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DELHI TRANSPORT CORPORATION  
OFFICE OF THE CGM(O) I.P. ESTATE  
NEW DELHI

NO:CGM(O)/2017/ 61-112

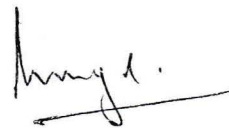
Dated:-24.04.2017

**Sub:-Revised format of Waybill**

The format of the existing pre-printed Waybill, being utilized by the Conductors has been examined and it has been observed that the same does not contains the details of the denomination-wise cash. Therefore, the aforesaid pre-printed waybill has been modified and the necessary columns for showing denomination-wise cash have been incorporated and the same has been sent to Printing Press for printing. A copy of revised pre-printing way-bill is enclosed herewith for information and necessary action. The revised way-bill will be used after the existing stock is exhausted.

2. All the RMs / DMs will ensure that the Conductors while depositing their cash with the Depot Cashier clearly mention the denomination-wise details of the cash on the way- bills.
3. It has further been decided that the Depot Cashier will maintain a register to make entries relating to denomination-wise details of the cash deposited by the Conductors on daily basis as per format given overleaf. The grand summary of the denomination-wise cash deposited by the Conductors will be prepared by the Cashier on daily basis and the same will be signed daily by the Depot Manager.
4. The Depot Cashier will also ensure that the denomination-wise cash as received from the conductors is deposited in the same denominations in the bank.
5. The Depot Accountant and Depot Manager will ensure the compliance of the above instructions. The senior officers who are on Depot inspection duties will also check this aspect while visiting the depots.
6. This issues with the approval of the CMD.

Encl:As above.



( A.K.GOYAL )  
Chief General Manager(O)

All DMs/ RMs.

Copy to: All HOD's

: Dy.CGM(PR),

: Dy.CGM(O),

: OSD to CMD- for information of the CMD pl.

: Mgr.(PP) – alongwith the pre-printed revised way-bill to be supplied to Depots well in time.

