMs of Regions for information and necessary action.

Copy to: Dy.CAO(TA&I) with a set of 10 copies for n/action.

Copy to: All DMs/Traffic Incharges of depots for n/action.

Copy to: All Core Group Supervisors of HO for infn.&n/action.

Copy to: All Regional Core Group Members of Regions for infn.& n/action.,