

EXECUTIVE INSTRUCTIONS

Subject	Page No.
I. <u>Revised procedure for simplification of financial Rules and Accounting procedure and settlement of Inter-Divisional Transactions</u>	349
II. <u>Simplification of Accounting procedure — Implementation of decisions of Government of India</u>	363
III. <u>Payment of non-budget head time-barred cheques under the, works budget</u>	387
IV. <u>Remittances — Govt. dues — Acceptance in the form of Bank Drafts, Postal Orders, Money Orders or Cash Instructions</u>	388
V. <u>Duties and functions of Divisional Accounts Officers</u>	389
VI. <u>Miscellaneous Instructions</u>	391

EXECUTIVE INSTRUCTIONS

I. Revised Procedure for Simplification of Financial Rules and Accounting Procedure and Settlement of Inter-Divisional Transactions.

1. Accounts procedure and financial rules - Settlement of certain transactions by Cheques instead of through exchange settlement account with effect from 1-7-1965 - Orders - Issued.

(G.O.Ms.No. 1685 Public Works Department, Dt. 1st July 1965)

Order : — In the circumstances explained by the Chief Engineers and the Accountant-General, Andhra Pradesh, the Government of Andhra Pradesh approve the revised procedure for simplification of financial rules and accounting procedure as in the circular letter No. 1332-T-Admn- 11/329-62, dated 23-8- 1964 of the Comptroller and Auditor General of India, New Delhi, annexed to this order and direct that the new procedure be given effect from 1-7-1965.

2. The Chief Engineer (General), Chief Engineer, (Major Irrigation), Chief Engineer (Minor Irrigation), Chief Engineer (Roads and Buildings), Chief Engineer (Nagarjunasagar canals) Engineering Research Department, Chief Engineer, Electricity (Projects and Board) and Chief Engineer (Civil) are requested to issue necessary instructions to the subordinate officers concerned.

3. The Chief Engineer (General), Chief Engineer, Electricity (Projects and Board) are requested to submit suitable amendments wherever necessary.

4. This order issued with the Concurrence of Financial Adviser (Public Works Department) - vide his U.O.No. 2468/560, dated 21- 6-1965.

Copy of letter No. 1332 T Admn - 11/329-62, dt. 25-8-1964 from the Comptroller and Auditor General of India, New Delhi to all Civil Accountants Generals.

Sub. : — Simplification of financial rules and accounting procedures.

I am directed to invite a reference to paragraph 513 of the report of the Working Group of simplification of P.W.A. Code (copies forwarded under this office letter No. 912-T admn. 11/44-64/PT II, dt 5-2-1964, wherein it was stated that the detailed procedure to be followed for settlement of inter-Divisional transactions was being worked out by this office. The requisite procedure has since been finalized in consultation with the A.G., Commerce Works and Misc. and copy thereof along with the forms referred to therein, is enclosed.

2. To accommodate the transactions of above type pending settlement in cash a new minor head to be known as 'cash settlement suspense account',

has been opened under Section-T 'T' Deposits and Advances-Part IV Suspense - Suspense Account with the under-mentioned sub-divisions :-

(i) "Transactions between Divisions rendering accounts to be same Accountant-General; and

(ii) "Transactions between Divisions in Different Accounts Circles".

As provided in the detailed procedure, all transactions relating to services rendered or supplies made by one Division to another will be initially classified under the suspense head referred to above, pending clearance on receipt of cheque/bank draft from the division concerned, separate detailed heads being opened for each Division with which such transactions are to be settled. In case it is felt that the opening of detailed heads for each Division is likely to lead to unnecessary multiplication of heads in the accounts, the detailed procedure may be suitably modified to ensure that the Division-wise Register of transactions adjusted under the head "Cash settlement Suspense Account" is properly maintained by the Divisional Officers.

3. The following subsidiary instructions are also issued in connection with the settlement of inter-divisional transactions : —

(1) The existing procedure under which the advices of Transfer Debit/Credit and Acceptances of such debits/credits are exchanged by the Divisions, will be discontinued on introduction of the new system of cash settlement.

(2) Since the facility of cash settlement will be available to both the parties at the two ends, the responsibility for the preferment of claims will devolve on the Division making the supplies or rendering the services. Thus, the Divisional officers, will not be responsible for the settlement of both outward and inward claims (i.e., net amount of credit transactions) like Pay and Accounts Officers. While, therefore, the Division making the supplies or rendering the service will be responsible for preferring claims for such transactions, the responding Division shall make the payments only on receipt of the claim from the former.

(3) It has been laid down in Article 182 of the Account Code Vol.111, that in respect of work done in a division for another Division, etc., the intimation of transfer will be given after Audit by the Accountant-General to the Division for which the work is done. If this requirement is followed under the revised procedure of cash settlement, it will result in delays in the settlement of claims and may even lead to non-adjustment of expenditure during a year. To avoid such delays in the settlement of inter-divisional transaction, it has been decided that all transactions, including those pertaining to work done, may be settled by the Divisions amongst themselves without the intervention of Accountant-General. The vouchers in support of claims for work done need not, however, accompany the 'Intimation of Claim' such vouchers being sent to Accountant-General along with the Monthly Account in the usual manner. Thus, the responding Division need not wait for the certificate of Audit from the Accountant-General and shall

proceed to make the payment of amount claimed on the Divisional Officer's certificate of certain expenditure having been incurred on behalf of other Division. Any excess or short adjustment noticed as a result of audit will be adjusted subsequently.

If, as a result of audit, it is noticed that an excess payment has been made, the responding Division will claim the amount of excess from the originating Division by operating on the 'Suspense' head 'Cash Settlement Suspense Account' and treating the item as an original transaction. On the contrary, if short payments are noticed in audit, the originating Division will send a supplementary claim for the balance to the other Division.

In order to enable the Public Works Divisions to settle the excess/short payment in the manner indicated in this paragraph, the Accountant-General will notify the discrepancies noticed in audit both to the originating and the responding Divisions.

(4) As recommended by the working group for simplifications of P.W.A. Code, the cheque form to be used for these transactions should bear a distinct marking viz. "Payment by Book adjustment only-Not negotiable".

(5) In order to prove the accuracy of monthly transactions adjusted under the Suspense head "Cash Settlement Suspense Account" a Division-wise Broad sheet on the lines of Form MSO (T) III should be maintained in the Accounts Office.

4. As the revised procedure of cash settlement of inter divisional and other transactions (c.f. this office circular dated 13-9-1962 referred to in para 1) has been issued in consultation with the Govt. Of India, Ministry of Finance, the Ministry of works and Housing, the same is applicable to all the C.P.W.D. Divisions irrespective of the fact whether they fall within the same circle of account or in different circles. As regards the other Central Government Departments functioning on the Public Works system and the State P.W. Divisions, it would be necessary to obtain the concurrence of the respective Ministries/Govts. before the same can be introduced. It is, therefore suggested that the new procedure may come into force throughout the country from 1-4-1965 (Unless an earlier date has already been agreed upon with the State Govt.) by which time it should be possible to obtain the concurrence of the respective Ministries/Govts. in cases where it is still awaited.

5. Since the new procedure will apply only to the transactions taking place on or after 1-4-1965, it will be necessary to clear all old balance by that date. You will no doubt impress on the Departmental authorities the desirability of taking all possible steps to liquidate as far as possible all outstanding transactions before 1-4-1965. In case, however, certain balances are still left on that date, the same will have to be settled under the existing procedure and for that purpose the head 'Transfers between P.W. Officers' will continue.

6. in para 1(u) of this office circular letter No. 1504 Admn. 11/327/60 dt. 13-9-1962, it was decided that transactions on account of rents relating

to a State Government which are realized in another Account Circle, should also be settled by cheques. Since the recoveries of rent are credited direct in the books of the Accountant-General, such transactions (Whether pertaining to residential buildings or office accommodation) will have to be settled by the A.G. by means of Bank drafts. To enable the A.G. to make such payments including the name of the Accounts Officers to whom, the amounts should be remitted, in the Rent Demand Statements. The Divl.Officers may please be advised accordingly. The detailed procedure to be followed by the A.G. will be intimated separately.

7. The detailed procedure for the settlement of transaction pertaining to Railway freight (Para 1 (i) of this Office circular dated 13-9-1962) is being finalized in consultation with the Railway Board and the same will be intimated to you in due course. Pending finalization of the revised procedure, the old system of settlement by credit notes may continue.

2. Detailed Procedure to be followed by the P.W. Divisional Officers for the settlement of Inter-Divisional transactions by Cheques, Bank Drafts.

APPENDIX—7

[See paragraph 17.2.1 (b)]

N.B. 1. Though this procedure is primarily intended for transactions between P.W.Divisions rendering accounts to the same Accountant-General, it can be applied mutatis mutandis to the transactions between Divisions in different Accounts Circles.

2. The forms mentioned below are those appended to these rules.

I — Originating Debits

1. *Action in the Division in which the transaction takes place.*

All transactions relating to services rendered or supplies made by the Division should be classified under the head “Section T- Deposits and Advances - Part IV - Suspense -Cash Settlement Suspense Account - Transactions between Divisions rendering accounts to the same Accountant-General”. These transactions, as and when they take place (at the end of the month in the case of Stock transaction), should be posted in a Division-wise Register of transactions adjusted under the head “Cash Settlement Suspense Account” in Form 1. On closing the monthly accounts of the Division, a copy of part I of Form 1, which will have, inter-leaved perforated copies to be posted by carbon process, should be sent to the Division concerned supported by all relevant vouchers Land receipt of the Cheque/Bank Draft should be watched through the Register referred to above. The Cheque/Bank Draft, when received should be entered on the receipt side of the cash book, the entry being classified as credit to the head “CASH settlement Suspense Account” thus clearing the original debit under this head and sent to the Treasury for encashment or for making the necessary adjustment of,, the cheque by debiting “P.W.

Remittances II-Public Works Cheques". In the Divisional Cash Book, the remittance Cheque Bank Draft into the treasury will be charged off as a debit under "P.W.D. Remittances into Treasuries".

