

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

O/o the VC & MD Accounts Wing
Mushirabad Hyderabad

No MA1/4(3)/2001 02 AD

Date 18th Aug 2001

ACCOUNTS CIRCULAR No 3/2001 AD

Sub ACCOUNTS - Prescribing separate Account Heads for Scheduled Overtime and Double Duties - Reg

Ref (1) Accounts Cir No 4/1996 AD dt 17th May 96

(2) Notification No PD 08/2001 dt 1st Jun 2001

Vide the Accounts Circular cited at (1) instructions were issued to book all types of Overtime Wages including Scheduled Overtime Break down OT Jathra OT Double Duty Wages etc paid to Regular as well as Casual Staff to AH 56 (OT/DD Allowance) of respective Pay & Allowances Groups Vide the Notification cited at (2) orders were communicated delegating full powers to Depot Managers for sanctioning Overtime for all Scheduled Duties subject to obtaining prior approval of the Regional Manager for all such Schedules including quantum of Overtime for duties involving Overtime payment In order to facilitate review of Overtime expenditure in greater detail new AHs are created and nomenclature of existing AHs for Overtime is modified as follows

AH 4554 OT - Scheduled	(New AH for Drivers)
AH 4555 OT - Double Duties	(New AH for Drivers)
AH 4556 OT - Others	(Nomenclature is modified)
AH 4654 OT - Scheduled	(New AH for Conductors)
AH 4655 OT - Double Duties	(New AH for Conductors)
AH 4656 OT - Others	(Nomenclature is modified)

For the purpose of capturing data by the Pay Rolls Program Overtime expenditure has to be fed into Computer separately At present there are three separate fields (OT1 OT2 and OT3) in the Pay in 2 Form These fields will be renamed as OT SCH OT DD and OT OTH and utilised for feeding Overtime expenditure relating to Scheduled OT Double Duties and OT for Other Purposes (special operations for Jathras etc) respectively Adequate care shall be taken to correctly segregate OT drawals into separate categories and feed in appropriate fields to facilitate review These changes shall come into force with effect from Overtime and Double Duty drawals from Sept 01 Salary Bills onwards

Appropriate changes are being incorporated in Pay Rolls Software for summarising OT drawals into three separate categories Hence the Dy CAOs and AOs of all Zonal

Offices and Regional Offices are required to collect the Software Program in the first week of Sep 01 from the Statistical Officer (Data Processing) at JBS Picket without fail With regard to Overtime expenditure for other categories data entry shall be made in OT OTH field as the expenditure has to continue to be classified under AH 56s only of respective groups

(Sd KVSubbaRao)
CHIEF ACCOUNTS OFFICER

To
All the Dy CAOs / AOs / DMs
APSRT Corporation

Copies to the FA ED (O) ED (A) ED (MIS) EDs of all Zones all RMs and CA
Copies to all the DVMs Dy CAO (Computers) and STO (DP) Picket
Copy to the Sr RAO AG RTC