

APS RTC
No MA1/288(l)/94 AD

O/o the VC & MD Finance Wing
Mushirabad Hyderabad
Dated 19 May 94

ACCOUNTS CIRCULAR No 11 / 1994

To
All Zonal Managers
ED (O)/ ED(E)/ ED (A)
Secy to Corporation
All Regional Managers
Chief Engineers (Civil) / CCOS,
All EEs/Dy CAOs/AOs

Sub RE ORGANISATION Organising Finance Wing in the Zonal Manager s Offices
- Instructions issued - Reg

Ref Circular No PA/288(l)/93-BS ASC dated 19 04 94

In the Reorganisation set up the control of Workshops Tyre Retreading Shops and the Regional Stores of VZM VJA KRMR CDP and BR has been transferred from the Regional Managers to the Zonal Managers Consequently following instructions are given for being observed by the Zonal Offices/Regional Offices

- i) The work relating to the (a) Audit of Purchase Orders, Payment of Stores Bills/Advances Accounting of Materials including maintenance of Stock adjustment account (except HSD Oil) (b) Verification of Stores Wards Lot formation of scrap material/vehicles, Release of scrap materials /vehicles Witnessing of material sent for local repairs etc and (c) Audit and Payment of Pay & Allowances Advances and Incentive amounts to all the staff working in the Workshops Tyre Shops and Stores and all other phases of work relating to Workshops Tyre Shops and Stores being carried out at present in the Regional Finance Wings as well as audit of Civil Engineering is transferred to the Zonal Offices

Dy Chief Accounts Officers of VZM VJA KRMR CDP and BR are therefore advised to make arrangements for transferring the above phases of work to the Dy Chief Accounts Officers of the respective Zonal Offices with immediate effect

- ii) The same number of Staff and Supervisors engaged in these works in the existing Regional Office shall also be transferred to the Dy Chief Accounts Officers of the Zonal Office

Zonal Managers/Regional Managers are requested to take necessary action for organising Finance Wing of the Zonal Office by issuing required orders of transfer to the Staff and Supervisors

- iii) The Finance Wing of Zonal Offices shall start functioning from 01 06 94
The Dy Chief Accounts Officers posted to the Zonal Offices shall take immediate action for opening bank accounts in the name of "APSRTC Current Account _____ Zone"
- iv) Funds required by Dy Chief Accounts Officers of the Zones shall be drawn from the Regional Office situated in the Headquarters of the Zonal Office
The Regional Office situated in the Zonal Headquarters shall meet the funds requirement of Depots and Regional Office from the earnings received from the Depots and transfer surplus funds to the Zonal Office instead of Head Office

Deposits/sale proceeds of auctions shall be collected by the Zonal Office

Short fall of funds if any in the Zonal Office may be met by drawing funds from the Head Office by placing requisition well in advance Similarly, surplus funds available in the Zonal Office shall be transferred to the Head Office as is being done by the Regional Offices at present

The funds requirement of Executive Engineers Offices shall be met by the Dy Chief Accounts Officer of the Zonal Office

- v) Action shall be taken to transfer balances in all the Revenue and Capital (including suspense) accounts relating to Workshops, Tyre Retreading Shops and Regional Stores, as on 31 05 94 by Dy Chief Accounts Officer/Accounts Officers of the Regional Office and Dy Chief Accounts Officer of the Zonal Office by way of Debit/Credit Advices along with all records/registers (except paid vouchers)
- vi) The Regional Offices shall send floppies of the monthly Account Current to both Head Office and the Zonal Office Copies of the Profit and Loss Account shall also be sent to both Head Office and Zonal Office
- vii) Separate instructions are being issued regarding transfer of Staff to the newly formed Regional Offices

Sd/ (A Krishna Murthi)
FINANCIAL ADVISER AND
CHIEF ACCOUNTS OFFICER