

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.E/366(4)/2007-HES

Office of the VC & MD,
Mushirabad, Hyderabad,
Date:01-10-07.

Circular No. 28/2007- OPD(C) dated.01.10.2007

Sub:- IMPREST – Maintenance of squad imprests of HES branches at Regional level instead of Corporate office – Issue of instructions - Regarding.

Head quarters Enforcement Squad is having 18 branches all over the state located at Achampet, Suryapet, Zaheerabad, Godavarikhani, Kamareddy, Kothagudem, Nirmal, Adoni, Hindupur, Kalyandurg, Mydukur, Kanigiri, Madanapally, Puttur, Venkatagiri, Tanuku, Anakapally and Palakonda.

At present, three types of Imprests i.e. Postal imprest Rs.700/-, General imprest Rs.500/- and Oil imprest Rs.500/- are being maintained by the Squad Incharges of every branch.

In the present practice of recoupment of Imprest amount, whenever the Imprest amount is exhausted, the ADC/TTI of squad concerned has to come all the way to Hyderabad as A.O (P&A) at Corporate Office is the competent authority for such recoupment. This process is taking considerable time and resulting in unproductive utilization of man hours of the staff coming all the way to H.O for attending to this work, besides payment of TA & DA to them.

After careful examination of the above issues, the competent authority has decided that the Squad Incharges have to prepare recoupment statements and submit to the Depot Managers of the concerned depots where these HES branches are located. The DMs have to certify the Imprest expenditure being incurred by the Squads and take necessary action for sending them for audit to DY. CAO/ A.O at Regional level.

The Depot Manager will arrange amount after audit from DY. CAO / A.O. concerned.

The Imprests of HES at Head Office will however be recouped at A.O (P&A), Head Office only.

These instructions will come into force w.e.f. 01-10-2007.

This has the concurrence of Chief Accounts Officer.

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EXECUTIVE DIRECTOR
(O & MIS)

ENCL:ANNEXURE.I

Copy to: All EDs of Zones for infn and necessary action.
Copy to: FA, CFM & CA for infn and necessary action.
Copy to: CAO for infn and necessary action.
Copy to: CCM for infn and necessary action.
Copy to: RMs/Dy.CTMs for infn and necessary action.
Copy to: DY.CAOs/AOs/DMs concerned for infn and necessary action.
Copy to: AO(P&A)/HO for infn and necessary action.

ANNEXURE.I

SL NO	LOCATION OF HES BRANCHES	DEPOT AT WHICH THE RECOUPMENT OF IMPREST IS TO BE DONE.
1.	ACHAMPET	ACHAMPET
2.	SURYAPET	SURYAPET
3.	ZAHIRABAD	ZAHIRABAD
4.	GODAVARIKHANI	GODAVARIKHANI
5.	KAMAREDDY	KAMAREDDY
6.	KOTHAGUDEM	KOTHAGUDEM
7.	NIRMAL	NIRMAL
8.	ADONI	ADONI
9.	HINDUPUR	HINDUPUR
10.	RAYADURG	RAYADURG
11.	PRODDUTUR	PRODDUTUR
12.	CHIRALA	CHIRALA
13.	MADANAPALLY	MADANAPALLY-I
14.	PUTTUR	PUTTUR
15.	GUDUR	GUDUR
16.	TANUKU	TANUKU
17.	ANAKAPALLY	ANAKAPALLY
18.	PALAKONDA	PALAKONDA

HES/Hyderabad is having Postal Imprest of Rs 2200/-,General Imprest of Rs 1000/-,and Oil Imprest of Rs 500/-.

Each branch has Postal Imprest of Rs 700/-,General Imprest of Rs 500/- and Oil Imprest of Rs 500/-