



ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No:MA1/4(AA) 2022-23-AD

O/o VC & MD: Accounts Wing,
RTC House: Vijayawada,
Date: 16.03.2023.

ACCOUNTS CIRCULAR NO: 10/ 2022-23

Sub: Annual Accounts – Maintenance of proper Books of Accounts and Compilation of Statement of Accounts for the year 2022-23 so as to reflect Correct, True and Fair view of Profit and Loss Account & Balance Sheet – Instructions issued - Reg.

Ref: Accounts Circular No 08/2021-22, dated 15.03.2022.

1. Statutory Obligations:

Under Section 33 of the RTCs Act 1950, "The Corporation shall maintain proper Accounts and other records and prepare an annual statement of Accounts including the Profit and Loss Account and the Balance Sheet in the form prescribed by the State Government in consultation with the Comptroller and Auditor General of India. The Accounts of the Corporation shall be audited annually by the Comptroller and Auditor General of India or his nominee..."

2. Time Schedule

In order to fulfil the above statutory obligations, the following time schedule is prescribed for compilation, consolidation and submission of our Annual Accounts for the financial year 2022-23 to the Board and to A.G.

- a) Submission of Mar 2023 Regular Account Current **without provisions** by all Accounts centers in Districts / Zones to the District / Zonal Dy. CAOs /AOs/AIs and HO units to Dy.CAO (MA) on **10th Apr' 2023.**
- b) Submission of Mar 2023 Provisional Account Current **with all Provisions** by all Accounts centers in Districts / Zones to the District / Zonal Dy. CAOs /AOs/AIs and HO units to Dy.CAO (MA) on **17th Apr' 2023.**
- c) Submission of Mar 2023 consolidated Final Account Current of Districts/Zones to Head Office along with accompaniments Suspense Registers, AO/CE to submit Fixed Assets register, Depreciation register softcopies, All HO units to furnish Notes to Accounts issues along with final submission of Account current on **24th Apr' 2023.**

3. Convening Meetings

As soon as Feb 2023 accounts are over, the Dy.CAOs/AOs/AIs of all the Consolidation Centers shall conduct Annual Accounts Meetings of all the Accounts Supervisors of their constituent Units to review –

- Compliance of Accounts Circulars issued during the FY and
- Omissions and Commissions pointed out in AG's audit etc.

4. The following guidelines are issued for strict compliance:

1) Accident Compensation

As we maintain our accounts on accrual basis, Provision for Outstanding Expenses shall be booked in respect of Motor Accident Claims pending as on 31st March every year as detailed below;

A) In respect of Claims for which Compensation amounts are awarded in Lok Adalat or MACT or Court on or before 31st March, Provision has to be made for the awarded amount, if all the following conditions are fulfilled.

- i) Award or Judgment is pronounced on or before 31st March;
- ii) Decision is taken to accept the Award or Judgment; and
- iii) Payment could not be made on or before 31st March for want of communication or order or sanction etc.

(a) In respect of other Accidents, which occurred on or before 31st March, provision has to be made at rates prescribed (Rs 50000 for each death case and Rs 25000 for each permanent disability case) in the M V Act. This provision has to be made for all pending Accident cases irrespective of whether Claims are received or not.

(b) Provision calculated as above shall be booked (Dr AH-6901 and Cr AH 1141) in March accounts every year of all District Offices for and on behalf of their constituent Depots. The Provision JE has to be just reversed in March accounts of the ensuing year. Thus, in March accounts of all District Offices, two JEs have to be passed, one for reversing the Provision JE in March accounts of previous Year and making Provision for Outstanding Cases as on 31st March of Current Year.

B) Correctness in Accounting of payments towards Accident Compensation shall be ensured with reference to the Accounts Letter No. MA1/4(1)/2003-04-AD dated 16-04-2005.

If balances are existing even after rectifying errors like this nature in accounts, it shall be supported by proper justification in writing.

The Personnel Officers / Law Officers in the Districts and Senior Law Officer in Head Office are advised to give complete information on the outstanding claims of MACT and others as on 31.03.2023 to the Accounts Incharges/ Accounts Officers / Dy. CAOs concerned by 5th Apr, 2023.

