STATEMENT SHOWING THE RECORDS MAINTAINED (SECTION WISE) IN THE DIRECTORATE OF STATE AUDIT DEPARTMENT

‘A’ Section
Records / Files relating to

1. Progress of audit of Municipal Councils, Corporations, Universities & C.M. Relief grant (Hospitals).
2. State of audit work in respect of staff of Universities.
3. Minutes on review meeting conducted with the attached audit parties.
4. Files relating to state administrative report.
5. Clarifications on Municipalities and University matters.

‘B’ Section
Records / Files relating to

1. Appeal Petitions filed by the Appellants against the Surcharge Certificates issued by the District Audit Officers of the State Audit in the State.
2. Clarifications in respect of Gram Panchayats.
4. Communication of Government Orders in respect of the Gram Panchayats, if any to the Subordinate Offices of the State Audit Department.
5. Other Miscellaneous Work if any entrusted from time to time in respect of Gram Panchayats.
6. Mis-appropriations, clarifications and News paper clippings relating to Gram Panchayats

‘C’ Section
Records / Files relating to

1. Direct recruitment & training of AAOs.
2. Transfers, Postings & Promotions of all Gazetted Officers
3. Convening DPCs for appointment by transfer of SAs to AAOs & Staff proposals.
4. Confidential reports of DDs & AOs of the department.
5. Increments & Leaves in r/o RDDs, DDs, AOs in the state & AAOs working in the Directorate & attached offices.
6. Additional charge allowances.
7. Permission to acquire / disposal of movable / immovable properties.
8. Deputation / foreign services of employees.
9. Sanction of claims for the employees under Foreign Service such as pay fixation, increments, leaves, LTC, fixation of leave, salary contribution & pension contribution etc.
10. Permission for studying courses on distance education / correspondence courses & training programmes.
11. Inter-se-seniority of A.Os and D.Ds
12. Submission of proposals to Govt. for declaration of extended period of probation Six Point formula
13. Administrative Reforms
14. Vacancy position of all Gazetted Officers
15. Matters relating to Outsourcing Data Entry Operators.

D Section
Records / Files relating to

1. Recruitment in respect of the post of Typist in the Directorate.
2. Regularization and Declaration of probations of Typist working in the Directorate.
3. Induction training to Direct Recruit of all Non-Gazetted Officers
4. Appointments to Special Grade in respect of NGOs and Class IV, sending proposals in respect of appointment to the post of S.P.P. of Senior Auditors to ‘C’ Section. Appointment in respect of NGOs to the post of S.P.P. (Appointment in respect of Record Assistants/Office Subordinates to the post of S.A.P.P.).
5. Clarification in respect of appointments to Special Grades and S.P.P. in respect of N.G.Os and Class IV.
7. Rendition of quarterly return to the Regional Employment Exchange in E.R.I & II.
8. Monthly Report showing the vacancy position of J.As, Typists, R.As and Office Subordinates.

9. Correspondence regarding reservation in Recruitment.

10. Departmental transfers and Inter-departmental transfers.

11. Service Registers of NGOs.

12. Sanction of leave to NGOs & Class IV.

13. Sanction of increments to N.G.Os & Class IV.

14. Exemptions to SAs, J.As, and Typists in respect of Book Keeping L.F. Audit Test Paper IV.

15. All Service matters relating to Allwyn staff.

16. Work allotment to NGOs.

17. M.O.D. Register in respect of Directorate.

18. Permission to study in the evening colleges in respect of N.G.Os.

19. No Objection Certificate to NGOs.

20. Compassionate appointments in the Directorate and Clarifications on the subject sought by the District Audit Officers in the State.

21. Transfer of Senior Auditors from Zones to Directorate and vice-versa and their regularization, probation, seniority etc.

