

**ANDHRA PRADESH STATE ROAD TRANSPORT
CORPORATION**

Office of the General Manager
Mushirabad Hyderabad - 20
Dated 25 May 1982

No CA/56(1)/81

Circular

Sub STATUTORY AUDIT - Replies to Spot Memos of AGs Inspecting Officials - Presence of DVMs/WMs during discussion times - Orders thereon - Regarding

AG s Inspection parties have been complaining off and on that Unit Officers are not available during their inspections inspite of giving sufficient advance notice and even if they are available during the inspections they do not make themselves available for discussion of various points noticed in the inspection This has been compelling the AG to issue draft paras on points which could have been sorted through a personal discussion

Divisional Managers and Works Managers are hereby instructed to ensure that Depot Managers and other Unit Officers are present and available for discussion throught-out the visit of an AGs party for inspection of their Units They should invariably issue replies to Spot Memos under their signature marking one copy to the Chief Auditor together with a copy of the AGs Spot Memo At the end of the Inspection both the Depot Manager and the Divisional Manager should make themselves available for discussion with the Audit party when most of the objections raised during the inspection can be met on the spot by appropriate explanations

Instructions have already been issued on this subject vide this Office Circular No CA/56(1)/81 dated 14 10 81

Sd/- P S RAMA MOHAN RAO
VICE-CHAIRMAN & GENERAL
MANAGER

To
All Divisional Managers & Works
managers APSRT—CORPORATION

cc to all R Ms They should ensure that DVMs of their Regions are available for discussion with AGs Audit party Spot Memos should also be replied within twenty four hours by DVMs/WMs along with a copy to Chief Auditor together with a copy of the Spot Memo

cc to Resident Audit Officer/AG-RTC-Audit Branch/Msrd for
information

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CHIEF AUDITOR