

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Case No. AME-I(COMP)/TICKETS/2002-EDP

Office of the VC & MD,
Mushirabad,
Hyderabad.

CIRCULAR NO; 01/2002-EDP, DT. 05-08-2002

Sub: **DCP** - Proper accountal of Ticket stock, checks and cross checks of daily ticket sale value with all related statements of DOLTAS/OLTAS module - Reg.

Ref: 1) Cir.No. AME-I(Comp)/Tickets/99-EDP, dt. 2-8-1999 on accountal of non-moving trays and jumping blocks.

2) Cir No. 01/RMIS/2000-EDP, dated 5-5-2000 on usage of "VI" editor.

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An incident of fraud of Cash 8s Ticket irregularity was reported at one of the depots, wherein the jumping blocks generated in the computer were taken away by the System Supervisor from the DC, and the same were issued to a conductor of a neighbouring depot and sold. A fake Way bill paper was printed using *VT editor (which enables typing out and printing any letter, paper or report) and subsequently all related reports were tampered for the discrepancy blocks information of DC Cash Book, Daily Reconciliation Statement, Monthly Discrepancy Blocks statement etc., even though adequate checks are provided in Depot Computerisation Project (DCP) software to prevent fraud. This incident had occurred due to physical handling of "Jumped" blocks by the System Supervisor of depot.

Hence the following guidelines are issued to the Depot Managers/ Traffic In-charges/ Depot Clerks (Earnings)/ System Supervisors of depots, so as to ensure the proper accountal of Ticket Stocks in the depots using the OLTAS/ DOLTAS modules of DCP. The Depot Managers are advised to ensure that the ticket amount is tallied in the following six reports:

1. Ticket Stock Valuation Statement:
Difference of (A) (Previous day stock value + Tray value - Missing value) and
(B) (Current day stock value + Tray value - Missing value), i.e.,
(A - B)
2. Ticket Consumption Statement: Total value of tickets sold
3. DC Cash Book: Ticket Amount (Excl. missing tickets amount and TIM amount)
4. MTD-108 - PART -II. (R E V E N U E A N A L Y S I S) statement Passenger Earnings (Conductor + Luggage earnings)
5. Daily Incentive statement: Ticket amount.
6. RECONCILIATION STATEMENT:

a) Tickets sold value.

b)Net Cash realised from ticket sales (Excl. TIM amount)

It is advised to maintain a manuscript register to record the following information daily with signature by DC(Earnings)/ Traffic In-charge/ Depot Manager.

- a)Date
- b)Opening ticket stock value (as per ticket stock valuation statement)
- c)Ticket stock received/jumping blocks value if any
- d)Total ticket stock value (b + c above)
- e)Closing total ticket stock value (as per ticket stock valuation statement)
- f)Difference of above items (d) and (e)
- g)Tickets sold value as per Reconciliation statement
- h) Discrepancy blocks amount if any
- i) Remarks if any (Reasons for inconsistency in the above reports and action taken)
- j) Signature of DC(earnings)/ Traffic Incharge/ Depot Manager

Item (f) and (g) should invariably tally with the figures mentioned at item 1 to 6 in the previous para.

In addition to the above checks Depot Managers should ensure the following:

It must be personally ensured by every Depot Manager that all ticket stock drawn from Stores is entered totally for all denominations & blocks into the computer either through the floppy/ cartridge tape issued at stores.
Ticket Stocks should be fed to computer only from the floppy/ tape (CTD) data issued by stores.

The Zonal Stores should ensure that all missing ticket particulars are furnished only in floppy/ CTD and not manually.

Discrepancy blocks should not be handled by any other person except the DC(Earnings)/ ADC. System Supervisors should not handle these blocks under any circumstances.

The Traffic Incharge should ensure on a daily basis that the discrepancy blocks generated if any, have been promptly re-entered by DC(E) into the stock, duly recording in the register.

