

APS RTC

No MA1/4(3)/98 AD

O/o the VC & MD Audit Wing

Mushirabad Hyderabad

Dated 23 Mar 98

ACCOUNTS CIRCULAR No 3 / 1998 AD

Sub ACCOUNTS - Issue of Credit Advices for remittance of PF CCS SRBS and SBT recoveries Reg

On a review we find that there is no uniformity in "Accounting Month" for issue of Credit Advices towards remittance of PF CCS SRBS and SBT For instance for remittance of PF CCS SRBS and SBT recovered in JAN 98 Salary Bills most of the Units issued Credit Advices in the accounts of JAN'98 itself but some Units especially in Nellore Zone, Cuddapah Zone and Rangareddy Region issued Credit Advices in the accounts of FEB 98 In order to have uniformity in "Accounting Month" it is decided to book "Issue" as well as "acceptance" of Advices for NDRs transfer in the accounts of the month to which they pertain

Further separate Credit Advices are now being issued for remittance of PF CCS, SRBS and SBT every month increasing the work-load at all Units It is decided to effect transfer of the NDRs by way of single Advice only with immediate effect

Hence all the Accounting Units are requested to note the following

ADOPTING UNIFORM ACCOUNTING MONTH

01 Issue Credit Advices for remittance of PF CCS SRBS (Subscription HBA and Marriage Advance) and SBT every month in the accounts of the same month only For instance Credit Advices for remittance of PF CCS SRBS and SBT recovered in FEB'98 Salary Bills shall be issued in the accounts of FEB'98 only

02 The Credit Advices shall be issued so as to reach the AO(P8sA)/HO on or before 5th every month so that the Advices could also be accepted by the Responding Unit in the accounts of same month

03 The above procedure shall be followed consistently throughout the year INCLUDING remittance of PF, CCS, SRBS and SBT recovered through MARCH Salary Bills also To this extent the instructions issued at Para 8 (111) of our Annual Accounts Circular No MA1/4(1)/97 98/AD dated 17 01 1998 are modified

04 The AO (MA)/HO shall propose appropriate JE in March accounts for disclosure of NDRs under respective heads of account for Annual Accounts purpose

05 The above procedure of issuing Credit Advices in the accounts of the same month to which salary bills pertain applies to all Accounting Units irrespective of the date of salary disbursement date

06 As a result of crediting AHs 1001 (GPF) 1005 (GPF Voluntary Contribution) 1015 (CCS) 1016 (SBT) 1030 (SRBS) 1038 (SRBS HBA) and 1043 (Marriage Advance SRBS) through Allocation Register and debiting the same while issuing Credit Advices in the accounts of one and the same month only these AHs should not carry any closing balances at the end of every accounting month Where however any closing balances are held at the end of any month for any reason TRANSACTION WISE COMPOSITION of the balances shall be recorded in a manuscript register with full details to facilitate clearance in the following month

ISSUING SINGLE ADVICE FOR ALL REMITTANCES

07 Remittances of PF CCS SRBS and SBT shall be made by way of single Credit Advice only instead of separate Credit Advices with immediate effect The Dy CAO(SP&A) shall closely monitor prompt receipt of Credit Advices from all the Accounting Units so as not cause any inconvenience to the Trusts and Schemes

08 The single Credit Advice shall be drawn in favour of the AO(P&A)/HO as usual and also sent directly to the AO(P&A)/HO only but not to the respective Secretaries as per practice hitherto in vogue

09 The recoveries amounts shall be written in the Credit Advice strictly in the following order and manner to facilitate correct data entry

		Rs
PROVIDENT FUND*	(AH 1001)	
VOLUNTARY P F	(AH 1005)	
C C S	(AH 1015)	
S B T F	(AH 1016)	
S R B S	(AH 1030)	
SRBS HBA	(AH 1038)	
SRBS-MARRIAGE ADVANCE	(AH 1043)	
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	Total	- - - - - -- - - - -

(*) including Employer s Contribution

10 No amounts other than the above shall be included in the Credit Advice Hence remittances of recoveries towards Labour Welfare Fund (AH 1037) SMBF

(AH 0333) etc shall be made by way of separate Advices according to the existing procedure and not clubbed in the above "NDRs Advice"

11 Recovery Statements tallied with respective items in the Credit Advice and indicating Credit Advice Number Date Amount and Date of despatch of Credit Advice to the AO(P&A)/HO be sent to the concerned Secretary directly

Since the above three changes relating to (a) adopting uniform "Accounting Month", (b) transfer of March NDRs in March accounts only instead of in April accounts deviating from practice followed in previous year and (c) remittance of PF CCS SRBS and SBT by way of a single Credit Advice only are brought out at a time when the Units are about propose year end adjustments for 1997-98 Annual Accounts purpose the Dy CAOs and AOs of all Consolidation Centres and Pay & Allowance Section of the Head Office are requested to closely monitor compliance of the above instructions

OTHER POINTS

Attention is also drawn for strict compliance to the following instructions issued in PA/IDT/5(l)/96-97/AD dated 11 09 1997

12 Not to grant any refund or adjust PF CCS SRBS and SBT in respect of (a) Deceased Employees (b) Employees whose left over service is less than an year and (c) Employees whose membership is being closed for any reason

13 To invariably connect (a) recoveries through SSBs (b) recoveries withheld or retrenched in Audit or at Unit level for any reason while transferring the NDRs to the Head Office

14 Furnishing "Remittance Statement" along with recovery statements to the respective Secretaries

Sd/ (KVSubbaRao)
CHIEF ACCOUNTS OFFICER