

A.P.S.R.T.C

Office of the VC & MD,
Mushirabad, Hyderabad-20
Dt.8th JAN 1990

No. MA1/5 (41)/89/AD

JOINT ACCOUNTS & ADMINISTRATIVE CIRCULAR NO. 23/1989

Sub: ACCOUNTS – House Building and Conveyance Advances - Interest and their accountal – Instructions issued-Reg.

Clarifications were sought by some of the Units to the methodology to be followed on calculation and accountals of accrued interest on the House Building advance and conveyance Advances, as the interest is calculatable diminishing balances.

Following instructions are issued for implementation with immediate effect:

i) Immediately on grant of the advance an entry shall be made in the Service Record of the employee in Red ink quoting reference to the communication letter and the rate of interest to be adopted. This entry shall be signed by the Unit Officer.

ii) At the end of every Financial year – the Unit shall compile a statement of recovery actually made and file in the P-case of the employee – duly signed by the Unit Officer. Computerized Hard copy can also be filed whenever computers are available.

iii) An Entry shall also be made in the service Record- in Red ink indicating the amount recovered in the Financial year. This entry shall be signed by the Unit Officer.

iv) On Completion of the principal recovery in the scheduled period, the last unit officer shall calculate the interest at the rates specified after fully.

a) Verifying the statements of recoveries filed in P-case (b) ensuring about the recoveries (Yearly) – based on the amounts indicated in Service Record and based on the statements filed in P-cases and issue an order of recovery indicating the amount of interest to be recovered number of instalments and the rate of amount of instalment to be recovered. A copy of this order shall be sent to the concerned a)Dy.CPM (b)Dy.CAO (c) Accounts-in-Charge of the unit (Under acknowledgement (d) Party (e) P-case

v) An entry of the interest amount ordered for recovery shall also be entered in the SR. On receipt of the order of recovery, the Accounts-In-Charge shall incorporate in the Accounts on hand by debiting to 294 (21) interest on House Building Advance – Recoverable 294 (22) interest on Advance for purchase of conveyance Recoverable and crediting 90A/90 as the case may be.

In this regard following accounts heads be operated.

Suspense A/Hs for Watching recoveries/balances:-

A) 294 (21) Interest Recoverable on House Building Advance.

B) 294 (22) Interest recoverable on conveyance Advance
Revenue A/Hs for crediting interest accrued:-

a) 90A 'Interest Realised on House Building Advance'

b) 90 'Interest Realised on Conveyance Advance'

Sd/- T.G.RAMA CHANDRAN
E.D (A) 8.1.90

Sd/-P-JEER 10.1.90
FINANCIAL ADVISER AND
CHIEF ACCOUNTS OFFICER.

To
All Officers of the Corporation
RAO/AG for information
special Officer (manuals to include
in the monthly index of circulars)

//ATTESTED//

SD/-
(J.DAKSHINA MURTHY)
SENIOR MANAGER (FINANCE..A&W)

//TRUE COPY//
J. Dakshina Murthy
ASST. MANAGER (P) (W) 16/11/93