22. Regularization and Declaration of Probation of J.As and Class IV category employees working in the Directorate.

23. Deputation of Typists to Induction Training for conversion a Senior Auditors.

24. Pdl.18 (M) regarding the transfers of S.As in the zones made by the RDDs.

‘E’Sector
Records / Files relating to

1. Reconciliation of departmental figures i.e. (03) District Offices with those figures of A.G., issue of reconciliation certificate to AG/PAO.
2. Number statement & Budget estimates consolidated & send to govt. every year.
3. Re-appropriations from one Head to another Head & proposals send to government.
4. Budget distribution every quarter in District Offices & Head Offices.
5. Expenditure statements (03) (District Offices).
6. Monthly pay bills of staff & supplementary bills
7. Income tax statements
8. TA Bills, FBF & GIS bills
9. LPC & Salary certificates
10. Contingent Bills (Non-salary bills)
11. Disbursement of cheques

‘F’Sector
Records / Files relating to

1. Registers for Hire Vehicles, Xerox, Stationery, Computer peripherals/consumables, Sim Cards and contingent bills.
2. Register of C.L., C.C.L. and OH Account
3. Register of service postage stamps,
4. Register of inward, outward tappals communications of GO’s.
5. Refilling of catridges, House keeping
6. Absentee statement of staff of Directorate
**G Section**

**Records / Files relating to**

1. Recommendation of the Proposals of interest payable on GPF (ZPPF) balances and Booster Scheme Proposals of (ZPPF) of PR employees in the State and maintain the register.
2. Audit on the accounts of Assembly Constituency Development Programme (ACDP).
3. Other auditable institutions related to PRIs like MGNREGA, RPB, BRGF etc.,
4. Consolidated accounts of Z.Ps, M.Ps and G.Ps
5. Register of settlement of audit objections

**‘I’ and “N” Sections**

**Records / Files relating to**

1. Un-drawn pension & Time barred pension reports.
2. Transfer of pensions.
   i) Inter District Transfers.
   ii) Forwarding of inter state transfers to A.G.
3. Verification and authorization of pension cases relating to Last Grade Employee’s in all Government Departments pertaining to Twin Cities including A.P., Secretariat through electronic. The following registers are maintained in the section.
   i) Service pension Register
   ii) Family pension Register
   iii) Personal Register for fresh pension cases
   iv) Personal Register for re-submission cases
   v) Family pension to children of deceased Employees/pensioner
4. Currents relating to pension cases as detailed below:
   a. Un-drawn pension
   b. Transfer of pensions
      i. Inter District Transfers
      ii. Forwarding of Inter State Transfers to AG, AP, Hyderabad.
5. Applications of restoration of CVP, to JD, PPO, Hyderabad.
7. Revision of pension cases in the event of commencement of revised pay scales from time to time.
8. Verification and forwarding of pension cases relating to Municipalities pertaining to Telangana Districts to A.G.A.P., Hyderabad and return to concerned Districts.
9. Pension proposals of all police constables and head constables of all police departments in the twin cities.

10. Pension proposals of all cadres of AP Khadi and Village Industries Board, Class IV employees of Engineering Department.

11. Pension proposals of all employees & cadres of AP Housing Board, AP Social Welfare advisory Board, APDDC in state, APREIS.

12. Restoration of pensions, revalidation of GPOs and Undrawn pensions.

13. Authorization of PBs in r/o PCs & HCs

14. With reference cited, the following works detailed below are being attended by “N” Section:

   i) Authorisation of Pensionary Benefits electronically in case of all Police Constables and Head Constables of Police Department in the Twin cities.

   ii) Authorisation of Pensionary Benefits electronically in respect of all cadres of A.P. Khadi and Village Industries Board.

   iii) Authorisation of Pensionary Beneifts in respect of Class-IV employees of Engineering Department electronically.

   iv) Certification of Pensionary Beneifts of all cadres of employees of A.P. Housing Board, Nampally, Hyderabad electronically.


   vi) Authorisation of Pensionary Benefits of all employees of A.P. Dairy Development corporation Limited in the State.

