

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

O/O the Managing Director
Mushirabad, Hyderabad-20,
Dated: 02-09-2002

NO.AME-I(COMP)/OLTAS/DCP/2002-EDP

To
All Regional Managers

Sub: **DCP** - List of compulsory tasks to be carried out and records/
outputs to be maintained under OLTAS DCP module at depots -
Reg.

Ref: (1) ED(MIS) Lr.No.ATM-I(Comp)/95(1)/2002-EDP, Dt.July
31,2002 (2) Circular No.1/2002-EDP, dt.5-8-2002.

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During the meeting of EDs/HODs/RMs held on 24th instant, a detailed discussion was held regarding the incidents of ticket stock/tray ticket fraud in Karimnagar and Chittoor Regions. The Computers Department, besides presenting a slide show, had circulated a checklist to be used by inspecting officials / DMs regarding the compulsory checks to be carried out on OLTAS MODULE of the Depot Computerization Project software and it's related outputs/records.

A copy of the Checklist is enclosed herewith for immediate action. During the deliberations in the meeting, it was concluded that physical check on tickets and cash is found to have taken a low priority in the daily routine of the Depot Managers and Traffic Supervisors namely CI,STI,TI-II, etc . This was found to be one of the major contributory factors for the fraud committed in these Regions.

In spite of several circular instructions issued earlier by Computers Department relating to various activities in the OLTAS module, there is neither awareness nor application on the part of DMs of the various guidelines resulting in the occurrence of the above type of serious irregularities. Even periodic checks on Ticket Stocks, idle Jathra Trays/spare trays to ensure that ticket blocks are physically present are not being done.

I hereby direct you that the Depot Managers in your Region spend adequate time daily in the traffic section and check the various cash and ticket transactions, records and outputs pertaining to the OLTAS modules duly making use of the enclosed checklist. The checklist is self explanatory. The items tick marked (X) are prohibited from being used without proper authorisation.

This Checklist should also be utilised by the Inspecting Officers mainly ED(Z)/RM/DVM during their visits to the depots. This will go a long way in preempting fraudulent practices relating to cash and ticket transactions. During inspections, these officers could let the Regional/Core Group Supervisor of Computer Department assist them if required.

Any negligence on the part of Depot Manager and Traffic Supervisors to monitor the cash and ticket transactions in OLTAS DCP module on a regular basis will be viewed seriously and will invite severe disciplinary action besides recovery of the value of tickets/cash involved. All RMs shall hold a special meeting of all DMs/CIs/STIs/TI-IIs (Traffic Supervisors) to immediately ensure commencement of this regular routine of checks as per enclosed Check list.

. Suitable instructions may be given immediately to the Divisional Managers and Depot Managers accordingly.

Encl: As above

Sd/-
VICE CHAIRMAN & MANAGING DIRECTOR

Copy to: Joint Managing Director for information
Executive Directors (Zones) for information
Executive Director of Corporate Office, FA/ CAO/CA/CTM for information
All Divisional Managers / Depot Managers for necessary action.



COMPUTERS DEPARTMENT

List of Compulsory Records to be maintained at Depots and Tasks to be carried out on OLTAS DCP MODULE

I HANDLING OF TICKETS

1.1 Ticket Stock Entry :

Ticket stock received from stores to be entered into computer within 2 days and cross checked with the following statements and with physical stock of tickets received.

- I. Issue note (of tickets).
- II. Check list of Ticket stock received.
- III. Ticket block receipt statement.

The above statements should be certified and signed for correctness by DC(Earnings)/Traffic In-charge / Depot Manager.

- Physical check of records with DC(E)

1.2. Ticket Inventory :

Every time after feeding the Ticket Stock, Ticket Blocks and Ticket Missing data dumps (checklists) should be taken and be compulsorily filed with DC (Earnings) as a record for 5 years.

- Physical check of records with DC(E)

1.3. Action on Discrepancy Blocks :

After checking of discrepancy blocks information in MTD-4R, DC Cash Book, Reconciliation Statement, by System Supervisor /DC(E) / Traffic In-charge, action should be taken immediately to feed it into depot stock within 2 days after taking prior permission from Depot Manager.

- Check Ticket Block Discrepancy Register & MTD- 4R

1.4. Ban on Handling of Cash and Tickets :

System Supervisor shall not handle bus cash/ticket stocks.

- Personal verification by DM/Traffic In-charge

2 HANDLING OF TRAYS :

2.1. Trays Inventory :

Tray Allotment Register shall be maintained by DC(E) showing to which conductor the tray is allotted or for what purpose the tray was opened/commissioned.

- Physical check of records with DC(E)

2.2. Track on tray movement:

Monthly Tray Movement Register and Tray List reports should be generated and filed separately with DC(Earnings) month-wise after scrutiny by System Supervisor/DC(Earnings) / Traffic In-charge. It should be ensured that the waybill number is progressively increasing for each tray.

- Physical check of records with DC(E)

Dismantling of Idle Trays :

Action should be initiated by DC(E) to put up case for dismantling of Jathra/Non-moving trays (on account of transfer, suspension, removal, etc., of conductors) within one month from the date of idling.

