

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

Office of the VC&MD:Finance Wing,
Mushirabad::Hyderabad:20,
Dt.15.09.2005.

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

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

Sub:- Cheques - Precautions to be taken in writing cheques - Reg.
Ref:- CA's Lr No.DY.CAO(TA&I)/30(31)/05-AD, Dt.25.08.2005.

Vide above cited circular letter, instructions were already issued to scrupulously follow the checks and procedures laid down in Chapter 12 of the Accounts Manual 2004.

The following additional precautions shall also be taken while writing cheques to prevent fraud or misuse.

At present, over writings and alterations can be made in cheques, if such alterations are attested by the cheque signing authority. Since this system is found to give room for fraudulent practices, the above procedure is modified as follows:

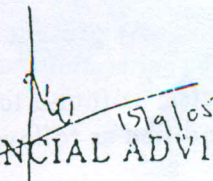
- i) No over writings and alterations in the name of the payee and the amount are to be made in cheques. In case any alterations are required, then such cheques shall be cancelled by affixing CANCELLED stamp and a fresh cheque shall be written incorporating the required modifications. Such cancelled cheques must be firmly stapled to the counterfoils.
- ii) All the Bankers should be informed about this change with a request not to honour any cheques issued by the APSRTC if there are any alterations in the name of the payee and the amount. Good quality Transparent Celluloid sticking tape should be pasted on the name of the Payee and also on the figures, so that no alteration / over writing can be made.

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- iii) Reverse carbon shall be used while writing cheques, so that the details of the payee and the amount would be recorded on the back side of the cheque.

Dy.CAOs/AOs are advised to ensure that the changed system is also implemented in all the Depots / Units within their respective jurisdiction with due intimation to the Bankers.

The above procedure specified shall be implemented immediately. Any other suggestions regarding precautions that could be observed can be taken up for discussions in the ensuing meeting of Dy.CAOs/AOs.


FINANCIAL ADVISER

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