

APS RTC

No B&F/F1/42(9)/96-FD

O/o the VC & MD Finance Wing  
Mushirabad Hyderabad  
Dated 06 Dec 96

**ACCOUNTS CIRCULAR No 11 / 1996-AD**

Sub BANK ACCOUNTS Operation of Bank Account in the absence of Dy CAO/ AO orders Reg

Instances of non operation of Bank Account in the absence of Dy CAO/AO in the Regional headquarters have come to the notice of Head Office This is resulting in avoidable accumulation of funds in the Regional Offices and non transfer of funds to depots to meet their expenditure

In order to over come such situations the following guidelines are issued

Where there is One Dy CAO/One AO Or Two Aos in the Regional Office	Where there is only One AO in Reginal Office	In the Zonal Office
1 If the Dy CAO or the AO is away from HqRs The Officer Present in HQRs is responsible for Operating The Bank Account	If the AO is away from HQRs The RM shall request the ED concerned to direct one of the Officers of the FD in Zonal Office or neighboring Regional Office to ensure Operation of Bank Account	If both the Dy CAO & the AO of the Zonal Office are away from HQRs The ED concerned shall depute one of the Officers of FD in the local/neighboring Regl Office to ensure Operation of Bank Account
2 If the AO(F&A) is away from HQRs The AO(A&I) shall be responsible for Operation of Bank Account		
3 If both of them are away from HQRs The RM shall request the ED of the Zone to direct one of the Officers of FD in Zonal Office or a neighboring Regional Office to ensure operation of Bank Account	If no sush arrangement is made by the ED concerned the Bank Account shall be operated by the RM	
4 If no such arrangement is made By the ED concerned the Bank Account shall be operated by the Regional Manager		

These Instructions will come into force with immediate effect

Sd/- (V Appa Rao)  
Vice Chairman & Managing Director