

APS RTC

O/o the VC & MD Finance
Wing Mushirabad Hyderabad-
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Dated 28 11 2000

No B&F/F1/42(9)/2000 FD

To
All the Executive Directors
All the Regional Managers/Heads of Depts
All the Officers of Finance Department

Sub Bank Account Authorisation to operate Bank Account Reiteration of
instructions Reg

Ref Accounts Circular No 11/1996 AD Dated 06 DEC 1996

Detailed instructions have been issued listing the officers that can be authorised for operation of Bank Account whenever the Officers of Finance department are away from Zonal / Regional Hqrs Or when the posts of Dy CAO / AO in the Zone / Region are vacant

Instances of violation of these instructions have been noticed occasionally Therefore it is felt necessary to reiterate the instructions All the Executive Directors (Zones) and all the Regional Managers are advised to take action as mentioned below

Officers who can be authorised to operate Bank Accounts in the absence of Dy CAO / AO or both in the Head Quarters

Where there is one Dy CAO
and One AO or Two AOs
In the Regional Office

(1)

1 If the Dy CAO or the
AO is away from Hqrs

The Officer present in Hqrs
is solely responsible for
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

2 If no such arrangement
is made by the ED

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 neighbouring
Regional Office to ensure Operation of
Bank Account

4 If no such arrangement is made by
the ED concerned the Bank Account
shall be operated only by the Regional
Manager and none else

Where there is only One
AO in Regional Office

(2)

1 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 neighbouring
Regional Office to ensure
Operation of Bank
Account

concerned the Bank Account
shall be operated by the RM
and None else

2 If both the Dy CAO &
the AO of the Zonal Office
are away from Hqrs

In the Zonal Office

(3)

1 If the Dy CAO or the
AO is away from Hqrs

The Officer present in
Hqrs is solely
responsible for Operation
of Bank Account

The ED concerned shall
depute one of the
Officers of FD in the
local /neighbouring
Regional Office to
ensure Operation of
Bank Account

Executive Directors (Z) and Regional managers are advised to strictly adhere to the arrangements prescribed above and are also advised not to deviate except with written communication from the Financial Adviser / VC & MD

Sd/ (K Anandaiah)
Vice-Chairman & Managing Director