

APS RTC

No PA5/548(2)/92 AD

O/o the VC & MD Finance Wing  
Mushirabad Hyderabad  
Dated 09 02 93

**ACCOUNTS CIRCULAR No 3/1993 AD**

Sub SUSPENSE REGISTERS Position of maintenance of Suspense Registers  
Furnishing of information in the Proforma prescribed Reg

Of late it is noticed that the balances under Suspense accounts are mounting up since no timely action is taken for prompt maintenance of suspense registers and review of balances outstanding under suspense accounts It is therefore felt necessary that monitoring the progress of maintenance of registers and clearance of suspense balances should be activated further To facilitate the review and to have uniformity in the submission of the information a Proforma is prescribed at Annexure A of Statement to be submitted by all the Accounting Unit's every month as an accompaniment to Account Current to the Regional Sr Manager (Fin) Bench forth Detailed Notes for compilation of the Statement is given at Annexure B

A copy of the Statement shall also be sent to the concerned DVM in case of Depots / Bus Stations and to the CCE concerned in case of Engineering Divisions The Divisional Managers and CCEs are requested to review the information in the monthly Meetings

Further to facilitate easy identification of amounts for the purpose of Column Nos ( ) and (5) of the Proforma at Annexure 'A separate folios may be allotted in the suspense registers to record items outstanding for want of whereabouts and Settlements while opening suspense registers for the ensuing financial year 1993-94

Sd/ (KV SubbaRao)  
CHIEF MANAGER (AUDIT)

Encl Annexures A & B

ANNEXURE A

SUBSIDIARY REGISTERS POSITION OF \_\_\_\_\_ DEPOT FOR THE MONTH OF \_\_\_\_\_

AH No	Tallied Upto Remarks	Previous Years	Whereabouts	Settlements	Lumpsum	
1	2	3	4	5	6	7

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TOTAL

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Place  
Date

ACCOUNTS SUPERVISOR DEPOT MANAGER

NOTES

- I (1) (i) The Subsidiary Registers position has to be furnished, in case of depots for all the following Account Heads
- 43 47 291 292 series 293 294 series 295 series 297 series 299, 300 series 301 302 352 and 352 A
- (ii) In case of other Accounting Units the position has to be furnished for the above as well as other relevant Suspense Account Heads
- (iii) The position need not be furnished for Account Heads with Nil balances
- (2) The month and year upto which the Register has been tallied should be furnished
- (3) Amount outstanding if any from prior to current financial year has to be indicated
- (4) Amount outstanding if any, in respect of Employees whose whereabouts are not known has to be furnished
- (5) Amount outstanding if any for want of Settlements to be completed has to be indicated
- (6) Amount outstanding, if any, without item/party wise details has to be indicated

II OTHERS

- (1) In case of any practical difficulty in immediately identifying the amounts required for columns (3) to (6) the columns may be left blank for the time being so that submission of periodical is not held up for want of the same However as soon as possible the amounts should be identified and furnished in future Periodicals
- (2) If there are no outstandings relevant to any one or more of columns (3) to (6) write Nil
- (3) Vertical totals should be cast of amounts furnished in columns (3) to (6) While casting the vertical totals debit and credit nature of the amounts should be ignored