No report of OLTAS/ DOLTAS/ VEMAS/ STOINS, etc., modules should be edited or modified by VI' editor. For any violation of this, the concerned Supervisor/System Supervisor shall be liable for severe disciplinary action.

A Manuscript register incorporating column heading from (a) to (j) above should be opened in all depots with immediate effect. Compliance report should be sent to ED (MIS) as implemented and as having complied with these instructions in the format appended to the circular by every Depot Manager:

In case of any of the above amounts not tallying in any of the Depots, the Regional Managers are advised to depute the Regional Core Group Member to Computers Department of Head Office for further assistance.

Guidelines to tally the ticket amount in the OLTAS module in depots are herewith enclosed for implementation at depots.

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

Since the ticket stocks should be treated as cautiously as cash or money, implementation of these instructions shall be taken up and followed by all Supervisors and Depot Managers without fail.

Any slackness in adherence to these instructions shall invite suitable disciplinary action.

Encl: As above.

Sd/-VICE
CHAIRMAN & MANAGING
DIRECTOR

To
All EDs/ FA/ CAO/ Director(V&S) for information.
All RMs/ CA for information and necessary action. All DVMs/ Dy CAOs/
Depot Managers for necessary action. All Officers of Computers
Department/HO for inf. And n/a pi. All the Regional Core Group
Members for inf. And n/a.

// Attested //
Sd/-
EXECUTIVE DIRECTOR (MIS)

ACKNOWLEDGEMENT/ COMPLIANCE REPORT SUBMITTED
TO ED(MIS)

Ref: CIRCULAR NO: 01/2002-EDP, dated 05-08-2002.

I acknowledge the receipt of the above circular. This is to certify that the Manuscript Register as suggested in the circular is opened w.e.f. _____ and same is being maintained every day.

Date:

Depot Manager

_____ Depot

Enclosure to Circular No.01/2002-EDP dt.05.08.02

I. TALLYING OF DAILY RECONCILIATION/DC CASH/MTD-108/TICKET STOCK VALUATION STATEMENTS WITH OTHER REPORTS OF DOLTAS/OLTAS MODULE

- a. DCCASHBOOK : TICKET AMOUNT (WITHOUT MISSING AMT) : 2,41,722.00
(INCLUDES TIM AMOUNT = 40,428)
- b. RECONCILIATION : TICKETS SOLD VALUE : 2,01,294.00
a = (b + TIM AMOUNT) 201294 + 40428 = 241722.
- c. RECONCILIATION : NET CASH REALISED FROM TICKET SALES : 2,41,722.00
- d. RECONCILIATION : TICKET ISSUING MACHINE AMOUNT : 40,428.00
(c-d) should tally to b.
- e. CONSANAL REPORT : DAILY TICKETS CONSUMPTION VALUE 2,01,294.00
- f. DCCASH BOOK : TICKET AMOUNT [INCL. AUX-WB AMOUNT] 3,79,749.00
- g. DCCASH BOOK : AUX. WAYBILL AMT 1,38,027.00
(f-g) should tally to a.
- h. RECONCILIATION : WAYBILL CASH REMITTED IN BANK : 2,27,672.25
(NET CASH REALISED FROM TICKET SALE + EXCESS PAYMENTS + DUE TO PASS + AMG) - (POLICE WARRANT + CREDIT VOUCHERS + SHORT REMITTANCE + SPOT INCENTIVES + TOLTAX + MTD 427))

((241722 + 9) - (573 + 0 + 64.50 + 2301.25 + 420 + 10700))
- i. DAILY INCENTIVE : TICKET AMOUNT : 2,41,722.00

MTD-108PART-II. R E V E N U E A N A L Y S I S

- j. 1 PASSENGER EARNINGS (CONDUCTOR) + LUGGAGE TKTS : 2,41,722.00
- k. TICKET STOCK VALUATION STATEMENT .

