

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

**Cir.Memo.No. DWA/Hyd/Sn.II/A5/F.FACTS/ 1203 Dated :30-11-2006**

**Sub:-** Entry of Data in FACTS – Discrepancies noticed instructions – Regarding.

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Pay & Accounts Organization is operating FACTS since 2003. The Data is entered at Pay & Accounts Officer / Assistant Pay & Accounts Officer level. Monthly Account is sent by Pay & Accounts Officers / Assistant Pay & Accounts Officers to Accountant General. The report Generated from Data sent by Pay & Accounts Officers / Assistant Pay & Accounts Officers is used for review in Secretariat up to Chief Minister's level. However this report gets replaced with the Monthly Account figure as sent by Accountant General to Finance Department. Review of Accountant General's expenditure figures and Data generated reported figures is one of the agenda items of review by Principal Secretary, Finance (RE) Department.


Comparative statement indicating Accountant General's figures and data report figures is communicated periodically to Joint Director of Works Accounts, Pay & Accounts Officers / Assistant Pay & Accounts Officers for rectification. The report generated to end of August 2006 indicate that about 47 items, where expenditure is incurred, is tallying completely with FACTS & Accountant General figures. Certain misclassification in Accountant General's booking when compared to Monthly Account of Pay & Accounts Officers / Assistant Pay & Accounts Officers noticed are since taken up with Head of Department / Accountant General.

On 28-11-2006, Pay & Accounts Officer, Nirmal, Vijayawada, Ongole, Assistant Pay & Accounts Officer, Nizamabad, Assistant Pay & Accounts Officer, TGP, Nellore were contacted to rectify the discrepancies noticed. The matter is reviewed and following is communicated for strict adherence.

1. Compatibility problem exists in FACTS PAO Module & Secretariat Module. The FACTS Secretariat Module will capture data with full budget strings i.e. 7 tier classification. Data entered incomplete at Pay & Accounts Officer / Assistant Pay & Accounts Officer may go into Pay & Accounts Officer Module if classification is given about Minor Head i.e. Project. But not in Secretariat Module. It is noticed from Data sent by Assistant Pay & Accounts Officer, Nizamabad that Group Head is not indicated for Pocharam & SRSP I – Such data is invalid and will not go into FACTS Secretariat Module generated report. Therefore all Pay & Accounts Officer / Assistant Pay & Accounts Officer are requested to ensure that data entered is complete in all respects. If the omission continues action may have to be initiated against Pay & Accounts Officer / Assistant Pay & Accounts Officer.



2. Instructions were issued several times to send Computer generated Monthly Account. But it is observed that the Pay & Accounts Officers / Assistant Pay & Accounts Officers referred in this office Memo No. DOWA/Hyd/Sn.II/A5/1181, dated 28-11-2006 are still in the habit of sending manual account. The Pay & Accounts Officers / Assistant Pay & Accounts Officers are directed to render Computer generated Monthly Account duly tallied with manual account. This will reduce incorrect data entry.
3. It is noticed from the reports that Pay & Accounts Officer, Vijayawada, Pay & Accounts Officer, Nirmal, Assistant Pay & Accounts Officer, TGP, Nellore, Pay & Accounts Officer, Ongole have not entered the data correctly. Pay & Accounts Officer, Ongole in respect of Ramathirham, Assistant Pay & Accounts Officer, TGP, Nellore in respect Tungabhadra Project ; Pay & Accounts Officer, Nirmal in respect Peddavagu Jagannadhapur, Pay & Accounts Officer, Vijayawada in respect Pulichinthala have selected wrong minor heads of account in data entry. In this connection, it is to be informed that remedy to wrong entry will be rectification entry by the Pay & Accounts Officer concerned. Any amount of correspondence, information will not solve the problem. Hence, Pay & Accounts Officers / Assistant Pay & Accounts Officers are advised and directed to ensure that data entry is proper and complete. The above Pay & Accounts Officers / Assistant Pay & Accounts Officers will arrange rectification. Further the Pay & Accounts Officers / Assistant Pay & Accounts Officers should be prompt in rectification as and when the omission is noticed or pointed out.
4. Another point contributing to discrepancy is the credit. The Pay & Accounts Officers / Assistant Pay & Accounts Officers are taking it as SH(96) R&R. But Accountant General is stated to be booking under final head wherever there is no budget position under SH(96)-R&R. Therefore Pay & Accounts Officers / Assistant Pay & Accounts Officers are requested to address Chief Engineer of the Project (or) scheme where SH (96) is not provided (or) book the expenditure under final head appropriate to the amount realised.
5. DPO is only a facility to Pay & Accounts Office. Staff should get conversant with the operation of FACTS PAO Module and shall be in a position to have working knowledge. Each member of the organization should strive their best to ensure omission free data entry, transfer & Monthly Account to Accountant General.
6. The Monthly Accounts shall be stitched in a neat Booklet shape and submitted to the Accountant General and to this office.

  
30/11/06  
**Director of Works Accounts,  
Andhra Pradesh, Hyderabad.**

To  
All Pay & Accounts Officers / Assistant Pay & Accounts Officers.  
Copy to all Joint Directors of Works Accounts.