2. Action in the Responding Division.

Immediately on receipt of the copy of Form 1 from the originating Division, the responding Division should check that the connected vouchers (except those for work done) have been duly received. The same should then be entered in the "Register of Claims Received", Form 3 and urgent arrangements made to obtain and send the Cheque or Bank Draft with a distinct marking "Payment by book adjustment only" along with a forwarding letter in. Form 4 on the cheque being issued, the entry will appear on the payment side of the Cash Book as debit to the Suspense head "Purchases" (in the case of stores received) thus clearing the original credit afforded to this head on receipt of the stores by debit to "Stock" or works, the as case may be.

It should be ensured that the despatch of the Cheque/Bank Draft is not delayed beyond ten days of the receipt of the account. For this purpose, the Divisional Officer should arrange to have the detailed verification of the claims completed well within this period. In order to ensure smooth working all round; the Cheque/Bank Draft should always be for the full amount claimed by the Division. In cases where some mistake in calculation, etc. is detected in the course of the account or an item clearly pertaining to another Division has been wrongly included in the account, the Cheque/Bank Draft should be sent for the full amount and the discrepancies should be simultaneously pointed out to the originating Division. Such items should be redebited to the Division concerned by including them in the next monthly account to be sent to the latter along with the supporting vouchers, if any.

NOTE 1 :— In cases where payments are to be made at a treasury with which the Division is not in account, the settlement should be made by Bank Drafts.

NOTE 2 : — Since the facility of cash settlement will be available to both the parties to a transaction, the Divisional officer to whom the supplies are made or on whose behalf the services are rendered, will make payments only on the receipt of a claim from the other Division. In other works, the Divisional Officers will not be responsible for the settlement of both outward and inward claims (i.e. net amount of credit and debit transactions).

3. Clearance of the balance under "Cash Settlement Suspense Account".

The transactions under this "Suspense" head should be abstracted in Part II of the Division-wise Register (Form 1) and the figures of monthly debits and credits agreed with those shown in the Monthly Account. At the close of the year, there should normally be no balance under this "Suspense" head. With this object in view, vigilant watch should be kept over the outstanding towards the close of the year and steps taken to have such transactions settled by the 31st March. The Register should be reviewed by the Divisional Officer monthly with a view to see that the settlement are not unduly delayed.

In order to ensure that the out standings at the close of the year are reduced to the minimum, the transactions occurring in March may be settled in two stages, as indicated below—

- | | |
|---|-------------------------------|
| (a) Transactions taking place
during the period from }
1st to 15th March. } 20th March. | Claims to be preferred before |
| (b) Transactions taking place
during the period from }
16th to 23rd March } 25th March. | Claim to be preferred before |

NOTE : — Though the Stock accounts are normally closed at the end of the month, the Summaries of Stock Receipts and Indents may be prepared and closed in stages, so as to ensure that the Stock transactions pertaining to March are also settled in stages, as indicated above.

4. *Review of Registers.*

The Division-wise Register of transactions adjusted under the head Cash Settlement Suspense Account and the Register of Claims Received should be submitted to the Divisional Officer monthly to enable him to see that:

- (a) the Registers are properly maintained;
- (b) there are no inward claims outstanding for more than 10 days without sufficient reasons;
- (c) prompt action is taken by the office to send outward claims.

II — Origination Credits

1. *Action in the Originating Division.*

All transactions involving payments on account of cash recoveries etc., made by one Division on behalf of another Division, will be accounted for initially under the head 'P.W. Deposits, Miscellaneous Deposits' pending settlement in cash. The details of such transactions will be simultaneously posted in a register (Form 2). At the end of the month, a Cheque/Bank Draft will be drawn for the amount due and sent to the Division concerned along with a copy of Form 2, which will have inter-leaved perforated copies to be posted by carbon process. On the cheque being issued the entry will appear on the payment side of the Cash Book as debit to "P.W. Deposits", thus clearing the original credit, to this head.

2. *Action in the Responding Division.*

The Cheque/Bank Draft when received in the Division, will be credited to the appropriate head/work in Cash Book and sent to the Treasury for making necessary adjustments on the lines in paragraph 1 (1) above.

Extract of paragraphs 17.2.1 (b) and 17.2.6(b) of the revised edition of the Central Public Works Account Code.

17.2.1. (b) When a transaction on account of supplies made or services rendered etc. has to be settled in cash, i.e., by Cheque/Bank Draft the monetary settlement should be effected by debiting the amount due to the Suspense Head "Cash Settlement Suspense Account" under "T-Deposits and

Advances-Part IV- Suspense-Suspense Account” pending clearance on receipt of Cheque/Bank Draft from the Division concerned. The detailed procedure to be followed in this regard is given in Appendix 7.

172.6 (b) As regards work done in a Public Works Divisions of other Governments, the claim should be settled by the Divisions amongst themselves, without the intervention of the Accountant General. The requisite vouchers should, however, be sent to the Accountant General with the Monthly Account. If, as a result of audit, it is noticed that an excess payment has been made, the responding Division will claim the amount of excess from the originating Division by operating on the “Suspense” head “Cash settlement Suspense Account” treating the item as an original transaction. On the contrary, if short payments are noticed in audit, the originating Division will send a supplementary claim for the balance to the other Division.

In order to enable the public Works Divisions to settle the excess/short payments in the manner indicated in this paragraph, the Accountant General will notify the discrepancies noticed in audit both to the originating and the responding Divisions.

FORM-I

[Referred to in Rule I (1)]

Division-wise Register of transactions adjusted under the Head “Cash Settlement Suspense Account”.

Part—I Details.

Name of Division Month.....

Sl.No.	Ref. to stock account, voucher, or transfer entry order	Particulars of transaction	Value of stores issued or services rendered.	Remarks (including indication of the vouchers sent in support of the debt)
(1)	(2)	(3)	(4)	(5)

Balance B/F

Total

Lease credits during the month Here give reference to the No. Closing Balance & date of cheque/draft received.

No date

Copy along with vouchers forwarded to the Executive Engineer Division. A sum of Rs (as detailed above) is due from him on account of stores issued or services rendered to his division during and to end of 19 He is requested to send within

ten days of the receipt of this claim a Cheque/Bank Draft for the total amount, drawn in favour of the undersigned.

Executive Engineer,
.....Division.

Part-II

Abstract Account of Debits, Credits and Balances outstanding under the Head "Cash Settlement Suspense Account".

S.No.	Name of division	Opening Balance	April 19....		Closing Balance	And so on for the remaining month of the year.
			Debits during the month	Credits during the month		
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Total

Certified the figures of total debits & credits have been reconciled with the Monthly Account.

Divisional Accountant.

FORM-2

[Referred to in Rule II (1)]

Division-wise Register of Cash Recoveries etc. made on behalf of other Divisions.

Name of Division.....

Sl.No.	Particulars of transactions	Amount	Authority	Remarks
(1)	(2)	(3)	(4)	(5)

Copy forwarded to the Executive Engineer Division with the remarks that a sum of Rs as per details given above Division on his behalf. A Cheque/Bank Draft No dated for Rs (Rupees (in words)) is sent herewith in settlement of this accounts.

The receipt of the Cheque/Bank Draft may please be acknowledged.

Executive Engineer,
.....Division.

End. : 1 Cheque/Bank Draft.

FORM —3*[Referred to in Rule I (2)]***Register of Claims Received.**

Division Month

Number & Date of letter with which claim was received	Amount of	Number and date of Cheque/Bank Draft issued	Remarks
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Divisional Accountant.

FORM-4*[Referred to in Rule 1 (2)]*Office of the Executive Engineer.
.....Division.

Dated the 19....

As requested in his letter No dated a Cheque/Bank Draft No dated for Rs (Rupees) is sent herewith in settlement of his account for the month of.

2. The receipt of this letter may please be acknowledged.

Executive Engineer,
.....Division.

Enclosure

The Executive Engineer,
.....Division.**FORM--5***[Inserted by Memo.No. 1386-Y/68-2 P. WD., Dt. 28-8-1968]*

Schedule of transactions adjusted under the Head—"Cash Settlement Suspense Account".

Division:

Month:

Sl.No.	Particulars	Name of responding Division	Opening Balance	
(1)	(2)	(3)	(4)	
Debit during the month	Total Cols. 4 & 5	Credit during the month.	Closing Balance Cols. 6-7.	Remarks
(5)	(6)	(7)	(8)	(9)

FORM—6*[Issued in Memo. No. 1195-Y/71-2 P.W.D., Dt 14-10-1971]***Note** : — Please see in the following pages.**3. Simplification of financial rules and accounting procedure
-Settlement of certain transactions by cheques - Reg.**

Memorandum No. 1690-Y/66-4, dated. 19-11-66.

Ref : —1. From the C.E. (R. & B) Buildings Branch, letter No. B.5/ LOC/66-66,
Dt. 29-7-1966..2. From the Accountant-General, Andhra Pradesh Letter No. WMI/A/15-
215166-67/412, Dt. 10-10-66.

In G.O.Ms.No. 1685, Public Works dated 1-7-1965 government approved the revised procedure for simplification of financial rules and accounting procedure as per the circular instructions of the comptroller and Auditor General of India. The Chief Engineer (Roads and Buildings) Buildings Wing has now sought clarification whether this procedure of cash settlement is applicable also to the inter Departmental transactions as the Public Works Departments is being asked to issue Budget certificates even now as a pre-requisite for passing of land awards.

2. The Accountant General, Andhra Pradesh, who was addressed for a clarification in the matter has advised that the new procedure outlined by the comptroller and Auditor General is applicable to transactions between two Public Works Department Divisions as frequently stressed in the words “Inter Departmental transactions” and not to transactions between other Departments and Public Works Department Divisions and that in respect-of the latter, the procedure in vogue prior to the issue of the G.O. would be applicable.

3. The Government accept the advice of the Accountant General and the Chief Engineers are requested to take action as advised by the Accountant General.

**4. Cash settlement suspense account bills sent for payment delay In making
payment by responding division - Instructions issued.**Memorandum No. 2628-Y/66-4, P.W.D., Dt. 4-2-1967 Read :—G.O.Ms.No. 1685,
P.W.D., dated 1-7-1965.

