

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the VC&MD
Mushirabad :HYD.20
Date: 5-5-2004

No. ATM-I(Mgr-IT)/116(1)/2003-EDP

CIRCULAR No. 9 / 2004-IT Dated: 5-5-2004

SUB : COMPUTERS (DCP) - Dismantling of non-moving / idle ticket trays at Depots - Automatic transfer of full ticket blocks to depot stock and running ticket blocks to needy running trays -Modifications in OLTAS Software - Implementation - Reg.

REF : This Office Letter No. even dt. 11-3-2004 addressed to all RMs, DVMs & Dy.CAO/AOs.

The objective of this Circular is to see that idle trays generated due to various reasons are dismantled on a monthly basis duly putting to use both the full and running ticket blocks. Irregularities likely to occur as a result of having idle trays are proposed to be eliminated through a software that has been developed in OLTAS module.

The Software developed by Computers' Department was tested at Korutla, Guntur-II, Barkatpura, Contonment, Warangal -I, Manuguru, Nalgonda, Ananthapur, Gannavar'am and Huzurabad Depots and the feed back received from the Regions is that the Software is running successfully.

It is, therefore, decided to port the Software at all the Depots of the Corporation.

The following procedure has to be adopted after porting the software.

- . Generation of statements of full & running ticket blocks of non-moving trays at the time of monthly OLTAS re-organization as per Appendices "A" & "B".
- As per Appendices 'A' & 'B', a print out of the tray dump should be taken, to be signed by DC / Traffic-in-charge and kept in the tray duly sealed. On the day of dismantling of tray, the ticket blocks can be physically verified and tallied.
- . Scrutiny of these statements by the DC(E) and Traffic Supervisor - in - Charge and indicating the tray nos. to which the running ticket blocks have to be transferred (for the ticket blocks shown in Appendix "A")
 - For retention of idle trays, which are pending in Courts, involved in Accidents / Arson / Dacoity etc., and also for the trays moved on-line, or allotted to other conductor, during the period from 1st to 10th of the month, it should be mentioned as "**To be retained**" in column No. 11 of appendices 'A' and 'B'.
 - Forwarding of the statements by the Traffic Supervisor-in-Charge to the Depot Manager for a decision on dismantling / retention of the idle trays, and thereafter transmitting the statements to the Accounts Supervisor - in - charge for physical verification of idle trays, marked for dismantling.
- . Certification of the availability of all the full and running ticket blocks in the identified idle trays as per the Appendices "A" & "B" by the Accounts Supervisor-in-charges.
- After the above certification, authorization by the Depot Manager to the System-in-charge/ Supervisor to execute the "**Auto Dismantling of idle trays**" programs in the presence of DC (E).

The Software performs the following functions:

Name of the Program :- [Nmtntt.cob 1

- a)Generation of Checklist of full ticket blocks of idle trays marked for transfer to stock. (**Appendix-C**).
- b)Generation of check list of running ticket blocks of idle trays marked for transfer to running trays (Appendix-D).

Name of the Program :- [Nmtdsmtl.cob 1

- a) Generation of Statement confirming transfer of full ticket blocks from dismantled non-moving/ idle trays to Depot ticket stock (**Appendix-E**).
- b) Generation of statement confirming transfer of running ticket blocks from dismantled

non-moving/idle trays to identified trays (**Appendix-F**)

c) Automatically deletes the non-moving / idle trays from Tray Master.

Modifications carried out in STAR document program : •

a) Both the Full and Running blocks transferred from non-moving/idle trays either to Stock or to other trays will be clearly earmarked with T in the STAR document for easy identification.

b) The logic of the program is that the second running ticket block of the same denomination will get opened in the SR only after the existing running ticket block, is completely exhausted.

c) The transferred full blocks from the depot stock will be issued to conductor through STAR program first i.e., normal stock will not get released until transferred blocks are exhausted.

d) The STAR document can accommodate more than one running ticket block of same denomination with a limit of 40 ticket blocks in total including the existing and transferred blocks.

The above reports i.e., Appendices "E" & "F" after completion of transfer of ticket blocks should be sent to Regional Manager for information and to DY.CAO/AO of the Region for post audit. It is the responsibility of the Depot Manager to get these transactions audited every month.

Tray and ticket stock dumps should be taken before dismantling of idle trays and also after transferring those ticket blocks to needy trays and Depot ticket stock and should be tallied by Depot Clerk/Traffic Incharge to confirm that the ticket value before and after transfer is one and the same. The changes in depot stock and tray value due to transfer of blocks from idle trays will be shown clearly in

a) Ticket Stock Valuation statement, b) Daily Reconciliation statement, c) Tray Summary statement.

While receiving a STAR Document, if conductor notices any ticket block with T mark in the waybill portion of the STAR Document, the Conductor should ensure that the "I" marked running ticket block(s) issued are as per the details indicated in the STAR Document. This instruction should be incorporated in MTD-141 cards and wide publicity be given through notice boards and training programmes.

Care should be taken that all users have logged out while carrying out the above procedure.

The Software is time specific and has to be run before 10th of every month, after which it becomes inoperative.

It is, therefore, decided to implement this software in all the Depots of the Corporation from 1-6-2004. The software was handed over to all the Regl. / Divl. Core Group members at Corporate ^SOffice on 22-4-2004 with instructions to port it at all Depots.

