

APS RTC

O/o the VC&MD Audit Wing

Mushirabad Hyderabad

No INS/1/HO/329(18)/91-AD

Dated 04 May 91

ACCOUNTS CIRCULAR No 6 / 1991

Sub PURCHASE OF BOOKS - Inclusion of books in Accession Register -
Instructions issued Reg

Instances have come to notice that Managers are drawing amounts for purchase of books for official use and keeping them under their personal custody either in Office or at home without accounting them in a register This has resulted in purchase of same books by different managers for the same purpose Due to non accountal of these books in a register the availability of books in an Unit is also not known to any one

In order to avoid incurring such expenditure and to streamline the receipts and issue of books and to have free access to all the staff working in a unit following instructions are issued for strict compliance

- 1 Places where there are more than one Unit located only one unit shall purchase books locally and shall circulate the list of books so purchased to other Units to avoid double purchase of the same books by other units For e g in case of Divisions only the DVM office shall purchase books and other units under his jurisdiction shall draw books in case of need In case two sets of books have to be purchased specific sanction shall be obtained indicating in the note file the necessity for two or three sets
- 2 At places where STC is situated the books required shall be purchased by the Principal and kept for use The list of books so purchased by the Principal shall be circulated to all Units of the Divn /Region for information
- 3 The books purchased shall be entered in a separate register called "Accession Register" and the same shall be produced to Internal Audit for verification along with T&P accounts during Annual verification

Following are the columns of the Accession Register -

Date	Sanction Ref File No	Accession No	Ed Place & Name		Publisher s	
1	2	3	4	5	6	7
Year	Pages	Volume	Sources	Bill No Invoice	Date	Cost
8	9	10	11	12	13	14
Requisition No	Date of Issue	Cash/Credit/Donation	Date of return	Remarks		
15	16	17	18	19		

- 4 At the Corporate Office all Managers shall arrange to prepare a list of Inventory of books available with them as on 31 March and furnish the same to CM(HRD) / Dy M(F)/INS Head Office by 15 APR every year In the Regions Unit Managers shall arrange to send such information to CM(HRD) and Dy M(F)/A&I of the Region In case no books are purchased a "NIL statement shall be submitted
- 5 CM(HRD) on receipt of information from all EDs/HODs/Unit Managers shall arrange for consolidation of such information and prepare a Master Accession Register' to be maintained at Central Library/Msrd

Any deviation in procedure will be viewed seriously

Please acknowledge receipt

Sd/- (H J Dora)
Vice-Chairman & Managing Director