

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No. 03/612(12)/99/OPD-T

Office of the VC & MD,
Nusheerabad, Hyderabad.

CIRCULAR NO. 44/99-OPD-T, DATED: 24-08-1999

SUB:-Embezzlement and misappropriation of Corporation revenues - Issue of instructions - Reg.

REF:-C.A.Lr.No.CA/377(1)/99-AD, Dated 25-05-99.

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1. A number of cases of embezzlement and misappropriation of Corporation revenues, bus cash and bus pass amounts by ADCs & DCs working in the depots and Bus Stations are being reported. Recently, cash embezzlement and misappropriation have come to light at BHEL and Dilshuknagar Depots.
11. In view of the frequency of such occurrences, the following guidelines are issued for strict implementation while posting ADCs/DCs in Earnings Section.
 1. Depot Managers shall verify the P-Cases and identify ADCs/DCs who have a clean record and post only such employees in Earnings Section.
 2. No ADC/DC shall be kept in Earnings Section beyond one year.
 3. The ADCs/DCs shall be rotated on job from one section to another atleast once in a year to preclude developing any vested interest.
 4. The Depot Managers/Senior Supervisors shall exercise periodic checks of bus cash and other cash transactions/ticket stocks atleast once in a week as a preventive measure and surveillance.
 5. Regional Managers/Dy. Chief Traffic Managers who visit Depots for periodic inspections, should make it a point to check the cash transactions which shall act as deterrant.
 6. The Audit team of Internal Audit Wing of the Region shall check cash sections/ticket stocks whenever they visit Depots/Bus Pass Sections.

Please acknowledge.


 EXECUTIVE DIRECTOR
 (OPERATIONS).

To
 All EDs of Zones/All RMs/All DMs.

- Copy to: Chief Auditor/HQ for information.
Copy to: All Dy.CTMs in Zones/Regions for infmn. & n/a.
Copy to: All Dy.CAGs/AOs in Regions/Zones for n/a.
Copy to: All Incharges of Traffic Section at Depots.