

APS RTC

No MA1/5(l)/93-94/A

O/o the VC & MD Finance Wing

Mushirabad Hyderabad

Dated 29 Mar 93

## **C I R C U L A R**

Sub ACCOUNTS Compilation of monthly Accounts of the newly formed regions effective from 1 4 1993 Procedure Reg

Consequent upon the formation of 3 New Regions with Headquarters at Warangal Tirupathi and Rajahmundry following procedures be followed to facilitate smooth transition to and functioning of new regions

### **1 Remittances of earnings**

Daily remittances from 1 4-1993 (i e earnings from 00 00 hrs to 1 4 1993) shall be remitted by the Depots into the State Bank of Hyderabad/State Bank of India or other banks as the case may be with the challan forms and obtain DDs in favour of the Current Account of the respective region under whose control the Depot is functioning The DDs be sent to the concerned Sr Manager(F) immediately to reach him on the following day The Way Bills CR notes etc shall also be sent to the concerned Sr Manager(F)

### **2 Submission of accounts**

The Depots shall maintain the accounts as at present and shall compile monthly account current and submit the same to the concerned Sr Manager(F) of the Region under whose control Depot is now functioning

The newly formed Regions shall maintain a Columnar Ledger to record the Account Head wise net debits/credits in respect of all the accounting units under the jurisdiction including Executive Engineers and the Regional Offices

The Sr Manager(F) shall make provisions on

#### **i) Depreciation, Gratuity, Encashment of leave and Ex gratia**

In respect of April 1993 Account Current no opening balances be shown However the closing balances of April shall form as the opening balance for May 1993 and so on The opening balances as on 1-4 1993 concerning suspense balances shall be transferred by the erstwhile regions after closure of 1992-93 accounts This when communicated shall be adopted by the newly formed regions A statement of suspense balances so adopted be indicated in a statement proforma enclosed with a copy sent to Head Office As the newly formed regions are duly bifurcating the units from two erstwhile regions the transfer of balances be carefully made so as to ensure that dejection of closing balances and their adding up as opening balances are carried out in the same month

**3 Bills against Police Warrants/Postal Department**

Bills for Police Warrants/Postal Mail Bags etc shall be raised by respective Sr Manager(F) duly maintaining proper records

**4 Stores Transactions**

Since Workshops/Stores are not in the newly formed regions of Warangal and Rajahmundry procedure of obtaining materials from the nearby regions needs to be continued Value of materials so drawn be obtained from the concerned Sr Manager(M) and expenditure booked to the respective heads

Dy Manager (F)/F&S of GR Karimnagar Vizianagaram and Vijayawada shall issue debit advice to the newly formed regions to the extent of value of materials supplied

**5 Audit Functions**

Newly formed Regional Sr Manager(F) shall carry out all required Audit functions concerning their units effective from 1-4 1993

Sd/ (A Krishnamurthi)  
Financial Adviser and  
Chief Accounts Officer

Encl 1 Format

STATEMENT OF SUSPENSE BALANNCES ADOPTED BY \_\_\_\_\_ REGION  
FROM \_\_\_\_\_ REGION

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AH NO	DEPOT I AMOUNT	DEPOT II AMOUNT	DEPOT III AMOUNT	EE	TOTAL AMOUNT	AMOUNT
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NOTE Amounts must be suffixed with  
Dr/Cr to indicate Debit balance/  
Credit balance

Certified that the above balances are  
adopted as Openmg Balance of this  
Region in the Monthly Accounts  
of \_\_\_\_\_ 1993

SR MANAGER(F) /

Certified that the above balances are deleted  
From our Regional Balances in the monthly

Accounts of \_\_\_\_\_ 1993

SR MANAGER(F)/