

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

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No CAO/PV(70)/2003 04 AD

Dated 6th Dec 03

All the Regional Managers
A P S R T Corporation
Vijayawada Zone

Sub PAID VOUCHERS Currency position of post audit of Depot Paid Vouchers Reg

As you are already aware payments relating to Employees etc are paid at Depots after pre audit by the concerned Accounts Officers However in view of geographical spread of the Depots payments for all other purposes are initially made by the Depot Managers themselves These are required to be post audited by the concerned

Accounts Officers as soon as possible Abnormal delays in conducting post audit of Depot Paid Vouchers will result in violations of Cannons of Financial Propriety escaping prompt attention at higher levels of Management for timely corrective action

Ideally the arrears should be within two months (including the latest month) at any point of time However on a review of the progress of post audit of Depot Paid Vouchers it is noted the audit is in arrears for 7 07 4 13 and 1 85 average number of Depot months in Krishna West Godavary and Guntur Regions respectively as per Depot wise position furnished in the enclosed Statement We therefore request you to ensure the following

- ◆ The Accounts Wings of Regional Office pay utmost attention to audit of Paid Vouchers
- ◆ Post audit of Paid Vouchers is conducted right at the premises of the Depots
- ◆ Utilise the services of not only Accounts Supervisors of Regional Offices but also of few Depots for improving the quality of audit
- ◆ The Dy CAO and AO have to personally post audit Paid Vouchers of one Hqrs Depot every month
- ◆ The Dy CAO and AO have to personally post audit Paid Vouchers of one of the remaining Depots every month by rotation
- ◆ The RM has to allot about an hour every month to review the Audit Reports and Replies furnished by the Depot Managers

Encl One

Sd/ (K V Subba Rao)
CHIEF ACCOUNTS OFFICER

Copy to the Executive Director (Vijayawada Zone)

NOTE Enclosure not printed