

APS RTC

O/o the VC & MD Finance Wing
Mushirabad Hyderabad

No MA1/3(2)/93 94/AD

Dated 10 Jan 94

ACCOUNTS CIRCULAR No 1 / 1994

Sub FACTIS (Financial Accounting Information System) - Adoption of New Accounts Classification with effect from 01 04 1994 Dispensing with Old Accounts Classification Instructions issued - Reg

- Ref 1 Accounts Circular No 28/91, dated 24 01 92
2 Accounts Circular No 08/92, dated 26 11 92
3 Jomt Accounts Circular No 06/93, dated 23 04 93

I Consequent on the decision taken in the meeting of Sr Managers (F) with FA & CAO on 3/4 12 1993 to implement New Accounts Codes dispensing with Old Accounts Codes with effect from 01 04 1994 the following instructions are issued

- 1) Accounts are to be maintained on the basis of New Accounts Classification with effect from 01 04 1994 ie April 94 Accounts to be submitted in May '94 dispensing with old codes
- 2) In this connection all the Accounts Centres shall ensure that under Old Classification there are no differences between control ledger balances of the Corporation and consolidated Account Current of the Region on the one hand and between control ledger balances of the Region and individual centre wise accounts current balances as on 31 03 94 in respect of suspense account heads duly carrying out necessary corrections communicated by H O to R O and R O to individual Accounts Centres
- 3) Each Accounts Centre shall ensure that all the Debit balances and Credit balances pertaining to carried forward account heads under Old Classification as on 31 03 94 are transferred to the relevant NewCodes without any omission
- 4) Statement indicating Old Account Head Balances in case of carried forward account heads as on 31 03 94 and their relevant New Codes to which these Balances are transferred on 01 04 94 is to be prepared by all the Account Centres as per the Proforma in Annexure A which shall be preserved for verification by Audit and other officials
- 5) Copy of the Annexure A shall be sent to Sr Manager (F) office of the Region and in case of HO units to Sr Manager (F) F&A along with March Regular account current (Trial statement in Annexure A may be submitted from the current month onwards)
- 6) The opening balances on 01 04 94 under New codes thus received in ANNEXURE A in Regional office and Sr Manager (F)/F&A office shall be verified Then Data shall be entered and consolidated Account Current/ Trial balance with opening balances only shall be generated using the COMSOFT software
- 7) No MARCH '94 (Regular) account current will be accepted without ANNEXURE A from the units at Regional Office Similarly consolidated account current of the Regions will not be accepted without consolidated account current/ T B with New codes on opening balances

- 8) Care shall be taken while preparing the Annexure A by all umts to ensure that misclassification is avoided from Capital to Revenue and vice versa

(Note Capital & Suspense Accounts balances shall be transferred to their relevant New Account Heads in Groups 01 to 32 only)

- 9) Further Care shall be taken to check/review at Sr Manager(F) office of Regions/Sr Manager(F) F&A to ensure the following

that Capital/Suspense balances under Old Account Heads are not transferred to the Revenue Account Heads in New Classification and vice versa

that there is no abnormal booking in any Group/Account Head in New Classification

that no unprescnbed Account Head/Group is operated

that the transactions pertaining to BBU TRS Workshop and Printing Press are booked only under separate Groups I e 50 54 55 to 57 and 58 respectively It is also to be noted that Workshop Account Codes are forming part of Ledger under New Classification and

that Account Heads only to be operated by H O are not operated by other Centres

- 10) The simplified method of accountal of Salary Bill is explained under group 09 in the classification Book which may be noted

- 11) Consequent on adoption of New Accounts Classification Ledgers are to be maintained through Computers If for any reason Computerised Ledgers are not maintained manual Ledgers shall be maintained

- 12) After submitting opening balances in Annexure A Accounts Current/Trial Balances are to be submitted by all the Account Centres to- the Regional Office and consolidated Accounts Current by the Regions to Head Office in New Codes only by using consolidation programme of COMSOFT every month as usual

Revision of provisional opening balances on account of March 94 (Final) and supplementary accounts shall be carried out on uniform date communicated by Main Accounts/HO

II Further consequent on the suggestions made by the committee headed by Chief Manager (Audit) Revised Booklets on New Accounts Classification together with the updated Reference list are under Printing which shall be collected from Sr Manager (F)i F&A by Regional Office by sending a special messenger after 20 01 1994 on receipt of communication

- III (1) All the departments such as Stores, Personnel CED, MED etc are requested to indicate the New Account Heads only in all the documents such as Receipt Order Form-A Large Pay Orders Cash Remittance Notes Money receipts -etc
- (2) Bill-wise/category-wise allocation of Pay and Allowances may also be given along with the Pay Roll generated through Computers
- (3) Where transactions are voluminous it is suggested to enter on day to day basis especially in case of Dy Manager(F)/P&A)/HO and

Sr Manager(F) office at Regions so that Ledgers and Account Current can be generated without loss of time

IV All the concerned Staff Supervisors at Units, Regional Offices Head Office levels and all the Managers of Finance department shall bestow their personal attention constantly while operating checking and reviewing the implementation of the codes and offer their comments for further improvement of this Scheme of Codification

And points of this circular requiring clarification may be addressed to the Head Office immediately so that all doubts or ambiguities are eliminated well before 31 03 94

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