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.

se socialitati i la secesa di boscina di cilast**-logo:**- eregaporii estrogolik sait del pare en la cologopia di ficilio de la secesa veligia il pomo della cela secologia.

o graficare, politica e una gran da gia endo accide o pued

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 Incharge 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.



- 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. migraes an electrolistics of actions at serious
- 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. in herrogon repel and skind teach, sales and to ambituary, came occine?

vesto softe officere occió balo model de de de Executive difector 26/

Besio ja jamič sláv

Carrier of Contract of

不是否可以被使把一部种自己的缺分的

To the transfer of the control of th All the Regional Managers, Andrews and Adam after the velocities of grants All the Depot Managers, A. P. S. R. T. C.

Community of Management of the second

AN abertaroby Thomas according

CC to: All EDs / Secy. to Corpn. / FA / CAO for infmin.

CC to: All HODs for information.

CC to: All Dy.CTMs (M&C) in Zones/Regions for infmn. & n/action.

al elector le quecoso e alla como licago e dale semantel agril astro under and so thems up and it consists the leaffer of the people of spirit without your Enclosed Lords, Sens Sexesses and Child of Providence (State of State of St transcription and the second majority with the second cold

out as thems. Theis acquit is in house may in all not years to come a difference promo el mones el le figli en l'elempe e edit de mende l'écale d'Offic Axen A DOMAN TO COMBUNIA COME CON A COMBUNICACIÓN A COMPANY COME COME COME COME COME COME.

paragram the material property of the project of the paragraph material congress with a वेडिट महर्षे कर्य के त्राप्त में अर्थ का अर्थ के लगा किया है। अभिन्य के अर्थ कर के अर्थ कर के अर्थ कर के secretaria y ligito de la cale de la este del tredicione del casa estado de la tribis. त्र । क्षरतारकोते संबद्धत् कार्यो १ - एको स्रोक्स्य एएको राज्य १८०० वर्षा स्कृतिको । शिक्षणको प्रति

anderska alemaniskrija i svenska alemaniskrija kada se je se posledena i se s nungign and mot her form the environmental maneral maneral search and service

CC to: All Dy.CAOs/AOs in Zones/Regions for infmn. & n/action.