

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION



O/o The VC & MD,
Bus Bhavan, Hyderabad.
Dt. 14.08.2013.

Lr.No.STO(DP)/ Splalw/2013-IT,

Joint AD & IT Circular No. 10 /2013. Dt. 14.08.2013.

Sub:-Payroll: Internal Audit Report - Implementation of software to generate
Checklist of Special allowances drawn in Salary "Bills - Instructions.-
Issued - Regarding.

During the course of Test Audit on-the records of Depot Manger's office and other non-operational units, it was pointed out that Special Allowance was drawn excess to certain categories of staff as against the eligibility.

There are two fields in pay rolls Module for drawing Special Allowance to' Officers and employees. One special allowance field is for (based oh attendance) recoverable amount and another one for non-recoverable amount(i.e., irrespective of attendance allowance will be paid).

Some of the employees are provided with more than one special allowance in recoverable amount field. For example: one Dy.Suptd(F) working at Head Office is provided, with. Special allowance of Rs.400/- (attached to the post) which is to be drawn on pro rata basing on the attendance. Rs.200/- is provided as Special Allowance for having worked in salary bills section which is to be drawn fully irrespective of attendance. Like wise for employees working at Board Office, Legal Cell and Peshie's of Head of the. Departments additional allowance is being paid irrespective of their cadre allowance.

As more than one Allowance is being drawn in pay rolls Module for certain categories of employees, software programme is developed by the I.T Department to generate Check list of Special Allowance drawn for each employee unit wise.

It is proposed to generate check list every month after processing of salary bills arid to submit the same to the concerned unit*officer for certification. This report has to be verified and certified, by the Unit Officer stating that the Special Allowances are drawn as per the Circular Guidelines. The same is to be submitted to the Regional Accounts office while processing next month salary bill data. With out certification of the unit officer the Special Allowance should not be allowed.

Therefore, all the salary bills drawing and disbursing officers are hereby instructed to generate a check list after processing salary bill in respect of certain categories of employees, who are provided with Special Allowances of different kinds and to submit the same to Regional Accounts officer (duly certifying the correctness) while processing next month salary bill data.


**FINANCIAL ADVISOR &
CHIEF ACCOUNTS OFFICER.**


EXECUTIVE DIRECTOR (E&IT)

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