

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.P9/294(45)/2009-OPD(P)



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

CIRCULAR NO.41/2009-OPD (P), dated 26-12-2009.

Sub: **BUS PASS TICKET IRREGULARITIES** - Misappropriation of Bus Pass Ticket sales amount by Conductors at certain Depots - Instructions issued - Reg.

Ref: Joint Audit & Operations, Circular No.23/1997, Dt.09.09.1997.

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Serious misappropriation of bus pass ticket sales has been reported at Tandur and Picket Depots.

In this connection it is to inform that Corporate Office vide Circular issued guidelines to carryout certain essential procedural checks in DC (Earnings) Section by the Depot Manager and Traffic In-charge periodically to eliminate the eventualities of misappropriation of Bus Pass Ticket amounts and to adhere to the systems on ticketing transactions.

Therefore all the Unit Officers are advised to adhere to the guidelines already in vogue vide Circular cited. However some of the important guidelines are reproduced hereunder for immediate attention by the Unit Officers.

1. The Depot Managers shall organize periodical checkup of tickets in Conductor Trays, especially who are booked on special duties like issue of BUS PASS TICKETS by **Traffic Supervisors** and shall record the same in a Manuscript Register as per the proforma communicated vide Circular cited.
2. The Depot Manager/Traffic Supervisor of the Depot shall entrust the work of BUS PASS TICKET SALES AND ISSUE OF BUS PASS TICKETS to only regular and honest/sincere conductors in the absence of ADCs.
3. The Depot Clerk (Earnings) shall be made responsible for regular verification of TRAYS issued to the conductors working in BUS PASS ISSUING COUNTERS and entries shall be made in TRAY CHECKING REGISTER daily, to avoid any misappropriation of bus pass tickets.
4. The DC (Earnings) should also verify the Money Receipts, while accepting the remittance from the conductors booked for the special duties.

For the Manager
of the Department of Transport



NO. 1000/2009-10/1000

5. The DC (Earnings) should verify BUS PASS Trays physically at DC Section after completion of the duty of the conductor booked for the said purpose at the time of cash remittance.
6. The DC (Earnings) shall invariably maintain SN-166 Register instead of Blank Ruled Register to track Money Receipt Issue Books issued to various conductors booked on special duties.

All the Regional Managers are therefore advised to issue instructions to the Unit Officers for strict implementation of the above guidelines and instructions already in vogue vide Circular cited.

Samodara

**EXECUTIVE DIRECTOR
(OPERATIONS & MIS)**

26/12/09

To
All the Regional Managers,
All the Depot Managers,
A. P. S. R. T. C.

CC to: All EDs / Secy. to Corpn. / FA / CAO for infmn.
CC to: All HODs for information.
CC to: All Dy.CTMs (M&C) in Zones/Regions for infmn. & n/action.
CC to: All Dy.CAOs/AOs in Zones/Regions for infmn. & n/action.