

APSRTC

Office of the VC&MD: Hyderabad
Dt..

No.INS/1/329(72)/89-90-AD

JOINT ACCOUNTS & MAINTENANCE CIRCULAR No.14/1990
DATED: 16 JUN 1990

Sub:- Internal Audit - Inspections - HSD Oil Account
Adjustment of excess/shortages - Reg.

- Ref:- 1) Joint Accounts & Maintenance Cir No. 5 of
9th March '84
2) Accounts Cir No.21 dated 27th November '89
3) Minutes of meeting of FA&CAO with CM(A)/Senior
Managers (F) held on 4th December '89.

Instructions were issued vide circular first cited advising Deposit Managers to avoid all irregular practices to give a boost to HSD KMPL and adopt only genuine methods. It was also ordered by VC&MD that whenever net shortage exceeded 250 Ltrs. at any point of time, ie. difference between book balance and physical stocks as per MTD-29 return, investigation has to be taken up closely and in detail to determine the cause for the shortage/excess, then only action shall be taken to write off/adjust the cost of loss/excess of fuel.

Further it was noticed that in some cases the differences were adjusted in closing balance column of MTD-29/R which is irregular. Hence it was directed that excess shall be accounted as plus quantity and shortage as minus quantity under receipt column as envisaged at para-1 page-9 of the Accounts and Audit Manual 1979.

Accordingly Supdt(Audit) during physical verification of HSD Oil accounts at depots were adjusting the differences in the MTD-29/R duly giving a report to Depot Manager to Investigate the shortage/excess. The issue was discussed at length in Sr.Manager (F) meeting held with FA&CAO/CM(A) and after careful examination it is now decided that difference shall be adjusted only after thorough investigation is made by the committee consisting of DVM, Sr.Engineer(Mech.) and Dy. CAO. In spite of clear standing instructions Depot Managers are processing files after a gap of two years or more requesting the authority to ratify shortages. Even the recommending authorities are for-

warding cases without giving their comments with the result Head office has to examine the file critically before ratifying the shortages and return files to unit officer to conduct detailed investigation as envisaged in the circular. But the Unit officer is reprocessing the file for write off sanction on the plea that investigation cannot be conducted at a distant date. As such Supdt(A) and Dy.Supdt(A) are hereby instructed note to adjust the HSD Oil difference noticed during physical verification of stocks at depot exceeding a net shortage of 250 Ltrs. per month consistantly but to give a report to D.M. to have excess/shortage fully investigated by the committee referred above. The committee shall verify the depot HSD Oil receipt issues/and accountal particulars thoroughly as per the following guidelines.

- 1) Conducting of Dormanttest to ensure no leakage in the underground tank.
- 2) Daily check of behaviour of Dispensing Pump by comparing with standard 5 Ltrs. measuring can
- 3) Whether the depot has brought short delivery of pump to the notice of IOC as and when observed and their action to rectify the defect.
- 4) Verification of pump Delivery by working and Measures Department.
- 5) AS and when the flow meters are made available the inspection team shall arrange for verifying the actual quantity delivered from road tanker to underground tank by allowing HSD to flow through the flow meter.

The adjustments shall be done by inspectorate staff of the region only after finalisation of inspection report by the committed and basing on their recommendations.



FA & CHIEF ACCOUNTS OFFICER



EXECUTIVE DIRECTOR(E)

Copy to All Executive Directors/HODs

Copy to all RMs/DVMs/Sr.Engineer(Mech.)/Sr.Managers (F)/
Dy.Managers(F) of the regions.

Copy to all Depot Managers of the Corporation.

Copy to AG:RTC Branch/MSRD, Hyderabad.

Copy to Sr.Manager(F)/Manual for inclusion in the monthly
index.

Copy to all officer of the corporation other than
the above