

Office of the
VC & GM Audit Wing
Mushirabad Hyderabad - 500 020
Dated 18 11 1982

No CA/13(2)/82 FD

CIRCULAR

Sub ADVANCES - Responsibility for Clearance of Suspense Balances -
Inspection of Depot Accounts by RMs DY CAOs & DVMs
Instructions issued - Reg

Ref Circular No CA/13(1)/81 AD dt 20 3 1982

The above cited circular was issued on Clearance of Suspense Balances particularly Revenue Suspense Balance for strict implementation by all Officers of the Corporation

Clearance of old outstandings was expected to be completed within two months of issue of circular ie by the end of May 1982 But no tangible results have been noticed

For this I hold the DY CAOs of Regions entirely responsible Besides I also see such Laxity on the part of DVMs in inspecting the Depot accounts wing and giving necessary sanctions while reviewing the outstandings on an item by item

Complacency on the part of DVMs/ DY CAOs is only reinforcing the lethargy of the DMs on the financial front

I am therefore constrained to issue these guidelines for strict compliance of all concerned

- 1) CAO should draw up a monthly Inspection Programme to all DY CAOs of the Region with an accent on clearing all pending Suspense Balances with a copy marked to CA He should also review their performances
- 2) DY CAOs of Region should inspect all depots as i per the above programme and they should review every item of Suspense item by item and clear the Suspense Balances After their inspection of the Depot/Unit there should be only current balances arising after their inspection awaiting scrutiny if needed
- 3) DVMs/RMs should arrange to draw their depot inspections with a particular coverage of Finance Wing and propose accord sanctions based on the necessity or order other-wise for clearance of the balances and items once reviewed should be settled once for all

4) The Merit Ratings of the DMs/DVMs/DY CAOs will take note of the quantity of their financial management

These additional instructions will come into force with immediate effect

Please acknowledge receipt

Sd/- PS RAMAMOHAN RAO
VICE-CHAIRMAN & GENERAL MANAGER

To
All Officers of the Corporation

Sd/-
//Attested//
CHIEF AUDITOR