

a p s r t c

No INS/329/1985-86/FD

Office of the VC&MD
AUDIT WING
Mushirabad Hyderabad 500 020
Dated 30 JAN 1986

ACCOUNTS CIRCULAR NO 3/1986 DT 30 JAN 86

Sub: INTERNAL AUDIT - Procedures in Receipt, Accountal and Remittance of Bus Earnings Cash at Depots - Reiteration of procedures - Reg.

Ref: 1) Accounts & Audit Manual 1979
2) Accounts & Audit Hand Book 1985
(Supplement to Accounts & Audit Manual 1979)
3) Operations Manual 1985

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Detailed procedures to be followed in Earnings Section of Depots on Receipt, Accountal and remittance of Earnings Cash are amply dealt with in the above Manuals and various circulars issued from time to time. But of late the Internal Audit has been submitting many reports indicating serious lapses in procedures which are likely to pave way for grave offences of misappropriation and mismanagement of bus earnings.

A look into the incidents of misappropriation cases reveals that Officers & Supervisors have blatantly failed to observe established basic procedures or callously neglected their fundamental duties thus bringing irrecoverable financial losses to the Corporation.

All the Unit Officers are hereby once again advised to adhere to the following instructions and follow financial discipline in all respects.

IN TRAFFIC WING:

- i. The Cash Remittance Note (MTD 9/R) should be prepared in duplicate. One copy be sent to DY CAO through Accountant/Asst.Accountant of the Depot along with Continuation Sheets (MTD 9/A) and Way Bills (MTD 5) etc. and one copy be retained in the Section. The CR Note shall be signed by CI/STI. CCOS shall arrange for printing of the CR Note forms in duplicate and supply them to all Depots before 15 FEB 1986.

- ii. The OC (Earnings) shall use the printed Bank Challan which is in Triplicate – (Form A-481 (a)) only for transfer and for remittance of Bus Cash for obtaining Demand Draft. These Challans shall be signed by the DM/CI/STI depending upon their availability. The DD requisition shall be signed by DM/CI/STI only.
- iii. The DM of the Depot shall verify the DC's Cash Book daily, with Bank Challan and CR Note and ensure that full amount of the day's collection has been remitted into Bank before 11.00 AM on the following day and DD has been obtained for the correct amount. In the absence of DM from Headquarters the CI/STI/Accountant shall carry out this task. The DM/Accountant as the case may be shall sign the Cash Book daily duly recording the time & date of signing Cash Book
- iv. The CI/STI shall maintain a Manuscript Register (Proforma below) to watch the daily remittances of Bus Cash by DC (Earnings) into Bank and its accuracy.

REGISTER OF REMITTANCE OF BUS CASH TO REGIONAL
DY CAO'S OFFICE

SI. No.	Date of Earnings	Date of Remittance	BANK CHALLAN		CR NOTE											
			No.	Date	No	Date										
1	2	3	4	5	6	7										
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">DD No of Bus Cash/ Other Cash as per Cash Book</th> <th style="width: 20%;">Amount Remitted into Bank.</th> <th style="width: 15%;">DD No & Date</th> <th style="width: 20%;">Time of remittance into Bank.</th> <th style="width: 30%;">Initials</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">8</td> <td style="text-align: center;">9</td> <td style="text-align: center;">10</td> <td style="text-align: center;">11</td> <td style="text-align: center;">12</td> </tr> </tbody> </table>							DD No of Bus Cash/ Other Cash as per Cash Book	Amount Remitted into Bank.	DD No & Date	Time of remittance into Bank.	Initials	8	9	10	11	12
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8	9	10	11	12												

- v. The Day's earnings of the previous day i.e., 08.00 Hrs. to 16.00 Hrs. and 16.00 Hrs. to 00.00 Hrs. along with Cash received upto 00.00 Hrs. to 08.00 Hrs. of the current day shall be remitted into Bank by 11.00 Hrs. daily through separate DDs for the previous day's earnings and current day's earnings and the time of remittance must be endorsed on the Bank Challan. Reasons for delayed remittance, if any, shall be recorded by the DM personally and signed.
- vi.

The Earnings relating to Holidays have to be remitted through separate Challans and obtain separate Demand Drafts

Vi (a) A vehicle shall be arranged for the transportation of Cash into Bank. The Security Guard or Head Guard accompanying Cash shall be present with the DC (Earnings) while the cash is made over to the Teller's Counter in Bank premises. He shall sign daily with dated initials and staff number on the reverse of Office Copy of Challan in token of his having witnessed the DC's handing over cash in Teller's Counter.

vii.

(b) Round the clock Security arrangements shall be provided for the Depot Earnings Section.

Vii The DC (Earnings) after compilation of CR Note shall send the Way Bills bundle and CR Note to the Accounts Supervisor of the Depot by 14.00 Hrs. on the same day. The DD shall be despatched by DC (Earnings) to DY CAO under a covering Forwarding Memo (Form A-263) duly signed by DM/CI/STI and send it by First Available Bus duly recording the details of Bus No., Crew details & SR No etc. in DD Despatching Register as per proforma given below: