

APS RTC

No MA1/288(1)/94-AD

O/o the VC & MD Finance Wing  
Mushirabad Hyderabad  
Dated 17 Aug 94

**ACCOUNTS CIRCULAR No 19 / 1994 AD**

Sub Re-organisation Functions of the Finance Wing in the Regional Office  
Communicated - Reg

Ref 1) Accounts Circular No 11/94 dated 19 05 1994

2) Accounts Circular No 12/94 dated 23 05 1994

In the re-organised set up all finance and audit functions in respect of Regional Stores Workshops Tyre Retreading Shops and Executive Engineer's Offices have been withdrawn from the Regional Offices and attached to the Zonal Offices

The residual finance and audit functions in respect of Depots Divisional Offices Regional Offices and other units if any are retained in the Regional Offices

The Finance Wing in the Regional Office is divided into two sections viz (a) Finance and Accounts and (b) Audit and Inspections

To have clear cut demarcation and to facilitate identifying responsibility the functions to be carried out in each section are listed in the Annexure to this circular

Any clarification required on this may be sought from the undersigned

Sd/- (A Krishna Murthy)  
FINANCIAL ADVISER AND  
CHIEF ACCOUNTS OFFICER

**ANNEXURE**

**FUNCTIONS OF THE FINANCE WING IN THE REGIONAL OFFICE**

**I FINANCE & ACCOUNTS**

- a) Ensuring receipt of Funds in respect of Earnings and other Income from all the Units of the Region and proper Accountal of such receipts
- b) Monitoring realisation of Stall Rents and other Misc income
- c) Ensure transfer of Funds to the Units in the Region and surplus funds to Head Office /Zonal Office and Maintenance of Records thereto
- d) Ensure reconciliation of Bank transactions of the Regional Office and review of BR statements of the Units in the Region

- e) Cheque writing control of Pay Office and Records pertaining thereto
- f) Compilation and submission of cash flow of the Region to the Head Office/Zonal Office and review of estimates and revision wherever necessary
- g) Pre audit of all personal claims Salary Bills and other administrative expenses of Regional Office payment of all such items of expenditure and maintenance of Records thereto
 

If Workshop or Stores or TRS is located in the HQrs Of a Region the above mentioned works relating to such Workshop Tyre Shop and Stores shall also be attended to
- h) Raising of Police Warrant Bills Postal Mail Bags Inter-State Oil Bills etc and maintenance of relevant records
- i) Preparation of Account Current of Regional Office
- j) Consolidation of Accounts of all the Units of the Region and submission to Head Office duly maintaining Control Ledger Cards
- k) Compilation of final accounts of the Regional Office and monitoring compilation of final accounts by the Accounting Units in the Region and audit of final accounts compiled by the Depots/Units and consolidation
- l) Monitoring of all Inter Depot/Unit transactions of all the accounting Units in the Region
- m) Review of Accounts and Suspense Registers of all the Accounting Units in the Region
- n) Compilation of Profit & Loss Account of the Depots/Division/Region and appraisal to Regional Manager and submission to Head Office and Zonal Office
- o) Co ordinating compilation of Depot wise, Division-wise budgets and consolidation of Depot budgets and submission to Head Office and monitoring performance with reference to the budget at the Regional Level
- p) Control of Computer Section of Regional Accounts Office
- q)\* According Concurrence for proposals from all the Units of the Region as per delegation of powers
- r) Submission of periodicals and other information in respect of Finance and Accounts functions as required by the Head Office/Zonal Office

- s) Attending Tender Committee meetings convened by the Divisional Managers and Regional Managers for finalising allotment of Stalls/ Canteens etc
- t) Attending other Committee meetings in the Regional Office for sanction of Loans, Scholarships etc
- u) Any other matter pertaining to Finance & Accounts of the Region

## **H AUDIT & INSPECTION**

- a) Audit of Way Bills
- b) Pre-audit of Salary Bills Incentive claims of Depots and other Personal claims of all units of the Region except non operational Units situated in the Headquarters of the Regional Office
- c) Post-audit of paid Vouchers of all the Depots
- d) Audit of hire charges for buses and passing of reimbursement of Vehicle Taxes payable to the hire bus owners
- e) Inspection of all the Units in respect of T & P Verification Earnings Audit Physical Verification of HSD Oil and other Stores Materials Tyres etc reporting to the Regional Managers Divisional Managers and Depot Managers and other Unit Officers and follow up thereof
- f) Physical Verification of Vehicles Land & Buildings of all the Units in the Region once in a year
- g) Audit of MTD 27 Returns
- h) Attending to Committee meetings for sanctioning Safety Driving Allowance
- i) Attending Auction Committee meetings whenever required
- j) Monitoring of AG Audit paras
- k) Audit of MTD 70/R i e , Special Hire charges
- l) Submission of periodicals and other information in respect of Audit and Inspection functions as required by the Head Office/Zonal Office
- m) Any other matter pertaining to Audit and Inspection of the Region