



**BANGALORE METROPOLITAN TRANSPORT CORPORATION
CENTRAL OFFICES : BANGALORE**

No. BMTC/CO/ACCOUNTS/G-1582/14-15

Dated: 13.12.2014

CIRCULAR

Sub : Carrying of 2nd key of the Cash Chest by the Depot accounts Supervisors.

Ref: 01) BMTC/CO/ACCTS: 895:98-99 Dated: 19.06.1998

02) KSRTC/CO/ACCTS/2401/11-12 Dated: 27.08.2011

In spite of the instructions given in the circular under reference above it is observed that in the depot the cash book is closed after the arrival of 1st Shift and Accts Supervisors are carrying the keys of cash chest soon after the receipt of the cash between 5.00 p.m. to 6.00 p.m. Due to this large chunk of revenue proceeds realized during the general shift and the 2nd shift is left at the disposal of cashier till the same is remitted to the bank next day. This would give scope for any kind of misuse, theft/manipulation of cash/accounts.

Hence the direction of the circular under reference is reproduced. Supervisors shall ensure that the revenue collection of general shift is got realized & deposited safely and then only the 2nd key of the cash chest should be carried by them every day.

For this purpose the Depot Manager shall modify the timings of the accounts supervisor suitably according to the arrivals of the general shift schedules so as to ensure that the Accounts Supervisors is present in the depot both at the time of arranging remittance of cash to the bank between 9.00 am to 10.00 am in the mornings and closure of general shift between 7.00 pm to 8.00 pm as the case may be.

The Cashier should preserve safely the revenue received after 20.00 hours in a small cash chest (20*3 size) and retain the 1st key with him and hand over the 2nd key to the security section and the responsibility of the safety of 2nd key lies with security section.

Further it is also directed that whenever the Accounts Supervisor is on leave/weekly off/ood , etc., the keys of the cash chest should be carried by the depot manager or by the ATS/AWS compulsorily. In the absence if both the Depot Manager and ATS/AWS the same shall be carried by any one of the other supervisory staff like TI/EST Supervisor as the case may be. The Depot Manager shall ensure that whenever the accounts supervisor avails his regular weekly-off and or while granting him any kind of leave or deputing him on OOD the instructions of the circular may be followed. The cash chest key register may be maintained accordingly.

This circular comes into with immediate effect, all the concerned are instructed to take necessary action in this regard.

Receipt of the circular shall be acknowledged and compliance reported.

Sd/-

Chief Accounts Officer-F.A

BMTC Central Office

Copy to: 1) Personal Secretary of Managing Director BMTC for information.

2) Personal Secretary of Director Security & Vigilance BMTC for information.

3) Personal Secretary of Director (I.T.) BMTC for information.

4) All HOD'S for information.

5) All Sr./Divisional Controller for information and needful action.

6) All Depot Managers for information and to take necessary action.