

GOVERNMENT OF TELANGANA  
OFFICE OF THE DIRECTOR OF WORKS ACCOUNTS

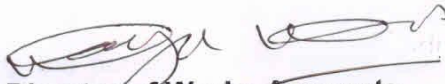
Memo No.DWA/TS/Hyd/Sn.I/Admn/EC-3/2016-17/ 269 Date:13-03-2017

Sub: - Instructions on admitting claims of WCE- earlier instructions reiterated- reg  
Ref: - Memo No. DWA/Hyd/Sn- I/EC- 3/2013-14/153 dated 24-6-2013.

\*\*\*\*\*

The attention of Joint Directors of Works Accounts, Karimnagar and Hyderabad is drawn to earlier instructions issued in Memo No. DWA/Hyd/Sn- I/EC- 3/2013-14/153 dated 24-6-2013. The Joint Directors are requested to instruct their PAOs and APAOs to scrupulously follow the instructions given in the Memo attached herewith and to obtain the details of all WCE in the format prescribed in the Memo attached and admit the salaries of WCE for the month of March, 2017 payable in April, 2017, for only such employees for whom the details are received from the DDO. The details may be obtained from the DDO officially with a certificate of being verified with the SRs of such WCE under his signature and seal. The PAOs and APAOs shall monitor the bills every month with reference to such details obtained from the DDOs.

Encl: - as above

  
Per **Director of Works Accounts,**  
**Telangana State, Hyderabad.**  
13/3/17.

To  
The JDWAs Karimnagar and Hyderabad.

OFFICE OF THE DIRECTOR OF WORKS ACCOUNTS  
ANDHRA PRADESH, HYDERABAD

Memo.No.DWA/Hyd/Sn.I/EC3/2013-14/153, dt 24-06-2013.

**Sub:-** Workcharged Establishment – Verification of pay bills – Instructions –  
Regarding.

<><><><>

In the discussions held with the JDWAs in the monthly meetings, it is noticed that the pay bills of the Workcharged Establishment are being passed in the PAO/APAO offices without maintaining any Registers.

As per Para 7.6.1. of the PAO Manual “the sanctions to appointments and promotions of work-charged personnel should be scrutinized to see that they are issued by competent authority. Payments should be checked with reference to those sanction”. As per the Para the claims of the work-charged Establishment should be checked with reference to the sanctions issued by the competent authority.

Hence, all the PAOs/APAOs are instructed to follow the procedure as mentioned below, while admitting the claims of Work-charged Establishment.

- 1) As per Para - 317 of AP.P.W.Accounts Code salaries of the Work-charged Establishment should be prepared monthly either for the whole sub-division or one or more sections of the sub-division. The sub-divisional officer should certify that the men were on duty during the periods shown against their names. PAO should verify the certification given by the Sub-divisional officer.
- 2) Cadrewise/Sub-division wise Working strength as on 1<sup>st</sup> April may be obtained from the EE every year in the month of April, which will be a pre-condition to admit the pay bills of April month every year. PAO should ensure


that the pay bill is verified with list every month. Working strength details may be obtained in the following format.

Sl.No.	Name of the WC Employee	Designation	Employee ID	Date of birth	Date of Retirement	Date of Increment	Present Pay
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

- 3) Fly Leaf Register has to be maintained in PAO office in the case of Work Charged Establishment also and the procedure prescribed in para 6.6.1 to 6.6.3 of PAO Manual be followed.
- 4) Retirement notification by the SE/EE in respect of work charged employees as being done to regular employees may be insisted upon and PAO should note the same in Fly-leaf Register invariably.
- 5) In the pay bill at the end the DDO should furnish an abstract, giving details of present month gross amount of pay bill and previous month gross amount drawn and reasons for variations with the last month Gross amount of the pay bill, namely increment, leave, retirement details etc.

These instructions shall be followed scrupulously by the PAOs/APAOs. All the JDWAs are requested to maintain the same.

All the PAOs/APAOs are instructed to obtain status as on 01-06-2013 and verify pay bills from June, 2013 pay bill onwards as per the above procedure.

  
Director of Works Accounts,  
Andhra Pradesh, Hyderabad

To

All the JDWAs  
All the PAOs/APAOs.

  
24/6/13