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

Memo No. DWA/HYD/Sn.II/A8/2013-14/ 62

Sub:- Land Acquisition payments – Online Requisitions by SDC/RDOs and authorisations by PAO/APAO (W&P) – Modified procedure – Operational instructions issued – Reg.

Dated: 21.05.2013

Ref:- G.O.Ms.No.7, Finance (W&P::F3) Department dated 16.05.2013.

* * * *

In the reference cited, Government have issued orders modifying the procedure in respect of Land Acquisition requisitions by SDC/RDOs and authorisations by Govt and PAO/APAOs (W&P). In the follow up to the above orders the following operational guidelines are issued. The PAO/APAOs (W&P) are requested to follow the orders scrupulously.

Here in after:

- a) all the requisitions for LA authorizations
- b) and also for cheque books will be submitted online by the SDC/RDOs and
- c) authorisations will also be issued online only.
- 1. Letters generated by the system both for requisition and authorisation will only be used but not in any other form.
- 2. The SDC/RDO will submit the printed requisition letter, duly enclosing the award copies and the copy of letter received from the requisitioning department i.e., E.E/S.E/C.E.
- 3. The PAO/APAO (W&P) will conduct preliminary scrutiny on the following points.
 - a. Whether award copies received? If so for what amount?
 - b. Whether LOC is available?
 - c. He will also verify whether the copy of administrative sanction and estimate are required or not from the concerned department.

4. The requisition will be declared ready by the PAO/APAO (W&P) for the amount for

which award copies are received. In case the LOC available is less than the award amount, he may declare the requisition ready to the extent of LOC available, if the

concerned SDC/RDO so desires.

5. Govt will authorize the transactions which are declared as ready by the PAO/APAO

(W&P).

6. On receipt of the permission from Government, the PAO/APAO (W&P) will issue

authorisation.

7. Further receipt of account and adjustment will be made against the authorisation

issued. Further instructions on this will be issued separately, upon the reports and

other screens are made ready.

8. Relevant screen shots which are self-explanatory are also enclosed as Annexure – I

and Annexure-II.

9. They are also requested to communicate the Government Order copy along with the

copy of these instructions and Screen nos I, II, III, XII to the SDCs and I(a), II(a), III, XII to

the RDOs which are relevant to them.

All the JDWA/PAO/APAOs are requested to bring to the notice of this office any issues

that arise in the implementation of the modified procedure and also submit any suggestions

for further improvement in the system.

Sd/- P. Kesavarami Reddy Director of Works Accounts,

Hyderabad

Encl: Annexure-I and II with screenshots.

To

All the JDWAs and PAO/APAOs.

Annexure - I

Requisition by SDC

The SDC will submit their requisition online duly providing the information viz., Head of Account, Amount for which the awards are ready. (Screen – I)

- ➤ On submission a requisition letter will be generated with a transaction reference number. The SDC will sign and send the requisition letter duly enclosing :
 - a) copy of letter received from the requisitioning department
 - b) award copies to the PAO / APAO (W&P) concerned. (Screen II)
- The Superintendent in PAO / APAO (W&P) will acknowledge the requisitions received from SDCs by clicking on LA Acknowledgement in the transactions of the Superintendents. (Screen III)
- ➤ All requisitions received and acknowledged by PAO / APAO (W&P) will be displayed in the transactions in the logins of the Auditor as shown in Screen IV.

Requisition by R.D.O

The RDO will submit their requisition online duly providing the information viz., Head of Account, Amount for which the awards are ready. (Screen – I (a))

- ➤ On submission a requisition letter will be generated with a transaction reference number. The RDO will sign and send the requisition letter duly enclosing :
 - c) copy of letter received from the requisitioning department
 - d) award copies to the PAO / APAO (W&P) concerned. (Screen II(a))

- ➤ The Superintendent in PAO / APAO (W&P) will acknowledge the requisitions received from RDOs by clicking on LA Acknowledgement in the transactions of the Superintendents. (Screen III)
- ➤ All requisitions received and acknowledged by PAO / APAO (W&P) will be displayed in the transactions in the logins of the Auditor as shown in Screen IV.

