



**ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**  
**(IT DEPARTMENT)**

O/o The VC &MD  
RTC House, Vijayawada.  
Dt. 27.04.2022

Lr.No:ATM 2 /Overstamping(4.1)/2022-23

**To**  
**All the District Public Transport Officers,**  
**APSRTC.**

**(MOST URGENT)**

**Sub:** SOFTWARE- Over stamping on Pre printed Tickets – Modification  
in ticket stock update program – Instructions for  
implementation at depots – Reg.

Ref:- 1. Circular no. 09/2022 OPD(P), Dt. 13.04.2022  
2. Circular no. 26/2019 OPD(P), Dt. 10.12.2019  
3. Lr.No.P9/291(1)2022-OPD(P) Dt:25-04-2022

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Vide Circular reference 1<sup>st</sup> cited, Corporation has revised the fares of all products and implemented the same w.e.f. 14-04-2022. Vide reference 3<sup>rd</sup> instructions were issued for over stamping of Re.1/- (Ordinary, Combination, Express) ticket type as EXP Rs.20/-.

IT Department has modified the ticket stock software for over stamping the existing Rs.1/- (Ordinary, Combination, Express) as EXP Rs.20/-. The Re.1/- denomination (except luggage)ticket stock available with DC (Earnings) will be converted as Rs.20/- by TCS team in the back end. For updation of ticket denomination from Re. 1/- to Rs. 20/- available in trays with crew and spare trays with DC (Earnings), the option is given for system in-charge menu.

The detailed procedure and guide lines to be followed for over stamping is given in Annexure – 1 (enclosed)

Therefore, it is requested to instruct all the Depot Managers under your jurisdiction to follow the procedure enclosed and ensure that all the tickets in the trays and ticket stock available with DC (Earnings) are over stamped and updated in CIS by midnight of 27/4/2022 without fail.

  
**Chief Engineer (IT)**

Copy to ED(A), ED(O) & ED(Zones)for information pl.  
Copy to CTM(O) for information  
Copy to OSD to VC & MD with a request to apprise VC & MD.

PROCEDURE FOR OVER STAMPING ON PRE PRINTED TICKETS

As per the Lr.No.P9/291(1)2022-OPD(P) Dt:25-04-2022, the Rs.1/- denomination of ticket type Ordinary, Combination, Express tickets (except luggage) has to be over stamped as EXP Rs.20/-.

The procedure to be followed is :

1. First run the depot ticket stock and depot tray stock reports and take print out by 15:00hrs of 27-4-2022.
2. Do not issue Rs.1/- (Ordinary, Combination, Express) ticket blocks to the trays from 22:00hrs to 04:00hrs on 27-04-2022/28-04-2022.
3. Rs.1/- denomination ticket stock (except luggage) in the depot will be converted as Rs.20/- by TCS team in the back end.
4. Tray stock updation has to be done, by respective depot system in-charge only when the tray is physically available in the depot after waybill receipt.
5. For updating tray stock, Go to Operations Super User Menu ⇒ Home ⇒  
⇒ All reports ⇒ Run the report "APSRTC Operations Tray Updation Program  
⇒ Give tray number and run the report. By the above process, the tickets in tray get updated.
  - 5 (a). First complete all spare and idle trays.
  - 5(b). For trays incoming from online service, first receive the waybill and then update the trays stock value as given on the above procedure
6. After completion of updation of all the spare trays and trays with crew, the ticket stock and depot tray stock reports are to be generated and print out to be taken to verify the stock updation status.
7. After the ticket value in trays is updated, the physical over stamping of tickets in the tray shall be done immediately.