

**ANDHRA PRADESH STATE ROAD TRANSPORT
CORPORATION**

Office of the Vice-Chairman & General Manager
Mushirabad Hyderabad - 500 020
Dated 20 3 1982

CA/648/(1)/8/AD **C I R C U L A R**

To
All Officers of the Corporation
All HODs and RMs

Sub ASSETS - Physical Verification of Assets of Corporation - Reg
Ref 1) Clause 28 of APSRTC Rules 1962
2) Chief Auditors Lr No even dt 14 12 81 6 2 82 & 22 2 82
3) AO (A & I) s Lr No INS/ 648(1)/81 AD dt 131982
4) DY CAO(H) s Lr No INS/ MISC(12)/78-HR dt 18 2 82

Clause 28 of APSRTC Rules 1968 enjoins that the Corporation should arrange for the Physical Verification of all assets of Corporation once in a year by an Accounts Officer Accordingly the Chairman of the Corporation has nominated the AO (A & I)s of the Regions to undertake this work

The AG will also demand a Certificate to this effect before certifying the Annual Accounts of the Corporation as a rule under the Act

For this the responsibilities of various Officers of Corporation are as follows

- 1) The CCE(E) & CCE(W) have to provide a certified Inventory of all Lands & Buildings under the jurisdiction of their EEs in various Divisions and LAO in Head Office as on 31st March of every year This function has to be coordinated by the respective CCEs and records/data furnished as on 31st March 1981
- 2) The CSTO has to provide a certified inventory of vehicles held by each depot with APZ/AAZ numbers as on 31 st March 1981 For this the STOs of Regions have to furnish required data to CSTO Besides this the DMs should also provide the Vehicle position in Form MTD 151 as on 31st March of every year along with the Vehicle Transfer forms in MTD-68A with accepted copies attached to them
- 3) The DMs/DVMs and other Unit Officers have to keep all the books and records pertaining to Tools & Plant transactions (including Furniture Office equipment and Workshop machinery) under their custody For this purpose they have to prepare monthly Returns Annual Returns of T & P certified as per details in Form A Large and T & P Locality and

Summary of Locality Registrars posted upto-date and susceptible of Audit by Audit Inspectors

- 4) The Stores Officers of the Regions have to provide necessary facilities along with upto-date postings and reconciled Kardex and Tally Board balances to AO (A & I)s for conducting Stock taking of Capital Stores on continuous Stock taking basis by Stock Verifiers to ensure that physical stocks accord with the book balances as reflected in perpetual inventory system of record keeping in Stores

After complying with the above the AO(A&I) will conduct the physical checks and give a certificate to AG and report to Corporation

But I gather from the prolonged correspondence available on records that the response from the above Officers is almost negligible Callousness of Unit Officers is resulting in severe criticism from Statutory Auditors

I therefore advise all the Officers of the Corporation ODs and RMs to keep and provide all the required data to the respective AO(A&I)s of the Regions without loss of time I shall be constrained to resort to disciplinary action against erring Officers after 1st May 1982

Please acknowledge receipt

(P S RAMAMOHAN RAO)
VICE-CHAIRMAN & GENERAL MANAGER