DIFFERENCE =

((PREVIOUS DAY STOCK VALUE + TRAY VALUE - MISSING VALUE) -
(CURRENT DAY STOCK VALUE + TRAY VALUE - MISSING VALUE))

CURRENT DAY 22480200 + 3984512 - 133 = 26464579.

PREVIOUS DAY 22304250 + 3959168 - 133 = 26263285.

(26464579 - 26263285) = 201294.00 ABOVE AMOUNT IS ACTUAL TICKETS SOLD VALUE AND TALLY WITH (b) ABOVE. I.E., EXCLUDING TICKET ISSUING MACHINE AMOUNT.

I. TICKET AMOUNT OF DAILY TRAY SUMMARY STATEMENT.

ABOVE AMOUNT IS ACTUAL TICKETS SOLD VALUE + TICKET ISSUING MACHINE AMOUNT TALLY WITH (a) ABOVE.

THE WAYBILL CASH REMITTED IN BANK IS ARRIVED AS FOLLOWS. ((NET CASH REALISED FROM TICKET SALE + EXCESS PAYMENTS + DUE TO PASS + AMG) - (POLICE WARRANT + CREDIT VOUCHERS + SHORT REMITTANCE + SPOT INCENTIVES + TOLTAX + MTD

427))

$$(241722 + 9) - (573 + 64.5 + 2301.25 + 420 + 10700) = 227672.25.$$

108 PART III
NET AMOUNT TO BE REMITTED IN
BANK SHOULD BE EQUAL TO ABOVE
AMOUNT.

THE NET AMOUNT WITH DC AND THE AMOUNT RECEIVED FROM SHIFT ADCs
IN DC CASH BOOK SHOULD TALLY TO

$$(\text{ABOVE AMOUNT} + \text{ADC RECEIPTS AMOUNT} + \text{BUS PASS AMOUNT} - \text{ADC REFUNDS}) 227672.25 + 191483.5 + 6750 - 1277 = 4,24,628.75.$$

THE NET AMOUNT WITH DC AND THE AMOUNT RECEIVED FROM SHIFT ADCs
IN DC CASH BOOK SHOULD TALLY TO

108 PART III
NET AMOUNT TO BE REMITTED IN BANK =
WAYBILL CASH TO BE REMITTED + BUS PASS AMOUNT + OTHER
RECEIPTS/REFUNDS AMOUNT.

$$227672.25 + 190206.5 + 6750 = 4,24,628.75.$$

THE ABOVE AMOUNT OF 4,24,628.75 SHOULD TALLY INVARIABLY WITH

DCCASH BOOK : NET AMOUNT WITH DC	: 4,24,628.75
DCCASH BOOK : THE AMOUNT RECEIVED FROM SHIFT ADC's	: 4,24,628.75

DISCREPANCY BLOCKS INFORMATION IS GIVEN IN THE FOLLOWING REPORTS.

- 1.MTD 4R ... DAILY TICKET BLOCK ISSUE STATEMENT.
- 2.DC CASH BOOK ... YESTERDAYS DISCREPANCY BLOCKS AMOUNT.
- 3.RECONCILIATION STATEMENT : TODAY'S DISCREPANCY BLOCKS AMOUNT.
- 4.MONTHLY DISCREPANCY STATEMENT IN OLTAS/DOLTAS MODULE.

TICKETS STOCK INFORMATION CAN BE TALLYED BY TAKING THE TICKET
STOCK DUMP FROM DOLTAS/OLTAS MODULE.

MISSING TICKETS INFORMATION CAN BE TALLYED BY TAKING THE TICKET
MISSING DUMP FROM DOLTAS/OLTAS MODULE.

THE DAILY RECONCILIATION STATEMENT PART III ADC REFUNDS / ADC
RECEIPTS AMOUNT SHOULD TALLY WITH TOTALS OF DAILY STATEMENT OF
ADCs RECEIPTS / REFUNDS FOR THE DAY.