

GOVERNMENT OF TELANGANA
OFFICE OF THE DIRECTOR OF WORKS ACCOUNTS.

Memo No.DWA/TS/Hyd/Sn.I/A1/2016-17/

511

Date: 22 -02-2017.

Sub:- Establishment and Works – Maintenance of Registers and Records in the Offices of PAO/APAO – Strict adherence to the Codes and Manuals – Instructions – Issued.

Attention of all the PAOs/APAO is invited to the subject cited. They are instructed to open all the following Registers as per the Codes and Manuals and update them regularly. The Director of Works Accounts may visit any time to see the maintenance of registers and records.

Establishment Registers

- 1) Attendance Register (including Late Attendance)
- 2) Fly Leaf Register
- 3) S.L.O Register
- 4) Increment Register
- 5) LOC Register
- 6) Register of Hire Charges
- 7) T&P Register
- 8) Stationery and Stock Register
- 9) Cheques Register
- 10) Bank Statement Register

Works Registers

- 1) Register of Estimates / Agreements Received
- 2) LOC Register
- 3) TEO Register
- 4) Register of Stock of Cheque Books
- 5) Valuable Register
- 6) Remittance Register
- 7) B.G Register
- 8) Deposit Register
- 9) Contractor Ledger
- 10) Register of Disallowances.
- 11) Register of Reconciliation with DDOs

The PAOs/APAOs are directed to adhere to the Codes and Manuals in maintenance of the above Registers and Records. Any lapse in this regard will be viewed seriously. The Joint Directors of Works Accounts, Karimnagar and Hyderabad are requested to verify the maintenance of Registers and Records during their visit to the branches and report compliance.

The JDWAs are further requested to furnish the inspection reports to the Director of Works Accounts every month


Sd/-
Director of Works Accounts,
T.S., Hyderabad.

To

The PAOs/APAOs

Copy to the JDWAs, Karimnagar and Hyderabad.

//T.C.F.B.O//


Joint Director of Works Accounts, 21/2/17
O/o. Director of Works Accounts,
T.S., Hyderabad.