

A.P.S.R.T.C.

Office of the VC&MD: Finance Wing,
Mushirabad::Hyderabad:20,

Dt.05.11.2005.

No.B&F/F4/5(294)/2005-06-FD.

To
All Dy.CAOs /AOs,
All DMs & EEs
Zones/Regions/H.O.,
A.P.S.R.T.C.

Dy CAO/TA a smap

Sub:- Cheques – Precautions to be taken in writing cheques –
Further instructions - Reg.

Ref:- 1. CA's Lr No.DY.CAO(TA&I)/30(31)/05-AD, Dt.25.8.2005.

2. This Office Lr No.Even, Dt.15.09.2005.

Further to the 2nd cited circular letter wherein modified procedure to be followed while writing cheques to prevent fraud or misuse of cheques was communicated, the following additional safeguard is prescribed to make the cheques still safer.

At present all the cheques are required to be affixed with "Account Payee" crossing rubber stamp. In addition to the words "Account Payee", the words "Not Negotiable" may also be affixed.

Specimen of the above mentioned modified form of crossing the cheque is given below:

(1) A/c Payee &
Not Negotiable (or) (2) A/c Payee
Not Negotiable

One of the above forms of crossing the cheque shall be adopted and the above procedure specified shall be implemented with immediate effect.

[Signature]
FINANCIAL ADVISER

Copy to Chief Accounts Officer,
All Executive Directors (Zones)
All Regional Managers
Chief Auditor