

GOVERNMENT OF ANDHRA PRADESH
FINANCE (TFR.I) DEPARTMENT

Circular Memo No.30138-A/585/TFR.I/06

Date:09-11-2006.

Sub:- Finance Department – General precautions to be observed at the time of scrutiny of bills and countersigning of cheques – Further instructions – Issued.

Ref:- (1) G.O.Ms.No. 87, Finance (TFR) Department, dated 31-01-2002.
(2) U.O.Note No. 30987-A/612/TFR.I/2004, dated 10-12-2004.

The attention of Director of Treasuries and Accounts, A.P., Hyderabad, Pay and Accounts Officer, Hyderabad and Director of Works Accounts, Hyderabad is invited to the references cited.

In the reference 1st cited, orders have been issued introducing the revised bills forms which were prescribed in A.P. Treasury Code, Volume-I for drawal of money for various purposes.

In the reference 2nd cited, certain instructions have been issued in drawal procedure to bring clarity in B.R.O., to avoid misclassification of expenditure and booking of expenditure under correct head of account by stating the exact procedure for drawal in a bill format and also adjustment of amounts to the P.D. Account.

In continuation to the orders and instructions issued in the references cited, the Director of Treasuries and Accounts, A.P., Hyderabad, Pay & Accounts Officer, Hyderabad and Director of Works Accounts, Hyderabad are hereby directed to exercise the precautions annexed to this order at the time of verification / scrutiny of bills and countersigning cheques including P.D. Account bills and cheques scrupulously. They are also requested to issue suitable instructions to their subordinate officers in this regard.

A. GIRIDHAR
SECRETARY TO GOVERNMENT (IF)

To
The Director of Treasuries and Accounts, A.P., Hyderabad.
The Pay & Accounts Officer, Hyderabad.
The Director of Works Accounts, Hyderabad.
The Deputy Secretary to Government, Finance (W&M) Department.
Copy to:
All Departments of Secretariat.
All Heads of Departments.
All Officers and Sections of Finance Department.
SF/SC's.

//FORWARDED::BY ORDER//

SECTION OFFICER

OFFICE OF THE
DIRECTOR OF WORKS ACCOUNTS,
M.J. ROAD, HYDERABAD.

Endt.No. DWA/Hyd/Sn.11/A5/F.G.Os / 1184

Dated : 29-11-2006

Copy forwarded to all Assistant Pay & Accounts Officers/Pay & Accounts Officers and Joint Director of Works Accounts for necessary action and to follow the above instructions scrupulously.

sd
Director of Works Accounts,
Andhra Pradesh, Hyderabad.

To
All APAOs/PAOs (online).
All Joint Director of Works Accounts.

//T.C.F.B.O//

sd
Pay & Accounts Officer(I/A)
O/o. Director of Works Accounts,
Andhra Pradesh, Hyderabad.

29/11/06

Enclosure to be verified while admitting the Bills into Audit and countersigning the cheques.

A. Bills

1. Bill Form
2. Head of Account
3. BRO Ink signed copy
4. Administrative sanction orders Ink copy
5. Budget authorization copy
6. Advance Stamped Receipt
7. P.D. Account No. (In case of Adjustment into P.D. Account Bill)
8. Utilization Certificate.
9. Non-drawal Certificate.
10. D.D.O. Specimen signature.
11. Annexures as per G.O.Ms.No. 507
 - (i) Annexure-I – Proforma on pending Audit Paras / Observation
 - (ii) Annexure-II – Reconciliation I Declaration by HOD
 - (iii) Annexure-III – Reconciliation II Declaration by Officer nominated by CCO/HOD
 - (iv) Annexure-IV – Certificate of Expenditure.
 - (v) Annexure-V – Actual utilization of funds under P.D. Account (Incase of P.D. Account Bill)

B. Cheques

1. LOC ink signed copy
2. BRO ink signed copy
3. Administrative orders copy
4. Reconciliation Certificate
5. Bank Balance Certificate (In case of P.D. Account Cheque)
6. Protective endorsement
7. Affix of Cello Tape
8. Statements as per G.O.Ms.No. 43 (In case of P.D. Account Cheque)

SECTION OFFICER