2) Accrual Basis:

- a) Carry out all required adjustments for (i) Outstanding Expenses, (ii) Income accrued but not received, (iii) Pre-paid Expenses and (iv) Income received in advance.
- b) With regard to Outstanding Expenses, if figures of actual expenditure are known before passing provision JE, exact amounts have to be taken into consideration. If figures of actual expenditure are not known, probable expenditure has to be estimated based on past experience, correspondence etc., using best judgment in the circumstances. There should not be any omissions in identifying "Items" of expenditure.

3) Physical Verification of Assets:

Physical Verification of Assets i.e., Land, Buildings, Vehicles, Plant & Machinery, Furniture & Fittings and Electronic Equipment etc and Oils / Stores at all Depots / Zones shall be carried out.

----Annexure 1

Tyre Censuses has to be carried out at Depot level, TRS, J – Ward at Zonal level as on 31-03-2023 invariably and Depot Accounts Supervisor/ District Audit Inspector/ Zonal Audit Inspector has to certify the inventory of Tyres duly Cross Checking with norms.

----Annexure 2

Float Units: WMs of ZWS has to complete Float unit's reconciliation as on 31.03.2023 and submit a report to Dy.CAO of the Zone to conduct physical verification of Float units along with the value.

----Annexure 3

The physical verification shall be completed by the end of 15.04.2023 and submit report to Dy.CAO(TA&I) and copy to Dy.CAO(MA) along with March 2023 Final Accounts submission.

4) Bills Receivables:

a) Postal Mail Bags: All units are instructed to transfer balances in AH 8541-Postal Mail Bags shall be transferred to AH 9128- Postal Mails during the year March 2023 to avoid double taxation of M.V.Tax and GST.

b) Inter State Account Heads:

i) The AH 0825-Inter State Oil Bills & AH 2331-Inter State Oil Bills Receivables which are operated by other State Transport Undertakings (STUs) for Receivable / Payable from the respective other STUs requires to be reconciled / cleared in each unit in March 2023 Accounts itself positively without fail. All AIs, AOs and Dy.CAOs shall reconcile and pass rectification entries if required.

ii) The Account Head 0826- Amount Payable to Other RTC & AH 2326 – Amount receivable from TSRTC which are being operated by both the States for Receivable / Payable from the respective to both states require to be reconciled / cleared in each unit in March 2023 Accounts itself positively without fail. All AIs, AOs and Dy.CAOs shall reconcile and pass rectification entries if required.

c) For all the amount receivables in respect of Police Warrants, Postal Mail Bags, Interstate Oil Supplies, Special Hires etc. claims shall be preferred by 31.03.2023 by raising bills. In case of the disallowances made for the bills raised already, proper adjustments shall be made duly obtaining orders of the competent authority.

5) Accounting of HSD OIL Shortage or Excess as at 31st March 2023:

The balances outstanding in the AH 2805-HSD Oil Shortage, AH 2806 - HSD Oil Excess AH 2917-F/S- Inventory- Diesel Oil Excess, AH 2918-F/S- Inventory-0.20 % Diesel Oil Shortage, AH 2922-F/S- Inventory-Petrol Excess and AH 2923-F/S- Inventory-0.6 % Petrol Shortage shall be cleared duly taking necessary follow up action.

Corporation decided to purchase HSD Oil, Local purchase at Depots from Feb 2022. Hence the Units shall pass JE as per Circular No 1/2012, Dt 22/02/2012. AH 2861 – HSD Oil Bills Payable for Local purchase from different companies shall maintain the Suspense Register with Sub ledger in all the units.

The HSD Oil transactions should be Reconciled with MTD 29/R: The HSD Oil closing stock should be reconciled with closing stock balance of MTD 29/R. Certification to that extent should be given by the Depot Managers, MF and Accountant along with March, 2023 Accounts to the Dy. CAOs/ AOs/AIs of the District. **All Districts AIs/AOs/Dy.CAOs shall give certification that all MTD- 29 R have been audited to Dy.CAO/MA and Dy.CAO/TA & I.**

----Annexure 4

6) Clearance of Suspense Balances:

All AIs/AOs and POs shall take necessary action to clear/ minimize the balances under Account Heads i.e., AH 23 Group, AH 24 Group & AH 28 Group and see that there are no amounts pending for want of recovery/ action.

