

APSRTC

O/O The VC & MD: AUDITING
Mushirabad, Hyderabad-20.

No. CA/5 (Gon)/84-85/AD.

ACCOUNTS CIRCULAR NO. 31 DT. 1 JAN 1985.

Sub: SALART BILLS - Movement of Salary Bills and
Cheques--Maintenance of Manuscript register-
Regarding.

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Instructions are in force to the effect that the
Accounts Wing at the Depot should maintain a manuscript
register to show the movement of salary Bills and disbures-
ment Cheques between the Accounts wing and the Depot Clerk.

In the couse of Test Audit instances have come
to notice that same of the Depots (Accounts Wing) are not
maintaining such a register.

All the Depot Managers are hereby advised to ensure
maintenance of the manuscript register in the following
Proforma:

Sl. No.	Vouchart No.	Brief Particulars	Amount Rs	Cheque No. with date	Initials of the Receiving D.C with date.
1	2	3	4	5	6
Date of Voucher received back.	Unpaid amount Returned Rs	Initials of the Actt/ Asst. Actt.	Remarks		
7	8	9	10		

Receipt of the circular may be acknowledged

Sd/ xx xx
CHIEF AUDITOR.

To
All Depot Managers of the Corporation
Copy to Secretary to VC & MD/FA&CAO for information of
VC & MD/FA & CAO.
cc to all other officers of the Corporation.

A C K N O W L E D G E M E N T:

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