The Appendices A to F are enclosed.

All the Depot Managers are advised to dispose off the existing non-moving/jathra trays on priority and send compliance by 15-6-2004 to Executive Director (MIS) and there after by 15th of every month, to the respective Executive Director of Zones and Regional Managers following the above procedure.

The EDs of Zones/Regional Managers/Divisional Managers must ensure compliance of prescribed procedures during their inspections.

End. Appendices A to F.

VICE CHAIRMAN & MANAGING DIRECTOR

Copy to : PA to VC & MD for kind information of VC&MD. Dir(V&S), EDs of Corporate Office / FA / CAO.

All EDs of Zones / All RMs / All HODs.

All Dy.CAOs / AOs of Zones / Region's. All DVMs / All DMs.

ATM (Head Quarter Squad), MSRD, for wide publicity among TTIs. AG. RTC Branch, Mushirabad, Hyderabad. PRO, Mushirabad, Hyderabad.

PO(Trg) : HO, for inclusion in monthly index of Circulars. General Secretary, APSRTC National Mazdoor Union, 20/1, Vigyanpuri, Vidyanagar, Hyderabad.

Secretary General, APSRTC Employees' Union, Satyanarayanareddy Marg, Azamabad, Hyderabad.

General Secretary, APSRTC Supervisors' Association, Hyderabad. General Secretary,

APSRTC Security Staff Welfare Association, Hyderabad.

APPENDIX -A

Depot:

Date:

Page:

STATEMENT FOR TRANSFER OF RUNNING TICKET BLOCKS FROM IDLE TRAYS TO RUNNING TRAYS

Sri No.	Tray No.	Cond No.	Denomination	Type 5	Key No	Ticket from 7	Nos To 8	No. of Tkts	Block Value	tray No. to which Blk to be Trfrd 11
1										

Certified that the above details generated by computer are found to be correct and that column no. 11 was filled up by me.

Signature of Depot Clerk

Signature of Traffic In-charge

Checked and found that Ticket blocks mentioned above are physically available in the respective Ticket trays.

Signature of Accounts Supervisor The Depot Traffic In-charge is permitted to execute the "Automatic Dismantling of Idle Trays" software.

Signature of Depot Manager

APPENDIX- B

Depot:

Date:

Page:

STATEMENT FOR TRANSFER OF FULL TICKET BLOCKS FROM IDLE TRAYS TO DEPOT STOCK

Sri No.	Tray No.	Cond No.	Denomination	Type 5	Key No	Ticket Nos		No. of Tkts	Block Value	Remarks 11
						from 7	To 8			

Signature of Traffic In-charge

signature of Depot Clerk

Checked and found that Ticket blocks mentioned above are physically available in the respective Ticket trays.

Signature of Accounts Supervisor

The Depot Traffic In-charge is permitted to execute the "Automatic Dismantling of Idle Trays" software.

Signature of Depot Manager

..APPENDIX - C

Depot:

Date:

Page:

CHECKLIST OF FULL BLOCKS OF IDLE TRAYS MARKED FOR TRANSFER TO STOCK

Sri No.	Tray No	Denomination	Type	Key No	Ticket Nos		No. of Tkts	Block Value	Transfer (Y/N)?
					from	To			

As per the instructions of Traffic In-charge, the Full Ticket Blocks of Idle Trays are marked for Transfer into Stock as shown above.

Signature of System In-charge Checked and found

that the details fed and shown above are correct.

Signature of Depot Clerk

Signature of Traffic In-charge

APPENDIX - D

Depot:

Date:

Page:

CHECKLIST OF RUNNING BLOCKS OF IDLE TRAYS MARKED FOR TRANSFER TO RUNNING TRAYS

Sri No.	Tray No	Denomination	Type	Key No	Ticket Nos		No. of Tkts	Block Value	Transfer (Y/N)?	Tray to which
					from	To				Blk to be Trfrd

As per the instructions of Traffic In-charge, the Running Ticket Blocks of Idle Trays are marked for Transfer to Running Trays as shown above.

Signature of System In-charge Checked and found

that the details fed and shown above are correct.

Signature of Depot Clerk

Signature of Traffic In-charge

APPENDIX - E Depot:

Date:

Page:

STATEMENT CONFIRMING TRANSFER OF FULL BLOCKS FROM IDLE TRAYS
INTO STOCK

Sri No.	Tray No.	Denomi nation	Type	Key No	Ticket from	Nos To	No. of Tkts	Block Value	Remarks
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Successfully Transferred the Full Ticket Blocks of Idle Trays into Stock using "Autorr Dismantling of Idle Trays" software as shown above.

Signature of Traffic In-charge

Signature of Depot Mana

Copy to RM/ Region for information.
Copy to AO/ Region for information & necessary action.

APPENDIX - F

Depot:

Date:

Page:

STATEMENT CONFIRMING TRANSFER OF RUNNING BLOCKS FROM IDLE TRAYS
TO OTHER TRAYS

Sri No.	Tray No.	Denomi nation	Type	Key No	Ticket from	Nos To	No. of Tkts	Block Value	Remarks
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Successfully Transferred the Running Ticket Blocks of Idle Trays to RunningTrays using "Automatic Dismantling of Idle Trays" software as shown above.

Signature of Traffic In-charge

Signature of Depot Manager

Copy to RM/ Region for information
Copy to AO/Region for information.& necessary action