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ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

O/o The VC & MD (Finance Wing)
Mushirabad, Hyderabad - 20.
Date : 27-12-2013

No. B&F/AMF(42)/NET BANK/2013-14

To
All Dy.CAOs and AOs of Regions and Zones,
All Depot Managers
APSRTC

Sub: Funds Transfer to Depots from Regional Office- Procedure to be followed - Regarding

Funds transfer from AO's office at Regions are being made to Depots based on periodical requisitions from the depots, which specifies the date on which required, the purpose of expenditure, amount and the sanction / approval details duly supported by Xerox copies of approval. This requisition has to be signed by the Depot Manager only.

The Regional Office, after scrutinising the requisition with the sanction copies and getting satisfied with the necessity of incurrence of expenditure would transfer the required funds to the Depot.

Hitherto, on transfer of Funds, day to day verification as to whether the Funds Transferred to Depot was utilised by the Depot for the purpose for which it is transferred was not made by the AO's office in the Region.

In the light of recent instances of misuse of Funds transferred by two city Depots, the following procedure is prescribed for strict adherence

The Depot Accounts Supervisor, on receipt of Funds, have to release audited payments for which funds was received, through Cheque / DD / Cash as may be necessary.

The Depot Manager, before approval for release of payments has to ensure that the payments proposed are in order and is according to the Funds released by AO's office.

The Depot Manager has to also ensure that the entries made in CIR is as per Funds released and approval for payments at the time of signing cheques.

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After release of payments only, the next requisition for Funds has to be made to AO's Office.

After the first requisition of funds, the subsequent requisition of funds by Depot has to be accompanied by Utilisation certificate for previous funds received, in addition to the regular accompaniments, in the following proforma signed by the DEPOT MANAGER only.

UTILISATION CERTIFICATE FOR FUNDS RECEIVED BY ----- DEPOT ON -----

SL. NO.	PAYEES NAME	CHEQUE NO.	DATE	AMOUNT (Rs.)	PURPOSE
TOTAL					

This is to certify that the above cheques have been released against the funds received and entered in CIR.

DATE:

DEPOT MANAGER

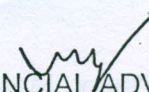
At the AO's office, on receipt of Funds requisition, in addition to verifying the regular details, the UTILISATION CERTIFICATE should be verified, duly comparing with the Funds already released. Endorsement in the Funds Utilisation should be made as verified by the concerned Clerk and Supervisor and countersigned by AO in Regional Office.

In case any discrepancy is found, requisition to be returned with the observations for clarification from the Depot Manager.

Further Funds should not be released unless the clarification/rectification is received from the Depot Manager concerned and once again verified and certified in the AO's office.

The above procedure is to be implemented with immediate effect.

Any deviation from the above procedure will be seriously viewed.


FINANCIAL ADVISOR &
CHIEF ACCOUNTS OFFICER

Copy to : All EDs for favour of information
: All Regional Managers and HODs for favour of information
: CFM / CM (A&S) / CA for information