

**ANDHRA PRADESH STATE ROAD TRANSPORT  
CORPORATION**

Office of the  
VC & GM AUDIT WING  
Mushirabad Hyderabad 500020  
Dated 19 FEB 1983

NoCA/ 13(1)/ 1983-FD

**ACCOUNTS CIRCULAR NO 8 OF 1983**

Sub SECURITY DEPOSITS - Refund of Security Deposits of employees Reg  
Ref 1) Circular No Eb/ 377(3)/ 70-PD dt 25 3 1970  
2) Circular No 26/ 1982-83 dt 4 11 1982

It has come to light that Security Deposits of Conductors / Drivers are being refunded to the incumbants even without a credit to their account in the books of their present Headquarters on the proposition that a similar credit might exist elsewhere where such employees had worked earlier

This is irregular The practice of refunding Security Deposits without connecting their credits in the books of accounts of the unit leads to spurious transactions involving wrong and irregular payments This practice should be stopped forthwith Refunds can only be made as per procedure laid down vide Circular first cited after updating the Deposits Register as per procedure suggested vide Accounts Circular second cited

Observance of the formalities scrupulously is the primary responsibility of the Unit Officers and close watch thereon rests with respective DVMs/DY CAOs and RMs of the Regions as the finances of the Corporation cannot be mismanaged through such irregular practices RMs should mobilise their staff for connecting the credits and taking proper action Otherwise they will be held responsible for unconnected irregular refunds

Sd/- PS RAMAMOHAN RAO  
19 2 1983

VICE-CHAIRMAN & GENERAL MANAGER

To  
All Officers of the Corporation

// attested //  
CHIEF AUDITOR