7) Capital Grants:

EEs' Offices have to take care in booking of Capital Grants on receipt, to AHs 0320- Capital Receipts-Spl. Schemes or AH 0321- Capital Reserves as the case may be and transfer the Capital Grants to the HO along with information in the prescribed pro-forma after completion and capitalization of relevant Work. Also, Confirmatory Certificate that **"all the Capital Grants received against which Works are completed have been transferred to the AO (Works),** HO has to be sent along with the Mar 2023 Account Current. **All Executive Engineers shall give certification in this regard to Dy.CAO/MA.**

----Annexure 5

8) Clearance of AHs:

There shall be No Outstanding balance in AH 2814 -Pending Classification, 27 Group- Transfer of Funds, AH 2527- Drawing Account and AH 0909-Net Pay & Allowance, necessary clearance shall be done to respective AHs.

Funds in Transit: All Unit Officers are advised to clear the outstanding amounts in Funds – in-Transit AHs 27XX and plan funds transfer accordingly so that idling of funds will be minimized.

9) Civil Works:

Capitalization of works which are fully completed and put in to use and which are partly completed and put into use before 31.03.2023 of EEs' Offices have to be submitted to AO (works) After issue of Completion Report, the entire amount to be capitalized to the respective capital Asset Head from the work- in -progress account heads.

Closing stock of inventory like Cement and Steel etc., shall be accounted to AH 2191- INV-Cement, AH 2192- INV-Steel, & AH 2193- INV-AC Sheets etc... **The valuation and physical stock shall be verified by the Zonal Audit Inspectors and submit report to Dy.CAO(TA&I) and copy to Dy.CAO(MA) along with March 2023 Final Accounts submission.**

----Annexure 6

10) Imprest Accounts:

Imprest Accounts to be closed on 31st Mar 2023 and audited compulsory and **submit conformity to Dy.CAO(TA&I) and Dy.CAO(MA).**

----Annexure 7

11) Clearance of Inter Unit Advices:

- a) Debit and Credit Advices shall not be issued in the accounts of March except for transfer of Out Depot Remittances (ODR), Police Warrants, Funds, Stores and Workshops, Profit/Loss on sale of scrap and Non-Departmental Recoveries (NDRs) only.
- b) If any of the Debit or Credit Advices raised in March accounts for specified purposes against Units within the Consolidation Centre could not be dispatched before 10th Apr, the same should be handed over to the AI/AO of the Consolidation Centre who should get them incorporated in accounts of Responding Unit before closing Accounts at the Consolidation Centre level. Before closing March Accounts, the Dy.CAO/AO/AI shall ensure one hundred percent clearance of all Advices exchanged between Units within the Consolidation Centre.
- c) M.V Tax should be operated in B&F section/HO for reconcile with Govt by issuing credit advices after adjustments in MA Section/HO.

There shall be no outstanding unaccepted advices.

12) Materials-In-Transit:

Zonal Offices maintaining Stores Accounts have to assess and book the value of

- (a) Material received and lying in the Receipts Section as on 31st Mar 2023.
- (b) Material rejected but not returned to the Supplier as on 31st Mar 2023 by debiting AH 2164 and Crediting AH 0829 in Mar 2023 Accounts. The JE shall be reversed in April 2023 Accounts. (Ref: Accounts. Cir. No. 3/1996-AD at Page 107 of the Accounts Circulars Book 1991-2000)

All Zonal Dy.CAOs shall ensure that all the issue notes issued upto 31.03.2023 are invariably accounted at Depots in Mar 2023 Accounts only.

13) Accounting of Depot Stores:

The Dy. CAOs/AOs/AIs shall conduct verification of Inventory balances as on 31.03.2023 as per 27/ R by debiting AH 2166 and crediting relevant AHs in Group 41 of the respective Depots duly reversing the Journal Entry passed in March, 2022 Accounts.

