

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No. 03/612(1)/99-OPD-T

Office of the VC & MD,
Musheerabad, Hyderabad.

CIRCULAR NO.5/2000-OPD-T, DATED: 09-03-2000.

SUB:-TICKETS: Periodicity of checks by Traffic Supervisors / Accounts Supervisors to curb misappropriation by not accounting the sale of tickets in way bills - Regarding.

REF:-1) Cir.No.23/97, Dt.9-9-97 of Chief Auditor.
2) Circular No.26/99-OPD(T), dated 11/05/99.

-oOo-

Instances of misappropriation and temporary misuse of revenues of the Corporation are still coming to the notice of this Office by not accounting properly the sale of tickets in the way bills, inspite of issuing clear instructions vide circular 1st cited.

This sort of misappropriation is possible when the ticket trays are held by the conductors who are either on long absenteeism / sick continuously or sick at frequent spells and also in case of the conductors who are under suspension, put-off duty etc. Keeping all the above aspects in view, the following further instructions are issued to avert such possible instances in future:

- 1) get the ticket trays opened of the conductors who are on long absenteeism or sick and arrange for checking tickets together with the relevant way bill by the Traffic Supervisor of the depot in the presence of depot Accounts Supervisor, concerned Depot Clerk and Security Guard; record discrepancies of accountals and physical availability of tickets.
- 2) the ticket trays of the Conductors who are placed under suspension or put off duty shall be checked and taken over before serving the suspension order or at the time of paying subsistence allowance.
- 3) checking of all the ticket trays including the above trays as suggested shall be carried out to cover once in a month by the depot supervisors as explained in the circular 1st cited.

Please ensure that the Depot Manager send the insepection reports every month to the Regional Managers Office concerned.

To


EXECUTIVE DIRECTOR
(OPERATIONS)

All EDs / RMs / DMs.
.....

CGPY TO:

-E.D. (E), E.D. (A), Secy. to Corpn, Director (V & S).
F.A., C.A.O., C.A., for information.