

APS RTC

No MA1/288(2)/94-AD

O/o the VC & MD Finance Wing
Mushirabad Hyderabad
Dated 23 May 94

ACCOUNTS CIRCULAR No 12 / 1994

To

All Zonal Managers
ED (O)/ ED(E)/ ED (A)
All Regional Managers
Chief Engineers (Civil) / CCOS
All EEs/Dy CAOs/AOs

Sub RE ORGANISATION Instructions regarding functioning of Finance Department in the Regional Offices in Re-organised set up

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

In the Reorganisation set up 8 new Regions have been carved out of the 10 existing Regions making the total number of Regions as 18

Control of Workshops Tyre Retreading Shops Stores and Executive Engineers is transferred to the newly formed Zonal Offices

The Finance Wing of new Regional Offices have to be organised by drawing required men from the existing Regional Offices

The following instructions are issued in respect of functioning of Finance Wing in the Regional Offices in the Re organised set up

- i) The work relating to Workshops Tyre Retreading Shops Stores and Executive Engineers' Offices stands transferred to the Zonal Office Separate instructions are issued in this regard through Circular No 11/94 of MA1/288(2)/94/AD dated 19 05 94
- ii) The following works are retained in the Regional Offices

a) FUNDS

- i) Receipt of earnings DDs and other Misc Income from the Depots
- ii) Transfer of funds required by the Depots
- iii) Transfer of surplus funds to the Head Office

In the case of Regional Offices situated in the Zonal Headquarters the surplus funds shall be transferred to Zonal Office but not to Head Office

b) ACCOUNTS

- i) The Regional Offices shall continue to prepare the Account Current for RM s Office

- ii) It shall receive the monthly Account Current from the Depots and consolidate the Accounts Current and send the consolidated account current along with floppy to Head Office One floppy of the Account Current shall also be sent to the Zonal Office

It shall prepare a Profit & Loss Account for the Region as is being done now and send copies of such Profit & Loss Account to the Head Office as well as to the Zonal Office

It shall be the responsibility of the Finance Wing of the Regional Offices to review the Accounts including Subsidiary Registers for Suspense Heads of the accounts of the depots periodically

The balances relating to the depots under the newly formed regions in the consolidated Account Current shall have to be transferred to the new Regional Offices as and when instructions are issued from the Head Office

Such transfer shall be made by preparing a statement of balances for all the Account Heads and shall be signed by Sr Manager/Dy Manager (F) of both the Regions Copies of these statements shall be sent to the Head Office

These balances shall be dropped by the existing region and adopted by the new Regions in the same month as decided and communicated by the Head Office

c) INTERNAL AUDIT

The Regional Office shall continue to carry on all the audit functions as are now being carried on i e pre-audit of salary bills and personal claims month and incentive payments medical bills, educational assistance Bills for hire charges and reimbursement of MV Tax to the owners of hired vehicles etc and Post audit of way bills special hire bills and MTD 27s

Inspection of Depots by the Audit Inspectors/Stock Verifiers shall continue to be done as is being done now by the Regional Offices

Statutory Audit/Test Audit/Regional Audit Reports paras relating to Depots shall be monitored by the Regional Offices

- d) Bills relating to Police Warrants Postal Mail bags and Oils and materials supplied to other State Road Transport Undertakings shall be continued to be raised in the Regional Office

Finance Accounts and Auditing functions in the new Regional Offices shall be commenced from the date/month which will be decided and communicated by the Head Office

Till that date/month all the Depots shall remit the earnings draw required funds submit Accounts and Salary bills and other claims to the existing Regional Offices only

However the work to be transferred to the Zonal Offices shall be transferred to the Zonal Offices w e f 01 06 1994

Surplus funds of the Region situated in the Zonal Headquarters shall be transferred to the Zonal Office only and not to Head Office w e f 01 06 1994

The number of Staff and Supervisors to be transferred from the existing regions to the newly formed regions will be intimated by the Head Office

The Zonal Managers/Regional Managers shall have to take action for issuing necessary orders of transfer for the Staff and Supervisors

Sd/ (A Knshnamurthi)
FINANCIAL ADVISER AND
CHIEF ACCOUNTS OFFICER