



DELHI TRANSPORT CORPORATION
(GOVT. OF NCT OF DELHI)
IT Department,
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No.: Dy. CGM (IT)/AFCS/2017/27

Dated: 12.04.2017

CIRCULAR

Sub.: Appointment of Coordinating Officers in AFCS

Implementation process of AFCS project is being monitored by CMD for quite sometime. The monitoring has regularly been done in HODs meetings periodically held for the last few months as well as other daily meetings. In every meeting, the CMD stressed upon correct entries of various parameters in the AFC System which are done manually at depot's level like Total Fleet held by Depots, Morning and evening Outshedding figures, Numbers of manual tickets sold, Revenue generated through manual tickets, Gross cash collection of depot and Reasons of Difference, if any. But despite repeated instructions, apparently the Field Officers could not make themselves familiar with the functionalities of AFCS and eventually could not ensure entry of correct figures especially in the AFCS 'Daily Status Report' of AFCS.

2. It has now been decided that a team of following officers be constituted as a Special Task Force (STF):

S.N.	Name & Designation	Zone
1.	Sh. R.B.L. Srivastava Dy.CGM (Op)	North
2.	Sh. Sanjay Saxena, Dy. CGM (Trg.)	East
3.	Sh. Vikas Batra, Sr. Manager (M)	West
4.	Sh. Rajeev Saxena, Dy. CGM (M)	South

3. The members of STF would function as Coordinating Officers (AFCS) of their respective zone. Their Roles and Responsibilities are as under:

- a. They would thoroughly study the functionalities of AFCS. They would go into full details of each action taken in each section of depot and study the process being followed to run the AFCS in depots.

- b. They would ensure that all the processes are being followed in all the depots functioning under their zone like, the ETMs are issued to all conductors going for each and every duty, the ETMs are downloaded immediately on receipt after completion of duties, Cashiers complete all the steps in his module like making entries of manual sale revenue, wherever applicable and make correct entries of cash deposited and submits the page only after ensuring that the data is correct in all respect as per duty performed by the Conductor.
- c. The officers must motivate Cashiers to make denomination-wise (numbers of currency notes of Rs.2000/-, 500/-, 100/-etc.) entries of cash deposited by cashier. This will help the cashiers in correct accounting of cash deposited and reconciliation at the end of their duties.
- d. Wherever there is mismatch between figures of Gross Cash Collection of depot and Total revenue figures as per AFCS, the officers must guide the concerned depot officers and officials and ensure that actual 'Reason(s) of discrepancy(ies)' are recorded under the head 'Reasons for Difference' giving complete bifurcation of figures with reasons viz. How many numbers of ETMs (with revenue amount) could not be downloaded, in how many cases the cashier did not enter the revenue from 'Manual Ticketing' and value, in how many cases the cashier made incorrect entries with amount, etc. etc. The details of bifurcation should completely explain the reasons of difference and completely reconcile the figure of difference given in column "Difference (D-C)" of Daily Status Report.
- e. The Coordinating Officers must check that Depot Coordinators have been duly deployed in all depots in all shifts for proper coordination between DTC conductors and team of Integrating Agency (IA), M/s Trimax, Mumbai and the Depot Coordinators are ensuring issue and receipt of ETMs in working condition, recording damage cases duly signed by Conductor & Coordinator, ensuring to send defective ETMs to Service Centre on the same day of noticing defect/ receiving complaint, etc.
- f. The Coordinating Officers must point out any inconsistency in the system implemented, error found in any reports or any area requiring modification/ improvement in the process. The Coordinating Officer

must also bring out any new reports required from AFCS at depot level in making the AFCS efficient and more User friendly.

4. Two Coordinators are being attached with each Coordinating Officer for support for this work.

5. Recently following important Circulars/ Orders have been issued on the subject:

- i. Dy. CGM(IT)/AFCS/2017/23 dt. 06.04.2017
- ii. Dy. CGM(IT)/AFCS/2017/24 dt. 07.04.2017
- iii. Dy. CGM(IT)/AFCS/2017/26 dt. 11.04.2017

Copies of these Circulars/ Orders are enclosed herewith for updating the Coordinating Officers with the latest developments in the AFCS project.

6. The matter would be reviewed by CMD on daily basis at 4 PM in the Conference Hall, DTC, HQs. All the Coordinating Officers should be present in the meeting daily.


(A.K. Kakkar)
Dy. CGM (IT)

Encls.: As above.

All Coordinating Officers

Copy to:

- i. All Depot Managers
- ii. All Regional Managers
- iii. CGM (IT), CGM (O), CGM (Tr.)
- iv. OSD to CMD