

APS RTC

O/o the VC & MD Audit Wing
Mushirabad Hyderabad

No INS/I/HO/210(89)/92-AD

Dated 15 Sep 93

C I R C U L A R

Sub TOOLS & PLANT - Maintenance of T & P Account Reg

- Ref 1) Cir No CA/648(1)/81-AD, dt 20 03 82
2) Cir No INS/329(6)/84 FD dt 09 08 84
3) Cir No INS/329(79A)/II/T&P/85 86/AD, dt 29 01 86
4) Cir No INS/HO/329(269)/86-87/AD dt 11 03 87

It is noted from the Tools and Plant Inspection Reports that T & P Accounts are either not maintained or not maintained properly Further number of 68Bs are remaining unaccepted and no follow up action is being taken by the transferring Units to chase acceptance Proper attention is also not paid to settle the shortages pointed out in Inspection Reports

In terms of the references cited T & P Accounts have to be maintained properly and copies of the Monthly (MTD 419) and Annual (MTD 419A) T & P Returns should be submitted on or before 10th of the following month/year to the Regional Dy Manager(F)/A&I in case of Regions and Dy Manager(F)/INS in case of H O Units

Hence all the Unit Managers are requested to note the following

- 1) Ensure proper and prompt maintenance of T & P Returns (Monthly MTD 419 and Yearly MTD-419/A) in duplicate along with manuscript registers mentioned in the above circulars by all Custodians in the Unit
- 2) Pay special attention to accountal in receipt of all the T & P items drawn from Stores transferred from other Units and purchased/made locally with reference to Form A Large 68Bs and bills for local purchase
- 3) Actively follow up for receipt of accepted copies of 68Bs from transferee Units Responsibility for collecting accepted copy of 68B is primarily cast on the transferring Unit
- 4) Settle excesses and shortages pointed out in the Inspection Reports
- 5) Enter rate per item in "Remarks" column of MTD 419 (Monthly Return) for receipts during the month
- 6) Submit copies of the Monthly and Annual T & P Returns to the Dy Manager(F)/A&I in case of Regions and to the Dy Manager (F)/INS in case of H O Units every month/year by 10th of the following month/year

Further while putting up proposals for additional T & P items and replacement of existing T & P items the Unit Managers are requested to invariably furnish the following information in the Note Files

- 1 Year and Date of submission of latest Annual Return
- 2 Month and Date of submission of latest Monthly Return
- 3 Whether accepted copies of all 68Bs issued up to one month before the date of proposal have been received

- 4 Whether excesses and shortages pointed out in the Inspection Reports received up to three months before the date of proposal have been settled

From 15 OCT 93 onwards the Senior Managers(F) shall not clear the files for additional and replacement of T & P Items / unless copies of latest Monthly and Annual T&P Returns are received in Audit Offices and confirmation of acceptance of all 68Bs and settlement of excesses and shortages as above is made

In the mean time all the Officers are requested to furnish copies of Annual Returns for 1992 93 and Monthly Returns from April 93 to September 93 to the respective Audit Officers as above

Sd/ (KVSubbaRao)
CHIEF MANAGER (AUDIT)