14) Prior Period Transactions:

It shall be checked whether Previous Year(s) Transactions are correctly distinguished from Current Year's Transactions as under:

- (A)** When any payment or receipt relating to Previous Year(s) is made or received in the Current Year:
- i) If the provision was NOT MADE in Previous Year(s), AHs prescribed for Previous Year(s) transactions shall be operated.
 - ii) If the provision WAS MADE in Previous Year(s), AHs prescribed for Current Year transactions shall be operated for the difference amount

(B) When Provisions for expenditure are made on assumption basis and the actual payments vary with the provisions made:

- i) Excess of the provision over Payment has to be credited to the expenditure heads of account of the Current year only; and
- ii) Excess of Payment over the Provision has to be debited to the expenditure heads of account of the Current year only.

(C) The Provisions made in Previous Years may have become superfluous on account of

- i) The liability not materialising for any reason, or
- ii) Actual payments in the subsequent year would have been wrongly debited to final heads of account without connecting the provisions made in previous year (s). In such cases, outstanding Provisions have to be withdrawn by debiting the Account in which Provision is unnecessarily held and crediting the AHs prescribed for previous year transactions.

15) Clearance of Stock Adjustment Accounts:

- a) Hundred percent clearance shall be ensured in respect of all the amounts booked under the AH NOs 2803, 2804, 2807, 2808 up to the end of Previous Year by COS / Dy. CAOs of the Zones.
- b) The amounts booked under AHs 2805, 2806, 2868 and 2869 towards Shortage / Excess of HSD Oil should be cleared by Depot Managers/Dy.CAOs/AOs/AIs duly obtaining the necessary sanction/Concurrence.

16) Stores Obsolescence Fund:

Zonal Offices maintaining Stores Accounts have to confirm that any Loss due to disposal of Obsolete Stores is debited to AH 7687- CONT-Stores Obsolescence Fund.

17) Accounting Of AH 2831- Differed Revenue Expenditure- Refurbishing Cost-

It shall be ensured that the major over haul expenditure received from Zonal Workshop and major local repairs cost incurred by the Depots shall be apportioned over a period of 3 years to rationalise the Depot costs.

18) Workshops:

The Floor stock shall be verified by the concerned Dy. CAOs / AOs/AIs in view of the directive from the Committee on Public Undertakings to the Corporation and consequential Circular instructions by ED (E) vide his Cir Lr. No COS CII/CMC/17/98-99/SPD dt.14.10.98 not to stock the materials more than 2 Days consumption in the Workshops since the Stores is located adjacent to the workshops.

Floor Stock at ZWS: Closing stock lying on the floor at Zonal workshops as on 31.03.2023 shall be taken into Accounts. The respective AHs in 21 Group shall be Debited and respective AHs in 56 group Credited as on 31.03.2023 duly reversing the JE passed in March 2022.

19) Maintenance of Subsidiary Registers:

Subsidiary Registers AH wise for all the groups viz., 03, 04, 06, 08, 09, 10, 11, 12, 16, 17, 19, 20, 21, 22, 23, 24 and 28 shall be updated upto 31.03.2023 with sufficient details tallying with Ledger/Account Current balances by all the Account Centers and this shall be submitted along with Final submission of Mar 2023 Accounts.

20) Revenue Scrap Suspense:

The value of Scrap material in scrap yard shall be assessed and Debit respective Accounts Heads in AH Group 22 and Credit AH 2830. The amount accounted in March 2022 Accounts shall be reversed in the March 2023 Accounts.

21) Inventory at TRS:

The Closing Stock at TRS as on 31.03.2023 shall be debited AH 2167 and Credited AH 5476. The amount accounted in March 2022 Accounts shall be reversed in the March 2023 Accounts.

22) Omissions and Commissions:

After submitting of consolidated Account Current, no entries shall be made by the consolidation centres also without the permission of the Dy.CAO (MA) / Head Office.

23) Passengers Amenities Fund:

It shall be ensured that the accounting of Bus Station transactions is done to the AHs prescribed as per the Accounts Circular No.5 / 2013-14, dated 12.08.2013. Compliance in this regard month wise Bus station wise details to be furnished to Dy.CAO (MA) along with accompaniments.

----Annexure 8

24) Logistics Insurance Fund:

Proper care shall be taken in accounting the claims released to AH 0335-Logistics insurance fund.

