

No. R2/535(2)/2013 OPD-CSC



Central Schedule Cell,
Bus Bhavan,
Hyderabad.

CIRCULAR NO. 35/2013, OPD-CSC, Dt.29-07-2013

Sub:- **IMPREST – Enhancement of imprest amount from Rs.50/- to Rs.150/- to all the Conductors and TIM Drivers Permanently – Instructions issued – Reg**

- Ref:- 1) Circular No.11/93 OPD(T), dt.05.02.1993.
2) Circular No.41/94 OPD(T), dt.16.08.1994.
3) Circular No.2/2011 OPD(CSC), dt.05.02.2011.
4) Circular No.36/2012 OPD(CSC), dt.18.09.2012.
5) Circular No.09/2013-OPD(CSC),dt.09-04-2013.

Through the VC & MD Circular 5th cited above, instructions were communicated to all Field Managers to provide Rs.50/- as permanent imprest to all conductors and TIM drivers.

Now to avoid change problem with passengers, **it is decided to provide Rs.150/- as permanent imprest to all conductors and TIM drivers duly following the guidelines given below.**

The Regional Manager shall be the Competent Authority to sanction permanent imprest @ Rs.150/- to each Conductor and TIM Driver with the concurrence of AO / Dy.CAO of the Region. **In respect of existing conductors and TIM drivers to whom already Rs.50/- permanent imprest is provided action to be initiated for drawing the difference amount of Rs.100/- and pay to them.**

The permanent imprest amount for Conductors / TIM Drivers shall be drawn through pay-order duly allocating to AH No.2510 (Conductor's imprest)

- Before drawl of difference of imprest amount, the Accounts Supervisor shall review the imprests held with the Depot and the amount outstanding under AH 2510 (Conductor's imprest) already sanctioned. If there is any shortage, sanction may be obtained accordingly by the Depot Manager.
- Since the amount is recoverable a separate register shall be maintained for AH 2510 also.
- Individual acknowledgement in triplicate shall be obtained from the Conductor / TIM Driver at the time of issuing permanent imprest amount.
- Issue of permanent Imprest to the Conductor / TIM Driver shall be recorded in his / her service – record. Further the 1st copy of the acknowledgement shall be filed in his / her " P-Case ", the 2nd copy shall be filed with the Personnel Wing and the 3rd copy shall be retained with the Accounts Wing of the Depot.

(contd in page 2)

- Whenever the Conductor or TIM Driver is transferred to any other unit the permanent imprest amount shall be mentioned in the LPC.
- If the Conductor or TIM Driver is promoted or re-categorized to another post the permanent imprest amount shall be recovered before reliving him / her.
- If the Conductor / TIM Driver is retired, removed from service or dies while in service the permanent imprest amount shall be recovered from settlement salary.
- It shall be the responsibility of the Depot Manager to ensure that all the Conductors/TIM Drivers bring the permanent imprest amount Rs.150/- in the form of loose change before commencing his / her duty.
- The TTIs should ensure for possession of imprest amount Rs.150/- in the form of loose change by the Conductor / TIM Driver.
- At the time of endorsing the private cash in the STAR document the Traffic Supervisor should verify the imprest amount and ensure that the Conductor / TIM Driver possesses imprest amount Rs.150/- in the form of loose change. The Regional Manager and Dy.CTMs shall check this aspect during the course of their Inspection of Depots.
- This circular is not applicable for the Drivers of "PUSHPAK" services, which are exclusively operated by GHZ to Rajeev Gandhi International Airport.

The circular shall come into force with immediate effect.

This circular be acknowledged



VICE CHAIRMAN &
MANAGING DIRECTOR

To
All Depot Managers of the Corporation.

Copy to :

ED(A&P) , ED(E&IT), FA & CAO , Director (V&S), Secretary to Corporation & ED (Med & HRD), ED (Zones) for information.

CE (IT) with an advise to modify the soft ware in the Depot Computer system to allow permanent imprest amount of Rs.150/-for Conductors / TIM Drivers.

All Regional Managers / HODs of the Corporation.

All Dy.CTMs & DVMs of the Corporation.

All Dy.CAOs, AOs & RAO/HO for information & n/action.

Secretary to Chairman & Secretary to VC & MD for information.

ATM(HES) for information.

PO(Trg) for inclusion in the Monthly Index of Circulars.

General Secretary, APSRTC Employees Union, Hyderabad.

General Secretary, APSRTC NMU, Hyderabad.

General Secretary, APSRTC, TMU, Hyderabad.

General Secretary, APSRTC Supervisors Association, Hyderabad.