

Office of the VC & MD
AUDIT WING
Mushirabad Hyderabad - 500 020
Dated 20 OCT 1983

No CA/56(MA)/83 FD

ACCOUNTING CIRCULAR NO 34 OF 1983

Sub INTERNAL AUDIT - Dispensing with the practice of Mobile Audit & Centralisation of pre-audit of Salary Bills at DY CAOs Office - Detailed working instructions - Reg

- Ref 1) Circular No 1 /1978 dt 18 2 1978
2) Circular No 3/78 dt 3 3 1978
3) Circular No 9/1978 dt 31 7 1978

Prior to reorganisation of APSRTC into Regional set up (former Area set up) all payments made at Depots (Payments to Staff & payments to outsiders) were subjected to post-audit In the post-audit system the audit reports were seldom used for taking corrective action As result audit objection piled up in spite of their financial and accounting implications eliciting severe criticism from Accountant General

To overcome these in the reorganisation Mobile Audit Teams were constituted at Regional level to pre-audit the Salary Bills and conduct Post-audit of Paid Vouchers at the Depot level This system was introduced with a view to rectifying the irregularities on the spot through verification of the connected records at the Depot This system has been inforce from February 1978

Though this system is found suitable for pre-audit of Salary Bills it entails movement of clerical as well as Supervisory staff from Headquarters of a Region for 3 to 6 days at a time to a Depot or Divisional Headquarters for a duration of 3 to 6 days at a time This has been causing serious dislocation of other work of the Accounts wing at Depots besides creating some administrative problems

As the primary aim of this system is to ensure pre-audit of Salary Bills it is now decided to modify this systems of Mobile Audit into Stationary Audit by centralising the pre-audit work of Salary Bills at DY CAOs Office of the Region

In pursuance thereof the following detailed instructions are issued for implementation with immediate effect

I SUBMISSION OF DOCKETS FOR PRE-AUDIT

In regard to submission of Dockets of Personal Claims viz Travelling Allowance Overtime Allowance Night Shift and Mileage Allowance the following procedure shall be followed

- i) The above Dockets should be divided into two categories viz (a) dockets of Scheduled Claims and (b) dockets of Non-scheduled Claims Two separate statements should be prepared for submission to DY CAO s Office

EXPLANATION OF SCHEDULED/NON-SCHEDULED CLAIMS

Scheduled Claims are routine claims arising out of performance of scheduled or chartered duties and Non-scheduled Claims are occasional claims arising out of performance of duties other than scheduled duties

II) The Unit Officer should ensure that the Scheduled Claims viz Travelling Allowance Overtime Allowance Mileage Allowance etc should be equal to the total number of scheduled duties operated within the Muster period plus or minus transfers to and from the Depots or disallowed claims of previous period

III) The Non-scheduled Claims viz Travelling Allowance Overtime Allowance Mileage Allowance etc arising out of performance of duties specially allotted and attended to by the Staff should be separately sent in a statement and should not be mixed up with scheduled claims

iv) Responsibility for reconciling these claims as above rests with the Depot Supervisors and Depot Managers and their accuracy will rest upon DY CAOs

The DY CAO is advised to refuse claims if not submitted properly as stipulated above and report to the Regional Manager and concerned Divisional Manager

II SUBMISSION OF SALARY BILLS

Salary Bills complete in all respects ie page-wise totals Summary J Form Officers signature Certifications and with all enclosures should be sent to the DY CAO s Office of the Region as per scheduled dates prescribed in Annexure - A The Supervisor / Clerk concerned in DY CAO s Office should receive the Salary Bills pre-audit 100% and despatch them to the respective Depots after encagements are struck and signed by AOs

Adequate measures should be taken both by the Drawing Officers Auditors to ensure correct drawals and admitting expenditure

III SUPPLEMENTARY SALARY BILLS

Preparation of Supplementary Salary Bills should not be permitted except in cases of non-receipt of LPC in time No supplementary Salary Bills of any nature except the one mentioned above should be paid without pre-audit

Supplementary Salary Bills other than regular salaries if found necessary in view of the industrial relation! problems should be arranged for pre-audit by the DY CAO on priority but should not be kept pending

IV PAID VOUCHERS

All paid Vouchers should be subjected to post-audit at the Depot-level A supervisor (Asst Accountant or Accountant or Accounts Superintendent) with assistants of a Sr Clerk should visit a Depot quarterly The Audit staff should not take more than three (3) working days to Audit a quarter s paid vouchers The reports should be cleared quarter by quarter in respect of each Depot and the report of first quarter of a Depot should be cleared before a report of second quarter of that Depot is submitted It shall be the responsibility of the DY CAO/DMs/ Unit officers of the Region to see that the irregularities in the paid Vouchers are rectified on the spot and should not be allowed to fall into arrears Financial involvements such as irregular payment should be rectified on the spot by effecting cash recoveries on by forcing into accounts for subsequent regularisation

V AUDIT OBJECTIONS

The irregularities detected during the course of pre-audit of Salary Bills should be classified into (1) financial and (2) procedural Cash retrenchments should be made from the relevant staff immediately when the irregularity is detected and all procedural irregularities should be attended to by the Drawing Officers and complied with before the next month s Salary Bills are submitted The DY CAO should monitor this procedure and report to RM/CA/CAO & FA in case of default

In case the DY CAO feels that there is need for verification of any of the basic records like P case & Services Record Subsidiary Registers etc He should do so subsequently after effecting the payment with a restricted remark against such transactions

VI NON-DEPARTMENTAL RECOVERIES

The drawing Officers should submit all statements of non-departmental Recoveries viz GPF CCS SBT CTD LIC SMBF etc Effected from the Salaries of the employees along with Salary Bills duly tallied with the summary Sheet

These statements will be scrutinised for their accuracy and certified by the Audit

VII DEPARTMENTAL RECOVERIES

Departmental recoveries like (a) House Bilding Advances Scooter Advances Cycle Advances Marriage Advances special Advances (b) Festival Advances Jathra Advances Advance pay on Transfer Travelling Advances etc Should be strictly recovered as per normal instalment of recoveries in terms of existing rules While effecting recoveries a mention of instalment number shoule be recorded in red ink against the amount of instalment posted in the Salary Bill

for example FA-1/10 2/10 3/10 4/10 5/10 6/10 etc

Adv pay-1/3 2/3 3/3
HBA-1/240 2/240 3/240 4/240 5/240 etc

This is stipulated to have a control on the continuity of the recoveries till the entire advance is recovered in full

The other instructions on submission of Salary Bills for pre-audit as enjoined in the circular third cited will remain in force except to the extent modifed above

This issues with the concurrence of CAO & FA

Sd/- PS RAMAMOHAN RAO
VICE - CHAIRMAN & MANAGING DIRECTOR

To
All Officers of Corporation
Copy to So (M) for inclusion in the Index of monthly circulars issued
Copy to RAO/AG-RTC for information
Copy to Secretary to VC & MD for VC & MD s information

// attested //

(P JEER)
CHIEF AUDITOR

ANNEXURE A

SCHEDULED DATES OF MUSTER CLOSING SUBMISSION OF DOCKETS AND SALARY BILLS
TO DY CAOs OF REGION FOR
PRE-AUDIT & BACK

Sl No	Item	Transactions closing Dates	Submission to DY CACs Office	Retransmission to Units after pre audit by Dy CAO Office
1	Dockets of Claims viz TA OTA etx	Personal As on Muster Closing	5 th of the Month	15 th of the Month
2	Salary Bills	-	25 th of the Month	29 th of the month ON These dates may be pre ponded by number of Days equal to the holidays Pre fixing these dates