

**ANDHRA PRADESH STATE ROAD TRANSPORT  
CORPORATION**

OFFICE OF THE GENERAL MANAGER  
MUSHIRABAD HYDERABAD - 20  
NOVEMBER 30 1981

No CA/442(1)/81-AD

**CIRCULAR**

Sub ORGANIZATION & METHODS - Reintroduction of Divisional Accounts Officers (DAOs) set up at Divisional level -Regarding Ref 1 Minute No V 5 1 of HOD s / RM s meeting with VC & GM held on 28 10 81 -30 10 81 vide Circular No 1/405/HOO(26)/81-PCD(IC) dated 9 11 1981  
2 Note file No CA/442(1) / 81-AD dated 27 11 1981

Proposals for the reintroduction of DAO set up in the whole Corporation were considered at several HOD s meetings last of which was on 28 10 81 to 30 10 81 and it was decided to reintroduce the DAO set up on an experimental basis in Hyderabad Region covering 26 depots (including 3 Satellite Depots) The experiment shall commence from 1 1 1982 and go on till 31 3 1982 viz for a period of 3 months The CAO/CA shall review the position and evaluate efficaciousness of the DAO set-up in Hyderabad Region and submit proposals for reintroduction in the entire Organization with effect from 1 4 1982 if the experiment is found successful

The existing system of maintenance of Accounts at Depot level and submission to the Dy CAOs shall cease with effect from 1 1 1982 The Account keeping of the 26 depots in Hyderabad Region shall be done by DAO stationed at the following places

SI No	Division	Location of DAO s Office
1	City	Musheerabad
2	Ranga Reddy Division	City Bus Station
3	Mahboobnagar	HYD/ MAHBOOBNAGAR
4	Medak	Sangareddy

The following working instructions for all facts of Finance/ Audit functions of the DAO s set-up in Hyderabad Region shall be followed

**1 ACCOUNTS STAFF AT DEPOTS**

One senior Clerk(A) shall be kept at each Depot and he will work under the Supervision of Head Clerk of DM s Office The following jobs of Finance wing are attached to the DM s Office

- i) Maintenance & Recoupment of Imprest allotted to Depot Manager  
The periodical recoupments should be submitted along with all relevant vouchers in time to DAO duly recorded in Cash Book (PWD 4) The Cash Book should be signed by DM every day
- ii) Compilation of Salary Bills and submission to DAO along with all enclosures for pre-audit and payment on due date

The work in the DM s office should be planned in such a way that the Sr Clerk (A) and Jr Clerk (A) wherever the latter is provided are allotted with full job and work of compilation of Salary Bills distributed among the staff so as to enable compilation and submission by due date The Head Clerk of DM s Office shall supervise this job

2 AG INSPECTIONS

The AO(A & I) of Region shall be responsible for constant follow up with Unit Officers of the Region to elicit replies to Statutory Audit paras He shall report to the Chief Auditor while working under the administrative control of the Regional Dy CAOs

3 ASSETS VERIFICATION

Assets Verification (Vehicles Plant & Machinery Land & Buildings) shall be done by the AO(A & I) of the Region and he shall be responsible for this task

4 BANKS

To facilitate easy transactions Bank Accounts of DAO and all DMs shall be kept in one Bank only and its branches in the Division shall be taken by Finance Department to transfer Bank Accounts from different banks to one Bank Action shall also be taken to open Bank Account for DAOs in the Divisional Headquarters

The DMs shall ensure that the Bank balance at the end of December 1981 shall be equal to the Imprest amount allotted to him as per particulars furnished in Para 8 All amounts in excess of the same shall be transferred to Dy CAO/HYD Region on the last working day of December 1981 through crossed DD

5 Dy CAO s MAIN FUNCTIONS

He shall be more or less a Touring Official in the Region giving required guidance to the DAOs in discharging their functions He shall spend at least 3 days p m in a Division for this purpose He shall strive to clear AG s Audit paras as expeditiously as possible with the help of DAOs In addition he will attend to his other functions as Head of Finance in the Region He shall ensure that subsidiary books and account books are maintained upto-date in all respects

6 FUNDS

The DDs for the earnings of the Depots shall be sent direct to the CAO in Head Office The DAOs of the Division Dy CAO/AO(F & S) of the Region and the Executive Engineer situated in the Region shall send Monthly Requisitions for funds for their requirements in advance to CAO who in turn will allot funds on due dates Thus the control of Finance will be at Head Office level