SCRUTINY in the PAO Office:

- ➤ The Auditor will conduct the scrutiny on the following points i.e., the amount for which the award copies furnished and whether LOC is available to the extent of awards ready and forward it to the Superintendent. (Screen V)
 - In the case of requisitions from RDOs, because they pertains to the departments other than Major and Medium Irrigation, the PAO/APAO will also see whether estimate copy is received.
- ➤ All requisitions received and acknowledged by PAO / APAO will e displayed in the transactions of the Superintendent. (Screen VI)
- ➤ The Superintendent will conduct the scrutiny as above. (Screen VII)
- ➤ All requisitions received and acknowledged by PAO / APAO (W&P) will be displayed in the transactions in the logins of the PAO / APAO as shown in Screen VIII.
- ➤ The PAO / APAO will conduct the scrutiny as above. (Screen IX)

AUTHORISATION BY Government

- ➤ PAOs / APAOs (W&P) will state the requisition is ready for authorization. The requisitions which are ready will appear in DFA and Secretary (W&P) logins. Government will authorize the PAO / APAOs (W&P) for issuing authorization to the SDC / RDO. (Screen X)
- ➤ The PAO / APAO will be able to see list of LA requisitions authorized by the Government. (Screen XI)

Authorisation by PAO / APAO(W&P)

➤ PAO / APAO (W&P) will issue authorization to the Bank branch concerned under intimation to the SDC / RDO in the system generated format. (Screen – XII)

<u>Annexure - II</u>

Requisition for issue of Cheques by the SDC / RDO:

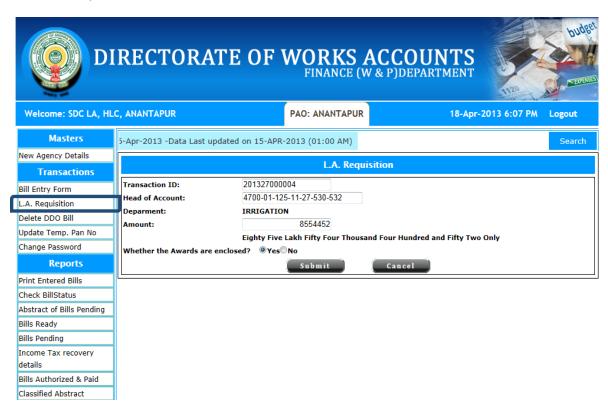
➤ SDC / RDO will send requisition by clicking "Requisition for Cheques" in their login and they will enter number of cheques required and submit. A letter will be automatically generated. The SDC / RDO will sign the letter and send it to the PAO / APAO Office for issue of cheques. (Screen – XIII)

Issue of Cheques by PAO / APAO:

➤ The PAO / APAO will click on the "Issue of Cheques" in their login and enter the cheques series and the Bank and Branch and will submit. Immediately a letter will be generated with a copy to the concern Bank Branch. The PAO / APAO will send the letter to SDC / RDO concerned with cheques and a copy will be send to the concerned Bank Branch as intimation. (Screen – XIV)

SCREEN - I

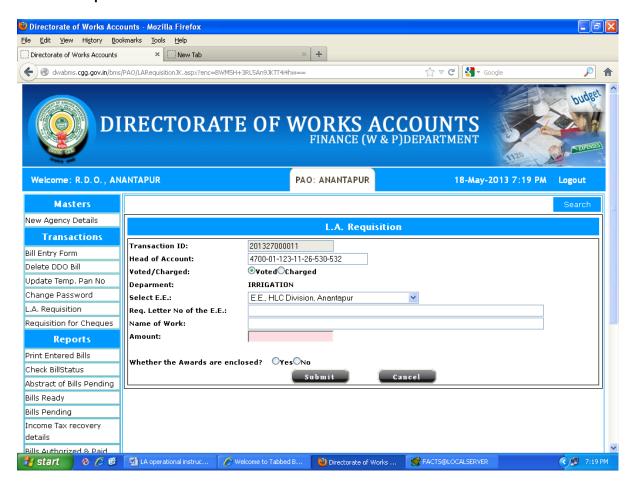
SDC L.A. Requisition



The SDCs will submit their requisition online duly providing the information viz., Head of Account, Amount for which the awards are ready.

