

APS RTC

O/o the VC & MD Audit Wing  
Mushirabad Hyderabad-20

No SA(HO)-7/4(3)/99/AW

**ACCOUNTS CIRCULAR NO 2/2000. DT 14TH SEPTEMBER 2000**

Sub HSD OIL Audit of MTD-36 Returns at Regional Offices Reg

The accounting of HSD Oil Receipts and issues is a centralized function earned out by the Accounts Officer (Stores) in Head Office on the basis of Central MIS HSD Oil Account Current which in turn is based on information in Regional MIS HSD Oil Account Current. The Regional MIS Wings compile their HSD Oil Accounts Current (MTD-36) on the basis of Receipts issues and Balances of HSD Oil (MTD 29) sent by Depots.

The payment of bills to Oil Companies amounting to about Rs 50 to 55 Crs per month is made at the Corporate Office based on the information in MTD 29 Returns and invoices certified by the Depot Managers information relating to issue of HSD Oil for Passenger Buses Production Units and other Miscellaneous purposes as available in Depot fortnightly MTD-29 Returns is consolidated by MIS Wings at Regional Offices to prepare monthly MTD 36 Returns which form the basis for Oil Account Current prepared by the Central MIS for booking expenditure into accounts at Corporate level. Thus MTD 29 Returns prepared in Depots play a vital role in payment of Oil Company bills as well as booking of expenditure in P & L Account. Hence instructions were issued in the Accounts Circular No 5/1999 dt 18th Dec 99 requiring audit of fortnightly MTD 29 Returns by the Depot Accounts Wing for verification with vouchers and checking arithmetical accuracy.

However audit of MTD-29 Returns is not giving desired results since several mistakes are creeping in at the time of consolidating information in two fortnightly MTD 29 Returns and preparation of monthly MTD-36 Returns by MIS Wings at Regional Offices. Hence it is decided to get monthly MTD 36 Returns audited by the Accounts Wings of Regional offices.

The Dy CTMs of all Regional Offices in charge of MIS Wings are advised to get MTD-36 Returns audited by their Dy CAO/AO as per Check List enclosed before submission to the Central MIS and at the same time ensure that there is no delay in submission of MTD-36 Returns to the Central MIS.

Encl One Check List

Sd/ (K Anandaiah)  
Vice-Chairman & Managing Director

**CHECK LIST FOR AUDIT OF FORTNIGHTLY MTD 29 RETURNS &  
MONTHLY MTD 36 RETURNS BY ACCOUNTS WINGS OF REGIONAL  
OFFICES**

**1    MTD 29**

- 1 1 Whether Depot Clerk Mechanical Supervisor Accounts Supervisor and Depot Manager have written their signatures
- 1 2 Check Receipts quantity with Oil Company Invoices and other Vouchers
- 1 3 Whether sum of Opening Balance Quantity plus total Receipts minus total Issues is equal to Closing Balance
- 1 4 In case of any short receipt of HSD Oil whether the fact is recorded on Oil Companys Invoice with clear endorsement of Vehicle No Drivers Name and ADCs signature
- 1 5 Check compliance of instructions issued in Cir No 14/95-MED, dated 21st Jul 95 for adjustment of excesses/shortages
- 1 6 Compare Issues of HSD Oil with Issues of previous fortnight with a searching eye for any abnormalities duly making a note thereof in MTD-36
- 1 7 Pay special attention to infrequent adjustments
- 1 8 Whether Depot wise and STU wise full and complete details are given for Inter-state Oil Receipts and Issues

**2    Summary of HSD Oil Transactions**

- 2 1 Whether Receipts and Issues in MTD-29 are distinctly and correctly classified and shown against respective items under Receipts and Issues
- 2 2 Trace total fortnight figures from MTD-29 Returns

**3    MTD 36**

- 3 1 Whether Regional MIS Staff has written his signature
- 3 2 Check agreement of Opening Balance quantity with (a) OB in MTD-29 for first fortnight, (b) OB in Summary of HSD Oil Transactions for first fortnight and (c) CB in MTD-36 of previous month

- 3 3 Trace sum totals of figures for two fortnight from Summary of HSD Oil Transactions
- 3 4 Check agreement of Closing Balance quantity with (a) CB MTD-29 for 2nd fortnight (b) CB in Summary of HSD Oil Transactions for second fortnight
- 3 5 Whether Accounts Classification for various items of Receipts and Issues is as follows

RECEIPTS		ISSUES	
Oil Companies	AH 0823	Depot Vehicles	AH 6301
Inter-state Receipts	AH 0825	D G T	AH 6301
Local Purchase	AH 0823	Dept Vehicles	AH 4201
Drained from Vehicles	AH 6301	Generator	AH 6301
Stock Adj Shortage	AH 2805	DM s Jeep	AH 4201
Stock Adj Excess	AH 2806	Out Depot Issues	AH 2101
Other Adjustments	AH	Inter state Issues	AH 6301
		Bulk Transfers	AH 2101
		Other Adjustments	AH

- 3 6 For Other Adjustments whether Notes with relevant Account Head and Period to which it pertains are furnished
- 3 7 In case of Bulk Transfers (Issues) check corresponding entry on Receipts side of the respective Depots

Sd/-  
DY CHIEF ACCOUNTS OFFICER (SP&A)/HO