

a p s r t c

O/O the VC & GM
Audit Wing

Msrd Hyderabad dt
25 JAN 1983

No CA/291 (10)/ 82-FD

ACCOUNTS CIRCULAR No 7/1983

Sub CIVIL ENGINEERING WORKS - petty Maintenance and Petty Repair works at
Depots and Bus Stations - FINANCIAL POWERS to Depot Managers /
Assistant Engineers - Reg

Ref 1) Delegation of Powers - Item No 10 of Section 7 (Civil Engineering works)
2) VC & GM s Circular No PD-46/81-82 dt 22 9 81

It was communicated through the Circular 2nd cited that the Financial Powers of
Depot Managers and Divisional Managers enumerated at item No 10 of Section 7
(Civil Engineering Works) of Delegation of Powers were kept in abeyance until
further orders It was also directed that for any urgent requirements they should
process a file to the Chief Civil Engineer concerned through the respective
Divisional Manager/ Regional Manager and get specific sanction

But in practice it has been found difficult for DMs to obtain sanctions as
stipulated above for attending to urgent works like cleaning of choked drains
repairs to toilets and such other petty works at the Depots / Ganges and Bus
Stations

In order to obviate such difficulty it has now been decided to make the JEs/
AEs responsible for getting Petty Civil Works done through the Imprests allotted
to them which for this purpose are enhanced as follows

	Present Allotment of Imprest	Revised allotment of Imprest	
1) JEs/SOs	Rs 100 00	Rs 500 00	To be recouped any number of times
2) AEs	Rs 500 00	Rs 1 000 00	To be recouped any number of times

The expenditure so incurred shall be allocated to A H No 241 in respect of
service Buildings A H No 242 in respect of Residential Buildings and A H No 243
in respect of Miscellaneous expenditure

All the Executive Engineers are therefore advised to draw the enhanced amounts
of Imprest (by debiting A H No 385 - Other Imprest Cash) and allot the same to
their JEs/ SOs and AEs duly assigning them their respective jurisdictions

It should be noted that the above enhanced Imprests shall not be utilised for any
New Work however petty it may be

The JEs/ SOs and AEs who hold the Imprest amounts shall strictly adhere to the detailed instructions contained under Chapter- XVI of Accounts and Audit Manual

Sd/- P S RAMA MOHAN RAO
VICE - CHAIRMAN & GENERAL MANAGER

TO
The Chief Civil Engineer (EAST/WEST)
Copy to All Officers of Corporation
Copy to Special Officer (Manuals) for inclusion in the monthly Index of
Circulars Orders etc

-/ Attested /-

CHIEF AUDITOR