Check for initiation by DC(H)

CROSS CHECKS / RECONCILIATION OF DATA AND TRANSACTIONS : 3./I

Prompt Data Entry on Service Departures :

To ensure entry of all vehicle departures into the computer system immediately after departure of the services.

y Check Data Entry on Computer i

3.2 Check on Tray Closing Numbers :

The ADC should ensure physical verification of closing Nos. of ticket blocks in the Way Bill with the Ticket Tray while receiving the equipment from the Conductor.

Check with Tray receiving ADC

3.3 Re-conciliation of Way Bills :

The System Supervisor /DC(Earnings)/Traffic In-charge should ensure daily that all trays sent on line have been received through Waybill receipt programme before the end of the day i.e., before running the Daily Reorganisation Programme. No. of waybills pending for the day and of "earlier days" should be tracked daily without fail, duly checking for this information shown in the daily print- out of MTD-108(Earnings) and cross checking with Outgoing Control Chart.

J Compare MTD-108 with outgoing control chart

3.4 Reconciliation of KMs :

Data Consistency checks for Earnings/Kms should be carried out by System Supervisor/Traffic-in-charge/DC(E) to ensure that Revenue KMs of Traffic/Garage sections are same.

MTD-108 .MTD-110 1

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3.5 Cross-check of Incentive Payments :

It should be ensured that spot incentive is not paid for cancelled services.

Check Incentive Statement with MTD-110

3.6 Cross-check on Crew Allowances :

a)The Daily Crew Allowance Checklist shall be checked to ensure the correctness for curtailed or extended services by System Supervisor/Traffic-in-charge.

b)System Supervisor/ Traffic - in-charge should ensure that Batta/ Allowances / Incentive rates etc., are properly updated in Control Master File and Basic Pays are updated in Personnel Master File.

Check Control Master,

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Files with MTD-110

Personnel Master and Service Master

Comprehensive Check of Ticket Stocks :

The Depot Manager along with the Traffic and Accounts in-charges should carry out a comprehensive check of the entire ticket stock once in six months and send a compliance report to DVM/RM/ED(Z).

J DM to comply without fail

4. UPKEEP OF RECORDS AND REGISTERS :

4.1. Ticket Amount Manuscript Register:

Manuscript register as per Circular No. 01/2002-EDP dt. 5.8.02 to be maintained and also ticket amount shown in the following six reports should tally :

- I Ticket Stock Valuation Statement.
- II. Ticket Consumption Statement.
- III.DC Cash Book.
- IV.MTD 108 -Part-II
- V.Daily Incentive Statement.
- VI. Daily Reconciliation Statement (of ticket sales).

All 6 outputs to be checked

4.2 DC Cash Book :

Manual DC cash book to be maintained duly recording the summary of cash received by shift ADCs.

Check with DC(E)

4.3 Waybill Backup Information :

Waybill Backup File should be updated daily by the System Supervisor. The details of records appended every day shall be maintained in the logbook. Waybill Backup File should be updated every month on a tape and kept in the custody of DM. It should be ensured that waybill backup data is available at least for a minimum period of three years.

y To check log book maintained by System Supervisor

4.4 Filing of Vital Reports :

The Traffic In-charge shall ensure that the following reports sequence for each month and kept with DC (Earnings).

are filed separately in day-wise

- I. MTD-108
- II. MTD-110
- III.Daily Reconciliation Statement (of ticket sales).
- IV.Ticket Stock Valuation Statement.
- V.Ticket Consumption Statement.
- VI.DC Cash Book.
- VII. MTD-4R
- VIII. Daily Incentive Statement.
- IX. Discrepancy Statement of Tickets (Monthly).'

Physical verification of 9 reports wi

5. SOFTWARE CONTROLS :

5.1 Prohibition on usage of certain software :

- (a) Programs like (i) Block Transfer (ii) Tray Deletion (iii) Tray Modification etc., should not be ported and used on system without prior approval of Regional Manager/Accounts officer.
- (b) No "**source code**" should be available on depot computer systems (to be ensured t Regional Core Group Supervisor).

Personal verification b\ DM/Tr

6 INSPECTIONS :

6.1 **Inspections by Core Group Supervisors :**

To ensure that the Regional/Divisional Core Group Supervisors inspect all the depots within their jurisdiction at least once in a month, with full concentration on all the points mentioned in this check list and all other circular instructions issued by Computers Department.

RM / DVM to ensure strict compliance

6.2 **Checking of Ticket Trays :**

- a) Inspecting officials should completely check all the idle/extra trays and randomly check minimum of 10% running trays for correctness of blocks as per Way Bills issued and to ensure that blocks are not missing from the trays.
- b) DM shall ensure checking of 90% of total ticket trays by Traffic Supervisors and 10% by Accounts Supervisors, once in a month. Over and above, 10% of the trays shall be checked by DM every month without fail besides conducting random checks of running trays during daily visits to Traffic Section.

NOTE :

DM to confirm from verification of inspection reports

1)mark against item indicates that this work has to be done / ensured regularly

2)mark against item indicates that the activity is banned.