25) Accounting of AH 2456- MACT Paid for Hired Vehicles – Recoverable:

Proper care shall be taken to account the payments pertaining to Hire vehicles MACT cases to this AH 2456 and ensure clearance of the same in due course.

26) Bank Reconciliation Statement:

All Depot Managers / Unit Officers are advised to verify and update the BRS of their Unit as on 31st March 2023 and submit to Accounts Office along with March 2023 Accounts. The BRS shall be completed before Finalization of Annual Accounts and necessary entries shall be passed for the items not accounted. **All Dy.CAOs and AOs/AIs shall audit the BRS of the units under their control along with 51 B vouchers and CIR paid vouchers. Conformity in this regard shall be sent to Dy.CAO(TA & I) / Dy.CAO (MA).**

----Annexure 9

27) Stall Rents:

- a) The Stall rents amounts should be reconciled with PD Stall Rent Periodicals and submit the same to the Accounts Officer of District along with March 2023 Accounts. **Certification to the extent should be given by the Depot Managers along with March 2023 Accounts to the Dy. CAOs/ AOs/AIs of the District and to Dy.CAO(MA) and Dy.CAO (TA&I).**
- b) Security deposits of stalls, outsourcing contracts & other deposits should be reconciled with PD and submit the same along with March 2023 Accounts.
- c) **BOT/ DOT: BOT / DOT revenue shall be accounted on accrual basis as per agreement and penalty and interest shall be collected on delayed payments.**

Provision shall be booked for the property tax, GST amount not paid by DOT/BOT licensees in Mar 2023 Accounts.

----Annexure 10

28) Depreciation:

The DMs shall cross verify the Kilometres statement with MTD 151 A for the correctness of the vehicle numbers and certify the same. Dy.CAO/SPA&CE shall arrive at the actual depreciation to be booked during the year 2021-22 by all the districts and arrive at the depreciation to be accounted for 2022-23 based on the actual depreciation accounted for 2022-23.

29) Control Ledger Card Balances:

Carry forward the March-2023 Closing balances to April 2023 Opening Balances duly tallying with Head Office ledger balances properly.

5. Accompaniments:

Following statements are required to be submitted along with the Annual Accounts in addition to the above annexures.

- 1) **Age-wise break up of Suspense Balances:** More than 3 years (Upto 2018-19), Between 3 years to 1 year (2019-20 to 2021-22) and Below 1 year (2022 -23) for the balances exhibited in Mar 2023 Account Current for all AHs in 11, 12, 23, 24, 28 Groups. Before submitting Age-wise Break up of Suspense Balances to the Head Office, it shall be **ensured that it does tally with the Closing Balances of Account Current.**

----Annexure 11

2) Contingent Liabilities:

The following information in which the judgement is not delivered or the liability on APSRTC is not clearly established shall also be submitted.

- a) MACT Claims (7% interest booked on Pending MACT Claims) (b) Back Wages (c) Property Tax (d) Income-Tax (e) Land compensation claims (f) MV Fines (g) VAT/GST (h) Others.

----Annexure 12

3) Receipt on Capital Account: Details of the amount credited / debited to **AH 0320-Capital Receipts-Spl. Schemes**, summarized statements for the consolidation Center have to be accompanied by first copies of the statements received from the constituent Units. This information has to be furnished only **for the amount debited / credited during the year but not for the Closing Balances**.

----Annexure 13

6. Observations of AG on Annual Accounts:


The following observations of AG audit of annual accounts shall not be repeated.

- i. Non-Provision of Expenditure in the books of accounts.
- ii. Non-Clearance of Suspense balances.
- iii. Non-Clearance of Old outstanding dues.
- iv. Non-Capitalisation of Assets which are put into use during the year
- v. Wrong accounting of Prior Period Expenditure to Current year heads.
- vi. Wrong accounting of Capital Assets under 16 group i.e., Wrong Allocation.

7. April Account Current:

March Closing Balances in respect of AHs for which balances are required to be carried forward from year to year shall be adopted as Opening Balances in April Accounts Current by all the Accounting Units. The consolidated April Accounts Current shall be submitted to reach the Corporate Office by 10th May invariably.