In the G.O. cited the procedure for cash settlement suspense account has been adopted by the Government in lieu of “Transfers Divisional” for the settlement of the inter divisional transactions. Every responding division which receives the ‘Cash settlement suspense account’ in Form No. 1 should check the vouchers received immediately on their receipt and should make urgent arrangements to obtain and send a Cheque or Bank draft to the originating Division in settlement of claim. The balance under the head ‘Cash settlement suspense accounts should be brought to nil by the end of the year. The

Accountant General, Andhra Pradesh has observed that the cash settlement suspense accounts sent to other divisions are not being promptly responded to, by many divisions resulting in huge balances under this suspense head.

2. A copy of the list showing details of progress balances outstanding under the head 'Cash settlement suspense accounts against the various Divisions to end of 3/66 account as furnished by the Accountant General is forwarded herewith to the Chief Engineer (Major Irrigation and General) and Chief Engineer (Roads and Buildings).

3. Normally the balances outstanding at the end of the year should be 'Nil'. The Accountant General has brought to the notice of Government that the originating Divisional officers are not settling the claims quickly even though they are reminded constantly.

4. The Chief Engineer, Major Irrigation and the Chief Engineer (Roads and Buildings) are therefore, requested to impress upon on all the divisional officers the imperative need for settling the transactions advised through 'Cash settlement suspense account' promptly and at any rate before the end of March positively.

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5. Accounts Procedure and financial rules-Settlement of transactions by cheques instead of through exchange settlement- Settlement by adjustment cheques-Orders-Issued.

(G.O.Ms.No. 1498, P.W.D., Dated 8-10-1968)

Read:

1. G.O.Ms.No. 1685 P.W.D., dated 14-1965.
2. From the Chief Engineer (Major Irrigation and General) letter No. Rc.F1/7278/67, dated 4-7-1967.
3. From the Accountant General, Andhra Pradesh letter No.WMI/A/15-221/663, dated 16-11-1967.
4. From the Accountant General, Andhra Pradesh, D.O. letter No. WM.III.CSS/2-11 Vol. 1/29, dated 26-4-1968.
5. From the Chief Engineer (Major Irrigation and General) letter No. Rc.F117278/67187, dated 21-5-1968.

ORDER : — In the G.O. read above, the revised procedure of settling transactions between divisions through payment by cheques was approved. The Chief Engineer (Major Irrigation and General) has pointed out that the revised system has not helped in early clearance of the accumulations under the cash settlement suspense account for various reasons and suggested that the procedure of settling inter-divisional transactions by cash payment may be dispensed with. The question has been examined in detail by the Government in consultation with the Accountant General, Andhra Pradesh. The Accountant General, Andhra Pradesh has suggested that, to avoid difficulty in obtaining L.O.C. and recorded by the treasuries in separate ledgers Division-wise, the totals whereof may be transferred to the other ledger for consolidating all

the cheques issued by each Divisional Officer and following the usual accounting procedure. He has suggested that the cheques may bear a special enfacement viz. "payment by book-adjustment of-not negotiable" so that they may be clearly distinguished from other P.W. cheques and they may also be printed in a different colour. The Chief Engineer (Major Irrigation and General) has agreed to the above suggestion of the Accountant General and has suggested that the procedure may be tried for one year..

2. The Government accordingly direct that the revised procedure as suggested above by the Accountant General may be tried for a period of one year i.e., upto end of 30-9-1969 and the working of the procedure may be reviewed by the Accountant General and a report sent to Government.

3. The Accountant General is also requested to issue suitable instructions to the Treasury Officers for keeping separate ledgers one for controlling withdrawals against letters of credit and the other for general accounting purposes.

4. The Chief Engineers are requested to ensure early clearance of the accumulations under the cash settlement suspense account.

5. The above orders will apply to the P.W.D. (I.B.) Department, P.W. (R&B) Department, Electricity Department and the Pochampad Project.

6. Accounts-P.W.D. Settlement of Inter Divisional Transactions- Accumulations under Cash settlement suspense account — Clearance — Instructions — Issued.

(Memo.No. 2497/Y/69-5, P.W.D., Dt. 5-5-1970)

Read : — 1. G.O.Ms.No. 1685/P.W.D.dt. 1-7-1975.

2. G.O.Ms.No. 1498 P.W.D. dt. 7-10-1968.

3. Govt. Memo. No. 726-Y/69-8 dt. 22-12-1969.

4. Govt. Memo No. 2497-Y-69-9 dt. 22-12-1969.

5. From the A.G.A.P.D.O.No.WMI/A-15-112/69-70/1097 dt. 26-3-1970.

In the G.O. first read above, the procedure of settlement of Inter-divisional transactions through cash settlement suspense account was approved and it was ordered to be adopted with effect from 1-7-1965. The Chief Engineer (Major Irrigation & General) pointed out that the system did not help in clearing the accumulations under C.S.S. account and suggested that the procedure of settling inter-divisional transactions by cash payments might be dispensed with. To avoid the difficulty in obtaining letters of credit for the payments, it was ordered in G.O.Ms.No. 1498 that the cheques might be removed from the purview of L.O.C. and recorded by the treasuries in separate ledgers.

It has however, been reported that huge amounts are still standing in C.S.S. account. The attention of all chief Engineers is invited in the Govt.

Memo fourth cited. It is considered that the huge accumulation in C.S.S. accounts are not due to defects in 'the present accounting system as approved in the G.O. first cited, but due to lack of prompt action on the part of the divisions and that the position could be improved if the transactions are settled within ten days as stipulated in the G.O.

All the Chief Engineers are requested to issue strict instructions to their subordinate to ensure that the accounting system approved in G.O.Ms.No. 1685 P.W.D. dt. 1-7-1965 is scrupulously followed and the time limit of ten days stipulated for the despatch of Cheque/Bank draft by the responding divisions is strictly adhered to.

The receipt of this Memo should be acknowledged.

7. Account - P.W.D - Simplification of accounting procedures - Schedules of transactions under C.S.S. for March and September - Statements to be furnished to Audit by the P.W.D. Divisions - Prescribed.

(Memo. No. 1195-Y/71-2, P.W.D., Dt. 14-10-1971)

Read : — 1. G.O.Ms.No. 1685 PWD dt. 1-7-1965.

2. Govt.Memo No. 1368-Y/68-2 PWD dt. 28-8-68.

3. From the A.G., A.P. Lr.No. WMI/A/15-112/71-72152 Dt. 30-7-71.

In the Govt.Memo second cited a form was prescribed (Form No. 5) for submission of monthly schedules of transactions under the C.S.S. by the P.W.D. Divisions to the Audit. The Accountant General, Andhra Pradesh has stated that the outstanding amounts shown in the schedules do not indicate reasons for their non-adjustment. With reference to the decision of the Comptroller and Auditor General of India, the Accountant General, Andhra Pradesh has desired that the schedules for the months and September may be supported by a detailed separate statement to show the items outstanding for more than six months to enable the audit to have a close watch on the items.

The Government accept the Accountant General's proposal and direct that a statement in the form annexed to this Memo. should be furnished by all the P.W.D. Divisions to Audit every half year ending March and September. This has to be followed for the accounts from September, 1971.

FORM-6

Statement showing the outstanding under 'cash settlement suspense accounts' remaining unsettled for over 6 months.

Position for half-year ending

Sl.No.	Name of the responding Division.	No. of items and amount involved (in respect of items over six months)	
(1)	(2)	(3)	
(Break up of Col. 3) Months to Amount which relates.		Action taken by the originating Division to secure settlement (This should indicate the latest position in respect of each item remaining outstanding containing the brief particulars of objections correspondence.	Remarks.

Divisional Accountant.
.....Division.

8. Public Works Department — Settlement of inter — Divisional transactions through C.S.S. Accounts — further— instructions — Issued.

(Memorandum No. 1129-Code/74-10, P.W.D., Dt. 3-9-1975)

Read : —1. Form the A.G.A.P. Lr.No. WMI/A115-215/446, dated 6-7-74.

2. Form the CB (MI & GLP) Lr.No.Rc.EL (1)/87197/68 Dated 11-7-75.

In G.O.Ms.No. 1685 PWD dt. 1-7-65 the procedure of settlement by Inter divl. transactions through the C.S.S. Account has been introduced. The A.G.A.P. has made some suggestions for improving the systems. The Government have examined the suggestions and issue the following instructions;

(i) It should be seen before paying the claim, debitale to cash settlement suspense, that there is a request in writing from the Divisional Officer concerned, on whose behalf the payment is to be made.

(ii) Such payments should not be made by the Sub-divisional Officers.

(iii) The Divisional Officer (on whose behalf the payment is to be made) should also send the pre-receipted stamped receipt of the party as well as the specimen signature of the payee for purpose of identification.

(iv) For these transactions in the originating division, the claim against the responding division should be raised immediately without waiting for the closure of monthly accounts as for stores or depot transactions.

(v) The details of individual transactions shall be furnished to Audit in the form appended to this memorandum to facilitate scrutiny of

the transactions in Audit office. The statement outstanding item under CES Account shall also be sent to Audit in March, July and November every year in the form which will be introduced in Andhra Pradesh Accounts Code Vol. III as Form XL-B along with the monthly account.

Orders amending A.P.Account Code Vol. III will issue separately from the Finance and Planning Department.

II. Simplification of Accounting Procedure— Implementation of Decisions of Govt. of India

1. Simplification of accounting procedure- implementation of Decisions of Government of India on Report of working group recommendations of smaller Committee as approved by Comptroller and Auditor General — proposals of Chief Engineer (General) — Orders Issued.

(G.O.Ms.No. 997, Public Works Departments. Dt. 17-6-67)

Read the following —

1. From the Accountant General, A.P.LR.No. WAI/A/15-221/64-65/248, dt. 5-8-64.
2. From the Dy.Chief Engineer (General) DO.Lr.No.Rc.Ac.1/45842/64-29, dt. 18-3-65.
3. From the A.G.AP.WHI/65-66/109-10. dt. 9-6-65.
4. From the C.E.AP.Lr.No. WMI/A/15-221/65-66-416 dt. 31-8-65.
5. From the C.E.(G1) Lr.No. Rc. L1/45892/64-9 dt. 24-3-65.
6. From the A.G.A.P.Lr.No WMI/A/15/221/66-67/267 dt. 11-8-66.

