

APS RTC

O/o the VC & MD Audit Wing
Mushirabad Hyderabad
Dated 18 Dec 99

No SA(HO) 7/4(3)/1999/AW

ACCOUNTS CIRCULAR No 5 / 1999

Sub HSD OIL RETURNS Audit of HSD Oil Return for MTD 29/R at Depots
Instructions issued Reg

The accounting of HSD Oil Receipts and Issues is a centralised function carried out at the Corporate Office on the basis of Central MIS s HSD Oil Accounts Current as per information sourced from Regional MIS s HSD Oil Accounts Current (MTD 36) The Regional Offices compile their HSD Oil Accounts Current on the basis of Returns of Receipts Issues and Balances of HSD Oil (MTD 29/R) furnished by Depots The payment of bills to Oil Companies amounting to about Rs 50 Crs Per month is made at the Corporate Office based on the information in MTD 29/R and Invoices certified by the Depot Managers The cost of HSD Oil issued to our vehicles as well as for other miscellaneous purposes as shown in MTD 29/Returns is booked as expenditure in monthly P&L Account This MTD 29/R prepared in Depots plays a vital role in payment of Oil Company bills as well as booking of expenditure in P&L Account Hence it is decided to get fortnightly MTD 29/R audited by the Depot Accounts Wing for verification with vouchers and checking arithmetical accuracy

All the Depot Clerk (Oils) shall henceforth be required to produce fortnightly MTD 29/Returns after certification by the Mechanical Foreman to the Depot Accounts Supervisor for verification The Depot Accounts Supervisor shall verify the Returns as per Check List enclosed The Dy CAO/AO and Dy CME of Regions shall conduct a day s training program for the purpose immediately

All the Depot Managers are advised to ensure audit of fortnightly MTD 29/Returns thus and at the same time ensure that there is no delay in submission of Returns to the Regional MIS and the AO(S)/HO

Sd/ (V Appa Rao)
Vice Chairman & Managing Director

Encl One Check List

**CHECK LIST FOR AUDIT OF MTD 29 RETURNS BY
DEPOT ACCOUNTS SUPERVISOR**

1 Check Opening Balance quantity with Closing Balance of the previous fortnight

2 Check Receipts quantity with vouchers

Oil Companies	Invoices
Out Depot Receipts	MTD 68/B
Inter state Receipts	Delivery Challans or Issue Notes of other STUs
Local Purchases	Bills
Drained from Vehicles	MTD 72/B

3 Check issues quantity with Vouchers

Depot Vehicles	Vehicle Log Sheet Challan
Out Depot Issues	MTS 2
Inter State Issues	MTS 2
Bulk Transfers	MTD 68/B
Departmental Vehicles	MTS 2/Vehicle Log Sheet Challan
Miscellaneous Purposes	MTS 2

5 Check whether sum of Opening Balance quantity for the fortnight plus total Receipts minus total issues is equal to Closing Balance for the fortnight

6 Check Vehicle Log Sheet Challan with Log Sheets (Test Check Any two days for each fortnight)

7 Check vertical total of quantity issue column in Vehicle Log Sheet Challan (Test Check Any two days for each fortnight)

8 Whether proper record of dips and variations are recorded at the time of Tanker decanting

9 In case of any short receipt of HSD Oil whether the fact is recorded on the Oil Company s Invoice

10 Whether "Actual Stock on Hand column is filled up every day and verified duly comparing the same with the Ground Tank Dip Reading Register

11 In case of Out Depot Receipts and Issues, whether Depot wise particulars are recorded on the reverse of the Return and totals of Receipts and Issues on the obverse and reverse of the Return are tallying with each other

12 In case of Inter State Oil Receipts and Issues whether STU Division wise particulars are recorded on the reverse of the Return and totals of Receipts and Issues on the obverse and reverse of the Return are tallying with each other

13 Check correctness of Summary of Transactions prepared in the Proforma prescribed in Accounts Circular No 7/97 dt 12 05 97 with the Return Pay special attention to categorisation of Receipts and Issues

NOTE Checks at SI Nos 4 5 and 7 need not be carried out at Depots processing MTD 29 Returns in Computer adopting VEMAS Program