While preparing Annual accounts 2022-23, for any clarifications or guidance you may contact Dy.CAOs of Head office and Zones.


**Financial Advisor &
Chief Accounts Officer.**

To
All the EDs / DPTOs/HODs of HO.
All the Dy. CPMs/ POs/SLO/ Los
All WMs/COSs
All the Dy. CAOs and AOs/AIs,
All the Executive Engineers,
All the Depot Managers,
The Dy.CTM/ATM (PNBS & DBS),
All other Officers concerned,
APSRTC.

Copy to OSD to VC & MD for favour of information pl.

Copy to CM (F&A) for information and necessary action.

Copy to the Resident Senior Audit Officer, AG RTC Branch, RTC house for information.

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

O/o VC & MD: Accounts Wing,
RTC House: Vijayawada,
Date: 16.03.2023.

No:MA1/4(AA) 2022-23-AD

To
The Dy.Chief Personnel Managers,
Personnel Officers,
& Depot Managers,
APSRTC.

Sub: Annual Accounts – Maintenance of proper Books of Accounts and Compilation of Statement of Accounts for the year 2022-23 so as to reflect Correct, True and Fair view of Profit and Loss Account & Balance Sheet – Instructions issued - Reg.

Ref: Accounts Circular No 10/2022-23, dated 16.03.2023.

Accordingly, the following information shall also be submitted in time.

Personnel Department List

1. HSD OIL shortage & Excess

The balances outstanding in the AH 2805-HSD Oil Shortage, AH 2806 - HSD Oil Excess, shall be cleared duly taking necessarily follow up action. The personnel department shall take necessary action in getting the cases cleared.

2. Contingent Liabilities:

The following information in which the judgement is not delivered or the liability on APSRTC is not clearly established shall also be submitted.

(a) MACT Claims (b) Back Wages (c) Property Tax (d) Service Tax (e) Income-Tax (f) Land compensation claims (g) MV Fines (h) VAT/GST (i) Others.

3. MACT Claims:

To submit the details of MACT Claims (ACCIDENT CLAIMS, Insurance Third Party Risk) for provision to be made in accounts as on 31st March for which final judgments are awaited.

4. The information pertaining to the following pending payments for the year ending 31.03.2023 shall be furnished to make provision in March 2023 accounts.

- i. Telephone Expenses, Electricity and Water bills, Rents, Rates and Taxes**
 - Telephone bills payable
 - Internet bills payable
 - Offices Electricity Bill
 - Bus stations Electricity Bills
 - Water charges payable to

- Offices Electricity Bill (Zones)
- Garages Electricity charges
- Rest Rooms Rents
- Bus stations property Taxes
- Property taxes – Garages, yards & offices
- Drivers & conductors license Fee
- DGT's/Cars, M.V. Taxes
- Toll Gate Fee(payable)
- Fitness fee (payable)
- provision for ZWS canteen license for Mar – 23
- Interest due on stall rents
- Electricity charges due from stalls
- Water charges due from stalls
- Person weighing machines
- Stall Electricity bills

ii. Prepaid Expenses

- Factory license renewal fee
- Petroleum license renewal fee
- Property Tax
- Permit fee
- Toll Tax
- Fastag
- Fitness fee

iii. Pay & allowances, DA. Arrears Incremental arrears and settlement Salary Bills applicable as per Government of Andhra Pradesh, Finance (PC-TA) Department, G.O. Ms. No. 114, Dt:03.06.2022.

iii. TA & Over Time

- Overtime Scheduled
- Overtime Double Duties
- TA & DA
- Pending OT of Jatharas and Puskarams if any
- Safety Driving Allowance

iv. Incentive

- Incentive Monthly
- Pending payment of Incentive on fare revision if any

v. Hire Buses Charges, Hire Vehicles price arrears

- Hire charges payable for the month of March'2023
- Insurance charges payable for March'2023
- Hire charges arrears payable
- Hire Charges dues recoverable
- Penalty due from Hire vehicles

vi. Out Sourcing Contracts

- MWP/Sweeping/Parking of vehicles at garages
- Sweeping of garage yards
- Sweeping of offices
- Sweeping of Bus stations
- All other outsourcing contracts in garage
- All outsourcing contracts in Bus stations