SCREEN - I(a)

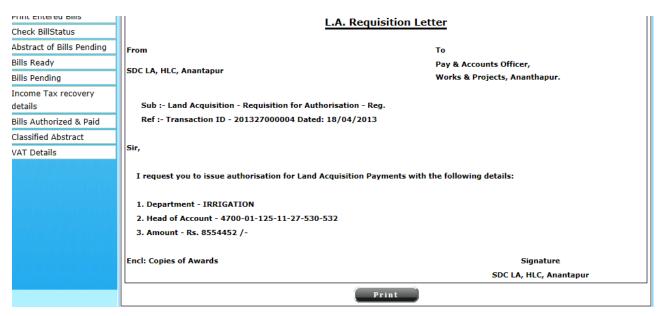
RDO L.A. Requisition



The RDOs will submit their requisition online duly providing the information viz., Head of Account, Executive Engineer from whom the requisition received, EEs Reference Letter Number, Amount for which the awards are ready.

SCREEN - II

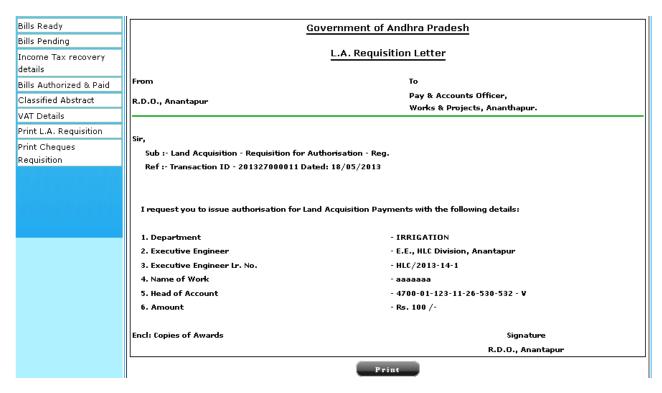
SDC Requisition Letter



On submission a requisition letter will be generated with a transaction reference number. The SDC will sign and send the requisition letter duly enclosing the award copies to the PAO / APAO (W&P) concerned.

SCREEN - II(a)

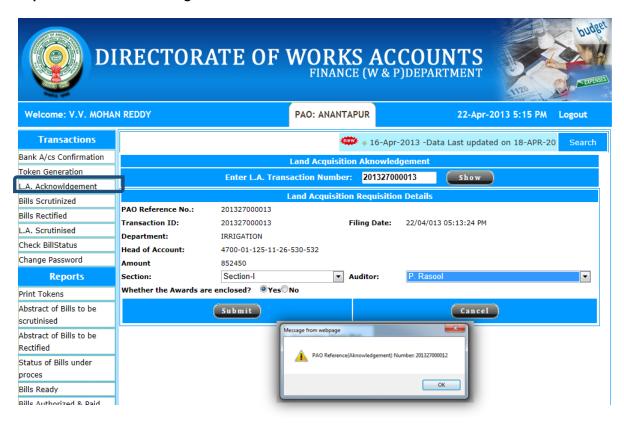
RDO Requisition Letter



On submission a requisition letter will be generated with a transaction reference number. The RDO will sign and send the requisition letter duly enclosing the award copies to the PAO / APAO (W&P) concerned.

SCREEN - III

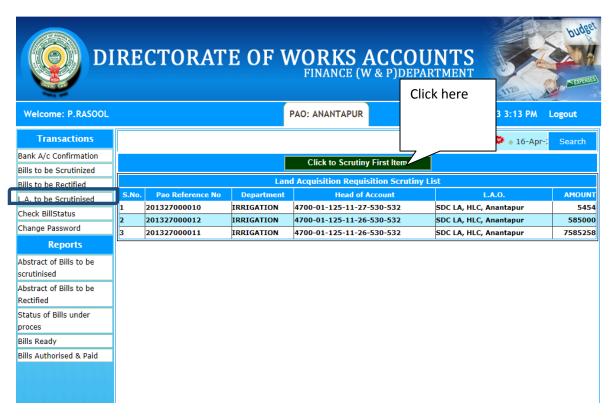
Superintendent Acknowledgement



The Superintendent in PAO / APAO (W&P) will acknowledge the requisitions received from SDCs / RDOs by clicking on LA Acknowledgement in the transactions of the Superintendents.

