



ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION
Mechanical Engineering Department

Office of the VC&MD, RTC House, Vijayawada-13

No:OP3/366(01)/2016-MED

CIRCULAR No:05/2016-MED, Dt.23.09.2016

Sub: **DEPOT IMPREST** - Revision of Depot Imprest amounts - Reg

Ref: 1. Circular No.22/2001-MED, dt.20.08.2001.
2. Circular No.13/2011-MED, dt.03.05.2011.

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 2011 and communicated vide Circular cited.

Due to inflation of the spare parts prices in the recent past, 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. As such, the depots have been recouping the amount very frequently which is time consuming and the very purpose of providing Imprest is not achieved fully.

Considering the above difficulties, the limit for Depot Imprest is enhanced as below based on the fleet strength and type of operation.

Slabs	Proposed amount
Up to 80 vehicles	Rs5000/-
80 and above vehicles	Rs.8000/- (for depot with Non A/C Buses)
	Rs. 10,000/- (for depots operating both AC and Non A/C Buses)
Amount allowed per item	Rs.600/- (for depots with Non A/C Buses)
	Rs.800/- (for depots operating both AC and Non A/C Buses)

This has the approval of VC & MD and concurrence of FA & CAO.

This will supersede the earlier circular at reference cited.

To
All Officers of the Corporation.

EXECUTIVE DIRECTOR (E&IT)

Copy to: Resident Audit Officer, RTC House , Vja for information.
Copy to: All Maintenance Incharges of Depots for information.