

Fax : 040-23312590  
E mail : financeho@apscsc.gov.in  
Grams : STATE FOOD  
Post Box No.: 1567



Phone: Managing Director: 23310973  
Office: 23310173  
23312104  
23310659

## **Andhra Pradesh State Civil Supplies Corporation Ltd.**

(A State Government Undertaking)

Regd.Office: 6-3-655/1/A, Civil Supplies Bhavan, Somajiguda, HYDERABAD –500 082

**Sri D.VARAPRASAD, IAS.,  
VC & Managing Director.**

### **Circular No.45**

No.APSCSCL/F&IA/22(2)/2013

Dated: .02.2013

Sub: APSCSCL - F&IA – Better Financial Management – Procedures prescribed by Finance Department, Govt., of AP - Guidelines issued – Reg.

Ref: Principal Secretary to Government, Finance (IF) Dept.,  
LR.No.09/160/Fin.IF/2013 Dt:15.01.2013.

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In the reference cited, Government in Finance (IF) Department, while referring to the irregularities noticed in Financial Management of AP Minorities Finance Corporation, reiterated that all the Corporations should strictly comply with the provisions of the Companies Act 1956 in their functioning and suggested necessary steps to be initiated by each Corporation for effective financial control. A copy of the same is enclosed herewith for strict compliance.

Based on the procedures laid down by Govt., of AP, the following guidelines are hereby issued for ensuring better financial management and control.

1. Funds should be indented as per daily requirement and utilized on the same day for the purpose for which indented.
2. Funds diversion for other requirements than indented purpose without prior permission of competent authority will be viewed seriously.
3. **No New Bank Accounts should be opened without prior permission of VC& MD. If any account is opened in violation of the above, it will be treated as unauthorized transaction and diversion of Corporation funds.**

4. Bank accounts earlier opened but not in operation now and not required for immediate use shall be closed immediately.
5. As already instructed cash in chest and cash in transit should be insured, properly assessing the value.
6. Cash should be accepted upto maximum limit of Rs.1000/- only. Amount exceeding Rs.1000/- should be accepted through DD/Cheque only. District Manager and AM (Accts) should watch the deposit of cash receipts in the bank every day.
7. In case of LPG centers and Petrol Bunks where cash transactions are there, AM (Accts) should watch daily depositing of Cash in the bank with reference to daily sales. AM(Accts) should also reconcile weekly and monthly cash remittances with reference to sales.
8. All books of accounts particularly cash book should be posted in E-Accounts on day to day basis.
9. All vouchers must be serially numbered along with supporting documents and bounded and kept in safe custody for verification at any time.
10. BRS has to be completed before 5<sup>th</sup> of every month and should be signed by the concerned Assistant, AM (Accts) & District Manager. Necessary follow up action has to be taken to ensure crediting of amounts which are not credited as on date of Bank Reconciliation and a watch should be kept on such amounts until they are credited.
11. Returned DD's Register must be maintained and watch to ensure that they are re-deposited in the bank after due correction and make an entry in the register maintained.
12. As already instructed earlier, while reconciling MLS Point accounts, it should be ensured that DD's pertaining to all Release Orders are received in full to the extent of sales.

13. Print outs of OE-I to OE-IX entries in E-Office shall be taken out every month and bounded and kept in safe custody for audit purpose.
14. New Release Order books shall be kept in safe custody and issued under proper indent and acknowledgement to the authorized person whose specimen signature is attested by the indenting authority.
15. While issuing new release order books, DM's should insist that used RO Books are returned to the office. The used RO books should also be kept in safe custody.
16. Instructions issued vide Lr.No.Accts.22(2)/2011-12, Dt:17.12.202 with regard to indenting of Funds, collection of DD's from MLS points, preferring of CMR bills, daily transfer of funds to Head-office account and furnishing of IOR OUT after due verification shall be followed scrupulously.

The above instructions shall be followed scrupulously and any deviation shall be viewed seriously.

VC & MANAGING DIRECTOR.

To

All the District Managers, APSCSCL for necessary action.

Copy to all Joint Collectors and EOED's/CRO & EOED, APSCCSCL for information & necessary action.

Copy to all the Zonal Managers, APSCSCL for information and action.

Copy to all Functional Managers, APSCSCL for information.

Copy to PF Section/Audit Section/Compilation Section, APSCSCL.

Copy to Stock-file.