

No. J2/5207/TC/2011

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Dated 04/07/2016

**CIRCULAR No. 24/2016**

Sub: Motor Vehicles Dept. – Internal Audit Reports– Furnishing of action taken statement- Guidelines issued- reg.

Ref: 1. This office Circular No 25/2004.  
2. Government Circular No. 32/2005/Fin dated 10/06/2005.

It has been noticed with serious concern that no prompt and effective follow-up action are taken by the head of offices to rectify the objections raised in the reports on the Audit conducted by the Internal Audit Wings of this department.

Internal control and checks are intended to ensure the proper enforcement of Rules, directions and regulations of the Department.

The delay in initiating timely steps to dispose of the Audit objections will result in the loss of Government revenue. Therefore the following directions are issued for strict compliance.

1. All head of office of the DTC/RT/Sub RT offices are directed to maintain separate Audit objection Registers for watching the inspection reports of the Accountant General and Internal Audit reports of the Internal Audit Wings of the department.
2. All/head of office shall prepare replies to the paras in the Internal Audit reports in the following proforma within the time limit prescribed below.

Sl. No.	Audit para number	Audit objection	Rectification/Action taken report	Specific remarks of the DTC

3. The Internal Audit/Inspection team should finalise the report on the spot and invariably on the last date of inspection. Follow-up action will be taken with utmost priority and the replies monitored in a time bound manner. First replies to the objections raised in the report will be furnished by the respective head of office to the Internal Audit Wing within two weeks from the date of receipt of the report. Irregularities of serious nature/misappropriation of Government money etc should be reported to the head of the Department immediately.
4. All Zonal Deputy Transport Commissioners should ensure that the Audit Reports of Sub Regional Transport Offices/MVD Checkposts under their control should be submitted to the Transport Commissioner within a month from the last date of Audit.
5. All the Audit objections in a report pertaining to RT/Sub RT offices should be settled within three months of receipt of the Audit report.
6. In case of any delay/difficulty in furnishing the rectification report by the concerned head of office, the same will be reported to Finance (IAC - A) Department in Government.
7. Audit programme of the Zonal Deputy Transport Commissioner's Internal Audit Wing should be prepared three months in advance and an annual calendar for the offices to be audited be scheduled and a copy of the same should be submitted to the Transport Commissioner.
8. All Deputy Transport Commissioners shall constitute a monitoring committee for regular review of the Internal Audit work (such as the irregularities, if any, pointed out in a report are repeated) and so also follow-up action by conducting of Adalaths for clearance of Audit observations and recovery of revenue loss.



9. It is observed that a large number of Audit objections are still outstanding for clearance. This has resulted in the accumulation of audit objections for years. It is to be noted that any delay in initiating follow-up action on Audit observation will result in huge revenue loss to the Government Exchequer for want of the whereabouts of the vehicle and the registered owner.
10. The head of office shall pay personal attention to settle the long pending Audit objections. The help of officers who were in charge during the Audit period shall also be sought for, if found necessary, with the permission from Head of the Department.
11. If any financial liability is pointed out in the Audit objection, two months time will be given to the concerned to settle the same and if it is not seen settled within this period, the same shall be recovered from the persons concerned without further delay.
12. The rectification reports now received from the controlling officers of the audited office are incomplete/vague and not pertinent to the point raised in the Audit. Hence in future, the rectification reports should be furnished with the following details.
- In cases of exemption of Tax is granted, the Grounds on which exemption of Tax granted to a vehicle under G Form.
  - Relevant details/documents substantiating rectification of the objection pointed out in the Audit report shall be forwarded along with the review report of the concerned Deputy Transport Commissioner (in the case of Sub Regional Transport Office/MVD Checkposts).
  - Replies without collection particulars need not be recommended and forwarded to this office.
  - In the case of CF Fee short collection, the details such as vehicle number; amount, receipt number, and date of collection.
  - Tax collection particulars containing the Tax amount, period, TL No, date of issue of Clearance Certificate, date of RC cancellation, if any, to be clearly specified in cases of Tax arrear objections.
  - Remittance details, shall be furnished specifying the Chalan number, date and the amount.
  - In RR cases, Head of Office should follow-up and the collection particulars specifying details like the amount recovered, date of remittance, the reason for cancellation of RR requisition, if so, shall be furnished.

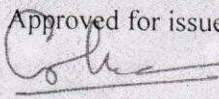
**Any laxity in observing above directions will be viewed seriously and treated as the personal liability of the head of office, the amount to be realized will be recovered from him/her after a period of six months.**

Receipt of this Circular should be acknowledged.

Sd/-  
Tomin J Thachankary  
Transport Commissioner

To  
All Deputy Transport Commissioners,  
All Regional Transport Officers  
All Joint Regional Transport Officers  
All staff of this office and MVD Check Posts.

Approved for issue,

  
Senior Finance Officer.