- All outsourcing contracts in offices
 - All outsourcing contracts in Traffic section
 - Provision For Out Sourcing Bills
 - All outsourcing Contracts of Retail oil outlets.
- vii. Others**
- Local purchases Bills pending
 - D/V Local purchases
 - D/V Local Repairs
 - Local repairs for vehicles
 - ITI Apprentice stipend 17/3 to 31/3
 - Postal Imprest
 - General imprest
 - Garage imprest
 - Squad imprest
 - Taxation consultancies
 - L.P. Stationery
 - Newspaper Bills
 - Jatharas, Fairs & Festivals
 - Xerox copy expenditure
 - Medical imprest
 - Washing imprest
 - Bus Stand Fee
 - Rest Room Rents
 - Office Rent
 - Gas Charges
 - Legal Expenses
 - Consultancy Legal
 - Kerosene
 - Petrol Bills
 - Repairs to Office Equipment and AMC Maintenance
 - Repairs and Maintenance -Plant & Machinery
 - Insurance Vehicles
- viii. ATB Agent Commission**
- ix. Medical Imprest**
- x. Provision For other Consultancy Bills**
- xi. Electricity Department**
- Provision shall be made for Interest on Deposits with Electricity Department
 - Clearance of provision for interest on power bill shall be made which is accounted in MARCH – 22 and book fresh provision for current year in March 2023 accounts.

5. Details of Pension Contribution Receivable, Leave Salary Contribution Receivable and Gratuity Contribution Receivable towards officials/employees deputed to other departments shall be furnished to account the amounts under the suspense account heads.

6. Review and clearance action taken in respect of HSD Oil Shortage/Excess cases, Thefts & Embezzlements cases, cost of damage cases, advance for medical treatment cases, want of vouchers, Loss of tickets and want of sanctions.

All information pertaining to the above transactions shall be furnished to the audit for the payments pertaining to 2022-23 period before April 5th 2023.

All Provisions shall be made properly in accounts without any lapses without any scope for AG comments.

While preparing Annual accounts 2022-23, for any clarifications or guidance you may contact Dy.CAOs of Head office and Zones.



**Financial Advisor &
Chief Accounts Officer**

Copy to SLO to submit pending claims details to unit officers of respective Districts/Zones for making necessary provision into accounts.

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

O/o VC & MD: Accounts Wing,
RTC House: Vijayawada,
Date: 16.03.2023.

No:MA1/4(AA) 2022-23-AD

To
The Chief Civil Engineer,
& All Executive Engineers
VJA(Z)/VZM(Z)/NLR(Z)/KDP(Z),
APSRTC,

Sub: Annual Accounts – Maintenance of proper Books of Accounts and Compilation of Statement of Accounts for the year 2022-23 so as to reflect Correct, True and Fair view of Profit and Loss Account & Balance Sheet – Instructions issued - Reg.

Ref: Accounts Circular No 10/2022-23, dated 16.03.2023.

With reference to the above the following information shall be submitted.

- 1) To submit all the bills which are not paid before 31st March to make provision in the accounts pertaining to 2022-23 accounts for which the works are completed and payments are yet to be made.
- 2) To capitalize all the capital works which are put in to use by 31st March 2023.
- 3) **Capital Grants:** EEs' Offices have to submit all the Capital Grants received and spent information to AO (Works)/ HO. All Executive Engineers shall give certification in this regard to Dy.CAO/MA.
- 4) **Civil Works:** Capitalization of works which are fully completed and put in to use and which are partly completed and put into use before 31.03.2023 of EEs' Offices have to be submitted to AO (works) After issue of Completion Report, the entire amount to be capitalized to the respective capital Asset Head from the work- in -progress account heads.

Closing stock of inventory like Cement and Steel etc., shall be accounted to AH 2191- INV-Cement, AH 2192- INV-Steel, & AH 2193- INV-AC Sheets etc... **The valuation and physical stock shall be verified by the Zonal Audit Inspectors and submit report to Dy.CAO(TA&I) and copy to Dy.CAO(MA) along with March 2023 Final Accounts submission.**


5) Contingent Liabilities:

The following information in which the judgement is not delivered or the liability on APSRTC is not clearly established shall also be submitted.