ORDER — The Government of India, Department of Cabinet Affairs constituted a working Group in 1962, under the Chairmanship of Shri A.K.Mukherji, Additional Deputy Comptroller and Auditor-General for simplification of Public Works Accounts Code, as the existing system of Public Works accounts was considered not suitable for the construction of big projects, particularly if they are to be completed speedily. The above working Group in its Report submitted to the Government of India in March 1963 made certain recommendations for simplification of the accounting work without affecting the basic structure of Public Works accounts. Almost all the recommendations of the above Working Group were accepted with slight modifications by the Government of India in the Ministry of Works, Miscellaneous and Housing. Further, in respect of one particular project as smaller committee went into the question of avoiding duplication of accounts and records and made certain recommendations. Based on these recommendations, the Comptroller and Auditor General approved certain changes in the existing procedure for maintaining the Public Works Accounts. The Accountant General, Andhra Pradesh, requested the Government to consider above decisions for adoption in the Public Works Department in this state.

2. As suggested by the Comptroller and Auditor-General of India and the Financial Adviser and Chief Accounts Officer, Nagarjunasagar Project, the Chief Engineer (General) has considered the question of adopting (1) the decisions taken by the Government of India, Ministry of Works and Housing on the recommendations of the Working Group, (2) the recommendations of the smaller Committee as approved by the Comptroller and Auditor General of India; and (3) the remarks of the Financial Adviser and Chief Accounts Officer Nagarjunasagar Project and submitted his recommendations to Government for consideration.

3. After careful examination of the recommendations in consultation with the Accountant General, A.P. the Government issue the following orders:

(i) The simplified procedure as indicated in Col. 4 of the Annexure to this order shall be followed in future.

[(ii) The revised procedure does not apply to the Nagarjuna Sagar, Srisailem and the Pochampadu Projects, in view of the orders issued in view of the orders issued in G.O.Ms. No. 304 PVD (PW) dt. 19-8-1966, and in Memo No. 2151-B/66/2 PWD (PW) dated 31-10-1966.]

This memo issues with the concurrence of the Finance Advisor (PWD) vide his U.O. No. 306/68-1 dt. 30-1-1968.

3. (Substituted by Memo No. 69-Y/68-2, dated 3-2-1968)

4. The Government also direct that the revised procedure shall be considered as authorized deviations from the provisions of the Madras Public Works Account Code and Madras Public Works Dept. code -adopted in the Andhra Pradesh State.

5. This order issues with-the concurrence of the Financial advisor (Public Works Department) - vide his U.O.No. 872/67-1 dt. 23-3-1967.

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ANNEXURE

Sl. No.	Recommendation/Decision of the Govt. of India	Recommendations of the Smaller Committee as approved by the Comptroller and Auditor General of India.	Decision of the State Govt.
1.	Copies of administrative approval need not be supplied to Audit when those are issued separately and not along with the expenditure sanction	The decision of the Govt. of India is accepted.
2.	Technical sanction may be communicated to the Accountant General only in respect of works relating to Projects costing more than Rs.25 lakhs and more than Rs.10 lakhs in the case of non project works.	The decision of the Govt. of India is accepted.
3.	Copies of abstract of Estimates need not be supplied to Audit unless specifically asked for.	-do-
4.	An officer of the Central Public Works Department may pass excess over estimates provided that the excess is not more than 5% of the amount sanctioned and that all such cases where the excess so sanctioned makes the	Does not apply to this State.

(1)	(2)	(3)	(4)
	Exceed the amount upto which he is empowered to sanction should be reported every month to his next higher authority which has to satisfy itself about the propriety of the excess sanctioned.	
5.	A revised expenditure sanction is necessary if the actual expenditure exceeds the amount of original sanction by more than 10% in all cases where the original estimates are upto Rs.5 lakhs and in cases of works exceeding Rs.5 lakhs a revised expenditure sanction should be issued even if the actual expenditure exceeds the estimate by more than 5%	Not accepted. The provision of the M.P.W.D. Code shall be followed in this State.
6.	The minimum monetary limit for classifying a work as 'major' work may be raised from Rs.30,000/- to Rs.75,000/-. This however, will not affect the existing principle for classifying a work as 'Capital' or 'Revenue'	The minimum monetary limit for classifying a major work shall be raised from Rs.50,000/- to Rs.75,000/-. This however would not affect the existing principle for classifying the work as 'Capital' or 'Revenue'.
7.	In the case of works executed through contractors the maintenance of accounts by sub-heads may be dispensed with.	At present works Accounts are maintained by sub-heads in the case of works costing more than Rs.20,000/- and accounting by sub-heads.	The decision of the G.O.I is accepted.

(1)	(2)	(3)	(4)
		is required to be done in the accounts of a major work for each sub-head costing Rs.20,000 and above.	
8.	In the case of works done departmentally, or through contractors rates only, sub-head accounting may be confined to 'Major works' only, i.e., works costing more than Rs.75,000/-.	Having regard to the increase in cost of materials and labour and the fact that the monetary limit for re-classifying a work as 'Major' was fixed as early as 1926, and to obviate the necessity of having to maintain detailed accounts in respect of a large number of works, the working group for simplification of PWA Code recommended that the maintenance of the accounts by sub-heads might be dispensed with in the case of works executed through contractors.	The existing limit of Rs.1,000/- for maintenance of separate account for each sub-head in the case of major estimates prescribed in para 344 of M.P.W.A. Code shall be raised to Rs.7,500/-.
9.	The existing limit for maintenance of separate account for each sub-head in the case of Major Estimates prescribed in para 258 of the APWA Code may be raised from Rs.2,000/- to Rs.7,500/-.	As regards works done departmentally or through contractors, when the contract was for labour rates only, sub-head accounting might be confined to works costing more than Rs.1 lakh and the monetary limit to be raised from Rs.2,000/- to Rs.20,000/- for purposes of accounting by sub-head. It has also been agreed that in the case of works by type design, the works abstracts may be maintained in the simple form (C.P.-W.A.34) which is used for minor works.	The minimum monetary limit for classifying a major work shall be raised from Rs.50,000/- to Rs.75,000/-. This however would not affect the existing principle for classifying the work as 'Capital' or 'Revenue'.

(1)	(2)	(3)	(4)
10.	Material-at-site accounts need not be maintained in respect of works executed through contractors. In order, however, to control the issues of materials with reference to the estimated requirements of works (as indicated in the schedule of materials attached to an agreement), a numerical account should be maintained in form shown in Appendix-I, which may be modified, if necessary.	Under the existing procedure, materials-at-site accounts are maintained both for materials issued to the contractors and those issued direct to the works which are executed by the department. Generally speaking, both quantities and values are shown in the case of major works, while the accounts of minor and repair works are maintained only by quantities. The forms in which these accounts are maintained are very elaborate and the process involved is very cumbersome and time consuming. Taking into account these difficulties, it has been recommended that the maintenance of M.A.S. Accounts in the present form may be dispensed with in the case of works executed through contractors and that a simple numerical accounts would suffice for purposes of control over materials.	Material-at-site accounts need not be maintained in respect of works executed through Contractors. In order, however, to control the issue of materials with reference to the estimate requirements of works (as indicated in the schedule of materials attached to an agreement), numerical account should be maintained in the form applicable in this State. These orders shall apply to project other than river-valley projects, M.A.S. Accounts shall be maintained as usual even in works are executed through contractors.
11.	In the case of work done departmentally or through contractors, where the contract is for labour rates only, an M.A.S. Accounts (in the forms shown as appendixes 1 and 2) may be maintained. Copy	For departmental works and works executed through contract, where the contract is for labour rates only, it has been suggested that M.A.S. Accounts may be maintained in quantities (without values), if the	In the case of work done departmentally or through contractors where the contract is for labour rates only, an M.A.S. Accounts shall be maintained in the usual form adopted in this State only, if the estimated cost of the work.

(1)	(2)	(3)	(4)
	of the estimated cost of the work s more than Rs. 75,000/-.	estimated cost of the work is more than Rs. 1 lakh or such lower limit as may be considered approximate by the competent authority. It has also been suggested that such accounts need not be maintained for minor works costing not more than Rs. 20,000/- and repair works and that a simple numerical account of materials may be maintained in the case of works costing more than Rs. 20,000/- but not more than Rs. 1 lakh (vide recommendations in para 2—8—10 of the Report of the working Group for simplification of P.W.A. Code).	in the works abstract and register of is more than Rs. 75,000/-. Even in the case of works exceeding Rs. 75,000/- only numerical accounts shall be maintained at the end of each financial year or on completion of work concerned, a theoretical valuation of the closing balance for each material will be done with reference to the issue-rate for that material and necessary adjustment made
12.	It is not necessary to maintain Material-at-site accounts for minor works i.e., works upto Rs. 75000/- and departmental repairs works.	-do-	The decision of the G.O.I. is accepted.
13.	Forms 25 and 28 in the C.W.P.A. series may be abolished and the revised form C.P.W.A. 26 as shown in Appendix 3 should be used for all running and final payment.		This decision is not acceptable. The existing forms used in this State for all running and final payments shall be used.

