

Office of the VC & MD AUDIT
WING Mushirabad Hyderabad
20 Dated 12 MAR 1984

No CA/56(1) /84 FD

ACCOUNTS CIRCULAR NO 6 OF 1984

Sub INTERNAL AUDIT-Reports of Regional Inspectorate Staff for
perusal of VC & MD through Chief Auditor-Reg

In the present regional setup Inspection Reports / Audit Reports submitted by the Regional Inspectorate Staff to the AO(A&I) / DY CAO of the Region are localised at the Regional level and the state of affairs reported therein is not coming to the notice of Senior Officers in Headquarters On account of this the effectiveness of Internal Audit is not being felt at Units / Depots

It has therefore been decided that the Regional Inspectorate Reports should be sent to Chief Auditor The following procedure may therefore be adopted with immediate effect

- 1) A copy of the report submitted by the AIS / SVs and AOs / DY CAOs be sent to Chief Auditor with a brief note on the serious irregularities pointed out in the reports
- 2) AO(INS&TA) / DY CAO(INS&TA) on receipt of these reports shall scrutinise and process them to me through the Chief Auditor wherever serious irregularities came to light Otherwise they should be put up to CA
- 3) After perusal these reports will be returned for taking further action at Regional level While doing so the AO / DY CAO(INS&TA) will retain one copy of note file with endorsements for record and follow-up
- 4) Test Audit parties or Inspectorate officials from Head Office will inspect the position of correspondence on these reports at DY CAO s Office as and when they visit the Regional Offices
- 5) To have effective control on the movement of reports a Manuscript Register in the following format should be maintained by DY CAOs of Region and DY CAO(INS&TA) of Head Office

REGISTER OF MOVEMENT OF INSPECTION REPORTS OF REGIONS

SI No	Report No /Date	Case No & Date	Nature of Report	Unit/Depot inspected	Name of the Inspectorate Staff/Official	Case sent to CA on
1	2	3	4	5	6	7
Case received back on			Remarks			
8			9			

Sd/- PS RAMAMOCHAN RAO
12 3 1984
VICE-CHAIRMAN & MANAGING DIRECTOR

To
All DY CAOs
All Officers of Corporation
Copy to SO (Manuals) for inclusion in the monthly index of circulars
Attested

P Jeer
Chief Auditor