

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the VC & MD,
Mushirabad, Hyderabad.
Dt. 13.2.2009.

Lr. No. AME-1(M-IT)/BUSPASS/08-IT.

CORRIGENDUM

Sub : DCP – Proper accountal of Tickets stock and Bus Pass Stock - Checks and cross checks to be performed – Reiteration of Instructions – corrigendum for paragraph No. 8 – issued - Reg.

Ref : 1. Circular No. 1/2009-IT, Dt. 21.01.2009.

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In paragraph No. 8 at page No. 2 of the Circular referenced above, it has been mentioned that the System Supervisor and backup Supervisor should not be continued for more than 2 years except with explicit written approval from ED/ZONE.

Due to typographical mistake it was typed as 2 years where as it has to be 3 years.

Therefore the paragraph No. 8 may be read as hereunder

“Depot System In-charge shall not be allowed to perform the duties of a Conductor, Booking Clerk, ADC in Computer Section and DC (E) and any other duties related to handling of Cash and Tickets / Bus Passes. The System Supervisor and backup Supervisor should not be continued for more than 3 years except with explicit written approval from ED/Zone”.

Chief Engineer (IT)

**To
All the Depot Managers.**

Copy to

- The Director (V & S) for information.
- All Executive Directors / FA / CAO for information.
- All Regional Managers for inf. and necessary action.
- All Heads of the Departments of the Corporation for inf. and necessary action.
- All Dy.CTMs of the Corporation for inf. and necessary action.
- All the Principals of ZSTCs for inf.
- All Dy. CAOs / Accounts Officers for inf. and necessary action.
- All COS' of Zonal Stores for inf. and necessary action.
- All Stores Officers of Zonal Stores for information and necessary action.
- All Traffic and Accounts In-charges of Depots for information and n/a.
- The RAO / Bus Bhavan for information.
- The Training Officer/HO for inclusion in the monthly index.

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Case No. AME-1(M-IT)/BUSPASS/08-IT.

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Circular No. 1/2009-IT, Dt. 21.01.2009.

Sub : DCP – Proper accountal of Tickets stock and Bus Pass Stock - Checks and cross checks to be performed – Reiteration of Instructions – Reg.

Ref : 1. VC & MD, Circular No. 01/2002-EDP, Dt.5-8-2002.

2. VC & MD, Circular No. 9/2004-IT, Dt. 5-5-2004.

3. Joint Audit & Operations Circular No.23/97, Dt.9.9.1997.

4. VC&MD Lr.No.AME-1(COMP)/OLTAS/DCP/2002-EDP, Dt.2.9.2002.

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Misuse of Bus passes due to improper accountal has come to light at one of the Depots recently, wherein the Bus Passes were deleted from the Stock in computer and sold by the Booking Clerk and Depot System In-charge using dummy Bus Pass Waybills.

The said incident has occurred due to the following major Procedural lapses:

- **The Waybill should be generated by the ON duty Waybill issuing ADC only.** In the instant case the Booking Clerk / System In-charge generated the Waybills, collected the bus pass blocks directly from ADC(Tickets) and then deleted these blocks from the computer stock.
- **ADC(Tickets) has to issue Bus Passes only to the “ON Duty Waybill Issuing ADC” who in turn shall issue the tickets/bus passes to the concerned Conductors/Booking Clerks booked to that particular duty.** In the instance case, the ADC(Tickets) has directly issued the Bus Passes to the Booking Clerks on the dummy Bus Pass Waybill generated by the Booking Clerk.

In order to avoid recurrence of such incidents and to have proper accountal of Tickets and Bus passes at Depots, the Depot Manager, Traffic In-charge, DC (E) and Audit / Accounts personnel have to focus on the following vital aspects superseding the earlier instructions issued vide circular 1 cited.

1. As soon as the Tickets and Bus passes are received from Zonal Stores, DC(E) / Traffic In-charge has to verify the physical stock with ‘**Indent cum Issue note**’ for accuracy and enter the ticket stock tallied with Issue note into the Computer System. The date of entry of stock into the Computer should be defaced on the Indent Cum Issue Note as **“Stock entered into Computer on _____”** and signed by DC(E)/Traffic In-charge. Transfer of Bus Passes by stores to the Depots be carried out through floppy only as in case of tickets.
2. Checklist of ticket/bus pass stock generated by the computer should be reconciled with the Indent-cum-issue note. After reconciliation only, ticket stock processing to be done and Ticket Block Receipt Statement to be generated.

