Office of the VC & MD
AUDIT WING
Mushirabad Hyderabad - 500 020
No CA/L56 (MA)/86-FD
dated 16 Dec 1983

C I R C U L A R

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

Ref Accounts Circular No 34 of 1983 dt 20 10 1983

Para VI of the said Circular envisages submission of all statements of non-departmental recoveries to DY CAOs along with the Salary Bills for certification in order to release the correct payments in time This instruction was issued to ensure prompt remittance of amounts together with relevant statements to the NDR Agencies who have been complaining of irregular submission resulting in accumulation of posting of Members Accounts But many DMs DY CAOs and other Unit Officers have expressed their difficulty in complying with the instructions on the plea that much time is required for compilation of NDRs and tallying the same with the Salary Bill Summary Sheet

This stigma has been examined and found that much labour and time can be saved if once all the relevant Recovery Statements like SBT CTD LIC SMBF CCS & GPF are stencilled cyclostyled and sufficient copies are taken out

As such all the DMs and Drawing Officers are hereby advised to prepare cyclostyled copies of all NDR statements well in advance for a period of 6 months at a time and compile them by adding/deleting the names and amounts of new entrants/transferred employees and submit along with Salary Bills to DY CAO for certification of the accuracy of recoveries

This dispose off all the following letters received from various Drawing Officers/DY CAOs on the subject

(1) A3/MA/ 83 ELR dt 10 11 1983 - DM (ELR)
(2) A1 /456 (1)/83 RJY dt 1 12 1983 - DM (RJY)
(3) A3/635 (1)/83 CTR dt 9 12 1983- DM (CTR)
(4) E1 /56 (1)/83 AD/VZM dt 28 11 83 - DY CAO (VZM)

Sd/- KS Kameswara Sarma
CAO & FA 20 12 1983

To
All Officers of the Corporation
Copy to Secretary CCS SBT GPF for information

attested

Sd/

(P JEER)
CHIEF AUDITOR