SCREEN - IV

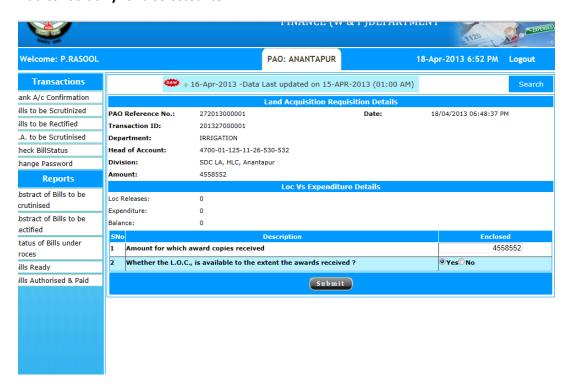
Auditor Scrutiny List



All requisitions received and acknowledged by PAO / APAO (W&P) will be displayed in the transactions in the logins of the Auditor as shown in Screen.

SCREEN - V

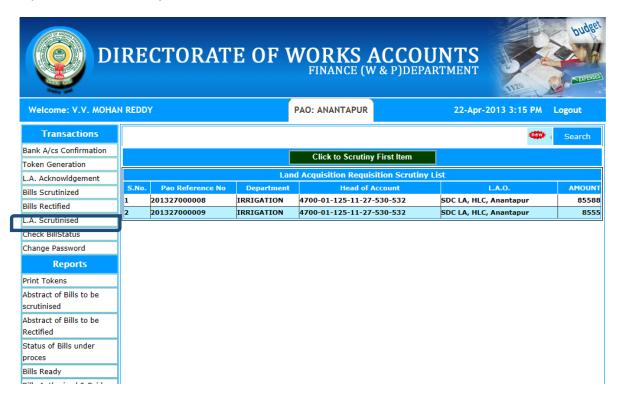
Auditor Scrutiny for a selected item



The Auditor will conduct the preliminary scrutiny only on two counts i.e., the amount for which the award copies furnished and whether LOC is available to the extent of awards ready and forward it to the Superintendent.

SCREEN - VI

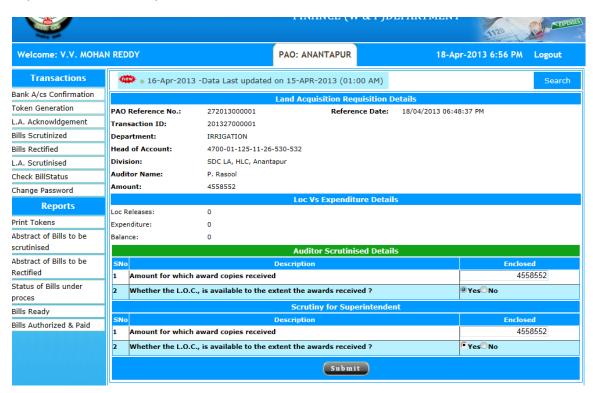
Superintendent Scrutiny List



All requisitions received and acknowledged by PAO / APAO will be displayed in the transactions of the Superintendent.

SCREEN - VII

Superintendent Scrutiny for a selected item



The Superintendent will conduct the preliminary scrutiny only on two counts i.e., the amount for which the award copies furnished and whether LOC is available to the extent of awards ready.

SCREEN - VIII

PAO Scrutiny List



All requisitions received and acknowledged by PAO / APAO (W&P) will be displayed in the transactions in the login of the PAO / APAO.

