

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Lr.No.ATM/(II-COMP)/DCP/CIR(1)/2K-EDP

O/o the VC & MD,  
Mushirabad,Hyd-20  
Dated 7.11.2001.

**CIRCULAR NO. 5/2001, Dt. 07.11.2001**

Sub: **DCP** - Procedure to be followed in depots where Way Bills were issued manually during strike period - for updating the tray/ticket stock masters etc., - Instructions - Reg.

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As a result of the strike, and due to non-availability of Depot System Supervisor / ADCs, the activities under the Depot Computerisation project may have been adversely affected and need to be restored to their original status. The Daily activity of Way Bill Issue/Receipt, Report generation, Ticket Stocks and Tray Masters are not getting updated in the computer from the date of the strike.

It is visualized that the following situations are likely to prevail in depots, due to certain deviations in existing Depot Computerization project during strike period. Hence it is felt necessary to give following Guidelines for proper accountal of ticket stocks and ticket blocks in Trays. IT MUST BE ENSURED THAT TAPE BACKUP AND TICKET STOCK / TRAY DUMP REPORTS ARE GENERATED ON THE DAY OF STARTING THE COMPUTER AFRESH BEFORE ISSUING WAY BILLS THROUGH DCP in instances involving Case II and Case III given below.

**Case I.**

WHERE DCP PROGRAM WAS UTILISED WITHOUT ANY DEVIATION (DURING THE STRIKE PERIOD) EXCEPT GIVING EXTRA / REGULAR TRAY TO THE CONDUCTORS WHO ARE NOT ON DEPOT ROLLS / DRAWN FROM OTHER SOURCES.

The following course of action has to be taken :

- 1.Follow the normal procedure of Daily Re-organisation and take the backup of data on tape and disk as usual without any deviation.
- 2.If EXTRA TRAYS are given to persons who are not on depot rolls to act as Conductors, the amounts remitted by them should be accounted properly and get it audited and action has to be initiated for recovery of short remittance(s) if any.

If REGULAR TRAYS are given to Conductors who are not on Depot Rolls, verify the correctness of amounts remitted by them with reference to Opening and Closing Nos of tickets as recorded in Way Bills and Nos. of tickets physically returned after the spell of duty etc. If a Conductor has performed duty after recording his name on the Way Bill by the System, action has to be taken for recovery of any short remittance from him only. If a Conductor has performed duty by altering the original name printed by the System on the Way Bill and recording his (who actually conducted service) name manually, short remittance if any, has to be collected from the person who has actually conducted the service but not from the person against whom computer shows short remittance.

Get all the Way Bills one hundred percent audited by Depot Accounts Supervisor and also by Regional Audit Wings from the first day of the strike to the day of restoration of

OLTAS/DOLTAS module (DCP) without fail. Verify the correctness of amounts remitted and workout short remitted amounts.

The name(s) of the crew who performed duties daily during the strike period at every depot can be obtained from the following records etc.,

- a) Outgoing Control Chart.
- b) Separate Register maintained to note attendance / dispatches during the strike.
5. TIM Machine Receipt Statements amount should be audited by the Depot Accounts Supervisor for correct remittance of cash and also for checking the Opening / closing nos. of the ticket serial nos in the Receipt statement.
6. Manual records maintained and accounted during the strike period should tally with the computer statement and the concerned documents should be audited.
7. Responsibility should be fixed for missing blocks / tickets if any noticed from day to day Way Bills, and suitable action should be initiated by the Depot Manager.
8. Physical stock of tickets with DC and the Tickets in Spare, Jathra and other non-moving Trays should be verified as quickly as possible without fail and recorded in writing under the witness of the Depot Accounts Supervisor, one Depot Traffic Supervisor and the Custodian of Ticket Stocks.

#### **Case II.**

OLTAS/DOLTAS MODULE PROGRAMS (DCP) WAS UTILISED WITHOUT ANY DEVIATION (FOR FEW DAYS AND SUBSEQUENTLY DISCONTINUED) WHERE THE TICKET BLOCKS MAY HAVE BEEN REPLENISHED TO TRAYS SERIALLY OR UNSERIALLY FROM TICKET STOCK.

The following course of action has to be taken.

1. Normal procedure of Daily Re-organisation should be followed and backup of data on tape and disk should be taken as usual without any deviation till the day the computer is operated.
2. Items from 4 to 8 of Case I, will also apply to this type of scenario and the same has to be followed without any deviation upto the date the DCP was continued.
3. The procedure suggested in Case III should be followed from the day of discontinuing the DCP.

#### **Case III.**

OLTAS/DOLTAS MODULE PROGRAMS (DCP) NOT IMPLEMENTED DURING THE COMPLETE STRIKE PERIOD.

The following course of action has to be taken.

On the last date of using the computer in the OLTAS/DOLTAS module date will be probably 14<sup>th</sup> / 15<sup>th</sup> of October 2001 the following procedure has to be followed without fail.

1. Take the following dumps through DCP Module:

- a) Complete Depot TRAY Master.

- b) Complete TICKET STOCK Master.
- c) Complete TICKET MISSING Master.
- d) Selective Tray Dump for Way Bills issued manually during strike period (i.e. Way Bill issue done without using OLTAS/DOLTAS module of DCP)

Take the tape backup of/data directory.

