

**ANDHRA PRADESH STATE ROAD TRANSPORT
CORPORATION**

OFFICE OF THE CHIEF AUDITOR
MUSHIRABAD HYDERABAD
DATED 16 12 1981
No CA/442(1)/81-FD/III

C I R C U L A R

Sub ORGANIZATION & METHODS - reintroduction of DAO s set-up in Hyderabad Region from 1 1 1982 - sanction of Imprests for DAO s-Reg

Ref Circular No CA/442(1)/81 -FD dt 9 12 1981

VC & GM has ordered for setting up of DAOs in all the Divisions of Hyderabad Region with effect from 1 1 1982 vide circular referred to above

CAO has accorded sanction for the creation of the following Imprests required for the purposes mentioned against each for DAO s Office

- 1) POSTAL IMPREST Rs 100-00 (Rupees one hundred only) towards Postal Imprest for postal communication transaction
- 2) GENERAL IMPRESTS Rs 200-00 (Rupees two hundred only) towards petty amounts of expenditure for Office contingencies
- 3) UNPAID WAGES IMPREST Rs 2 000/- (Rupees two thousand only) towards payment of Unpaid Wages of all the employees

The DAO s are instructed to draw these amounts debiting the AH No 385 (other Imprest Cash) and should be kept as follows

- 1) Postal Imprest should be under the custody of Accounts Superintendents who will be responsible for keeping of the Accounts as per the proforma in Office manual Item (5) of Chapter IV
- 2) General Imprest and Unpaid Wages Imprest should be attached to pay Office under the close supervision of DAO/ Accounts Superintendents The Account should be maintained in PWD-4 Cash Book which should be audited concurrently by a concurrent Auditor

Care shall be taken to see that heavy amount-s are not looked up and DAO is responsible for maintenance of these accounts

Sd/- P JEER
CHIEF AUDITOR

To
All DAOs of HYD Region (to be circulated later)
All AOs of HYD Region & H O
All DVMs of HYD Region
RM (HR)/ Dy CAO (HR)/ Dy CAO (TA & I)
Dy CAO (T & S)/ Dy CAO (F & P)
All DMs of HYD Region