

**ANDHRA PRADESH STATE ROAD TRANSPORT
CORPORATION**

P JEER
CHIEF AUDITOR

DO LR NO CA/56(1)/82-AD DT 7 6 82

My dear

Sub INTERNAL AUDIT - Financial discipline regarding scrutiny of primary records of accounts and precautions to be taken by Unit Officers thereon
- Reg

You/ are aware in Jangaon Depot there was misappropriation of cash by fraudulently drawing Corporation s money from the bank

There are 4 important sources from which figures are obtained and the accounts of the Depot are compiled These 4 sources are

- 1 CASH BOOKS (MTA 51-B PWD-4)
- 2 JOURNAL VOUCHERS
- 3 CHEQUE ISSUE REGISTER
- 4 TRAFFIC REVENUE REGISTER

Mis- appropriation can take place by manipulation of any or all the above primary accounting records As a measure of abundant caution it was thought necessary by the VC & GM while reviewing the preliminary report of Jangaon Depot s mis- appropriation of cash to issue a circular to all Unit Officers explaining the detailed accounting functions involved in handling of the above 4 basic accounting records at unit level The contribution of the above primary accounting records have been narrated in Annexure A (8 pages) with precautions to be taken by Unit Officer while signing each document These precautions are not exhaustive but are representative The Unit Officers are requested to exercise these precautions in addition to the precautions which they have been exercising all along This circular may be kept confidential with the Unit Officers to ensure that no records are signed by them without observing the basic precautions enumerated therein

It may be possible that in some Units/ Depots the precautions obtaining may differ widely from what has been described in Annexure A under each of the primary accounting records The Unit Officers should bestow personal attention in seeing that all documents / registers pertaining to one transaction are presented to them by the supervisors after due scrutiny at their level for signature at one time As audit has found from experience that

piecemeal signing of documents/ registers is fraught with dangers it is recommended that all documents/ registers should be signed at one time The preparation of primary entries should be done at lower level and counter checked by the Supervisor In no case the Asst Accountant or Accountant should prepare the primary documents all by himself

If there are any clarifications to seek on these guidelines Unit Officers are requested to write direct to Chief Auditor

This issues with the concurrence of Chief Accounts Officer

With best wishes

Encl

Sincerely Yours

To

(P JEER)

Shri

Copy to all RMs/ All HODs / All DVMs/ All EEs (By name cover)

Copy to all Dy Chief Accounts Officers

Copy to All Accounts Officers

Copy to all DAOs of Hyderabad Region

They are requested to keep these documents confidential in their personal custody

Copy to Secy to VC & GM together with a copy of the enclosure for information of GM