

**JOINT ACCOUNTS & OPERATIONS CIRCULAR NO 22 Dt: 11 DEC 89**

Sub: THEFT - Theft of Bus Cash at various Depots - Precautionary measures to be taken - Instructions issued - Reg

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Recently there was a case of theft of Bus Cash at Narsapur Depot. As a result of this the Corporation has sustained loss of huge amount of Rs. 2.11 lakhs. To curb such losses the following steps are suggested precautionary measures for safe custody of Corporation's Cash.

- i) The cash should be kept in Iron Safe(s) duly sealed by the custodian.
- ii) The Iron Safe(s) should always be kept in strong rooms specially designed and constructed for the said purpose by C E D.
- iii) Wherever depot Earnings Sections are functioning in the premises other than APSRTC buildings (ie. Private buildings), the rooms meant for keeping cash etc, may be modified to the needs of a strong room by CED.
- iv) Whenever there is an accumulation of more than one day's cash at the Depot/Unit.
  - A) Security Guards
  - B) Home Guards
  - C) Police Personnel may be requisitioned before hand & posted at the strong room.
- v) Two Iron (standardised) safes may be provided to the Earnings section of each Depot.
- vi) The doors, windows and ventilators etc., may be fixed with strong iron doors and windows and ventilators with strong iron rods.
- vii) Whenever Employees of (SBH/SBI) are on strike or faced with any other problem resulting in non-issue of DD, efforts may be made to obtain DD from any bank which happens to work on that day.
- viii) If amounts have to be accumulated by the DM for disbursement, they shall be remitted into DM's Bank A/C and utilisation of Bus Cash shall be restricted only to meet short fall of the day's earnings for disbursement of salaries/authorised expenditure
- ix) Trust the Security Guards to operate ammunitions and give permission to them to handle the same in emergency while posting to vulnerable depots.

All the Depot Managers/Unit Officers are advised to follow the above suggestions strictly.

The DVMS/RMS and other Inspection Officers should look into this aspect during their Inspections to ensure proper implementation of the above instructions.

Acknowledge receipt.

Sd/-  
VICE CHAIRMAN & MANAGING DIRECTOR

//Attested//  
Sd/-  
CHIEF AUDITOR  
//True copy//