(1)	(2)	(3)	(4)
14.	Advance payments for works done but not measured may be made at pre-determined levels, which may be indicated in the sanctioned estimates in respect of Civil works pertaining to buildings.	—	The decision of the Govt. of India is not acceptable.
15.	Form C.P.W.A. 32 should be substituted by the form shown in Appendix 4 and used in all cases where it is at present used.	—	The decision of the Govt. of India is not acceptable.
16.	The preparation and submission of labour Report may be dispensed with, except in the case of muster rolls containing names of more than 15 persons.	—	The decision of the Govt. of India is not acceptable.
17.	Part II of the Muster Rolls may be abolished.	—	The decision of the Govt. of India is not acceptable.
18.	A register of Unpaid Wages should be maintained in form shown in Appendix 5.	—	—do—
19.	It is not necessary for the Divisional Accountant to re-check the entries made in the Measurement Books during the course of their 'Annual Review'.	—	—do—

(1)	(2)	(3)	(4)
20.	The existing percentage for the scrutiny of contractor's bills and muster rolls with reference to measurement Books in the Divisional and sub-divisional offices may be reduced.	—	
21.	An up-to-date prices 'Vocabulary of Stores' showing the correct description and identifying code numbers of various items (complete in respect of issue rates by the Divisions concerned) should be prepared and adopted through the C.P.W.D.	—	The decision of the Govt. of India is accepted. It shall apply to workshops and Machinery Divisions only.
22.	The Register of Stock Receipts Issues (Form C.P.W.A. 8) should be substituted by Bin-Cards given in Appendix 9.	—	The register of stock receipts /issues (Form No. PWA—4) shall be substituted by Bin-Cards given in proforma 1 in Machinery & Workshops Divisions only.
23.	The abstract of stock receipts (Form CPWA 9) should be substituted by Goods Received Sheets as in Appendix 6.	—	The abstract of stock receipts (Form P.W.A. 5) shall be substituted by 'Goods received sheet' as in proforma 2 in workshops Machinery Divisions only.
24.	The existing form of Indent for stores may be revised as shown in Appendices 7 and 8 so as to provide separate columns for stores actually issued.	—	The existing- forms of indent for Stores (P.W.A.X.) shall be revised as shown in the proforma 3-4 so as to provide columns for stores actually issued in workshops and Machinery Divisions only.

(1)	(2)	(3)	(4)
25.	The abstract of stock issues (Form C.P.W.A 20) may be abolished and a Monthly summary of Indents may be introduced instead.	—	The abstract of Stock issues (P.W.A. 6) be abolished and a monthly summary of indents shall be introduced instead in workshops and Machinery Divisions only.
26.	The Half-yearly Balance return of stock (Form C.P.W.A. 11) and the half-yearly register of stock (Form C.P.W.A. 12) are substituted by a priced stores ledger in the form given in Appendix 10.	—	The half-yearly balance return of stock (Form No. P.W.A. XI) and the half yearly register of stock (Form No. P.W.A. XII) shall be substituted by a 'priced stores ledger in the form given in proforma 5. These orders apply to workshops and Machinery Divisions only.
27.	A division-wise ledger of issues of Stores as shown in Appx. 11 may be introduced.	—	A division-wise ledger of issues of stores as shown in proforma 6 shall be introduced in workshops and Machinery Divisions only.
28.	The issue rate of an article of stock should be fixed at the beginning of the year and it is not necessary to review/revise the same every half year and the issue rate need be revised only when material variations in the purchase rates are noticed.	—	—do—

(1)	(2)	(3)	(4)
29.	Adjustment of profit or loss on stock and the allocation of the balance under the sub-head of stock among the works at the end of the year is not necessary and that the profit or loss should be taken into account while reviewing and fixing the issue rates of next year.	—	The decision of Govt. of India is accepted. These orders apply to Workshops and Machinery Divisions only.
30.	A suitable percentage based on carriage and other incidental charges of the previous year should be worked out for haulage and added to the issue rate.	—	The decision of the Govt. of India is accepted. These orders apply to workshops and Machinery Divisions.
31.	The store charges should be fixed year and added on a percentage basis so as to form part of the issue rate.	—	-do-
32.	The receipt and issue of Tools and Plants should be entered in the 'Tools and Plant Received Sheets' and 'Tools and Plant Indents' and a quantity ledger of Tools and Plant in the form shown in Appendix 12 should be obtained in each subdivision.	—	The receipt of Tools and Plant should be entered in the 'Tools and Plant Indents' and a quantity ledger of Tools and Plant in proforma 7 shall be maintained in each sub-division of the workshops and Machinery Divisions only.

(1)	(2)	(3)	(4)
33.	The Head "London Stores" may be abolished and the value of stores purchased through the India Stores Dept. London should be passed through 'Purchase'.	—	The Head "London Stores" shall be abolished and the value of stores purchased through the India Stores Dept. London should pass through purchases. This procedure shall apply to Workshops and Machinery Division only.
34.	For settlement of inter-divisional transactions, cheques should be issued with a distinct marking (Payment by book-adjustment only) when both the divisions are operating on the same treasury and demand drafts should be used when they are functioning through different treasuries.	—	In view of the orders issued in GO. Ms. No. 1685, PAD, Dt. 1-7-1965, no further orders are necessary.
35.	As an experimental measure in the Central Stores Division (1) the Pay and Accounts Officer would obtain reimbursement of payments (initially made by him to the supplier) directly from the Central Stores Dvn I. for supplies received through the Directorate-General and Supplies and Disposals instead of claiming the amounts from the Accounts Officers at present. The	—	This decision is not accepted.

(1)	(2)	(3)	(4)
	Scheme, if proved successful would be extended to a few more divisions located at the H. Qrs. of the Pay and Accounts Office having quite an appreciable volume of transactions.	—	
36.	The submission of rent returns to Audit may be discontinued.	—	This decision is not accepted.
37.	The form of extracts of Revenue realized/ Refunds of Revenue may be simplified as given in Appendix 13.	—	This decision of Govt. of India is not accepted
38.	The Submission to audit of vouchers relating to pay bills of work charged staff cm responding to regular Class IV staff should be discontinued.	—	This decision of Govt. of India is not accepted.
39.	The monetary limit of vouchers not required to be submitted to Audit is raised to Rs. 250/-.	—	The monetary limit of vouchers not required to be submitted to Audit is raised to Rs. 250/- in both project and non-project works subject to the condition that where the post of Pay and Accounts Officer exists all vouchers irrespective of monetary limit should be submitted to the Pay and Accounts Officer.

(1)	(2)	(3)	(4)
40.	The establishment charges and tools and plant charges should be transferred on pro-rata basis to the concerned Revenue Major Head (other than Commercial Depts.) in the proportion of works expenditure debited to them. (The existing procedure for levying centage charges on capital work and works executed on behalf of other Govts. Railways and Defence Depts./Commercial Undertakings or non-Govts. bodies will continue).	—	The establishment charges, tools and plant charges should be transferred on prorata basis to the concerned Revenue Major heads (other than Commercial Depts.) in the proportion of works expenditure debited to them. (The existing procedure for levying centage charges on capital work and works executed on behalf of other Govts. Railways and Defence Depts, Commercial Undertakings or non-Govt. bodies will continue). The receipts in the case of projects shall be afforded to the Head “Receipt and Recoveries” on Capital Account.
41.	. The percentage charges determined on the basis of the estimated cost of work should be levied annually on the expenditure incurred during the year.	—	The percentage charges determined on the basis of the estimated cost of a work should be levied annually on the expenditure incurred during the year. These percentage charges relate to establishment, tools and plant in the project.
42.	The percentage for establishment and tools and plant charges should be revised once in every five years.	—	The decision of the Govt. of India is accepted.
43.	The Divisional Officer may sent their first reply to an Audit inspection Report direct to the A.G.	—	—do—

(1)	(2)	(3)	(4)
44.	—	<p>Contractor's Accounts : — According to the existing procedure, contractor's ledger is maintained both in the divisions as well as in the Pay and Accounts Office. In order to avoid this duplication, it has been agreed that the contractor's ledger's may be maintained only in the Pay and Accounts Office. In order, however, to ensure that all amounts recoverable from the contractors are duly deducted from their bills, the division officers should maintain a simple record showing the amounts due to and recoverable from the contractors.</p>	<p>The Accounting produce in respect of the major project Viz., Nagarjunasagar, Srisailam and pochampad has already been laid down in G.C).Ms.No. 304 P.W. (projects) Dt. 19-8-1966 and Memo.No. 2151 E166-2 P.W.D. Dt. 31-10-1966.</p>
45.	—	<p>Stores Accounts : — The existing forms of stock accounts are not suitable for accommodating the large number of transactions that take place in the projects. Moreover, the accounts are not capable of giving daily balance of stores without stock taking. Payment of bills is also delayed because of the existing procedure or reference to the subdivisions for verification etc. It is considered that the existing proce</p>	—

(1)	(2)	(3)	(4)
		<p> dure which seems to have been designed for a normal P.W.Dn. is not suitable for projects Dns. Especially those dealing solely with Stores. It has, therefore, been proposed that this system may be replaced by the one described in Chapter III of the report of the working group for simplification of P.W.A. Code. The proposed system envisages introduction of priced stores, ledger, monthly summary of indents, Goods received sheets and Bin-Cards in place of half-yearly register of stock and other stock records prescribed in the C.P.W.A. Code. It has also been 2 recommended that the issue rate of an article of stock may be fixed at the beginning of the year and it may be revised only when material variations are noticed in the purchase 8 rates. </p>	
46.		<p> Suspense Accounts :—At present; suspense and the depot registers are maintained both in the Divisions as well as in the Pay and Accounts Office. To avoid this duplication, it has been recommended that the </p>	

(1)	(2)	(3)	(4)
		maintenance of these registers may be centralized in the Pay and Accounts Office.	
		Submission of Accounts to Audit : — In accordance with the existing procedure, annual registers of tools and plant and monthly schedules of rents on buildings and lands are required to be submitted to the Pay and Accounts Officers. In order to afford relief to the Division, it has been decided that the submission of these returns by the divisions may be dispensed with and that the original records may be audited locally.	

PROFORMA No. 1**BIN CARD**

Article Maximum stock.....
 Code No Bin Card No..... Minimum stock
 Unit Ordinary level

SIGNATURE OF ISSUING OFFICER

Date	GRS/Indent No.	Quantity	
		In 3/A	Out 2/B
(1)	(2)	(3)	
Balance	Initials of store-keeper or other official	Remarks	

PROFORMA No. 2**GOODS RECEIVED SHEET**

Division : Name of the Supplier

Sub-Division:

Section:

Sl.No.	Date	Invoice/RR No.	Purchase/Supply order	
			No.	Date
(1)	(2)	(3)	4A	4B
Description of materials	Stores Code No.	Quantity	Unit	Rate
(5)	(6)	(7)	(8)	(9)
Amount	Incidental charges	Amount, including incidental charges.	Bin-card No.	
(10)	(11)	(12)	(13)	

Stores	Ledger	Reference to payment vouchers or adjustment of debt.		Remarks including result of test check by superior officer
		No.	Dt.	
(14)	(15)	(16A)	(16B)	(17)

Dated signature and designation of the
Officer entering measurement.