7 HSD OIL PAYMENTS

The existing system of Centralised scrutiny of Bills and payments shall be continued

8 IMPREST ACCOUNT OF DEPOT MANAGERS

Allotment of Imprests to DMs will be done on the following basis

Vehicle strength	Amount of Imprest
	Rs Ps
Upto 40 vehicles	3 000-00
41 to 70 vehicles	5 000-00
Above 70 vehicles	7 000-00

This imprest is exclusive of Depot Imprest held at present in the Garage

The allotment of DMs Imprest for each Depot in Hyderabad Region is fixed as under

SI No	Name of the Depot	No of employees	No of vehicles	No of Way Bills	Imprest Amount
1	2	3	4	5	6
CITY DIVISION					
1	Barkatpura	860	91	209	7 000
2	Charminar	719	81	160	7 000
3	Dilsukhnagar	691	85	167	7 000
4	Kukatpally	888	100	213	7 000
5	Mehidipatnam	893	100	240	7 000
6	Mushtrabad	408	44	103	5 000
7	Ranigunj	850	77	228	7 000
8	Secunderabad	648	67	162	5 000
9	Uppal	343	25	62	3 000
RANGAREDDY DIVISION					
10	Hyderabad-I	851	91	87	7 000
11	Hyderabad -II	716	92	80	7 000
12	Medchal	250	32	31	3 000
13	Tandur	311	43	46	
14	Pargi (satellite to Tandur)		25	26	7 000
15	Yadagirigutta	272	35	40	3 000
MAHBOOBNAGAR DIVISION					
16	Achampet	181	22	27	3 000
17	Devarkonda	430	61	72	5 000
18	Mahboobnagar	625	79	100	7 000
19	Nalgonda	784	71	74	
20	Narketpally (Satellite to Nalgonda)		31	35	7 000 (for both the Depots)
21	Shadnagar (Satellite to Mahboobnagar)	160	20	27	
22	Suryapet	406	50	56	5 000
23	Wanaparthy	432	61	64	5 000
MEDAK DIVISION					
24	Medak	582	84	75	7 000
25	Siddipet	467	66	74	5 000
26	Zahirabad	350	47	50	5 000

Note Data under columns 3 4 & 5 pertain to Nov 1981

( ) included in MBNR

The DMs Imprest so fixed is recoupable not more than three times in a month with a fall level of half of the amount at a time

The Imprest amount shall be held in the Bank Account (Current Account) of the Depot Manager in his Headquarters He is authorised to issued Cheques/ draw cash for the following purposes only

- i) LOCAL PURCHASES Local purchases can be made subject to the existing limits and within the frame work of rules and regulations The relevant files containing NIS indent copy enquiries abstract of quotations purchase order Dealers Bills duly certified in all respects (Bearing Cheque No date and amount issued) shall be sent to DAO along with Imprest Recoupment Statement to facilitate audit and recoupment The items which should not be purchased locally by DMs shall be identified by CCOS and communicated to all DMs to observe economies and restrict huge purchases indiscriminately

Whenever the monthly purchases go beyond the authorised limits of the DM (Rs 300/- per vehicle per annum) he shall address the competent authority immediately giving justification and seeking ratification For example The present limit of Rs 300/- per vehicle per annum with a fleet of 40 vehicles a depot will have a monthly monetary limit of Rs 1 000/- or Rs 12 000/- per annum (i e 40 x 300/ 12 months

The DAO shall regulate the allotment of funds for local purchase while passing Imprest Recoupment Statement He shall maintain separate register to recore Depot-wise amounts spent on local purchase Recoupment-wise & the Cumulative total

The local purchase transactions shall be maintained in a register by Sr Clerk(A) in the following proforma in chronological order of transactions

SI No	purchase Order No Date	Name & Address of the firm	Amount	Cheque p	Rs No Date
1	2	3	4	5	6 7
	Signature of DM		REMARKS		
	8	9			

