

APS RTC

No B&F/F5/133(l)/95 FD

O/o the VC & MD Finance Wing
Mushirabad Hyderabad
Dated 29 Dec 95

CIRCULAR

Sub EARNINGS Precautions to be taken for safe custody of Bus Cash Reiteration of instructions Reg

Ref Circular Lr No B&F/F5/133(l)/95 FD dated 13 11 95

Instructions were issued through the above reference regarding precautions to be taken for safe custody of Bus Cash. Certain units have informed that they do not have duplicate keys to comply with the circular instructions. In view of the doubts expressed the following further instructions are issue

D O U B T	FURTHER INSTRUCTION
What is to be done	
1) In the case of Iron Safe with only single locking system	Locking system to be got replaced by Double locking system
2) In the case of Iron Safe with double locking system where one key is only available and the second key is not available	a) Action to be taken to obtain the duplicate of the second key from the Dy CAO s/AO's Office if available b) If the duplicate key is not available in Dy CAO s/AO s Office locking system to be replaced with a new Double Locking System

For replacing the locking system wherever necessary the Units may contact the local distributor of M/s Godrej

All the Unit Officers are advised to take action accordingly and comply with the circular instructions scrupulously

Sd/ (G Somasekhara Rao)
FINANCIAL ADVISER