

APS RTC

No Sr M(F)/TA&INS/Gen (1)/91 FD

O/o the VC & MD Finance Wing
Mushirabad Hyderabad

Dated 31 Oct 91

C I R C U L A R

To

All the Senior Managers (F) and
Dy Managers (F)

A P S R T C

Sub INTERNAL AUDIT - Non certification of leave balances on the leave cards
in Audit Reg

It is observed by the undersigned that Audit Officers while certifying leave balances in cases of Encashments and terminal benefits are not making entries and certifying on the Leave Cards by affixing their stamp As a result it is becoming difficult to identify at a later date whether the cards are certified by Audit or not As per rules in force the leave cards have to be invariably certified by Audit Officer

All the Audit Officers are hereby advised to certify the leave balances by affixing signature along with Designation on the leave cards without fail Any failure on the part of the Audit Officer will be viewed seriously

Please acknowledge receipt

Sd/ (K R Kasinathan)
CHIEF MANAGER (AUDIT)