- ii) LOCAL REPAIR BILLS may be paid by the DM following existing rules on the subject The contract for specific jobs shall be finalised as per procedure for the financial year calling for quotations from various firms and works should be entrusted on Work Orders to the same firms The bills may be scrutinised and payments arranged after necessary certification as per instructions in force Tie bills along with work orders shall be sent to DAO along with Imprest Recoupment Statement for audit and recoupment
- iii) EMERGENCY ITEMS Items of emergency nature such as Compensation to passengers in cases of accidents Funeral Expenses of employees who die in harness may be paid by DMs as per rules in force
- iv) STATUTORY PAYMENTS Statutory payments and time bound payments if received without sufficient time to send to DAO for arranging payment may be met from the above Imprest This may occur in payments such as Electricity Bills Telephone Bills etc where the due date of payment is given on the bill itself All such bills duly certified and attended in all aspects shall be sent along

with Imprest Recoupment Statement for audit for arranging  
recoupment In the normal course these Statutory Bills shall be  
sent to DAOs after certification for payment

- v) PETTY PAYMENTS Any payments of petty nature of below Rs 25/-  
per item and where the DM has got competence to incur the  
expenditure shall be paid from his Imprest amount Items required  
for maintenance of vehicles shall not be purchased under this since  
Depot Imprest is available in the Garage for such purposes
- vi) ALLOCATION OF EXPENDITURE Allocation of expenditure shall be  
done while forwarding the Recoupment for audit Staff Advances like  
Advance TA shall be enlisted separately

Recoupment statement shall be recouped in the normal course after  
audit at the DAOs level If the DAO disallows any expenditure/ voucher  
such items shall be referred to DVM whose decision shall be final as  
far as the admittance of the expenditure/ voucher is concerned Even  
then if the DAO feels that it is a matter which requires the attention of  
the Head Office the DAO after allowing such expenditure shall refer to  
Head Office with a copy to RM for a directive for future transactions

9 ITEMS TO BE PRE-AUDITED BY DAO All items which do not fall in the  
list of payments through Imprest shall be sent to DAO with the  
required data for pre-audit and arranging payments to employees  
and outside agencies

10 INSPECTIONS Inspections of Depots shall be attached to AO(A& I)  
of the Region who shall be responsible to the Chief Auditor while  
working under the administrative control of Dy CAO of the Region  
He shall visit a depot once in a quarter and be stationed there for a  
minimum of two days and ensure that Inspections are organised  
properly both in respect of Earnings and Expenditure besides  
ensuring that subsidiary books and accounts books are upto-date in  
all respects

#### 11 MAINTENANCE OF ACCOUNTS

The Accounts by the DAO shall be maintained Depot-wise and  
consolidated Division-wise The Division-wise Accounts so consol-  
idated be submitted to Dy CAO of the Region by 10th of every month  
along with all enclosures The Dy CAO of the Region shall  
consolidate and send the Accounts of the Region to CAO by 15th of  
the month following the month to which the transactions relate It is  
the responsibility of the DAO s to maintain at their level Depot-wise  
data and should be made available either to Dy CAO RM or Head  
Office at a moment s notice

Till such time the suspense Balances in Bills Receivable Accounts  
(Police Bills postal Bills NB Bills Advertisement Bills etc) are  
completely transferred to DAOs there is every likely-hood of  
receiving cheques for payment against these old dues All such  
receipts shall be taken into MTA-51/B Cash Book and remitted into  
the Current Account of the DM DDs for all such amounts shall be  
obtained on the same day from DM s Current Account and sent to  
DAO under cover of a letter In no case should such amounts be  
utilised by the DMs

The Accounts maintained till the end of December 1981 shall be kept as it is with the Depots Suspense Balances with particulars shall be transferred to the concerned DAOs in the first week of Jan 1982 While transferring Suspense Balances priority shall be given to the Advances recoverable from staff The particulars of such Suspense Heads of Account are furnished hereunder

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SI	No	A H	No
1	292	Deposits	Miscellaneous
2	293	Deposits	Unpaid wages
3	294	Revenue	Suspense
4	295 A	Festival	Advances
5	295 B	Advance pay on transfer	
6	295 C	Advance TA	
7	295 D	Jathra	Advance
8	295 E		Advance
9	295 F	Miscellaneous	Advance
10	295 G	Advance of Adhoc	payment
11	295 H	House Building	Advances
12	297	Conductors	Cash Deficiency
13	300	Special Hire	Charges Recoverable

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While transferring the Suspense Balances care shall be taken by the Depots to see that advances recoverable from Staff who are available in the Depot as on the date only be transferred to DAOs Any advances remaining after such transfer shall be reviewed for location of such employees and transferred to the concerned Depot To facilitate this process all the DMs in Hyderabad Region shall prepare the list of employees as per the Musters as on date immediately and send 6 copies of the same to the Chief Auditor While preparing such lists care shall be taken to prepare the list in serial order of staff numbers in ascending manner for each category (lowest staff numbered employees be kept on the top of the list under each category) in order to facilitate easy location of employees