SCREEN - IX

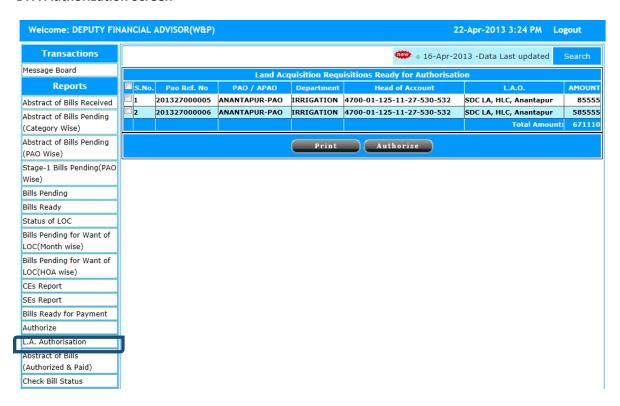
PAO Scrutiny for a selected item



The PAO / APAO will conduct the preliminary scrutiny only on two counts i.e., the amount for which the award copies furnished and whether LOC is available to the extent of awards ready.

SCREEN - X

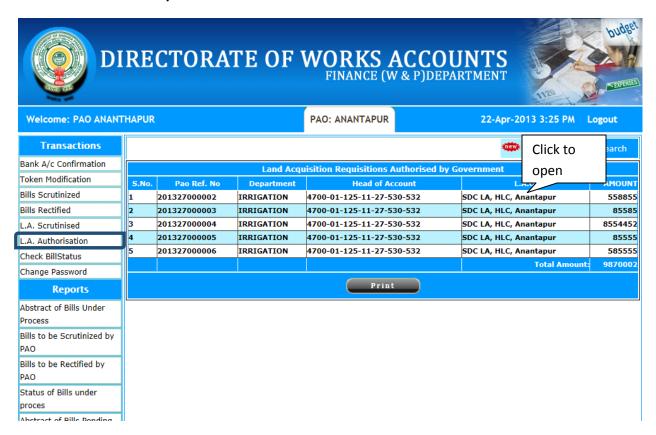
DFA Authorization Screen



PAOs / APAOs (W&P) will state the requisition is ready for authorization. The requisitions which are ready will appear in DFA and Secretary (W&P) login. Government will authorize the PAO / APAOs (W&P) for issuing authorization to the SDC / RDO.

SCREEN - XI

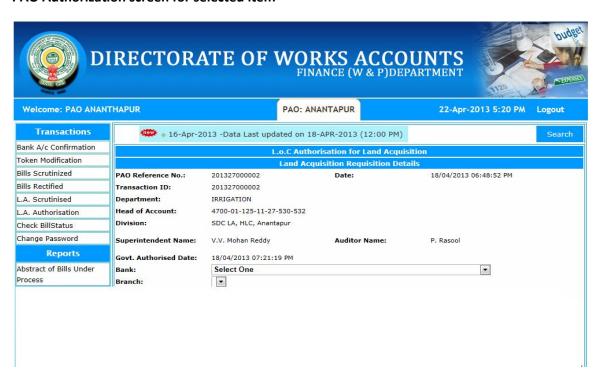
List of Authorized bills by Govt. for PAO



The PAO / APAO will be able to see the list of LA requisitions authorized by the Government.

SCREEN - XII

PAO Authorization screen for selected item



GOVERNMENT OF ANDHRA PRADESH FINANCE (WORKS & PROJECTS) DEPARTMENT From The Branch Manager, Pay & Accounts Officer, State Bank Of Hyderabad, Works & Projects, Ananthapur. Exhibition Grounds, Hyderabad. Letter No.: LA/2013-14/27/...... Dated: 18/04/2013 Sir, Sub:- Land Acquisition - Authorisation for honouring the cheques issued by SDC LA, HLC, Anantapur - Req. Ref :- Transaction ID - 272013000001 Dated: 18/04/2013 I Authorise the bank to honour the cheques issued by the SDC LA, HLC, Anantapur with the following details and also the conditions specified below: Authorisation is issued in favour of : SDC LA, HLC, Anantapur Amount authorised Rs. : 4558552 /-Date of authorisation : 18/04/2013 Date upto which authorisation is valid: 18/07/2013 or 31/03/2014 which ever is earlier Other Conditions: a. Bank shall not honour any self cheques drawn by the S.D.C./R.D.O. b. Bank shall not allow the whole or any part of the amount to be kept in any kind of deposit or transfer to any other account c. The bank shall see that the cheques issued by the SDC/RDO are within the cheques pads supplied to him as already intimated to bank. Yours faithfully Pay & Accounts Officer, Works & Projects, Ananthapur,