

**ANDHRA PRADESH STATE ROAD TRANSPORT
CORPORATION**

O/O the VC & MD (Audit Wing)
Mushirabad Hyderabad-20
Dated 10th July 1984

No INS/329/1 984-85/AD

All Depot Managers/Unit Officers APSRTC

Sub INSPECTIONS - LOANS - Loaning of Departmental Materials -
Empty Engine Oil Barrels Tarpaulins etc by Depots/Units -Procedure
discontinued -Orders issued - Reg
Ref CV & SO s LR No SB3/619 (10) 81 dt 6 8 1981 addressed to all
Depot Managers/Unit Officers

Instances have come to my notice where Empty Drums (25 Lts &
205 Lts capacity) Tarpaulins etc are being issued to the staff on loan
basis and they are not taken back even after several months
Whenever such cases are coming to light during audit inspection the
Unit Officers are being requested to advise the employees to return
these items failing which to recover the cost of such items In a
majority of the items staff are found to be defaulting in returning these
items to the Depot/Unit

In view of the above it is hereby ordered that loaning of Corporation
s materials to staff and other be stopped forthwith Non-adherence to
these instruction will be viewed seriously besides recovery of the cost
of materials loaned from the official responsible

The receipt of this circular be acknowledged

Sd/ P S RAM MOHAN RAO dt 12 7 84
VICE-CHAIRMAN & MANAGING DIRECTOR

Copy to All other Officers of the Corporation