



Circular

RC2/GM F Peshi/2008

Dated 12th Sept 2008

Sub:- APSHCL – FA&A Finalisation of Accounts and completion of Audit the year upto 2007-08 – Action Plan – Reg.

The inability of the Corporation to finalise accounts of the previous years (i.e., from 2005-06, 2006-07 and 2007-08) has caused acute embarrassment to the Government in general and Corporation in particular. This situation shows that either there are no systems at the field level for proper maintenance of accounts; or there is no attention to this item at the senior officer level; or both. This is a completely unacceptable situation and needs immediate rectification. Government had directed the Corporation to finalise the accounts for the above 3 years before 31st December 2008.

The matter was deliberated at the Head Office and the following decisions have been taken:

1. Responsibility of senior officers:

It has been decided that the responsibility for finalizing the accounts would be held on the following senior officers:

Year of Accounts	Officer made responsible	Proposed date of completion
2005-06	Executive Engineer or i/c Executive Engineer	15th October, 2008 (final accounts)
2006-07	Dy Executive Engineer or i/c Dy Executive Engineers	30th November 2008 (final accounts)
2007-08		31st December 2008 (provisional and final accounts)

The officers stated above, **have to plan** to get all the accounts from the field level to their offices in full shape so that the audit can be completed well before the dates given in the above schedule.

They have to clearly demarcate the item of work to be attended by the Senior Assistants of the Division, District Office Asst. Managers and Managers in obtaining the Bank statements from the Banks and making the records available to the Auditors to prepare the reports.

For assisting the above officers, the following **support mechanism** is provided:

- a) For every Executive Engineer, **one Accountant** with B Com qualification and computer knowledge is provided through the Chartered Accountant Firm

allotted to that division. This facility is provided only till 31st October 2008. They could be paid Rs. 6,000 as compensation per month.

- b) For every Dy EE, there shall be **one Accountant** with B Com qualification and computer knowledge are provided through the Chartered Accountant Firm for assisting in finalizing the accounts of **2006-07 and 2007-08**. This facility is provided only till 31st Dec 2008. He could be paid Rs. 6,000 as compensation per month.
- c) If the computer systems are not provided by the General Manager I/C / Superintending Engineer I/C, the Dy.Executive Engineers are permitted to hire them by incurring rental amount not exceeding Rs.1500/- per month, till the arrear accounts are cleared or supply of system by the District Office which ever is earlier.

2. Task Force Officers (Audit)

Senior officers from the Head office have been appointed as Task Force Officers (Audit) and allocated to various districts to ensure that the Senior Officers are organizing to finalise the accounts as directed above:

Dy.General Manager	Districts allocated
Sri.C.V.Mohan Rao	Khammam, Warangal, Mahaboobnagar Kurnool, Krishna, Ananthapur
Sri.S.Vidya Sagar	Nalgonda, Nizamabad, East Godavari, West Godavari, Chittoor, Kadapa
Sri.S.Sainadh	Adilabad, Karimnagar, Medak, Visakhapatnam, Prakasam Nellore
Sri.L.Ravi Kumar	Hyderabad, Ranga Reddy, Srikakulam, Vizianagaram. Guntur

TFOs (A) will visit districts, hold discussions with the officers made responsible for finalising accounts, resolve difficulties if any, and report if there is any lackadaisical performance on the part of any senior officer.

3. Appointment of Chartered Accountants:

GMs/SEs of the District are hereby authorized to appoint Chartered Accountants for finalizing the accounts as per the following guidelines:

- a) **For 2005-06**, one CA per each Division can be appointed who shall be paid Rs. 10,000 on Finalisation and certification. This CA will be responsible for finalizing the accounts before 31st October 2008. He shall also find a suitable accountant at the Division level as mentioned in para 1 (a) above. The payment to the accountant will be routed through the CA and is over and above the CA charges.
- b) **For 2006-07:**
 - a. There shall be one CA for each Division (Executive Engineer) (separately) who shall be paid Rs. 20,000 on Finalisation and certification. This CA will be responsible for finalizing the accounts before **30th November 2008** for all the Mandals in the sub-division. He shall also find a suitable accountant at the Sub-division level as mentioned in para 1 (b) above. The payment to the accountant will be routed through the CA and is over and above the CA charges.

- b. There shall be a CA at the District level for consolidation of the accounts finalised at the Division level, who shall be paid Rs. 20,000 for consolidation and certification of the 2006-07 accounts.
- c) **For 2007-08:** CA Firms have already been appointed for each District. But the progress is not good in many districts.
 - a. GMs/SEs should evaluate the performance of the CAs and replace them if the CA firms already appointed are not performing, duly following the guidelines issued above for 2006-07.
 - b. If the poor progress is due to non-production of records, the Dy EE concerned shall be held responsible to make the records available to the CAs.

4. Administrative arrangements:

GMs/SEs are requested to ensure the following:

- a) The staff allocated for finalizing the accounts should not be entrusted with any other work other than the assigned work for a period of 3 months or completion of arrear accounts, whichever is earlier.
- b) If any posts of the JA or SA involved in the accounts section falls vacant, the same shall be filled with candidates taken on outsourcing basis at Rs. 6,000 per month remuneration.
- c) The progress of finalization of accounts shall be reviewed every week by the GMs/SEs and pull up the officers where the progress is poor.

5. Review in the video conferences:

The progress in finalisation of accounts will be reviewed as a compulsory item in the fortnightly video conferences. A status note on the finalisation of accounts shall be sent for the review by the Districts.

Managing Director

To
All GMs/SEs (Housing)
All Senior officers in the Head office
All Dy GMs in head office