NOTE :—A separate G.Rs. should be prepared in respect of goods purchased from one supplier.

PROFORMA No. 3

(PUBLIC WORKS DEPARTMENT)

No. Government

Date.

Division Stores indent on

Sub-division

Sl.No.	Description of Stores	Code No.	Quantity indented	Quantity issued.
(1)	(2)	(3)	(4)	(5)
Unit	Rate	Value	Head of Account	Name of work/job (with name of contractor from where value is recoverable.
(6)	(7)	(8)	(9)	(10)
Name of the person to whom the Stores are to be delivered -----				Issued on -----
Date signature of Indentor and his designation		Signature of authorized agent.		Signature Designation
(11)		(12)		(13)

Received Signature Designation.	Bin Card No. Signature of store keeper.	Ledger Folio & S. No. of its Ledger Keeper Accountant.
(14)	(15)	(16)

PROFORMA No. 2**PRICED STORES LEDGER**

Sub-Division Section	Article..... Maximum..... Minimum..... Ordering level Code No Unit Issue Date From From.....
-------------------------	---

Sl.No.	Date	From whom received/ to whom issued.		GRS/Indent	
(1)	(2)	(3)		(4)	
Quantity	Rate	Value	Indicentals	Total	
(5A)	(5B)	(5C)	(5D)	(5E)	
Issue -----		Balance -----		Reference to payment adjustment of debit. -----	
Quantity	Value	Quantity	Value	Voucher/TEO	No. Date
6A	6B	7A	7B	8A	8B
(6)		(7)		(8)	
or Initials of post	Initials of the Divsl. Accountant		Remarks including ref. to serial of item to which excess short amt., paid if any, relate.		
(9)	(10)		(11)		

PROFORMA No. 4
(REGISTER OF INDENTS)

Sl.No.	Indent		Description of Stores	Code No.	Quantity indented
	No.	Date			
(1)	(2)	(3)	(4)	(5)	(6)
Name of work (with name of contractor from whom recoverable)	Signature of Indenting	Quantity received.	Reference	Remarks	
(7)	(8)	(9)	(10)	(11)	

PROFORMA No. 6

DIVISION WISE LEDGER OF STORES ISSUED

Name of the Division	Month
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Sl.No.	Indent No.	Date	Value of Stores issued
(1)	(2)	(3)	(4)
Total value of Stores issued			
N.T.D. No.		Date	
Accepted No.			
Date			
Accounts Clerk		Divisional Accountant	

APPENDIX— 12

Part I — Articles in Hand

Name of Article		T&P Received Sheet		Permanent transactions	
Sl.No.	Date	From whom received	No. & Date	Receipts	Issues
(1)	(2)	To whom issued	T & P Indent etc No. & Date	5A	5B
(1)	(2)	(3)	(4)	(5)	

Temporary transactions		Total receipts (5A+6A)	Total issues (5B+6B)	Balance	Ref. to Vr. Or adjustment value	Initials of sub-dvnl. Clerk	Remarks
Receipts 6A	Issues 6B						
(6)	(7)	(8)	(9)	(10)	(11)	(12)	

represents articles temporarily lent or sent out for repairs

PART II — Articles Temporarily lent or sent out for Repairs

S.No.	Name of the person of Division	Name of article	Issues	
			Dt. of issues 4A	No. issues 4B
(1)	(2)	(3)	(4)	

Receipts		Balance	Initials of Sub-dvnl. Clerk.	Remarks
Date of receipt No. received back 5A	5B			
(1)	(2)	(3)	(4)	

PART III—Shortage Awaiting Adjustment

Sl.No.	Name of person or Division	Name of article.
(1)	(2)	(3)

Number found short.	Reference to recovery or write off.	Remarks, including action taken for the clearance of shortages outstanding for more than 3mts.
(4)	(5)	(6)

2. Simplification of accounting procedure-Implementation of orders issued in G.O.Ms.No. 997, PWD, Dt. 17-6-196 — Certain clarifications — Issued.

(Memo. No. 1369-Y/67-16, P.W.D. Dt. 25th November, 1969) Read the following :—

1. G.O.Ms. No. 997, PWD, Dt. 17-6-1967.
2. From the C.E., (R&B) Lr. No. GM/981G/13667164, Dt. 1-7-1967.
3. From the A.G., A.P.Lr.No. WMI/A/15-221/67-68/427, Dt. 26-7-1967.
4. From the A.G., A.P.Lr.No. WMI/A/15-221-661, Dt. 15.11.1967.
5. From the C.E., (MI & GI) Lr. No. Fl (1)/48997!67, Dt. 2-12-1968.

In G.O.Ms. No. 997 P.W.D. dated 17-6-1967 orders were issued that the simplified accounting procedure indicated in its annexure should be followed in future. No specified date was, however, set for the introduction of the revised procedure. The Chief Engineer (Roads and Buildings) enquired as to the date from which the Accounting procedure would come into force. The Accountant General, Andhra Pradesh also raised the following points for clarification with reference to certain decisions of the Government embodied in the Annexure to the G.O. first cited :-

(1) Communication of technical sanction to Accountant General (item-2):

Accountant General holds the view that as according to Government Letter No. 142911/62-1 PWD dated 3-3-1962 technical sanctions to non-project works costing Rs. 2 lakhs and more were required to be communicated to audit decision against item 2 may be modified by substituting the words “Rs. 2 lakhs or more” for the words, “more than Rs. 10 lakhs” occurring therein.

(2) Monetary limit for classifying a work as major (Item-6):

According to accountant General, the recommendation of the working group is based upon the powers of the Executive Engineers in (P.W.D) for according Technical sanctions to Estimates, such that all sanctions to Estimates, such that all sanctions accorded by Superintending Engineers and Chief Engineers may be deemed not to pertain to major works. As in this State, the Executive Engineers were delegated powers upto Rs. 50,000/- for according Technical sanctions to detailed Estimates, Accountant General is of the view that in this State Rs. 50,000/- may be adopted as the limit for classification of major work.

Further Accountant General points out that the limit for showing separate budget provisions for individual works stands at Rs. 50,000/-.

In view of the above, Accountant General has requested that the orders of the Government may be obtained for amending the limit of Rs. 75,000/- to Rs. 50,000/-.

(3) Revised expenditure sanction in case of excess over original sanction (Item-5):-

Accountant General has pointed out that the decision of the State Government that the A.P.W.D.Code would apply, requires clarification of the provisions of the A.P.W.D.Code are not clear on this issue.

(4) *Advance payments for works done but not measured (Item-14):-*

Accountant General is of the view that as the procedure prevalent in C.P.W.D., as recommended by the working group guard against paying unreasonable amounts beyond the cost of the work actually done with the amount estimated, the Government may reconsider the need to adopt the same procedure in this State.

(5) *Revised procedure of maintenance of stores accounts (Item 21 to 33):-*

Referring to the decision of this Government that the revised procedure of maintenance of Stores Accounts, as recommended by the working group should apply to W & M Divisions only. Accountant General has pointed out that Stores Accounts are maintained in almost all Divisions and they are very often obtained through the media of the W & M Divisions. Accountant General is therefore of the view that introduction of the new procedure in a few Divisions would result in much complications and the two different accounting systems would present considerable difficulties in passing on transactions.

(6) *Accounting procedure mentioned in items 44 to 47:*

Referring to this Government decision that the procedure recommended by the working group might be adopted in major projects having a Pay and Accounts Officer for Pochampad Project some of the recommendations regarding the Accounting Procedure were already made applicable to that project. Hence Accountant General has requested the examination of this point.

(2) The various points raised by the Chief Engineer (Roads and buildings and the Accountant General have been examined and consultation with the Chief Engineer (Major Irrigation and General).

(3) After careful consideration, the Government direct that the simplified accounting procedure approved in G.O. read above as amended in Govt. Memorandum. No. 1045-Y/66-14 PWD dated 30-10- 1967 and No. 69-Y/68-2 P.W.D. dated 3-2-1968 and as amended below shall come into force with effect. from 1-4-1970.

(4) The following clarifications and amendments are issued with reference to the points raised by the Accountant General:

Item (1) above : — The decision of the Government against item 2 of annexure to the GO. read above was based on Accountant General's recommendation in item (1) of Accountant General's letter No. WMI/A/15-221-6667, dated 11-8-19-66. The Government do not consider it necessary to revise their earlier decision and are in full agreement with the recommendation of the working group

Item (2) above : —Final orders have since been issued in G.O.Ms.No. 1240, P.W.(Y) Department, dated 30-8-1969.

Item (3) above : — The position under the existing instructions of the State Government is as follows. After administrative sanction is issued a technical sanction has to be accorded before stating the work. Even at the

stage of according technical sanction, a revised administrative sanction may be necessary if the technical sanction is likely to exceed the administrative sanction by 10% or 5% as the case may be subject to certain monetary limits. In addition to this, the powers under para 415 of the code are also there.

A suggestion to amend the relevant items of Annexure I to the G.O.Ms.No. 1865 PWD dated 30-7-1966 to indicate clearly the limits of the powers of the Public Works Department Officers is separately under consideration and orders will issue in due course.

Item (4) above :—In this State, all payments are made only after measurement. Hence, the government do not consider it necessary to change their earlier decision.

Item (5) above :—The Government direct that the revised procedure of maintenance of stores accounts shall be followed by all Divisions maintaining independent stores (i.e. both quantity and value accounts) and not by the W & M Divisions alone. Accordingly, the following amendment to the “Decision of the State Government” under Col 4 of the Annexure to the G.O. read above is issued : —

AMENDMENT

For the words “Workshops and Machinery Division only” occurring in Col.(4) of Annexure to the G.O.Ms.No. 997 P.W.D. dated 17-6- 1967 substitute the words, “all Divisions maintaining independent stores (i.e. both quantity and value accounts”).

