

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

NO.ATM-1(M-IT)/715(20)/2013-IT

O/o the VC & MD,
Bus Bhavan,
Dt: 24-07-2013.

Circular No: 8/2013 -IT Dated: 24.07.2013.

Sub:- TIMS - Reiterating the duties of ADCs who are handling TIMs - Reg.

Ref:- 1. Joint IT/OPD/AUDIT Circular No: 4/2012-IT Dt.29.08.2012.

2. Circular No: 05/2013-IT Dt: 04-03-2013

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Vide Circular 1st cited the duties and responsibilities of all personnel involved in operating of TIMs are clearly specified. Handbook and pamphlet with DO's AND DONT's printed in Telugu are also circulated to all depots. Vide circular 2nd cited, steps to be taken to reduce the downtime of TIMs are communicated.

Recently, during the course of inspection of Jubilee Bus Station by VC & MD, it was noticed that some buses of Siddipet depot were operating in bunching and with delayed timing. On enquiry, it has come to notice that the services were operating late due to delay in issue of TIMs in the Depot as the dispatch ADC could not fix up a minor snag in the system at the time of issue of waybills.

It is observed that the ADCs are not trained properly before allotting to earning section which is resulting in mishandling of TIMs. **It is also observed that conductors are being allowed inside the earning section to pick up the TIM of their choice, which in turn is resulting in delay of issue of TIMs.**

Hence, the instructions to ADCs are reiterated in Annexure - I.

Depot Managers are strictly advised to exhibit the dos and don'ts mentioned in the ANNEXURE-I that should be clearly visible to all ADCs who are working in the Computer cell and care shall be taken to allot earning section to ADCs preferably from conductor category duly giving sufficient training.


EXECUTIVE DIRECTOR (E&IT)

To
All the Depot Managers.

Copy to ED (O, MIS & AM), FA & CAO and all ED / ZONES for information.

Copy to CTM, CMM, CCM & CM (A &S) for information.

Copy to All Regional Managers for information.

Copy to all Dy.CTM's & DVM's for necessary action.

copy to all RCHs / System Incharges for N/a.

INSTRUCTIONS TO BE FOLLOWED BY THE ADCs WHILE ISSUING AND RECEIVING THE WAY BILLS.

The following procedure to be followed by waybill Dispatch and Issuing ADCs for smooth TIM uploading and downloading data.

On duty dispatch ADC

1. To ensure that TIM to be issued to the Conductor shall be fully charged. (For at least 2 to 3 hours).
2. Correct data cable shall be connected to the Serial/USB port based on the TIM make (Analogic/Quantum/MicroFx).
3. While down loading service details from PC to TIM, the TIM should be connected to PC properly to avoid system hangup.
4. ADC shall ensure correct crew details and service details while down loading data to the TIM. Otherwise the data will not be uploaded while receiving the cash.
5. ADC should not open two way bill issues screens at the same time. Otherwise system will hang up.

Dos

1. Issuing of TIM with cover and with sufficient Paper rolls, Ticket tray with minimum denominations blocks, manual MTD 141 card if any, cash bag, duly ensuring the correct TIM NO, tim OPENING Ticket Nos are printed in the STAR document.
2. The particulars of TIM issued to the crew shall be entered in TIM dispatch register.

DONTs

1. TIM should not be kept for charging while the TIM is connected to PC for Uploading or downloading. This will damage the COM ports on the PC mother board.
2. TIMS should be issued to the Conductors by Dispatch ADC only and he should not allow any conductor to pick up TIMs in the Computer section.

On duty receiving ADC

1. Shall check charging level of TIM while receiving the cash, otherwise the data will not be uploaded from TIM TO PC.
2. Shall check the weather all trips are closed.

3. Shall take the service total remittance report from TIM by himself.
4. Shall ensure whether the TIM is properly connected to PC or not. Otherwise the system will hang while uploading the data.

Dos

1. To receive the TIM, Ticket tray, MTD141, cash bag, Auxiliary waybills, Toll gate receipts, Police warrants, out depot money remittance receipts and STAR document.
2. To ensure that each and every Conductor has invariably recorded the TIM ticket numbers in STAR document against each stage and cumulative TIM amount after completion of each trip.
3. To ensure that conductor has accounted the opening and closing numbers of the tray tickets and remitted the cash accordingly to avoid the temporary misappropriation.
4. To make necessary entries in the TIM Dispatch/Receiving register duly obtaining the signature of the Conductor.
5. After receiving the TIM it should be kept for charging and while connecting the charger to TIM it must be ensured that the power socket switch is kept on and the TIM is being charged.
6. In case of failure of TIM en route or problem in uploading data from TIM to PC, it shall be brought to the notice of Traffic in charge.
7. In case of C & T cases ensure whether relevant documents like charge memo is enclosed (tagged) to the STAR.

DONTs

1. TIM should not be kept for charging while the TIM is connected to PC for Uploading or downloading. This will damage the COM ports on PC mother board.