Office of the VC&MD
Mushirabad, HYD.20

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CIRCULAR   No.   03/2006-IT   Dated: 01-02-2006

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

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It is observed that there are many ticket blocks non-moving for more than two months, available in the conductor trays, resulting in mutilation of such tickets and creating problems in accounting. The reasons for the above blocks not moving are listed below:

1. Introduction of TIMs.
2. Higher denomination tickets becoming unusable due to withdrawal of long distance services.
3. Permanent Change or temporary deviation of conductors from Express chart to Ordinary chart and vice-versa.
4. Special operations like Jathra.

At present, the depots are adopting the procedure, which is applied to destroy the obsolete ticket blocks in terms of Circular No: INS/HO/329(255)/86-87/AD, dt.28.3.1987 <u>duly treating the valid ticket blocks as obsolete tickets</u>, to clear the non-moving ticket blocks.

Even, implementation of above circular is found to be time consuming and cumbersome for the following reasons, leading to abnormal accumulation of non-moving ticket blocks and inventory.

1. Delay in processing the case at depot level, treating it on low priority.
2. Abnormal delay in obtaining sanction of the Competent Authority for destruction of the above ticket blocks.
3. Delay in deputing the Audit Inspector for witnessing the process of burning of tickets.
4. Delay in deputing the Regional/Divisional Core Group Supervisor to delete the tickets from Depot Tray Master.

On critical examination of the existing procedure, it reveals that not only the procedure is cumbersome and time consuming but also the running blocks, which can be put to use in other running trays, are being destroyed, and it is felt to be an avoidable practice.

Earlier, software was given to depots to dismantle the idle trays duly transferring the full blocks to depot stock and running blocks to other needy trays. Now Computers Department has developed software to automate detection of non-moving blocks (the ticket blocks in which not even a single ticket has been sold in the past two months) from the moving trays and transfer of such ticket blocks to depot stock (Full blocks) or to other selected running trays (Running blocks). It is therefore decided to port the Software at all the Depots of the Corporation.

The following procedure has to be adopted every month after porting^ software at depots.

- Statements of full & running non-moving ticket blocks of running trays generated automatically during monthly OLTAS re-organization (Appendices i:A" & "B" i.e. report files viz. **nmbfblks.rpt, nmbrblks.rpt)** have to be printed
- The DC(E) and Traffic Supervisor-in-Charge have to scrutinize these statements and mention the tray numbers to which the running ticket blocks have to be transferred
- For retention of any ticket blocks, both full and running blocks, in the same tray, it may be mentioned as 'To be retained' in column No. 11 of appendices :A¹ and 'B'.
- Forward the statements to the Depot Manager for a decision on transfer / retention of the non-moving blocks, and thereafter transmitting the statements to the Accounts Supervisor-in-charge for physical verification of non-moving ticket blocks, marked for transfer.
- If satisfied, the Depot Manager has to authorize the traffic in-charge to utilize the "Automatic transfer of non-moving ticket blocks" software to transfer the identified non-moving ticket blocks to depot stock/other running trays.
- System in-charge has to run :**nmbmark.cob'** program and feed the target tray number against each block and mark 'N' if any block is to be retained in the same tray, in the presence of DC (E).
- Print the checklists (Appendices 'C & :D' i.e. report files viz. **nmbfbmrk.rpt, nmbrbmrk.rpt)** generated by the above program, change the data if necessary i.e. if there is any wrong data entry.
- **Withdraw the non-moving ticket blocks** from the trays after the conductor arrives from duty before Way bill receipt
- If **any of the non-moving ticket blocks found missing in** respective **tray,** those **ticket blocks shall be closed with '***' **in the STAR document** as sold out (In subsequent way bill receipt, value of the ticket block will be treated as Short Remittance which shall be recovered from the salary of the conductor as normally done in case of short remittances). Such **missing ticket blocks shall be omitted from transfer by marking "N" through "nmbmark.cob" program** and the conductor shall be fixed up for temporary misappropriation and disciplinary action shall be initiated against him.
- **After doing Way bill Receipt,** run **nmbtrfr.cob** program through which actual transfer of non-moving ticket blocks from the source tray to target tray (Running bolcks) and to Depot stock (Full blocks) takes place. This has to be done in the presence of DC (E) and Traffic supervisor.
- It should be ensured that **"STAR documents issue"** and **Ticket Stock Receipt"** programs are **not running** while executing the above program i.e. **'nmbtrfr.cob"**
- The above program **has to be repeated** until all trays are cleared off the non-moving ticket blocks.
- Print the statements (Appendices 'E' & 'F' i.e. report files viz. **nmbfbprc.rpt, nmbrbprc.rpt)** generated by the above program.
- 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 without fail

The changes in depot stock and tray value due to transfer of blocks will be shown clearly in 'Daily Reconciliation statement". These ticket blocks will be clearly earmarked with I in the STAR document.

While receiving a STAR, if conductor notices any ticket block with T' mark in the *way* bill portion of the STAR Document, the Conductor shall demand and collect the ticket block from the ADC. This instruction shall be incorporated in MTD-141 cards and wide publicity shall be given through notice boards and training programs.

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

It is, therefore, decided to implement this software in all the Depots of the Corporation from next month onwards. The software was ported on APSWAN and all the Regional Managers are advised to instruct the Regional/Divisional Core Group Supervisors of their jurisdiction to down load the software and implement in all Depots immediately.

All the Depot Managers are advised to clear off the existing non-moving ticket blocks from the running trays on priority and send compliance by 15-03-2006 to Executive Director (IT&MS) and there after by 15th of every month, to the respective Executive Director of Zones and Regional Managers following the above procedure.

The inspecting officials must ensure compliance of prescribed procedures during their

their depot inspections.

EXECUTIVE DIRECTOTR(IT & MS)

The Appendices 'A' to 'F' are enclosed.

Copy to: Dir (V&S), EDs of Corporate Office / CAO.

All EDs of Zones / All RMs / All HODs. All Dy.CTMs / ATMs of Head Office.

Dy.CAOs / AOs of Zones / Regions, Dy.CAO (TA&I). All DVMs/Dy. CME (SM-IT). " ATM-I (M-IT)/AME-II (M-IT) All Depot Managers / Traffic In-charges of Depots. All HQ / Zonal / Regional / Divisional Enforcement Squads. All Central / Regional / Divisional Core Group Supervisors