

APS RTC
No IMC(F)/1/94

O/o the VC & MD Accounts
Wing Mushirabad Hyderabad
Dated 18 Feb 94

AUDIT CIRCULAR No 5 / 1994 AD

To
All the Regional Senior Managers (Finance)
APSRT Corporation

Sub WAY BILLS Audit of Way Bills in computerised Depots Issue of Guidelines
- Reg

Ref ED(O) s Audit Cir No 3 of 27 01 1994

Our In House Management Consultancy Unit has studied the Project of prescribing Audit Checks for Way Bills in the computerised Depots Detailed circular instructions were already issued to all the Depot Managers vide ref Cited above with regard to the system to be followed at the depot level in respect of earnings verification and the documents to be submitted to Regional Sr Manager(F) s Office for audit All the Regional Senior Managers (Finance) are requested to adopt the following procedure for audit of Way Bills of the Computerised Depots at S M (F) s Offices

DOCUMENTS TO BE RECEIVED AT SR MANAGER(FINANCE)'S OFFICE

- 1 The following accompaniments have to be received along with the Way Bills every day at the Sr Manager(F)'s Office from the Depot
 - i) First copy of C R Note
 - ii) One copy of Bank Challan
 - iii) Other Vouchers for special hire receipts and refunds L P Storage charges etc
 - iv) Second copy of D C s Cash Summary Sheet
 - v) Summaries as well Cash Books and Way Bills bundle
 - vi) Reconciliation Statement (of cash remittance with ticket sales)
 - vii) Summary of Tickets Blocks Issue Statement (MTD 4R)
 - viii) MTD-108 R Statement
 - ix) Denomination wise Stock Receipt Statement along with check list (as and when ticket stocks are received at the Depot and entered into Computer)

- 2 Copies of the Ticket "Indent-cum Issue Note" should be obtained from the Regional Stores directly as and when tickets are issued to the Depot In the first week of every month Dy Manager(F)/(A&I) shall send his staff to the Stores to ensure that (1) all the indents are accompanied by Depot Manager s certification (separate circular instructions to the DMs are under issue) about the entering of ticket stock into Computer drawn on last occasion and (ii) all copies of the Ticket Indent cum Issue Notes supplied by the Stores had been received in Audit Office from the Stores during the course of last month Any discrepancies noticed shall be reported to the Sr Manager(F) for appropriate action

AUDIT CHECKS

- 1) The Audit Office has to work-out the total No of blocks received and also No of missing tickets denomination wise as per Indent cum Issue Note received from the Stores Department as follows
 - 1) Calculate the denomination wise total blocks shown as "Issues" on the obverse of the Indent-cum-Issue Note
 - 11) Work out the total No of full ticket blocks endorsed as missing blocks on the reverse of the Indent-cum Issue Note
 - 111) Arrive at the net of ticket blocks supplied and compare the same with the total No of blocks supplied denomination wise as mentioned in the Ticket Block Receipt Statement
 - 1V) Calculate the value of missing tickets shown on the reverse of the Indent-cum Issue Note and compare with the amount of "Missing tickets" as stated in the Reconciliation Statement and also Ticket Block Receipt Statement

As the Depot Clerk may not enter full data of ticket stock receipts at a stretch the total of two or three days' ticket receipts mentioned in the Ticket Stock Receipt Statement may have to be compared Discrepancies may arise due to non feeding of ticket stocks received into the Computer by Depot Clerk completely Such omissions are fraught with dangers of misappropriation and hence should be taken up with the Depot immediately

The Audit Clerk has to endorse the data wise denomination wise No of blocks of ticket stocks(full blocks) and missing ticket accounted in Ticket Block Receipt Statement on the Audit Office copy of the Indent cum-Issue Note (attach a separate sheet if required) as follows

ACCOUNTAL IN TICKET STOCK RECEIPT STATEMENT

Date	Denomination	Tickets received (No of Blocks)	Tickets Missing (No of Tickets)
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2) Cash remittance amount as per DC s Cash Summary Sheet should be compared with that in Challan and Reconciliation Statement There should not be any difference between the figures

3) Closing and commencing number verification has to be done for Way Bills of One Tray per day per Depot This check is intended to detect operation of Tray Mod Programme as well as any tampering of software For this purpose the Audit Office has to obtain the lists of Trays in operation and Spare Trays from the Depots The Audit Officer/Supervisor has to select the one Tray No per day per depot with the help of "Random Numbers Table" (copy enclosed) and enter the number of the Tray in a Manuscript Register (separate pages to be allotted for each depot to begin with and one for each depot in due course) The Audit Clerk has to "connect" and enter reference to previous day's operation by going through the ADC's Cash Book in the Manuscript Register The proforma of Manuscript Register for the purpose is given as follows

Reference to Previous Days a Book	TRAY NUMBER (to be given by Dy M(F)/(A&I)	Reference to Current Days Cash Book
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Date	ADC No	SI No	ADC No	SI No
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In case of variation even by one number in commencing and closing ticket numbers thorough examination has to be made The Audit Supervisor has to ensure the operation of the above system

- 4) The Audit Clerk has also to check arithmetical accuracy (Computation No of tickets sold sale amount as well as casing of totals) in one way bill per day per depot to detect any tampering of software Further trace amounts (due and remitted) from the way bill to the ADC s cash book
- 5) Details for Miscellaneous amounts appealing in Part II of the Reconciliation Statement have to be ascertained to verify their authenticity
- 6) Compare the Ticket Sold Value in Part I of the Reconciliation Statement with Net Cash Realised From Ticket Sales in Part II of the Reconciliation Statement Also check arithmetical accuracy in the Reconciliation Statement once in a week per depot

- 7) Any other checks considered necessary by the Regional Office to detect errors and frauds
- 8) Manual corrections and entries in any of the Statements should be critically examined
- 9) With the help of ticket indent cum issue note and summary of ticket block issue statement (MTD-4R) the SM(F) office of the Region should be able to generate at any point of time Ticket Stock Statement depot wise through the SM(F) s Computer The Computers Department has already been requested to generate a package in this direction Once this package is ready for operation it will be circulated to all Sr M(F)s Till such time the above guidelines are to be followed manually

The above guidelines are evolved keeping the Reports being generated at present in view In the light of practical experience you may please put forward any suggestions from time to time Please also send detailed Progress Reports to the Corporate Office every month on the subject

Sd/- (K V Subba Rao)
CHIEF MANAGER (AUDIT)