

**GOVERNMENT OF TELANGANA
MUNICIPAL ADMINISTRATION DEPARTMENT**

From

Dr.T.K.Sreedevi I.A.S.,
Director of
Municipal Administration
Hyderabad.

To

The Director of State Audit, TS, Hyd.,
The Commissioners of Nizamabad,
Ramagundam, Karimnagar, Warangal
& Khammam Municipal Corporations.
The Commissioners of Nalgonda,
Miryalguda, Siddipet, Suryapet,
Mahabubnagar & Adilabad
Municipalities

Sir,

Sub: TUFIDC – AMRUT – Implementation of reforms for the
Financial Year 2016-17 – Appointment of Internal Auditors
in all 12 AMRUT Cities to improve Financial Discipline –
Job chart for Internal Auditors - Communicated - Reg.

- Ref: 1. Lr.No.830/TUFIDC/SMMU/AMRUT/REFORMS/2016-17/04,
dated 26.08.2016 of the Managing Director, TUFIDC &
State Mission Director, AMRUT
2. This office Lr. No.23/DEABAS/MAARC/C&DMA/2015,
dated 17.10.2016 addressed to Director of State Audit Dept.
3. Lr.No.AMRUT/1/C/2017, dated 07.04.2017 of the Director
of State Audit
4. Lr.ROC No.AMRUT/C/2017-1, dated 20.04.2017 of the
Director of State Audit
5. This office Lr.No.CDMA-H2/MAAR/MAAR/7/2017 – MAARC
SEC – CDMA, dated 07.05.2017

Please see the references cited, regarding appointment of Internal
Auditors in AMRUT cities. I send herewith the Job chart of the Internal
Auditors in AMRUT cities for taking further necessary action in the
matter.

JOB CHART FOR INTERNAL AUDITORS IN AMRUT CITIES

- They shall oversee the Double Entry Accounting System.
- They shall conduct pre-audit of Income & Expenditure of all
accounts as detailed below:

a) Income Side

1. Taxes
2. Non-Taxes
3. Assigned Revenues
4. All grants
5. Other Miscellaneous Income

b) Expenditure side

1. Contingent Expenditure (Operation & Maintenance etc.)
2. Capital Expenditure (MGF & All grants)
3. All other Miscellaneous Expenditure

- Where ever the Examiners / Asst. Examiners of Accounts are working, pre-audit shall be done only on receipt side by the Internal Auditors, as the former would be conducting pre-audit on the expenditure side.
- They shall improve the financial discipline and establish good financial practices in ULBs.
- They shall reduce the audit objections by guiding the staff in the ULBs.
- They shall assist the Municipal Commissioners in writing replies to the pending audit objections in the ULBs and see that they are dropped.
- They shall prepare the Audit Report and submit the same to this office.
- They shall also attend to any other item of work allotted to them by higher authorities from time to time.

Yours faithfully,
SREEDEVI T K
DIRECTOR OF MPL ADMN

Copy to RDMA, Hyderabad & Warangal

Signature valid

Digitally signed by DR T K
SREEDEVI
Date: 2017.06.27 10:36:03 IST
Reason: Approved

