

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

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

O/o the Managing Director,
Musheerabad, Hyderabad-20.

CIRCULAR NO. 26/99-OPD-T, DATED: 11.05. '99

Sub:- TICKETS - Periodicity of checks by Traffic Supervisors / Accounts Supervisors to curb the possible irregularities in the Depots - Reg.

Ref:- 1. Cir.No. 23/97, Dt. 09.09. '97 of Chief Auditor.
2. Cir.No. 25/99-OPD(T), Dated: 21.04. '99.
3. EDs/HODs Meeting held on 05.04. '99.

1. Vide circular 1st cited, detailed instructions have been issued on procedure to be followed concerning tickets transactions and on conducting periodic minimum checks by the Depot Managers, Traffic Supervisors and others.
2. Vide circular 2nd cited, instructions have been issued on the need to scrutinise 100% Statistical Returns daily at depots to check and prevent non-accountal / wrong accountal of tickets sale, re-issue of tickets to curb fraudulent practices and manipulation.
3. Instances of misappropriation and misuse of tickets are still coming to the notice of this office owing to dereliction and not exercising proper managerial controls. This aspect needs attention of all those concerned.
4. During the EDs/RMS/HODs Meeting held on 05.04. '99, the subject of "Accountal and Safety of Tickets, Bus Passes, & Bus Cash" was reviewed in detail and it was decided to reiterate the following instructions:
 - (a) Tray-transfer and tray-deletion by Depot Computer Supervisor be strictly in accordance with the procedure laid down in Joint Audit & Operations Cir. No. 23/97, Dated: 09.09. '97.
 - (b) ADCs performing tray and ticket equipment receiving duty shall scrupulously verify the closing number of tickets available in the tray with the numbers recorded by the Conductor in Way Bill/Statistical Return without fail.
 - (c) The Depot Managers shall also organise periodical checking of tickets in Conductor Trays by Depot Accounts Supervisor and by his Traffic Supervisors and record the fact in a manuscript register as per proforma at ANNEXURE-'A' of circular 1st cited. This register shall be kept in the Tickets Section and be produced to the Inspecting Officials. 90% of trays will be checked by Traffic Supervisors of the Depot. 10% of trays will be checked by Depot Accounts Supervisor. All trays shall be covered once in a month in this process.



- (d) The Depot Managers on their part have to verify all types of bus passes and tickets sold twice in a month and check the accountals and money remittance by the concerned staff at the Depots and record the facts in a Manuscript Register.
- (e) Proper surveillance shall be focussed on WDE (Wrong Data Entries) and AMG (Amount Made Good) transactions and the persons involved. Ensure that such WDE and AMG shall be entered into Computer only after recording the same in the WDE Register and after obtaining permission from the Traffic Incharge (CI/STI).
- (f) The ADCs who are entrusted with the work of stocking, distribution, and accountal of bus passes, season tickets shall invariably be rotated from the position every two months to thwart developing vested interest.
- (g) Ensure that adequate safety arrangements are made at the depot by keeping the stock of tickets and bus passes in steel cabinets to avert theft or misuse. If steel cabinets are not available in the depot, immediate action may be taken to procure them.
- (h) Ensure strict adherence of the check list given in the circular Ist cited.
- (i) Regional Managers and Dy. Chief Traffic Managers, who visit the depots in their jurisdiction on inspection shall ensure that adequate safety arrangements are made with regard to stocking of tickets, bus passes, depot cash and test check the transactions during their depot inspections which should be mentioned in their inspection report.

Encl.

EXECUTIVE DIRECTOR
(OPERATIONS)

To
All Executive Directors of Zones.
All Regional Managers.
All Depot Managers.
All Supervisors.

Copy to:

- E.D(E), E.D(A), Secy. to Corpn., Director (V&S), FA, CAO, C.A for information.
- All Dy. CTMs of Zones & Regions for infn. & n/action.
- C.E(C&IT) & C.S.T.O., for infn. & n/action.
- Dy. CTM(P), Dy. CTM(C), Dy. CTM(M), OPD/HO for infn.
- Secy. to Chairman & Secy. to VC&MD for infn.

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