

APS RTC

No MA1/4(3)/97-AD

O/o the VC & MD Accounts Wing
Mushirabad Hyderabad
Dated 11 Mar 97

ACCOUNTS CIRCULAR No 4 / 1997 AD

Sub I U T - Inter Unit Transactions - Prescribing new Account Heads effective from APR '97 accounts - Reg

Transactions taking place between Accounting Units in different Consolidation Centres known as Inter Unit Transactions get matched only at the Corporate Office

Transactions taking place between Account Units within the same Consolidation Centre known as Intra Unit Transactions get matched at the Consolidation Centre level

In order to avoid any possible confusion in practical usage we shall use the following terms hereafter

"OUTSIDE ADVICES" for transactions between Accounting Units in different Consolidation Centres

"INSIDE ADVICES" for transactions within the same Consolidation Centre

"INTER UNIT TRANSACTIONS" (IUT) for both "Outside Advices" and "Inside Advices"

Considering the small number of Advices between Accounting Units in different Consolidation Centres monitoring agencies for Outside Advices and Inside Advices facility provided in FACTIS to run Matching Programme at Consolidation Centres as well as Corporate Office etc it is decided to prescribe new Accounts Heads as follows

<u>Nomenclature</u>	<u>AH No</u>
Outside Debit Advices	3281
Outside Credit Advices	3282
Inside Debit Advices	3283
Inside Credit Advices	3284

The following operating instructions are issued

01 OPERATION OF ACCOUNTS

- 1 1 For issue and acceptance of Advices between Accounting Units in different Consolidation Centres (Outside Advices) AH Nos 3281 and 3282 shall be operated for Debit Advices and Credit Advices respectively
- 1 2 For issue and acceptance of Advices between Accounting Units within the same Consolidation Centre (Inside Advices) AH Nos 3283 and 3284 shall be operated for Debit Advices and Credit Advices respectively
- 1 3 The' above Account Heads shall come into operation with effect from the accounts of APR '97
- 1 4 If any of the Advices issued upto the accounts of MAR '97 are accepted by the Responding Units in 1997 98 accounts the Responding Units shall operate

the same AH Nos (3201 to 3272) which were operated by the Originating Unit at the time of issue but not new AH Nos 3281 to 3284 now prescribed

02 CARRYING OVER BALANCES IN ACCOUNTS

- 2 1 With regard to dropping of MAR '97 balances in existing AH Nos 3201 to 3272 instructions are being issued separately
- 2 2 Separate instructions will be issued in due course with regard to carrying over of balances in newly prescribed AH Nos 3281 to 3284

03 RESPONSIBILITY FOR IUT CLEARANCE

- 3 1 Primary responsibility for IUT clearance lies on the Originating Unit IUT clearance means either acceptance of Advice by the Responding Unit or cancellation of Advice by the Originating Unit
- 3 2 Notwithstanding the above all Responding Units shall accept the Advices immediately on receipt and take up the matter for any wrong issue etc with the Originating Units separately
- 3 3 All the Consolidation Centres shall monitor clearance of Inside Advices relating to Advices between Accounting Units within the same Consolidation Centre
- 3 4 The Corporate Office (Main Accounts Section) shall monitor clearance of Outside Advices relating to Advices between Accounting Units in different Consolidation Centres

04 SUBMISSION OF RETURNS

- 4 1 All the Accounting Units shall print two copies of (a) Statement of Originating Advices and (b) Statement of Responding Advices every month in FACTIS and submit first copies of the two statements to the Consolidation Centre along with monthly Accounts Current
- 4 2 All the Consolidation Centres shall print one copy of Statement of Matched Advices and two copies of statement of Unaccepted Advices One copy of statement of Unaccepted Advices and Upward data files shall be sent to the AO(MA&IT) HO along with Account Current every month

05 TRANSMISSION OF ADVICES

- 5 1 The Originating Units and Responding Units shall transmit the Advices and accepted copies directly and not through the Consolidation Centres
- 5 2 In case of any problem the Advices shall be transmitted with covering letters copies of which shall be invariably marked to the Dy CAO / AO of the

Consolidation Centre for Advices between Accounting Units within the Consolidation Centre In case of Advices between Accounting Units in different Consolidation Centres copies of covering letters shall be marked to Dy CAO/ AO of Originating Unit Dy CAO/AO of Responding Unit and the AO(MA&IT) HO

06 OTHER POINTS

- 6 1 Advices Bottom Strips need not be submitted to the Consolidation Centre and so they shall not be cut off from the Advices
- 6 2 Advices shall not be issued against Officers such as POs or AMEs who do not maintain accounts
- 6 3 Advice No is the Key Field in FACTIS Programme to match the Advices So if there is any data entry mistake in Advice No, both the originating and responding entries would continue to appear forever in Statements of Unaccepted Advices every month even if the Advice has been actually accepted and it is not possible to rectify the data entry mistake after processing Hence abundant precaution shall be taken to verify the correctness of data entry at the Check List stage
- 6 4 From APR 97 accounts onwards, while making data entry in FACTIS Programme details of Debit and Credit Advices shall have to be invariably entered whenever IUT Ahs are operated failing which the machine will not create monthly Upward Data Files of the Depot/Unit to be transmitted to the Consolidation Centre that is month end process of the Depot/Unit will not be completed So before taking up data entry the personnel of Depots/ Units shall keep ready the complete data pertaining IUT
- 6 5 The Dy CAOs / AOs of all Consolidation Centres are requested to collect the "centre dat" file containing latest Accounts Centre Codes list from the Head Office

Sd/ (KV SubbaRao)
CHIEF ACCOUNTS OFFICER