Certain skeleton staff of Accounts will be kept in the DM's Office in order to bring the records upto date whenever certain subsidiary registers, are not posted and also to review the Suspense Balances with a view to clearing them at the earliest When the job of suspense Balance is taken up there is every possibility of passing Journal Entries to clear the Suspense Balances and also make necessary adjustments or transfers of debits to other Depots during the review All such transactions may be taken into the books of Accounts of the Depot and posted in the ledger and Account Current compiled at the end of the month to this limited extent These Accounts Current (for these limited transactions) shall be submitted directly to the Dy CAO of the Region duly submitting a copy to the DAO of the Division

The DAOs on receipt of Suspense Balances with particulars shall incorporate the same into their accounts and initiate action for recovery/ adjustment of the same by them All the payments made by the DAOs on behalf of Depots of his Division shall pass through Books of Accounts maintained in such a way that transactions are recorded Depot-wise and consolidated Division-wise for purpose of preparation of Account Current

12 MTD 27 RETURNS

The Scrutiny of MTD-27 Returns shall be attached to AO (F & S) of the Region as at present as he is incharge of scrutiny and payment of Suppliers Bills He shall incorporate the value of balances of MTD-27 Returns as on 31st March each year in the Annual Accounts duly scrutinised as at present

13 MISCELLANEOUS BILLS FOR REVENUE

The Bills for Miscellaneous Revenue such as Newspaper Bills postal Bills Special Hire Bills Advertisement Bills etc etc shall be raised by the DAO monthly based on the information submitted by DMs and incorporated into Accounts He shall also pursue the prompt realisation of these dues The procedure in this regard is furnished hereunder

i) Bills for carriage of Newspaper parcels shall be raised by the DAO in the first week of every month based on the statement submitted by DM by third of every month (3rd of every month) The revenue on this account shall be booked in accounts and pursued with the concerned authorities for realisation of the amount

ii) Particulars of payments for carriage of postal Mails and diversion of vehicles to the postal RMs shall be furnished by the DMs to the DAO by 5th of Jan 1982 so as to enable them to raise Bills from Jan 1982 onwards While doing so the position of raising Bills by DMs in this connection shall also be intimated to the DAOs

Bills in respect of Special Hire of Vehicles lent to Corporation Officials or Government Undertakings shall be raised by the DAO based on the information submitted by the DMs All such revenue shall be booked in accounts and realisation ensured by the DAO

14 M V TAXES Payments for vehicle taxes shall be made by DAOs based on the statements submitted by DVMs of the Division The statements shall be submitted Depot-wise and RTO-wise to facilitate scrutiny and arranging DDs RTO-wise by DAOs

15 PREPARATION OF SALARY BILLS One SC(A) is attached to each depot for looking after certain jobs With his assistance the DM shall arrange for compilation of Salary Bills of the Depot and submission to DAO along with all required documents such as OT dockets TA Bills Night Shift Allowance including all Recovery Statements for every recovery effected in the Salary Bills Besides the DMs shall send Salary Bills with Statement of Staff Actuals and Allocation Statement The Salary Bill shall be submitted by every month giving 5 clear Calendar days for pre-audit and arranging payment on the due-date

Crossed DD for net amount shall be sent by DAO one day in advance of payment date for drawal and disbursement The DD shall be credited into the Current Account of DM and the amount drawn through Cheque by DM and payments arranged as at present The paid Salary Bills along with Unpaid Wages shall be sent back to DAO within 10 days from the date of scheduled payment The Unpaid Wages shall be remitted along with earnings of the day by the Depot Clerk duly taking under Miscellaneous Receipts in his Cash Book (MTD 8) A statement of unpaid Wages shall be enclosed to the paid Salary Bills for scrutiny and posting into Unpaid Wages Register maintained in DAOs Office

Preparation of supplementary Salary Bills and sending to DAO for pre-audit and arranging payment shall not be done as a matter of routine Supplementary Bills can be prepared for Transferred staff who have not received salary of the complete month due to non-receipt of LPCs/ Musters in time from other Units No supplementary Salary Bills shall be prepared for leave adjustments All supplementary salary bills shall be prepared for consecutively numbered

