

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No. Dy.CME (Sr/mgr-IT)/gen(1)/2005-IT

O/o the VC & MD,
MSRD, Hyderabad-20.

CIRCULAR No.04/2006-IT, dt.15.2.2006

Sub: DCP - OLTAS - Generation of exception report on Non-moving Trays & Trays with excess Ticket Stock in depots - Reg.

Ref : 1. VC&MDLr.No.AME-I(COMP)/OLTAS/DCP/2002-EDPDt.2.9.02.
2. VC &MD, Msrd, Cir.No. 9/2004Dt 5.5.2004 –IT

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As per VC & MD Lr.No.AME-I(COMP)/OLTAS/DCP/2002-EDP Dt.2.9.02, Depot Manager has to ensure that all the Trays in depots are checked every month by Depot Traffic Supervisors(90%) and Accounts Supervisors (10%) without fail.

Through Circular No.9/2004-IT Dt.5.5.2004, depots were communicated that Computers Department has developed Software to automatically dismantle, the non-moving IDLE TRAYS and to transfer the full ticket blocks and running Ticket blocks to Depot Stock and Running trays, and the same has to be implemented without fail every month.

Inspite of Circulars instructions, inspections by Inspecting Officials etc., mis-appropriation of Ticket Blocks from Non-moving IDLE Trays and temporary Mis-appropriation of Tickets from Excess Ticket Stock Trays is observed by Audit Wing.

Computers Department has developed Software to generate a report at Depots, on Last Working Day of the month, giving information of Trays which are not moved during the month and Trays with Excess Ticket Stocks. (Trays with more than Rs.30,000/-). The Trays listed in report should be physically checked by Depot Traffic and Accounts Supervisors without fail, so that the scope for mis-appropriation of Ticket Stock from Non-moving IDLE Trays, and temporary mis-appropriation of Ticket blocks from excess ticket stock Trays is minimized.

The same program will also generate a data file having the same information generated in the report. The data file name will be Depot code, Month and Year. This data file generated will be automatically uploaded into 'APSWAN' from depots. This data file can be imported at Head Office for monitoring the Non-moving Trays, and Trays with Excess Ticket Stock at various depots, and also plan for audit inspections, The file name of the report and data file are given below :

REPORT

1. Statement showing the Non-moving Trays and Trays with high Ticket Stock.
Name : trayexcp.rpt

DATA FILE

2. Corresponding data file.
Dptcode+MM+YY.ca2.

The scrutiny and action initiated on the report at depots through these circular instructions, and by implementing the Circular No.9/2004-IT Dt.5.5.2004 should result in safe guarding of Tickets Stock available in Trays from mis-appropriation and minimize the number of idle trays and ticket stock inventory in Trays.

The Regional Mangers are requested to advise the Regional Core Group Supervisors to collect the software from APSWAN' or Head Office Computer Cell and port the same in Depot. Computer Sytstem immediately, besides instructing the Traffic and Accounts supervisors to utilise the program without fail.


EXECUTIVE DIRECTOR~(TT&MS)

To

All Depot Managers.

Copy to **Dir(V&S)** / All Executive Directors of HO/FA & CAO for inf. pl.

Copy to **All Executive Directors** of Zones for inf. pl.

Copy to **CTM(O)** / **CA** for inf. pl

Copy to All **Regional Managers** for inf. & n/a pl.

Copy to all **Divisional Managers** for inf.

Copy to all **Dy.CAOs/AOs** of the Corp. for inf..

CO_{DV} to **ATM-I(Mgr-IT)** / **AME-II(mgr-IT)** for inf **nl**