   vii) Authorisation of Pensionary Benefits electronically in case of A.P. Residential
Educational Institutional Society.

viii) Clarification on the above subjects, transfer of pensions, Restoration of pension, revalidation of GPOs, and un drawn pensions

`J’S’Section

Records / Files relating to

1. Monthly review of court cases of all districts.

`K’S’Section

Records / Files relating to

2. HR & CE Institutions.
3. APHB, APRIES, AP Wakf Board, AP Employees Welfare fund.
5. AP State Council of Higher Education and other Miscellaneous Institutions.
6. Settlement of audit objections of TTD (Fortnightly).
7. Village Insurance Scheme
8. Workmen Compensation Act
9. District Consumer Information Centres
10. Aided Colleges / Schools
11. Aided Polytechnic Colleges
12. CETs
13. State Audit Reports of Miscellaneous Institutions

`L’S’Section

Records / Files relating to

1. All matters pertaining to ACB, Vigilance, Complaints & disciplinary cases.
2. Clarification on pension and pay fixations.
3. Property statement in r/o all AOs & higher cadres & staff working in the directorate.
4. Processing of pension papers of all AOs and higher cadres and staff working in the directorate.
5. Pay Fixations of all AOs and higher cadres and staff working in the directorate.
6. Sanction of Terminal Benefits like Encashment of EL, GIS and FBF of all AOs and higher cadres and staff working in the directorate.
7. Processing the notification of all AOs & above cadres & staff working in the Directorate.
8. Service Registers of all Retd. AOs & above cadres & staff working in the Directorate

‘M’Sectio

Records / Files relating to

1. Surcharge certificates in Respect of Universities and Zilla Parishads
2. Remarks from the Subordinate offices and Submitting the remarks to the Govt whenever the appeals received in r/o Mandal Parishads, Zilla Parishads, Municipal Councils, Agricultural Market Committees, H.R&C.E institutions and Universities.
3. Register of Surcharge certificates issued and Appeals received.

‘O’Sectio

Records / Files relating to

1. HBA, MCA, PCA, MA, & Cycle advances.
2. Audit fee.
3. Medical Advances and reimbursement.
4. Festival advance and APCO Advance.
5. Educational advances and Tuition fee reimbursement.
6. C.A.G. – Correspondence.
7. A.G.–Inspection reports and Correspondence.
10. Rents of office Building including Directorate.
11. Write off balances of out standing advances in case death of employees

P’s Section

Records / Files relating to
1. Receipt and Disposal of R.T.I. Applications and returns
2. Progress of audits of P.R.Is and Misc. Institutions
3. Quarterly Appeals under R.T.I. Act, 2005
4. Commissioner, EDS, e-seva audits

Q’s Section

Records / Files relating to
1. Advance Tour programmes of RDDs, DDs, DAOs and tour dairies of officers in the state.
2. TA, TTA, LTC Bills of the Dist. Audit Officers, Regional Deputy Directors & Deputy Directors officers in the state.
3. Important tappal of the Director.
4. Register of T.A. Bills maintained
5. Register of review meeting attendance
6. Inspections of Offices of all Dist. Audit Officers and Regional Deputy Directors.
7. Sanction of CLs & OHs to all Regional Deputy Directors Approving of Annual Action Plan of the Dist. Audit Officers.

U’s Section Job chart (revised)

Records / Files relating to
1. Maintenance of VISA and WEBVISA software time to time.
2. Developing new modules in WEBVISA.
3. Conducting training classes in computerization to the department staff.
4. Liaison to various departments and offices.
5. Monitoring of hardware maintenance.
6. Liaison with Government with regard to computerization.
7. Process of all computer related files.

‘V’Section

Records / Files relating to
1. All matters relating to audit of relief accounts and consolidation of work done by the audit parties in district.
2. Communication of GOs to all DAOs(RA).
3. Audits (Relief Accounts) done monthly and State of audit work
4. Audits in Ranga Reddy & Hyderabad Districts belongs to Relief Accounts.