

OFFICE OF THE DIRECTOR OF WORKS ACCOUNTS  
A.P. HYDERABAD

Circular Memo No.DWA/Hyd/Sn-I/EC-1/2013-14/ 830

dt: 17-06-2013

Sub:- PS-APWAS- Certain instructions/ Guidelines to the DAOs(W) in performing their duties and functions-Regarding.

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All the DAOs(W) under the administrative control of the Director of Works Accounts, Hyderabad are informed that the functions and responsibilities of the DAOs(W) of this department are prescribed in Paras 89 to 93 of A.P. Public Works Department Accounts Code.

The role of the Divisional Accounts Officer(W) as an internal checker and financial assistant to the Executive Engineer is so important and vital in the division. All the transactions having financial bearing are to be seen by the DAO(W).

They are requested to clearly understand their role and be thorough with all the codes, manuals and periodical Government orders and advise the Executive Engineers properly and ensure that all the rules and guidelines are followed.

They are further informed that in the process of day to day functioning if they are not allowed to discharge their duties as prescribed under the codes, they should first bring to the notice of Executive Engineer and if he fails to remedy the situation, they should report the facts to the JDWA concerned and to this office.

Their particular attention is drawn to Para 90 of AP.PW 'A' code. In cases where to advice of DAO(W) is overruled by the Executive Engineer he should record the objections in brief in objection book.

They should also note if in case of any deviation or violation of procedure occurring in the division, merely not routing the particular file through the DAO(W) will not absolve him from the responsibilities referred in the codes, unless he / she reports such deviation/ situation to the higher officers.

All the DAOs(W) are therefore directed to follow the instructions/ Guidelines of the codes and manuals and orders of the Government from time to time scrupulously in day to day functions. They are also directed to work with total devotion on duty without fear or favour and whenever any untoward incident or inconvenience happens to their regular discharge of duties, they are at liberty to approach the Higher Authorities in any manner at their choice for rectification of such maladies in public office. If the DAOs(W) fails to bring to the notice of the higher authorities such lapses/ deviations of procedures if any in any manner will be dealt with appropriately.

-Sd/-

Director of Works Accounts  
A.P. Hyderabad

To  
All the DAOs(W) Grade-I and Grade-II  
(through the PAOs/APAOs concerned)

Copy to all JDWAs/PAOs/APAOs with a request to communicate the above instructions to all the DAOs(W) and the Executive Engineers under their control and report compliance.

Copy to the Executive Engineers concerned.

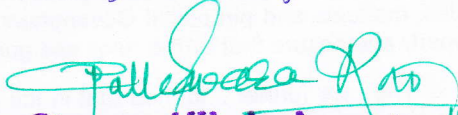
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Manager Accounts

O/o Director of Works Accounts  
A.P. Hyderabad

Order No. JDWA/14/coord/05/2013-14/03 dt 18.6.2013

copy communicated to all the DAOs/APAOs for information and they are instructed to the same is communicated to all the DAOs & EEs under their control, and all the DAOs are directed to follow the instructions and guidelines of the codes, manuals and Govt orders from time to time scrupulously in day to day functions.

  
Joint Director of Works Accounts

KARIMNAGAR.

18/6/13

19/6/13