Item (6) above : — In Government memo. No. 69-Y-68-2, P.W.D. dated 3-2-1968 orders were issued amending para 3 (ii) of the G.O. read above stating that the revised procedure does not apply to the Nagarjuna Sagar Project, Srisailam and Pochampad Projects. The following amendment to the decisions in Col.(4) against items 44 to 47 of Annexure to the G.O. read above is issued: —

AMENDMENT

The existing words under Col.(4) against items 44 to 47 of Annexure to G.O.Ms.No. 997 P.W.D. dated 17-6-1967 shall be deleted and the words “The Accounting procedure in respect of the major projects; viz, Nagarjuna Sagar, Srisailam and Pochampadu has already been laid down in G.O.Ms.No. 304, P.W.(Projects Wings) Department, dated 19-8-1966 and in Memo. No. 2151-E/66-2 P.W.(Projects Wing)Department, dated 31-10-1966” shall be inserted.

This Memo issues with the concurrence of the Finance Department in their U.O.No. 2339/69-1, dated 26-9-69.

III. Payment of non-budget head-time barred cheques under the works budget

(Circular Memo.No.2014/1139/Exp.PWD/73- 1, Dt. 14-10-1973)

Read : — 1. G.O.Ms.No. 198 F.A.P.W.D. dt. 19-5-1962.

2. Govt.Memo.No. 4166/1883/PWD/72-1 dt. 22-1-1972.

3. Lr.No.E2/13900/72, dt.29-5-72 from the D.T.A., Hyd.

With reference to the Government Order first read above the Accountant General, Andhra Pradesh, Hyderabad has stated that normally letters of credit which lapse by the closure of the year will be operative for a limited period in the next financial year only to accommodate cheques issued in one financial year but encashed in the next financial year before the expiry of their currency of three months. For all other purposes the letter of credit issued will lapse at closure of the financial year.

In view of the above it was clarified in Government Memo 2nd cited that since the letter of credit are issued to regulate the expenditure during a financial year in accordance with the budget provision for that year it becomes difficult to accommodate the cheques issued during the previous year within the letter of credit against the provision in the current year's budget. Hence it was ordered that the re-issued cheques also may be treated on par with these drawn in the previous financial year but actually encashed after the end of the financial year.

On the above orders of the Government the Director of Treasuries and Accounts has sought further, clarification stating that it is very difficult either in the treasury or in the Bank to accommodate the re-issued cheques in lieu of time barred cheques after the closure of the financial year and to debit the same to the previous year's letter of credit as it is not possible to distinguish the re-issued cheques from the current cheques.

In view of the above, Accountant General, Andhra Pradesh, Hyderabad has suggested that the words 'Letter of Credit for 19.... 19....' may be added on the cheques issued in lieu of time barred lost cheques in continuation of the printed words" and charge the same to the account of appearing in the cheque forms.

Government after careful consideration accept the suggestion of the Accountant-General and order that the procedure detailed in the above para shall be followed in cases where cheques are re-issued in lieu of time barred lost cheques of the previous financial year.

All the Governmental Officers and Treasury Officers are instructed to follow the above procedure.

**IV. Remittances — Government dues — Acceptance in
the form of bank drafts, postal orders, money
orders or cash — Instructions — Issued.**

(G.O.Ms.No. 273 Fin. & Plg. (A & L) Dept., Dt. 5-8-1977)

Read the following : —

From the Government of India, O.M.No. 10 (79).B/71 Ministry of Finance
(Department of Economic Affairs) Dated 29-3-1975.

ORDER : — In order to avoid the inconvenience caused in the form of repeated visits to a Government office and the Treasury for depositing the amount due to the Government the Central Administrative Reforms Commission recommended that the departments concerned should make necessary arrangements to receive payment in any form it is tendered, that is, whether through cheques, bank drafts, postal orders, money order or even in cash (upto specified limit). They should normally receive sums which are not substantial in cash across the counter (for this a monetary' limit of Rs. 300/- is suggested). In the case of substantial sums also, the citizen should have the option to remit such sums by money order, or postal order or duly crossed cheques or bank drafts. In accordance with these recommendations, the Government of India, Ministry of Finance have issued instructions in their O.M. read above laying down some procedure in accepting dues in the form of cheques, bank drafts, postal orders and money orders.

2. The recommendation of the Central Administrative Reforms Commission was considered by the State Government in consultation with certain Heads of Departments of Agriculture, Transport, Commercial Taxes, Forests, High Education, School Education and Treasuries and Accounts and the following instructions are issued in regard to the mode of payment by the public.

(i) Cash upto Rs. 300/- for each case of transaction.

(ii) Crossed Demand Drafts drawn on the local banks.

(iii) Postal orders and Money orders.

3. Cheques should not be normally accepted. But wherever the practice of accepting cheque obtains, it will continue.

4. All Departments of Secretariat and all Heads of Departments are requested to bring to the notice of the public regarding the facilities made available now in respect of all Government dues or in respect of other payments either for obtaining tax tokens or for obtaining forms and all cases where payments are to be accepted from the public, by issuing suitable instructions to all departments and offices under their administrative control.

5. The above facility will be in addition to the existing system of payment through challans. These instructions should be followed with immediate effect pending amendments to the relevant Treasury Rules.

V. Duties and Functions of Divisional Accounts Officers

1. Audit objections — Strict adherence of rules by the Divisional Officers — Instructions — issued.

(Memo.No. 2101-Y/67-1 dated 21-10-1967)

Read :—From the A.G.A.P.D.O.Lr.No. WMI/I/15-85—67-68/4, Dt. 30-9-1967.

The Accountant-General has stated that cases are not few where the Divisional Officers did not take in the proper spirit the objections raised by the D.A. in the course of the normal discharge of his function. Whenever a bill has to be passed without the sanctioned estimate or in excess of the sanctioned estimate, the D.A. prepares a note in the form of audit check slip and submits it to Divisional Officer pointing out the irregularities, the bills are passed only thereafter after obtaining the orders of Executive Engineer.

2. While reviewing the half-yearly statements of items held under objection for the period ended 31-12-1966, the Government observe that 2327 items were held under "want of estimates" 1527 items under "excess over estimates" and 450 items under "want of agreement bonds. The Govt. consider that if expeditious action is taken by the Divisional Officer to review such items and regularize them ; pendency of such items should be reduced. The Government also see no reason why any objection should find place under the head "Want of estimates" and direct that the Chief Engineers should instruct the Superintendent Engineers under their control to review items under "Want of estimates" and take suitable action against the concerned subordinates responsible for occurrence of such items.

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2. Duties and functions of Divisional Accounts Officers-Divl. Accounts Officers to act as 'Internal Checkers' and act as Primary Auditors — Orders — Issued.

(G.O.Ms.No. 1215, Public Works (Y) Dept, Dated 25th Aug. 1969)

Read the following : —

1. From the A.G. A.P.Lr.No. WM/A/15-14/68/69/227, Dt. 28-5-1968.
2. From the C.E., (E & B) Lr. No. 56583/MI/68-I, Dt. 27-9-1968.
3. From the C.E., (MI&GI) Lr.No. F1f1/62672168, Dt. 13-12-1968.

ORDER : — The Accountant-General, A.P. has suggested that on the analogy of the decision taken by the Central Govt. to amend their Codes and Manuals to the effect the Divl. -Accountants would act as 'Internal Checkers' and not as Primary Auditors, the State Governments may also consider issue of suitable amendments to the A.P.P.W.'A' Code. He has further clarified that the change proposed does not preclude the Divl. Accountant from discharging his present functions and that the change is suggested to make it clear that the Divisional Accountant functions on behalf of the administration and Engineers are, however, not in favour of any change.

2. The Government after careful examination consider that even at present the Divisional Accounts Officer is not actually functioning as a primary auditor as the Divisional Accountant Officer are centrally audited by the Accountant General's office and in addition locality audited by the Public Works Audit parties from Accountant-General's office.

3: In the circumstances, the Government direct that the Divl. Accountant shall be treated as 'Internal Checker' and not as primary auditor.,

The functions and responsibilities of the Divl. Accounts Officer laid down in A.P.W.A. Code shall, however remain unchanged.

4. The Chief Engineer (Major Irrigation & General) is requested to suggest suitable amendments to the A.P.W. 'A' Code.

V. Miscellaneous Instructions

1. Bank Guarantee Scheme — furnishing of Guarantee by the Banks — Classification — Regarding.

(Cir. No. 11, CWAC/A/15-7/85-86, Dt. 19-6-1985)

Read the following : —

G.O.I., Ministry of Finance, Dept. of Economic Affairs (Banking Division) Office Memo. No. 9/5/85-8.0. III, Dt. 18-2-1985.

In continuation of WMC Section Circular No. 35, Dt. 27-12-1982 through which the copy of Govt. of India O.M.No. 9-7-75-80, III, Dt. 20-7-1982 referred to in the O.M. cited above was circulated, a copy of Govt. of India O.M. cited on the subject indicated above is circulated to all CAP, CASS Sections, Field Parties, Inspecting Officers, Branch Officers, I.R. Cell, D.P. Cell, E.C.A.P., I.T.A., D.A.G. (P), Reports (W. & F) etc., for information.

OFFICE MEMORANDUM

Sub. : —Bank Guarantee Scheme — Furnishing of Guarantees by the Banks — clarification regarding.

The undersigned is directed to refer to this Ministry's O.M.No. 9/7/75-8.0. III, dated 20-7-1982 on the subject mentioned above along with which a model form of Bank Guarantee bond was also circulated (copy enclosed for ready reference). The Ministries/Departments/Public Sector Undertakings etc., were requested to adopt the model form while obtaining bank guarantees from contractors/suppliers etc. The banks freely give guarantees, whenever asked for, on executing the bond as in the model form.

2. Instances have come to notice where, certain Departments etc. have refused to accept guarantees in the model bond and have sought for introduction of certain additional clauses. Some Departments have also insisted that a clause, providing for an automatic extension of the guarantee period, in the event of non-execution/completion of project/ contract within the stipulated period, may be provided in the bond.

