

APS RTC
No MAI/5(l)/92 AD

O/o the VC 8sMD Finance Wing
Mushirabad Hyderabad
Dated 17 Dec 93

ACCOUNTS CIRCULAR No 18 / 1993

Sub WELFARE Labour Welfare Fund Contribution of employers and employees of
APSRTC towards Labour Welfare Fund Payment centralised Reg

Ref Circular No PD 88/93 dated 04 11 1993

The remittance of Labour Welfare Fund contribution to the Asst Commissioner of Labour is centralised vide Circular cited In this connection the Accountal procedure is prescribed as hereunder Recoveries made from the employees through December Salary Bills of each year @ Rs 2/- per employee shall be credited to AH No 292 K (New Code No 1037) at the unit s All the Accounting Units shall send credit advices to Dy Manager(F)/P&A of Head Office clearing the balance under AH 292 K before 15th January and the units shall ensure that no amount is lying under this Account Head The Advice must contain the following particulars

Sl No	Particulars of the Salary Bill	No of employees for whom recoveries are made	Amount
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Where the Salary bills are compiled by Personnel Department and payment is made by Accounts Department the information shall be sent to the concerned Dy Manager(F) by the Salary bills compiling unit so as to enable the Dy Manager(F) to send credit advice to the Dy Manager(F)/P&A Head Office

On receipt of Credit Advices from the Units the advices shall be accepted by the Dy Manager(F)/P&A Head Office by giving credit to AH 292(K) (New Code 1037) A consolidated statement shall be prepared by Dy Manager(F)/P&A with the particulars of (1) SI No (2) Credit Advice No (3) Date (4) Unit from which advice is received (5) No of employees (6) Amount

Basing on the statement employers contribution to Labour Welfare Fund shall be worked out by multiplying the number of employees with Rs 5/- and for the total amount of employees' and employers contribution shall be drawn in favour of the Welfare Commissioner A P Labour Welfare Board and handed over to the Sr Manager(Welfare) for remittance

While arranging payment, the amount in respect of employers contribution shall be debited to AH 964 (New Code 5935) and employees contribution to AH 292(K) (New Code 1037) by Dy Manager(F)/P&A of Head Office

This circular shall come into force with effect from 1st December 1993

Sd/ (G Somasekhara Rao)
CHIEF MANAGER (FINANCE)