

**ANDHRA PRADESH STATE ROAD TRANSPORT
CORPORATION**

OFFICE OF THE CHIEF AUDITOR
MUSHEERABAD HYDERABAD
NOVEMBER 18 1981
No CA/5(1)/81-AD

Sub ACCOUNTS - Position of Suspense Balances - Progress of
reconciliation - Regarding

VC & GM desired to watch the performance of the Divl Managers
Regional Dy Chief Accounts Officers with the close association of the
Regional Manager in keeping the Suspense Balances upto date by
observing the facts from the figures

He has therefore instructed the undersigned to communicate a list of all
Suspense Heads of account whose debit and credit transactions should
be extracted from the monthly Accounts of each Division after
compilation

A format consisting of all the Suspense Heads of accounts is enclosed
to take the following action

- 1) You should get the Format duly posted with the relevant information
therein after compilation of the monthly accounts by 15th of every
month in duplicate Transmit one copy to the CSTO with your remarks
on the currency of recoveries through regular credits by 20th each
month
- 2) Take up with DMs and DVMs for the stagnant figures and fix up
responsibility on the staff responsible
- 3) It is suggested that this may be discussed in the monthly Meeting of
Regional Managers and categorical remarks may have to be passed
based on the situation obtaining with each Division
- 4) The DY CAO of the Region will attend the periodical meetings of DMs
and DVMs and express the position which should also be discussed as a
regular subject in the Agenda

This subject comes into effect from October 1981 onwards and VC &
GM will be apprised of it for discussion at monthly HOD s/ RMs Meeting

Sd/-PJEER

Ench (2)

CHIEF AUDITOR

To AIIDyCAOS

Copy to All HOD s / All RMs

Copy to All DY CAOs all DVMs/ SSOs of all Units

Copy to CSTO together with a copy of the enclosure He will arrange to
circulate the above division-wise date in the HOD s/RMS Meeting for a
review