

Office of the VC & MD  
AUDIT WING  
Mushirabad Hyderabad 500 020  
Dated 29th Aug 1983

No CA/405(1)/ 83 FD

To  
All the DY CAOs

Sub INTERNAL AUDIT - Clearance of pending cases by arranging  
discussions with Unit Officers- Reg

Ref Minute No VII of HODs meeting held on 7 7 1983

The Notings of VC & MD vide Minute No VII of HODs meeting held on  
7 7 1983 contained in letter No I/ 405/HOD(6) /83 PCD(IC) Dated 14 7  
1983 are reproduced below

VII PENDENCY FILES Discussions were held on this subject and VC &  
MD stated that he has observed that the depots Divisions and Regions  
are not responding to Head Office in sending replies promptly He also  
observed that files are kept pending for trivial reasons He desired to  
eliminate unwanted files duly conducting the meetings at the level of  
DMs DVMs and review the position periodically duly taking interest to  
keep the offices clean

Action by all HODs/all RMs/ all DVMs/ all DY CPMs

In the light of the above it is-pertinent to note that all pending cases  
of audit objections should be reviewed & closed based on the following  
instructions

- 1) Cases containing objections recorded on procedural lapses may be  
closed duly discussing with the Unit Officers by obtaining the  
signature of the Unit Officer in the note -file in token of his  
acceptance & rectification
- 2) Cases containing objections recorded on glaring financial losses or  
shortages of materials etc may be discussed with the Unit  
Officer(s) and get them rectified either by effecting recovery of the  
amounts or forcing the values thereof into accounts by means of  
Journal Voucher with a restricted endorsement that the unit  
Officer should clear the amounts within three months
- 3) For this you have to either call the relevant unit Officer to your  
Headquarters or visit the Unit yourself After meeting is over a list  
of the cases so cleared should be handed over to DVM/RM of the  
Divn/

Region respectively and obtain his endorsement in token of their acceptance

- 4) In doing so all care must be taken to see that Corporation s interest do not suffer
- 5) The file register containing the origin of the cases which have been closed and handed over to Records Room should be kept safely for scrutiny by any Inspecting Officials

Sd/-

P JEER

CHIEF AUDITOR

Copy to All Officers of Corporation for extending their co-operation in this drive

Copy to Secretary to VC & MD for favour of VC & MD s information

ANNEXURE - A

INFORMATION/DOCUMENTS REQUIRED FROM UNIT OFFICERS TO SETTLE F P S CASES

FOR EXPIRED CASES

- (1) Claim form 10-A(FPF) in duplicate
- (2) Date of birth and appointment of employee
- (3) Date of membership of PF & FPS
- (4) True copy of PF Declaration form
- (5) FPS remittances from the date of entry to the Scheme to the date of cessation
- (6) Month in which last FPS contribution recovered and remitted with challan particulars
- (7) Rate of wages last drawn by employee ie pay + DA
- (8) Non-reckonable service for Which FPS Contribution was Not diveted from PF Account

FORREMOVED/RESIGNED CASES ETC

- (1) Claim form 10-B(FPF) duplicate
- (2) Date of birth and appointment of the employee
- (3) Date of membership to PF and FPS
- (4) True copy of PF Declaration form
- (5) FPS remittances particulars from the date of entry to the scheme to the date of removal/resignation
- (6) Month in which last FPS contribution recovered and remitted with challan particulars
- (7) Rate of wages last drawn by the employee ie pay + DA
- (8) Non-reckonable service for the FPS amount not Diverted from PF Account

- (9) Original legal heir certificate of the deceased family to be obtained by the claimants and submitted along with two attested copies
  - (10) Original death certificate with two attested copies
  - (11) Specimen signature of the applicant in three (3) slips
  - (12) Certificates of age in original with two attested copies showing dates of birth of children
  - (13) Month in which form 4 & 5 FPF submitted to RPF Commissioner HYD
  - (14) Certificate to the effect that the name of the deceased was struck-off from the rolls of the establishment including the date of death
  - (15) A certificate whether the absence of the member prior to his death if any the last working day including the day on which the member actually expired has been treated leave with pay or leave without pay
  - (15) Claim form 11 (FPF) one copy
- (9) LWP particulars