In cases of emergency where disturbance of Industrial Relations is apprehended the Depot Manager shall apprise the position to DAO in advance and with his consent supplementary Salary Bills shall be prepared and sent for pre-audit and arranging payment However such cases shall be few and far between

For compilation of Salary Bills the dockets of TA/OT one-man operation Allowance Night shift Allowance etc shall be pre-audited by DAO and sent for inclusion in the Salary Bills All such dockets duly scrutinised and sanctioned shall be sent to DAO by 15th of every month which shall be returned duly audited by 15th of the same month

- 16 PARALLEL ACCOUNTS During the period of DAO set up all Accounts shall be rendered and maintained in DAO s Office only The DM shall not operate the Books of Accounts in his Office The DM can however pass entries in respect of Suspense Balances pertaining to past periods in which case he shall send Account Current to Dy CAO to this limited extent with a copy to DAO

Though the DM will maintain Cheque Issue Register the entries of the same need not pass through Books of Accounts since he will be operating on Imprest Account only

- 17 PAYMENTS All payments to employees other than Salaries shall be pre-audited by DAO and the voucher along with Crossed DDs thereafter should be sent to DM for arranging payment to the parties The DM shall return the voucher after payment with acquittance to DAO A control on such vouchers shall be kept in the Pay Office of DAO s Office to ensure payments and return of vouchers

- 18 POLICE WARRANTS Police Warrants received along with Way Bills shall be audited in DAO s Office and monthly bills raised against the concerned Police Authorities Follow-up action for realisation of dues shall be the responsibility of the DAO



- 19 PAYMENTS TO REGIONAL UNITS Payments to Regional units (Area Workshops Tyre Retreading shop Training School etc ) shall be done by AO(F & S) of the Region duly pre-audited as at present Production Incentive Bonus shall be subjected to a hundred percent pre-audit after AO(A & I) gives a certificate after scrutiny of actual production in various units of Workshops
- 20 PF & FPS ACCOUNTS These Accounts shall be maintained at Head Office as at present
- 21 SCALE CHECK REGISTER The DM along with Salary Bills shall submit the Staff Actuate Statement furnishing the sanctions and actuals under each category Basing on the same the DAO shall maintain Scale Check Register in his Office and deal with excess staff available in Depots for adjustment or otherwise to regularise payments against sanctions only
- 22 SUSPENSE BALANCES At present the Suspense Balances at Depots have accumulated to such an extent that locating the particulars of where abouts of employees is becoming very difficult Transferring such balances to DAO will not solve the problem and clearance cannot be pursued by him since all the initial records are available with DM Balances in respect of employees whose particulars are available shall only be transferred to DAO duly taking action for clearance on priority Most of these balances pertain to outstandings for want of vouchers/ sanctions and particulars of where abouts of employees
- 23 STORES ACCOUTS The existing procedure of scrutiny of bills making payments and maintenance of Accounts by AO(F & S) of the Region shall be continued
- 24 TEST AUDIT Test Audit shall function as a Centralised Unit as at present
- 25 WORKS AUDIT The Section shall function as at present with the AO(F & S) of the Region
- 26 WAY BILLS Auditing of Way Bills shall be done in DAOs Office Maintenance of Traffic Revenue Register and incorporation of revenues into books of Accounts shall be done by DAO Way Bills of Depots from 1 1 1982 onward shall be sent to respective DAOs instead of to Dy CAOs Office Hyderabad
- 27 NON-DEPARTMENTAL TRANSACTIONS The crossed DDs issued by Secretaries of PF Trust and SBT Scheme towards withdrawal/ settlement should be credited to Current Account of DM and individual cheques issued as at present against acquittance rolls
- 28 GENERAL  
If the DAO does not allow a particular expenditure he shall refer such issue to the DVM whose decision shall be final in as far as allowing or disallowing the expenditure is concerned This shall not however preclude the DAO in referring this issue to Head Office for a directive in future instances if he opines that the matter deserves the attention of Head Office It shall be the joint responsibility of DM DAO and DVM to see that in the larger interests of the Organization neither the progress of the Organization nor harmonious Industrial Relations are hindred by their parochial decisions Organizational interests shall precede all other interests

The above guidelines are considered necessary in the reintroduction of DAOs set up to ensure financial discipline at all levels and also to ensure clearance of Suspense Accounts with promptitude

Please acknowledge receipt of this circular

Sd/- P S RAMAMOCHAN RAO

VICE- CHAIRMAN & GENERAL MANAGER

To  
All Officers of the Corporation