3. The matter has been examined. This Ministry's Office Memorandum dated 20-7-1982 referred to above, inter alia, provides that if introduction of any additional clause or alterations in the clauses of the Model Form of the Guarantee are considered necessary owing to the

peculiarities of certain contracts, the Departments etc. may do so provided such additions/alterations are not one-sided and are made in agreement with the guarantees on behalf of their customers after obtaining sufficient Security. The banks also charge commission on the guarantees. Therefore, the banks are not in a position to agree to the introduction of any clause! alterations suo motu. Similarly the banks cannot agree to the automatic extension of the validity period of the guarantee, unless they have consulted the customers in whose behalf guarantee had been given by them.

4. Ministries/Departments etc. are requested that suitable instructions may please be issued to all concerned to accept the bank guarantees in the model bond. Where any alterations/additions are considered necessary, the same may be considered subject to the conditions mentioned in para 3 above.

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2. Reimbursement of expenditure on maintenance and development of stretches of N.H. roads situated within Municipal limit “Urban links” — Debiting of expenditure on Urban links — Regarding.

(Cir. No. 31, CWAC/A115-385/86-87, Dt. 8-7-1986)

Copies of Cr. No. PAD/N.H./1-85/83-84/339 to 342/AP/31, Dt. 18-2-84 of P.A.O., N.H. Ministry of Shipping and Transport, Bangalore, addressed to A.G., A.P. along with copies of Circular No. WAS.-I/V/85-86, issued in January 1986 to all the divisions by the office of the A.G. (A & E) are communicated to all the CASS sections of works Audit Group. CAP and CASS sections should ensure that the expenditure on N.H. appearing in the divisional accounts is checked every month since the claim is to be sent to PAO monthly for the purpose of reimbursement.

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Copy of Circular No. WAS.-I/V/85-86, Dt. Jan., 1986 from Office of the Accountant General (A & E) Hyderabad addressed to the Executive Engineer., P.W.D. (R & B) Division and copy marked to Chief Engineer, Roads & Admn.. Erram Manzil, Hyderabad.

Sub. : —Debiting of expenditure on urban links, purchase of tubes and other miscellaneous contingent expenses to MH 858 Suspense — Regarding.

It is seen from the accounts received in this Office that expenditure incurred on urban road links, purchase of bulbs, tubes and other miscellaneous office items is also being debited to the “M.H. 858 suspense P.A.O. Suspense M/O Shipping and Transport, Bangalore” as part of National High Way expenditure, reimbursable by the Govt. of India.

Actually, the expenditure incurred on urban road links has to be debited to the State Major Head of Account 337 R&B National Highways Urban road links and then after test audit by Accountant-General the amount limited to Rs. 8,000/- per K.M. of urban link or the actual expenditure whichever is less will be reimbursed by the Govt. of India as per the P.A.O. Circular No. PAO/NH. 8/185/83-84/339 to 342/AP/3A dated

18-2-1984 (copy enclosed) for ready reference. Hence, the expenditure on urban road links has to be debited to State M.H. 337 and after test audit by A.G. a separate claim has to be preferred.

Similarly, the expenditure on miscellaneous items like purchase of tubes, bulbs etc., is also being included in the N.H. expenditure by certain divisions whereas this is to be met from "Office contingencies" of the division.

All such items of expenditure is being disallowed or withheld by the Pay and Accounts Officer, Ministry of Shipping and Transport and this office has been requested to instruct the divisions to withdraw such expenditure from "858 Suspense PAO M/O Shipping and Transport". This may please be done and same may be taken not to include the said expenditure under N.H. expenditure in future.

Yours faithfully,
Sd/

Copy of Ir.No. PAO/NH. 8/1-85/83-84/339 to 342/AP/3A, Dt. 18-2-1984 received from PAO NH, M/O Shipping & Transport, Bangalore addressed to the Accountant-General, Andhra Pradesh, Hyderabad.

Sir,

Sub. : —Reimbursement of expenditure on maintenance and development of stretches of NH Roads situated within Municipal limit "Urban links".

I am to invite a kind reference to the agreement entered into by the centre with the State Govt. in respect of the development and maintenance of urban road links effective from 1-4-1977/1-4-1982.

According to the above agreement the financial liability of Central Govt. for maintenance of "Urban link roads" will be limited to Rs. 8,000/- per kilometer of urban link or actual expenditure incurred whichever is less and if any expenditure has to be incurred in excess of Rs. 8,000/- per KM on the proper maintenance of said link roads such additional expenditure will be borne by the State Government.

It has since been decided in consultation with the Comptroller and Auditor General of India and the Comptroller General of Accounts that claim on account of maintenance etc., of urban link roads to the extent permissible under the agreement entered into by the Centre with State Governments should be supported by Test Audit certificate by the Accountant-General concerned. In this connection, I am to invite a kind reference to the correction slip issued to the list of Major and Minor Heads by the Comptroller General of Accounts opening a new minor head "National Highways-Urban links sub-ordinate to the Major Head 337 Roads and Bridges". This minor head is to be operated in the State books only.

From this it is clear that the expenditure incurred on the maintenance of urban links will have to be classified by the divisions in their accounts

under the above minor head in the State section of the accounts, instead of under MH-858 Suspense-expenditure on urban links, adjustable by P.A.O. Ministry of Shipping & Transport, after test audit a separate claim towards expenditure incurred on maintenance of urban links is required to be sent to this office for reimbursement supported by a test audit certificate to the extent of amount permissible as per the agreement or the actual expenditure, whichever is less. Vouchers towards expenditure incurred on maintenance of urban links need not be sent to this office. Separate claim in this regard supported by a test audit certificate as stated above may kindly be sent monthly for arranging reimbursement. The usual claim for reimbursement of expenditure incurred on the Development and Maintenance of N.H. being sent along with supporting schedule dockets and vouchers. T.Es etc., should not therefore include claim for reimbursement of expenditure on maintenance of urban link roads.

I am, therefore, to request you kindly to instruct the Public Works Divisions in your State to classify the expenditure on maintenance of Urban links in the State Section of its accounts under NH 337 R&B etc. and not under MH 858 suspense expenditure adjustable by PAO, Mb Shipping and Transport etc. and sent after test audit, a separate claim in accordance with the terms of the agreements monthly supported by Test Audit Certificate.

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3. Works — Major, Medium ad Minor Irrigation projects — Check-measurements of all works costing over Rs. 5.00 lakhs by the Superintending Engineers — Orders communicated.

(Cir. No. 34, CWAC/A/15-14/86-87, Dt. 9-7-1986)

Read the following : —

1. G.O.Ms.No. 270, PWD., Dt. 31-8-1974.
2. G.O.Ms.No. 405, Irrign. (Project Wing) Deptt., Dt. 14-8-1984.
3. Chief Engineer, M.I.S. AC.B. Wing Hyd. Ir.No.Rc/CE/MI/SACB/S2/AC1/42675/85, Dt, 8-11-1985, addressed to A.G.A.P. and copy endorsed to S.E., SACE., c.c. Dowlaiswaram.

Copies of Chief Engineer's (M.I.) SACH Wing letter 3rd cited together with a copy of this Office letter No. CWACIA/15-141144 to 155, Dt. 22-8-85, are communicated to all P.W. Inspection parties, information and guidance.

Copy of this office Lr.No. RC/CE/MI/SACB/S2/AC-I/42675/85, Dt. 29-11-1985, addressed to the Accountant-General I., A.P. Hyderabad.

Sir,

Sub. : —Works — Major, Medium and Minor Irrigation projects — Check-measurements of all works costing over Rs. 5.00 lakhs by the Superintending Engineers — Orders communicated.

Ref. : —Accountant-General I., A.P. Hyd., Lr.No. CWAC/A/15-14/ 144 to 155, Dt. 22-8-1985.

With reference to your letter cited, I am to state that the Superintending Engineer, S.A.C.B.C., Circle, Dowlaiswaram is being specially instructed to check measurement all works costing more than Rs. 5.00 lakhs as per G.O.Ms.No. 405, Irrigation (PW) Deptt., Dt. 14-8-1984.

Further the Superintending Engineer is being instructed to keep the information regarding check measurement by S.E. on record in E.E. offices besides the information in respect of all divisions under the Circle be kept on record in Circle office as per the suggestion made by the Accountant General, A.P.

Copy of Lr.No. CWACIA/15-14/155 to 155 from Office of the Accountant-General, Andhra Pradesh, Hyderabad addressed to the Chief Engineer, Medium Irrigation etc.,

Sub.: — Works — Major, Medium and Minor Irrigation projects — Check-measurements of all works costing over Rs. 5.00 lakhs by the Superintending Engineers — Orders issued.

Ref.: — G.O.Ms.No. 405, Irrg. (Project Wing COD) Dept., Dt. 14-8-84.

In the G.O. cited the Govt. directed the Chief Engineers to instruct the S.Es. under their control that the latter have to check measure all works costing more than Rs. 5.00 lakhs. In this connection, I am to state that since the fact of check measurement is recorded in the Measurement Books of the division office, it is advisable the information regarding check measurement by S.E's, also is kept on record in Executive Engineers Offices, besides the information in respect of all divisions in a Circle be kept on record in the Circle Office. I am, therefore, to request you to examine this aspect and issue necessary instructions to the concerned under information to this Office.

4. Delay in completion of jobs and the settlements of accounts.

(Cir. No. 43, CWAC/A/15-57185-86, Dt. 13-8-1986)

Instances have come to notice during local inspection of P.W. Workshops that jobs are indefinitely kept opened and accounts are not settled for years. The following instructions are therefore ordered to be issued by the Dy. Accountant-General (W & F).

The Inspecting Officer of the Public Works Parties may review the register of jobs maintained in the Govt. P.W. Workshops and delay in completion of job and adjustments of direct and indirect charges may be suitably commented in the Inspection Reports. Further, during local inspection, test check should be conducted to see that all the material and labour charges drawn and debited to various jobs as entered in jobs cards are according to estimates sanctioned at the commencement of job under Para 444 of P.W.D. Code or the revised estimates sanctioned by the competent authorities.
