

GOVERNMENT OF ANDHRA PRADESH
FINANCE (TFR.II) DEPARTMENT

Circular Memo. No.9052-A/78/TFR.II/A2/04

Dated: 17.04.2004

Sub:- Norms for public finance accountability on CCOs and SCOs – maintenance of Register of Actuals – Further Instructions – Regarding.

Ref:- 1. G. O. Ms. No. 507, Fin(TFR) Dept., Dt: 10.4.2002.
2. Memo. No. 268/15154-A/TFR/2002, Dt: 18.5.2002.
3. Circular memo. No. 7061-A99/TFR/2003, Dt: 17.2.2003.
4. Circular memo. No. 1276/452/TFR/2003, Dt: 6.9.2003
5. G. O. ms. No. 451, Fin (TFR.I) Detp., Dt: 9.10.2003.

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In the reference 1st to 4th read above, detailed instructions have been issued regarding norms of financial accountability that have to be scrupulously followed by the Chief controlling officers, sub controlling officers and Drawing and disbursing Officers.

In the G. O. 5th read above, certain instructions have been issued making Chief Controlling Officers/Sub Controlling Officers more accountable for proper and efficient use of public funds allotted to them by following proper accounting procedures. Among others, the CCOs/SCOs are instructed to maintain the Register of Actuals to know the progress of expenditure and to see that the expenditure under unit of appropriation (Detailed head) is within the Budget allotment. The spirit of the instructions is that the registers of actuals should be maintained up to date every month.

It is observed that despite the instructions issued by Government, it is felt that the CCOs/SCOs are not giving as much importance to the maintenance of Register of Actuals. Taking a serious view of this state of affairs, Government have decided to issue further instructions in the matter.

Accordingly, Government direct that the Chief Controlling Officers (Head of Departments)/Sub Controlling Officers shall maintain the Register of Actuals to watch the progress of expenditure on monthly basis. A monthly report in this regard should be sent to the administrative Department in Secretariat. Failure to follow the above instructions will be viewed seriously.

All the Special chief Secretaries to Government, Principal Secretaries to Government and Secretaries to Government are requested to bring these instructions to the notice of Subordinate Officers under their control for their guidance and compliance. They are also requested to conduct a monthly review on maintenance of Register of Actuals by the Heads of Departments under their control and send a report to Finance Department.

This order is made available on the AP, Government Website www.ap.gov.in

V.S. SAMPATH
PRINCIPAL SECRETARY TO GOVERNMENT.

To

All the Special chief Secretaries to Government.

Principal Secretaries to Government and Secretaries to Government.

All the Head of Departments.

Copy to the Director of Treasuries and Accounts, Andhra Pradesh, Hyderabad.

Copy to the Pay & Accounts Officer, Hyderabad.

Copy to the Accountant General (A&E), AP, Hyderabad.

SF/SCs