

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No: ATM-II(Comp)/TIMs/02

Office of the VC & MD,  
Mushirabad, Hyderabad.

**CIRCULAR NO. 03/2002-EDP, DT: 26.09.02**

Sub: **TIMs** - Implementation of TIMs in long distance services - Break  
down of TIMs enroute - Communication of Procedures to be  
observed  
- Reg.

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Consequent to the discussions held in the HODs meeting held on 8<sup>th</sup> and 9<sup>th</sup> of APRIL-02, regarding the provision of an alternative in case of TIM failure, the matter has been examined in detail duly keeping in view the background for introduction of TIMs and to see that whatever instructions are given do not give any scope for dilution/slackness in their utilisation.

Providing alternative as a matter of routine to issue tickets in all TIM operated services irrespective of the availability of facility to issue tickets to the passengers at enroute points is not desirable due to the following reasons :

- The idea hampers the survival and the extension of the project since there will be no pressure on the driver or depot authorities to get the defective TIM repaired or replaced in the event of failure thus leading to the project getting diluted.
- Leads to complications in revenue accountal and other problems of monitoring the relevant records related to either RTC 131 or MR book.
- Accounting the RTC-131 book-lets and MR books where there are more number of TIMs implemented will add to the existing work load at the depots. It may also give scope for mis-appropriation by the driver and the ADC concerned.

Even in case of failure of TIMs the following alternatives are available/ proposed :

10% spare TIMs are provided to each Region.

AMCs have been entered into with TIMs companies which will come into force w.e.f. 01.09.2002.

It is also decided to procure and supply one TIM each to depots as additional spare which are operating a minimum of five TIMs services.

Keeping the above facts in view it is decided that the scope of providing alternative in the event of TIM failure shall be restricted only to the services

being operated on Inter-state routes where booking facility is not available like Pune, Bombay, Mysore, Gangavathi etc., with prior approval of ED(O).

The following course of action is therefore prescribed :

- 1.The practice of supplying RTC 131 and MR book wherever prevalent may be stopped forth with.
- 2.In the event of failure of TIM, service will be operated as One man service with all the existing conditions applicable for such services.
- 3.To provide alternative to TIM in case of failure on only few Inter-state services with prior approval of ED(O) where only RTC 131 be provided to the driver and not MR book.

The instructions related to the alternative system for issue of tickets by using RTC 131 on the permitted few services are furnished in the **ANNEXURE** enclosed.

This has the concurrence of Financial Advisor.

Please acknowledge the receipt of this circular.

Encl : Annexure.

Sd/-VICE CHAIRMAN &  
MANAGING DIRECTOR

Copy to: All the RMs/DVMs/DMs, A.P.S.R.T.C.

Copy to: The Executive Directors of all the Zones - for necessary action. Copy to: ED(O), ED(MIS), FA, CAO, CTM(0)/CTM(C) /CTM(R&D)- for infn & n/a. Copy to: DY.CAO of the Zones/Regions and other AOs of the Regions for information and n/action.

// Attested by //

Sd/-

EXECUTIVE DIRECTOR (MIS)

INSTRUCTIONS TO THE DEPOTS FOR TICKET ISSUES ON RTC 131 IN CASE OF FAILURE OF TIMS FOR PERMITTED INTER-STATE SERVICES ONLY.

These instructions relate to the alternative system for the issue of tickets in case the TIM (Ticket Issuing Machine) in the bus has failed due to any hardware/ software problem.

- 1) Like every service being dispatched with SR and MTD-141 Card, the Interstate services going out with TIMs shall be supplied with RTC-131 book-let

in addition to the SR and MTD-141 card duly endorsing opening folio no. of RTC-131 in the SR.

- 2) In case the TIM on the bus has failed, the driver shall invariably get the tickets issued to the passengers through the APSRTC booking counters wherever such facility is available at bus stations / bus stops along the route within the State or outside the State.
- 3) The driver shall issue tickets to the passengers only after departure of the bus, from the bus station where booking facility is available.
- 4) The Driver shall report about the failure of the machine to the concerned Traffic Supervisor at the nearest bus-station enroute and get the endorsement to that effect in the SR. If no Traffic Supervisor is available enroute the driver himself shall endorse about the failure in the SR.
- 5) RTC-131 is a type numbered book . Each ticket is in triplicate with different colors i.e. 1st one black, 2nd one red and the 3rd one in green color. The procedure to be observed in issuing the Tickets with RTC-131 book-let to the passengers by the driver and accounting procedure at depot is as follows:
  - i) Carbon paper having carbon on both sides should be provided and used.
  - ii) After entering the journey and fare details in the ticket, the driver should give the 1st copy of the ticket (black one) to the passenger retaining the other two folios in the book-let it self. Only one ticket is to be issued to each individual passenger. No ticket shall be issued for more than one passenger.
  - iii) After the spell of his duty, the driver should hand over the book-let (RTC-131) to the ADC who is receiving the cash along with the TIM, SR and MTD-141 card.
  - iv) The ADC who receives the cash should work-out the tickets sold through TIM as well as through the RTC-131 and pay the allowance being payable to the driver. Driver is eligible for incentive even on the tickets issued through RTC-131 as is being paid in case of TIM issues.

- v) The ADC who receives the cash and pays incentive should account in the computer and prepare TIM services earnings, incentive paid, and the details of tickets issued either through the TIM or through RTC-131. The ADC who receives the cash shall also prepare the prescribed type numbered form i.e.RTC-131 and the DC in turn encloses the same along with the TIM report for audit duly enclosing the 2nd folio of the each used RTC-131 ticket .
- 6) After the spell of the duty of the driver, he has to hand over the TIM along with RTC-131 book-let, SR, MTD-141 and the cash realized through TIM and through RTC-131 to the cash receiving ADC duly endorsing the remarks in the SR about the failure of the TIM enroute with the details mentioning the time/place of failure and the nature of failure etc.
- 7)The ADC receiving the cash shall make a statement with details of the cash realized vide each folio of RTC-131 (as indicated vide item no.5(v) ) duly ensuring the correctness of the opening folio no. of RTC-131 as endorsed in the S.R. and collect the amount due duly certifying the closing folio no. . of the RTC-131 book with his endorsement in the relevant SR.
- 8)The amount realized towards the service earnings through RTC-131 tickets shall be accounted at the time of way bill receipt vide auxiliary way bill amount of the parent depot.
- 9)The Depot Traffic In-charge shall ensure that the ADC concerned maintains a manuscript register related to the daily performance of all TIMs services operated and in addition, record the details of the used folio Nos. of RTC-131 (for the service permitted to be used alternative) as endorsed by the cash receiving ADC in the relevant SR and also update the opening folio no of RTC-131 provided for each such permitted service every day so as to enable the Dispatch ADC to endorse the correct opening folio no\* in the relevant SR while dispatching the service.
- 10)The DC / Depot Traffic In-charge shall make out a report about the failure of the TIM and get it repaired at the earliest under intimation to the Depot Manager concerned. The Depot Manager in turn shall submit a report to the Regional Manager to submit a consolidated report every month to the Head Office.
- 11)The DC / Accountant of the Depot shall exercise periodical checks to ensure the correctness and proper accountal of the RTC-131 books/folios to avoid any probable mis-use and submit a report to that effect every month to the Depot Manager / the concerned / Accounts Officer of the Region.  
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- 12)The AO of the Region shall arrange thorough inspection on the correctness/ accountal of RTC-131 book-lets/folios and on the service wise earnings accountal of TIMs at the time of revenue audit of the depot and submit his report to the RM as well as to the DVM.