

Office of the VC & MD
AUDIT WING
Mushirabad Hyderabad - 500 020
Dated 29 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/-

CHIEF AUDITOR

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

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