

CIRCULAR

Sub: Inspection of Public Works Divisions by Sr. DAG(A/cs) –reg.

Based on the observations made by the Sr.DAG(A/cs) during the inspection of the Public Works Divisions of Coimbatore, the DAOs/DAs are instructed to follow the procedures prescribed in the Codes and Manuals.

1. The following Registers maintained in the the Public Works Divisions are to be kept updated.

- a) Divisional Accountant's Objection Register.
- b) Divisional Accountant's Petty Objection Register.
- c) Register of Miscellaneous Public Works Advances.
- d) Miscellaneous Property Register.
- e) Work's Register
- f) Contractor's Ledger.
- g) Contractor's Bill Register
- h) Firm Bill Register
- i) Deposit Register

Class I Security received from the Sub Ordinates.

Class II Amount recovered from the final bill of the Contractors.

Class III Amount received from "others" for the work to be done by the PWD.

Class IV Contractors refused to receive the final payment(Sums due to the contractors on closed accounts).

Class V Miscellaneous deposits.

j) Measurement Book Register. (Measurement recorded details).

- (2) The Provision relating to preservation of records as per Tamil Nadu Rules have to be studied by the DAOs / DAs and a Note to be put up to the respective Executive Engineer recommending the Weeding Out of records as per rules. The follow up action has to be taken by the Superintendent of the concerned division as per the orders of the Executive Engineer.
- (3) The provisions relating to preservation of records as per Tamil Nadu Government Rules have to be studied and necessary action to be taken to weed out the records accordingly.
- (4) Objection raised by DAs while passing the bills have to be communicated to AG through Monthly Report even if the objections are settled subsequently.
- (5) The problems faced by DAOs / DAs in reconciliation of accounts with treasuries may be brought to the notice of AG with specific instances, to enable AG to address the Commissioner of Treasuries & Accounts(CTA) in this regard.

This issues with the approval of Senior Deputy Accountant General (Accounts)


Senior Accounts Officer/PWC

All Divisonal Accounts Officers

All Divisonal Accountants