

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

M1/543(5)/98-OPD(M)

OFFICE OF THE V.C. & M.D.,
Mushirabad, Hyderabad.

**JOINT CIRCULAR OF OPERATIONS AND ACCOUNTS
CIRCULAR NO. 24/99 OF OPD(MKTG) DT 15.04.1999**

SUB :BUS PASSES- Procedure to be adopted for destroying of used bus passes at Bus pass sections/Depots - Instructions - Regarding.

REF: Circular No. INS/HO/329(255)/86-87-AD Dt 28.3.87 & 28.02.89.

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Instructions were issued vide circular cited on the procedure to be followed for destroying obsolete ticket stocks at Depots. But there is no procedure with regard to destroying of old Bus passes collected at the time of renewal.

A large number of different types of Bus passes are issued with the result a large number of used Bus Passes are collected back at the time of renewal. The used Bus passes so collected are usually kept at respective Bus Pass Sections or DC-Earning Sections at Depots. This is leading to a situation facilitating possible misuse or re-circulation of used passes by manipulating, causing loss of revenue to the Corporation. In addition to the above, they are also occupying enough space to cause inconvenience to the regular activity as they are dumped in the Bus Pass Section.

In Twin Cities alone, on an average about 2.80 lakh passes are issued monthly and almost an equal number of used passes are collected back at the time of renewal. Stocking of such large number of used Bus passes with easy accessibility need to be regulated to prevent possible fraudulent use besides preventing large accumulations over long periods.

Based on the experience, the following guidelines are issued regarding destroying of used Bus Pass tickets.

- 1) The Depot Manager shall organise and ensure the destroying of used Bus pass tickets once in a month fixing a specified date and intimating to the Inspecting Supervisors who should be a witness to this activity.
- 2) A Depot level team consisting of Chief Inspector/Senior Traffic Inspector, Accounts Superintendent/Assistant Accountant of Depot, Security Head Guard, Depot Clerk (Earnings)/Depot Clerk (Bus Pass Section) shall be constituted to ensure the implementation of destroying the used Bus passes.

The Depot Manager shall send a report to the Regional Manager/Dy Chief Accounts Officer/Accounts Officer concerned every month as per the proforma enclosed.

The above instructions will come into force with immediate effect.

Sd/-A.H.N.BHAKTHA
CHIEF TRAFFIC MANAGER

Sd/-B.R.SURESH
CHIEF AUDITOR

Encl: Proforma.

Copy to:

All EDs/RMs/DMs for info and necy action

All Dy CTMs, Dy CAOs, ATMs, AOs for information

All Officers other than the above for info.

ANNEXURE - A

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

STATEMENT SHOWING THE NUMBER OF USED BUS PASS TICKETS
DESTROYED ON _____ AT _____ DEPOT.

PASSES	REMARKS	TYPE	NO.OF
	DESTROYED		

Certified that _____ no. of bus pass tickets as detailed above are destroyed in our presence.

CI/STI

AM(F)/AS/AA

SHG

DEPOT CLERK-EARNINGS/BUS PASS SECTION

DEPOT MANAGER

Copy to:

FA/CAO

Regional Managers - For info.& necy action

Dy CAOs in Regions and Dy CAOs in Zones for information.

Accounts Officers : For information.