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No.J-552/TC/91

Head Office,
Motor Vehicles Department,
Thiruvananthapuram,
Date: 2.9.1998.

4388

CIRCULAR NO.27/98

Sub: - Auditing (Internal)

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It is come to notice that the present system of Internal Audit is neither comprehensive nor effective. As auditing has not been upto date, lapses involving monetary loss go unnoticed and the officers responsible for such lapses escape action. Therefore it is decided to streamline the system so as to cover all subordinate offices without delay.

Here after the internal audit of all sub R.T.Offices in a zone will be conducted by a team headed by the Senior Superintendent (Accounts) in the Zonal office. The staff required for the team will be found by the Deputy Transport Commissioner. Annual audit programme for the Zone will be prepared in advance and forwarded to Transport Commissioner for approval. The approved programme will be communicated to all concerned so that they prepare themselves for the audit. The team will conduct comprehensive audit of all transactions in the Sub R.T.Office. Copies of audit reports should be sent to Head Office within 15 days of audit. The audit report will be scrutinised in the Head Office and observations if any will be sent to concerned officers for appropriate action. The Deputy Transport Commissioner will include in his monthly D.O.letter the details of audit conducted during the month.

Internal Audit of R.T.Offices and Zonal offices will be conducted by the team from Head Office. The team will be headed by the Finance Officer. This team will also conduct sample auditing of selected Sub R.T.Offices with a view to assess the performance of the Zonal audit teams.

Compliance on audit reports should be prompt and accurate. Avoidable delay in furnishing compliance reports will be visited with departmental action.

Receipt of the circular will be acknowledged and these instructions brought to effect immediately.

[Signature]

K.J.JOSEPH, IPS.
Additional Director General of Police
Transport Commissioner.

To
All DTCS, RTOS, Sub R.T.Offices.
CA to TC, Addl.TC., Secy.STA, Sr.DTC (Taxation)
FC, AO, ATC, Stock File & Spare.

mn.8.9.

Noted 26/9/98

Noted 02/10/98