

## **ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**

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No MA/4(3)/2001 02 AD

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Dated 31<sup>st</sup> Jul 2001

### **ACCOUNTS CIRCULAR NO 2 / 2001**

Sub ACCOUNTS - Prescribing separate AH for advances / recoveries awaiting settlement and Combining few AHs - Reg

#### **SETTLEMENTS**

Advances to Staff such as Festival Advance Advance Pay on Transfer etc are classified under respective Account Heads in Group 24 When an employee ceases to be in service due to retirement removal etc all advances due from him continue to be lying in various accounts till settlement is completed While we endeavour to settle the accounts as soon as possible some times there will be inordinate delays for various reasons There is also scope for omission to effect recovery or obtain write off sanction for dues in one or more accounts since outstanding balances are held in several AHs in the books of account It is therefore felt desirable to house dues of all kinds from retired or removed or resigned employees which are awaiting recovery or adjustment at one place Hence one new AH 2435 is hereby prescribed with nomenclature Settlements awaited with following Notes

In cases where outstanding balances in any AH in Groups 23 and 24 could not be cleared either by recovery or write off sanction within two calendar months after retirement or resignation or removal etc transfer the balances to the newly prescribed AH 2435 by passing Journal Entry

- 1 Subsidiary Register with parry wise details should be maintained duly tallied with Accounts for balance in AH 2435 as in case of Festival Advance etc
- 2 JE No and Month by which balances in all AHs are transferred to AH 2435 has to be recorded in Subsidiary Register for AH 2435 to facilitate identification of composition at a later date

#### **TERMINAL BENEFITS**

AH No 0903 has been in operation for Unpaid Terminal Benefits While reviewing item wise break up in AH 0618 we often find that amounts withheld from employees at the time of drawing last month s salary etc or amounts payable to employees on settlement are accommodated in AH 0618 When a separate AH 0903 is already in operation it is desirable to hold all such amounts in AH 0903 only Hence all the Accounting Unit Officers are advised to transfer amounts payable to retired or removed or resigned employees for any purpose to the already existing AH 0903 However it has to be clearly noted that holding amounts in AH 0903 does not imply by itself that amounts are payable automatically They have to be released after due verification

## COMBINING ACCOUNT HEADS

On a review of the size of balances as on 31 03 01 and nature of transactions the following changes are brought in

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AH No Existing Nomenclature	AH No	Continuing/Modified Nomenclature
7361 Office Contingencies	7370	Other Misc expenses
7370 Other Misc expenses		
7353 Strike expenses- Loyalty Bonus	7354	Strike expenses
7354 Strike expenses Others		
7007 Telex Fax etc	7009	Telephones
7009 Telephones		
7011 Advertisements& Publicity	7011	Advertisements
7101 Advertisements Disposal		

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AHs shown in right side column of the above Table shall hereafter be operated for all transactions presently passing through various AHs shown against each in left side column of the Table These changes shall come into force with effect from Apr 2001 accounts Hence existing balances have to be transferred by passing Journal Entries

(Sd/ KV SubbaRao)

CHIEF ACCOUNTS OFFICER

To  
All the Dy CAOs / AOs / DMs / EEs  
APSRT Corporation

Copies to the FA ED (O) ED (A) EDs of all Zones all RMs and CA  
Copy to the Sr RAO AG RTC