

ACCOUNTS CIRCULAR NO 19/82 -AD OF 9 9 82

Sub INTERNAL AUDIT - Curtailing the Inspections of Old Records of previous periods - Reg

For a variety of reasons not excluding slackness of work Internal Audit work in the Corporation has fallen into heavy arrears

2 As the Internal Audit is an appraisal activity it should be in a position to inspect the current transactions to have better control in evaluating the existing procedures/ systems It is therefore decided to inspect/test audit the current transactions of one year prior to the date of taking up inspection/ test audit of Unit/ Depots instead of from the date of last Audit

3 In order to speed up the work separate Check Lists have been prepared wherein the scope of Inspection/ test check has been prescribed However nothing precludes the Inspecting Officials to probe into any records of any period wherever they suspect fraudulent or shady transactions

4 A period of ten(10) days (including holidays if any) has been provided to cover all the items enumerated in the Check List for two Audit Inspectors & one Test Audit batch consisting of one Accounts Superintendent one Asst Accountant and one Sr Clerk (A) In no case should the period of ten(10) days be allowed to be exceeded It is the responsibility of all Unit Officers to keep all records in tact and produce before the Inspecting Officials

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These instructions will come into force with immediate effect

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

To
All Officers of the Corporation
All Als/ Test Audit Staff

Copy to RAO/AG-RTC MSRD HYD
Copy to Secretary to Chairman & Secretary to VC & GM

-/Attested/-

(P JEER)
CHIEF AUDITOR