

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No. T3/287(10)/99-OPD-T

Office of the VC & MD,
Musheerabad, Hyderabad.

CIRCULAR NO. 25/99-OPD-T, DATED: 21-04-1999.

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SUB:-STATISTICAL RETURNS: Scrutiny of Statistical Returns - Overwritings or manipulations noticed - Action to be taken - Issue of instructions - Regarding.

REF: 1. This Office Circular No.19/94-OPD-T, dated 19-05-1994.

2. Meeting Minutes Number S.IV/471(6)/99-SS, dated 17-04-1999.

1. Vide circular cited above, the need to scrutinise the Statistical Returns daily at Depot was emphasised to check and prevent non-accountal / wrong accountal of ticket sales, re-issue of tickets and other fraudulent practices by manipulation.
2. Instructions were also issued to entrust the work of scrutiny of Statistical Returns to a Senior Supervisor (STI or TI-II as the case may be) of the Depot. The irregularities detected should be recorded in a Register meant for (scrutiny of Statistical Returns) and the signature of the concerned employee obtained as a warning not to repeat it.
3. The Senior Supervisor should initiate action on such irregularities if repeated, within a week by issuing a charge memo to the Conductor concerned. Depot Manager should take appropriate action on the erring Conductors and ADCs.
4. While scrutinising the Statistical Returns, the Supervisors should also identify the sectors with reference to heavy loading and poor loading. identify sectors warranting operation of additional trips, or introducing shuttle services. The number of direct passengers travelling on long distance routes could be noted to decide upon continuance or otherwise, for taking appropriate decision backed by data.
5. A decision was taken in the EDs/MODs/RMs meeting held on 25-04-1999 to conduct a drive this month. Please see this job is completed and send a report to this Office by 10-05-1999 in the given proforma.

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SL.	DEPOT	NO. OF SRs SCRUTI- NISED	NO. OF IRREGULARITY CASES DETECTED	ACTION TAKEN	REMARKS
		(01-04-99 to 30-04-99)			

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1 2 3 4 5 6

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6. Thereafter, Depot Managers should send these reports every month to Regional Manager as a periodical, who will in turn consolidate and submit to Executive Director of the Zone.
7. Please acknowledge.

(Signature)
EXECUTIVE DIRECTOR
(OPERATIONS).

To

All Regional Managers.
All Depot Managers.

COPY TO:

- ED & Secretary to Corporation for information.
- All Executive Directors of Zones for infm. & n/a.
- All Dy.CTMs in Regions & Zones for infm. & n/action.
- Dy.CTM (P), Dy.CTM (C), Dy.CTM (M), OPD/HQ for infm.
- Training Officer/HQ, for inclusion in Monthly Index.