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Delhi Transport Corporation  
Office of the CGM (O) I.P. Depot  
New Delhi-110002

No. CGM (O) /2017/ 799-853

Dated:- 06.10.2017

**ORDER**

**Sub.:- Maintenance of denomination-wise cash  
details and other instructions – regarding**


A revised format of Waybill to be used by the conductors has already been circulated vide office letter No. CGM (O) /2017/62-112 dated 24.07.2017. In the revised pre-printed Waybill, a Conductor is required to mention denomination-wise cash while depositing with the Cashier. Other instructions already mentioned therein are also to be adhered to by all concerned.

2. In addition to above, the following instructions are also issued in pursuance to the recommendations made by the Committee of CGM's.

- a) Depot Cashier will accept currency from the conductors only as per the denomination-wise summary mentioned by him on the waybill and will not accept the waybill if denomination-wise summary is not mentioned on the prescribed place of the Waybill by the Conductors. If old pre-printed waybill is used, then the DMs will put up an appropriate stamp mentioning "Denomination-wise Summary".
- b) Since denomination-wise summary is also not maintained at other cash collection centres attached with various depots/units viz Pass Section, PUC Centres, CNG Leakage Centres, Advance Booking/Reservation counters, Regional Checking Offices [for CFT] etc., therefore, instructions are hereby issued that the concerned officials of these sections while depositing cash with the Cashier of the depot should clearly mention denomination-wise cash in the concerned registers/documents.
- c) The Cashier of the depots should also maintain a record of denomination-wise summary of the currency in their registers for the cash received by them from the conductors/other cash collection centres.

- d) A copy of counter foil of the Bank deposit slip mentioning denomination-wise summary should be obtained from the Bank, if not already given, and pasted on the Main Cash Book, so as to avoid any change of currency at the level of Cashier.
- e) No exchange of currency denomination-wise is permissible at the level of Depot Cashier except in the case of authorized receipts (such as change given to conductor while going on the duty, while depositing cash after duty, depositing cash amount against Laid off Duty, Cash amount deposit against RTI matters, CFT amount etc.) and record of such exchange will be maintained by the Depot Cashier.
- f) It should be ensured that both the conductors as well as drivers (Marshals also, if deployed) should declare their 'Personal Cash' subject to maximum limit of Rs. 500/- each, in the column already prescribed in the waybill and that should also be counter-signed by the Duty Officer at the time of out-shedding of a bus from the depot.

This issues with the approval of Competent Authority.

  
(Subhash Chandra)

Chief General Manager (O)

All DMs/All RMs

Cc to : All CGMs  
Sr.Manager (Vig.)