Complete the daily Re-organization, take all the daily reports (For the day on which Way Bills were accounted through Way Bill Receipt program of OLTAS/ DOLTAS MODULE in DCP)

4. Execute the steps 1 to 4 given below :

1\* step : on Mid month day (MID-MONTH REORGANISATION)

Change the date in "COMMON 00" and "OLTASICASH" records in control file as given below using "flpy> ctrlmas" program :

RECORD KEY : COMMON 00

Position No 45 to 50 : type the "midmonth date" in YYMMDD format

Example if Mid month is on 16 type 011016

Change at position 51 to 53 as WED and

Change at position 54 as 3

RECORD KEY : OLTASICASH

Change at position 78 & 79 as "YY"

Change at position 90 to 100 in the format of DD/MM/YYYY

Now take the Mid-month reports like Muster, Crew Allowance reports, and execute the Mid-month Re-organisation program.

2^ step : on 20^ of the October fFOR TARGET FIXATION STATEMENT)

Change the date in "COMMON 00" and "OLTASICASH" records in control file as given below using flpy ctrlmas program :

RECORD KEY : COMMON 00 Position No 45

to 50 : type 011020 Change at position 51 to 53 as

SAT and Change at position 54 as 6 RECORD

KEY : OLTASICASH

Change at position 78 & 79 as "YY"

Change at position 90 to 100 in the format 20/10/2001

Now complete the Daily Re-organisation program.

Ensure that the target fixation statement "tgtfix.rpt" is generated in reports directory and "stgtlOOl.isf" in data directory.

3^ step : on 31^ of October (FOR MONTHLY REORGANISATION)

Change the date in "COMMON 00" and "OLTASICASH" record in control file as

given below using flpy ctrlmas program :

RECORD KEY : COMMON 00

Position No 45 to 50 : type 011031

Change at position 51 to 53 as WED and

Change at position 54 as 3

RECORD KEY : OLTASICASH

Change at position 78 & 79 as "YY"

Change at position 90 to 100 in the format 31/10/2001

Now complete the Daily Re-organisation and Monthly Re-organization programs.

Check the target updation report in reports directory "mtgtupdt.rpt" and ensure that targets for November are generated properly.

4<sup>^</sup> step :

Change the actual date of "COMMON 00" and "OLTASICASH" record in control file as given below using flpy ctrlmas program :

RECORD KEY : COMMON 00

Position No 45 to 50 : type the actual date in YYMMDD format

Change at position 51 to 54

RECORD KEY : OLTASICASH

Change at position of actual date 90 to 100 in the format of DD/MM/YYYY

Check the physical ticket stock with the Ticket Stock Dump generated through computer. Update of Ticket Stock Master as per the physical stock available by issuing the stock consumed into extra trays (which have to be created from Tray Nos. in series 800). Now as per the list of Trays utilised during the strike period, create extra Trays for example, if Tray No. 40 is used, create extra Tray with No. 440 and issue the blocks required to him and allot the Tray No. 440 to conductor in Personnel Master also, like this, if Tray No. 140 is used, create Tray No. 540, i.e., add 400 tray to original tray no. and create extra trays to crew for easy identification.

Get the Trays used during the strike period audited by a team of Depot Accounts Supervisor' /Traffic In-charge and System Supervisor of the depots in first instance, and by the Regional Audit Wings within a months time i.e., before 8<sup>th</sup> December 2001. After the above audit, add the blocks from the above to the Ticket Stock of the depot.

Resume block posting, vehicle Departure, Waybill Receipt programs as being done daily.

In all above cases, the following records maintained at the depot during strike period have to be retained to facilitate audit :

- a)Outgoing Control Chart.
- b)Separate Register to note attendance or dispatches of crew who have operated the services during the strike.
- c)Block posting register with conductor No., Tray No., denomination, Key No, opening No. etc.,

- d)Block transfer report for the blocks transferred.
- e)Selective tray dumps of trays which were deleted or modified.
- f)Revenue Audit at Depot Wherever Manual Way Bills (MTD-5/R) and paper Way Bills were issued, and cash receipts are accounted on a white paper other than ADC/DCs Cash Book (MTD-8/R) or (MTD-9), all such Way Bills shall be audited 100% to ensure correctness of sales-amount remitted in to Bank. Tally the operation of Service buses with Security Register and Trays dispatched and received back to identify non-turning ■ out of Services etc.
- g)Any other documents relating to ticket stock etc., regarding DCP<sup>J</sup>.
- h) Daily CR Note shall be compiled indicating all transactions tallied with sales and Cash remitted in to Banks through challans, which shall be audited at the Depot itself by Accounts Supervisors of depot or deputed by Regional Accounts Officer.

The Way Bill audit at Depots shall be taken up on TOP PRIORITY by the Depot Accounts Supervisors, and Regional Audit Wings.

THIS CIRCULAR INSTRUCTIONS ARE SUGGESTED EXCLUSIVELY TO MEET THE EMERGENCY REQUIREMENT OF MAKING THE DCP ON-LINE DURING (OCT-NOV 2001) STRIKE PERIOD.

If any problems other than the above are encountered, the Depot manager & Depot System Supervisor with exact nature of problem, are advised to contact the Regional Core Group Member and also Helpline of Computers. Department Head Office on phone No. 7644436 round the clock for getting telephonic solution to the problem immediately.

It is also advised to update the backlog of VEMAS/STOINS data entry during the strike period) without fail.

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Sd/-EXECUTIVE DIRECTOR(MIS) **Copy to:**

The Executive Directors of the corporation for inf. pi.

Chief Auditor for inf. & n/ a pi.

The Regional Manager, Regions for inf. & n/a pi.

The DVMs/Dy.CAOs for inf. & n/a.

The Depot Managers/AOs of the Corporation for inf. & n/a.