3. **'Tray Allotment/History Report' for both Tickets and Bus Passes** should be generated and reviewed for taking action to put them into regular use.
4. Procedure prescribed for **dismantling of Idle Trays** as per circular 2nd cited should be followed without any deviation.
5. During periodical inspections, the Regional Audit Inspectors should verify the **Tickets Stocks and Bus Pass Ticket Stocks with DC(E) with Ticket Stock dumps without fail.** Further, the Traffic In-charge shall also get the stocks verified periodically and maintain record of the same.
6. DM shall ensure **checking of 90% of Ticket and Bus Pass Trays by Traffic In-charges, 10% Trays by Accounts In-charges every month.**, and certification to that effect has to be furnished to Regional Accounts Officer for releasing of funds. Moreover, DM shall also verify 10% of the Trays on random basis as per circular cited at 3 & 4th reference.
7. DC(E) or ADC(Tickets) should issue Ticket Blocks / Passes only to the ON duty Shift ADC booked for issuing Waybills and obtain acknowledgement for the Ticket Blocks issued in the manual register being maintained. **Only 'Waybill Issue ADC' shall issue Tickets or Bus passes to respective Conductors, Booking Clerks, Employee Agents, ATB Agents etc., as per the Waybill generated by himself.**
8. **Depot System In-charge shall not be allowed to perform the duties of a Conductor, Booking Clerk, ADC in Computer Section and DC (E) and any other duties related to handling of Cash and Tickets / Bus Passes. The System Supervisor and backup Supervisor should not be continued for more than 3 years except with explicit written approval from ED/Zone.**
9. DCP Software in respect of **'Depot Cash Summary Sheet'** was modified to print Ticket Amount and Bus Pass Amount as reflected in the reports of **'Ticket Stock Valuation Statements for Tickets and Bus Passes'** also. The amounts shown in the 'Daily Depot Cash Summary Statement' and 'Ticket Stock Valuations Statements' of both tickets and Bus Passes shall tally which shall be invariably be checked by **DC(E) and Traffic In-charge every day.** Any difference noticed should be thoroughly investigated with the corresponding reports and **should be communicated immediately to Regional Accounts Officer and Computers Cell / HO**
10. Traffic In-charge / DC (E) should generate **'Monthly MTD-4R for Bus passes'** and verify that the blocks are issued only serially as per the issue notes and ensure that there are no missing blocks or un-serial issue of blocks. They should also verify the same report with previous month's report and ensure that the blocks are serially issued and continuous to the previous month's report.

11. **The following reports of Tickets and Bus passes be filed month-wise** in a separate folder (in addition to **soft copy in the form of CD**) and kept with DC (E).

1. Indent cum Issue Notes along with Checklist and Ticket Block Receipt Statement.
2. Cash Books along with Depot Cash Summary Sheet.
3. Daily Ticket/Bus Pass Issue Statement(MTD-4R)
4. Monthly Ticket Block Discrepancy Statement
5. Daily Ticket Stock Valuation Statement,
6. Daily Reconciliation Statement,
7. Daily Passengers Earnings Statement MTD-108,
8. Daily Ticket/Bus Pass Consumption Statement etc.,.

CR Note along with DC Cash Summary Sheet with all the supporting statements / vouchers shall be sent to Regional Accounts Office through Depot Accounts Wing for their Accountal /Audit. Various reports that are generated through OLTAS/BUSPASS module can be seen through the respective Menus.

12. Regional Core Group Supervisor/ Divisional Core Group Supervisor shall invariably inspect all the Depots once in a month and ensure implementation of all Computer modules with latest software as well as maintain data backup for atleast 5 years and give a report to that effect to the Unit Officer / Regional Manager and Head Office for further action.

13. The Stores Officer (Receipts) of Zonal Stores, should issue Ticket and Bus Pass Ticket Stocks through soft copy and as well as hard copy to Depots only on receipt of Depot Manager's Certification, stating that the previously issued Ticket Stock was fully entered into Depot Computer System.

14. **Bus Passes, CAT Cards, Couple gift cards and Jet tickets etc., are treated on par with regular ticket stocks.** All the circular instructions on accountal procedure of regular Ticket stocks are equally applicable for Bus passes stocks / Cat Cards / Jet / Couple gift cards stocks accountal also.

15. **Though the Tickets and Bus Passes Accountal system is computerized, in view of the technical limitations of the present technology, any discrepancies noticed on manual verification of Computer generated reports / statements, physical verification of ticket stocks/ticket trays, shall be brought to the notice of Computers Department so as to strengthen the systems further.**

Hence all the Depot Managers shall ensure implementation of the above instructions without any deviation. The Regional Managers, Dy.CTMs and other inspecting officials shall check the above aspects during their inspections to the Depots.

Any deviations in implementation of the above instructions will be viewed seriously.

**Vice Chairman &
Managing Director.**

**To
All the Depot Managers.**

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