



ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION
Office of the Managing Director, Bus Bhavan, Hyderabad - 500 020.

No:OP4/366(01)/2010-MED

CIRCULAR No 13/2011-MED, Dt.03.05.2011

Sub: **DEPOT IMPREST** - Revision of Depot Imprest amounts - Reg
Ref: Circular No.22/2001-MED, dt.20.08.2001

The "Depot Imprest" is provided to depots depending on the fleet strength, authorizing the Depot Managers to purchase materials without calling quotations to avoid vehicles from going off-road. The limits for Depot Imprest were last revised in the year 2001 and communicated vide Circular cited.

Due to inflation of the cost of materials during the last 10 years, the existing limits are observed to be insufficient for the depots to purchase essential spares/materials from the local market to meet the urgent requirement for keeping the vehicles onroad. As such, the depots have been recouping the amount very frequently which is time consuming.

In order to overcome the above problems in day-to-day maintenance at the Depots, the limits for Depot Imprest as well as the amount allowed per item have been enhanced as furnished below.

Slabs	Proposed amount
Up to 40 vehicles	Rs.2400/-
41 to 80 vehicles	Rs.3200/-
81 to 120 vehicles	Rs.4000/-
121 vehicles & above	Rs.6000/-

Amount allowed per item	Rs.400/-
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This has the *approval of VC&MD* and *concurrence of Financial Adviser*.

This will supersede the earlier circular at reference cited.

EXECUTIVE DIRECTOR (E&IT)

To
All Officers of the Corporation.

Copy to: Resident Audit Officer, Bus Bhavan, Hyd for information.
Copy to: All Maintenance Incharges of Depots for information.
Copy to: In-charge, Manual Section for record.