

a p s r t c

No CA/442(1) /81 FD

Office of the
VC & MD AUDIT WING
Mushirabad Hyderabad 500 020
Dated 18 3 1983

C I R C U L A R

Sub ORGANISATION & METHODS - Reintroduction of DAO s setup in all the Divisions of Hyderabad Division - Compilation of Salary Bills and attached work - Responsibility of DMs - Reg
Ref circulars No even dated 30 11 1981 / 10 12 1981

In the revived DAO s set up Compilation of Salary Bills and its attendant work is attached to the care of the Depot Manager But owing to the inadequacy of accounts staff at Depot level certain difficulties were faced in the beginning The same could be overcome by providing an additional hand to each Depot after a study by the O&M Cell and postings, were accordingly made The Management expected that this arrangement of posting additional hand to each Depot would clear the way for smoother functioning of Accounts Wing at Depots In spite of this DMs have neglected the phase of Compilation of Salary Bills & non-departmental recovery statements

Outside Institutions like Employees |CCS LIC postal Authorities etc have been repeatedly pointing out irregular submission of their NDR amounts with statements which has resulted in accumulation of arrears in their maintenance of books, of accounts

As such it is reiterated that the DMs should monitor day-to-day preparation of musters timely preparation and submission of Salary Bills and NDR statements with reconciled figures to the respective DAOs promptly on the due dates No DAO will remind on these and DMs shall be accountable for the pecuniary loss caused to the outside Institutions due to delayed remittances and submission of NDR amounts/ statements

DVMs/ RMs will ensure this and take suitable steps on all cases resulting in Industrial Relations problems at either levels on account of irregularities in preparation of Salary Bills and attendant statements DMs should clearly understand that the correct and timely submission of these statements is their exclusive responsibility and the blame for any Industrial Relations problems arising from their failure in this regard will be squarely pinned on them

sd/- PS Ramamohan Rao 19 3 83
VICE-CHAIRMAN & MANAGING DIRECTOR

To
All DMs/ All DVMs / All DAOs of Hyderabad Region
RMs(HYD)/ (CITY) and
Other Officers of Hyderabad Region

// attested //
(PJEER)

CHIEF AUDITOR