

o/o the VC & GM
Audit Wing
Msrd Hyderabad

No CA/13(1)81 AD

ACCOUNTS CIRCULAR NO 22/1982-83 DT 29 10 1982

Sub ADVANCES - Responsibility for clearance of Suspense Balance -
Instructions to clear the outstanding balances under Revenue
Suspense head of Account - Reg

Ref VC&G M s Circular No CA 13/(1)/82-FD dt 20 3 1982

I reviewed the items of expenditure kept under Revenue Suspense Head of Account (294) at the Depots of KRMR CDP ATP&VSP Divisions I found that most of the items of drawals were analogous Based on this nature I broadly classified them into 20 broad groups

As most of these amounts are lying uncleared for year together and as the expenditure was met on the Corporation s needs some guidelines have been suggested as a desperate method to clear all the suspense balances Prior to 13 3 81 and still pending The guidelines are enclosed vide Annexure A to this letter

These guidelines have also been perused by VC&GM and he desired that we should communicate these guidelines to all DMs and DVMS to follow them for taking action to clear the Suspense Balances You are therefore requested to take immediate follow-up action and clear all the suspense balances prior to 31 3 1981 For this you have to egregate all the outstanding balances into (a) balances'of Transactions prior to 31 3 81 and from 1 4 81 to current date against each Suspense Head of Account All the amounts prior to 31 3 81 transactions should be cleared completely

For the balances of transactions from 1 4 81 to September 1982 these guidelines will not apply and you have to follow all the usual procedures

I will be inspecting your Depots exclusively to watch the implementaion of these instructions and endorse the clearance of Suspense Balances

Please impress upon all Staff and Supervisors that this work has to be taken up on priority basis and Suspense Balances cleared before 31 3 83

DY CAO (H) under cover of his letter No MA /5(4)/82-HR dt 6 9 82 has sent a list of guidelines issued earlier by this office to all Officers of Hyderabad/City Regions They may kindly note that this Circular is extension of the Circular issued by DY CAO/H Some of the guidelines in this Circular have been modified based on the inspection of Vizianagaram Region To this extent the guidelines in Annexure to DY CAO/H s Letter cited stand modified

CHIEF AUDITOR

To
All Officers of the Corporation

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