- | | |
|-----------------|-------------------------------|
| (a) Back Wages, | (b) Property Tax, |
| (c) Income-Tax, | (d) Land compensation claims, |
| (e) VAT/GST, | (f) Others. |

All Capitalisation entries shall be passed properly without any scope for AG comments.

While preparing Annual accounts 2022-23, for any clarifications or guidance you may contact Dy.CAOs of Head office and Zones.


**Financial Advisor &
Chief Accounts Officer**

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

O/o VC & MD: Accounts Wing,
RTC House: Vijayawada,
Date: 16.03.2023.

No:MA1/4(AA) 2022-23-AD

To
The Works Managers,
VJA(Z)/VZM(Z)/NLR(Z)/KDP(Z),
APSRTC.

Sub: Annual Accounts – Maintenance of proper Books of Accounts and Compilation of Statement of Accounts for the year 2022-23 so as to reflect Correct, True and Fair view of Profit and Loss Account & Balance Sheet – Instructions issued - Reg.

Ref: Accounts Circular No 10/2022-23, dated 16.03.2023.

With reference to the above the following information shall be submitted.

1. Contingent Liabilities:

The following information in which the judgement is not delivered or the liability on APSRTC is not clearly established shall also be submitted.

(a) Back Wages (b) Property Tax (c) GST (d) Income-Tax

2. The information pertaining to the following pending payments for the year ending 31.03.2023 shall be furnished to make provision in March 2023 accounts.

i. Telephone Expenses, Electricity and Water bills, Rents, Rates and Taxes

- Telephone bills payable
- Internet bills payable
- Offices Electricity Bill
- Water charges payable to
- Offices Electricity Bill (Zones)
- Garages Electricity charges
- Bus stations property Taxes
- Property taxes – Garages, yards & offices
- DGT's/Cars, M.V. Taxes
- provision for ZWS canteen license for Mar – 23

ii. Prepaid Expenses

- Factory license renewal fee
- Petroleum license renewal fee
- Property Tax

iii. Pay & allowances, DA, Arrears Incremental arrears and settlement Salary Bills applicable as per Government of Andhra Pradesh, Finance (PC-TA) Department, G.O. Ms. No. 114, Dt:03.06.2022.

iv. TA & Over Time

- Moving average payments
- TA & DA
- Pending OT of Jatharas and Puskarams if any
- Safety Driving Allowance

v. Incentive

- Incentive Monthly
- Pending payment of Incentive on fare revision if any

vi. Out Sourcing Contracts

- Sweeping of garage yards
- Sweeping of offices
- All other outsourcing contracts in garage
- All outsourcing contracts in offices
- Provision For Out Sourcing Bills

vii. Others

- Local purchases Bills pending
- D/V Local purchases
- D/V Local Repairs
- Local repairs for vehicles
- ITI Apprentice stipend 17/3 to 31/3
- Postal Imprest
- General imprest
- Garage imprest
- Taxation consultancies
- L.P. Stationery
- Newspaper Bills
- Jatharas, Fairs & Festivals
- Xerox copy expenditure
- Medical imprest
- Washing imprest
- Bus Stand Fee
- Rest Room Rents
- Office Rent
- Gas Charges
- Legal Expenses
- Consultancy Legal
- Kerosene
- Petrol Bills
- Repairs to Office Equipment and AMC Maintenance
- Repairs and Maintenance -Plant & Machinery
- Insurance Vehicles

viii. Electricity Department

- Provision shall be made for Interest on Deposits with Electricity Department
- Clearance of provision for interest on power bill shall be made which is accounted in MARCH – 22 and book fresh provision for current year in March- 2023 accounts.

3. Details of Pension Contribution Receivable, Leave Salary Contribution Receivable and Gratuity Contribution Receivable towards officials/employees deputed to other departments shall be furnished to account the amounts under the suspense account heads.

All information pertaining to the above transactions shall be furnished to the audit for the payments pertaining to 2022-23 period before April 5th 2023.

While preparing Annual accounts 2022-23, for any clarifications or guidance you may contact Dy.CAOs of Head office and Zones.


**Financial Advisor &
Chief Accounts Officer**