

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

O/o the VC & MD Accounts Wing
Mushirabad Hyderabad

No MA1/4(3)/2001 02 AD

Date 7th Nov 2001

ACCOUNTS CIRCULAR NO 5 /2001

Sub ACCOUNTS - Accounts Classification - Revision of - Reg

On a review of existing Accounts Classification the following revisions and clarifications are notified

TESTING CHARGES

The procedure for Sample Testing is detailed at Page 91 of the 1999 Edition of the Stores & Purchase Manual Following instructions regulating recovery aspect are communicated through Cir No ST/Manual/98 CoS(HZ) dt 10th May 99

- (1) Whenever firms are asked to submit samples along with the Tender and tested the firm shall bear the test charges
- (2) Whenever Random samples are tested out of supplies made by the firm the test charges are borne by the Corporation when the sample meets the specification The firm has to bear the test charges when the sample fails to meet the specification

At present AH 2316 is being operated for Testing Charges This AH accommodates amounts initially drawn in favour of Testing Houses or Labs which are pending for Test Reports as well as amounts outstanding for recovery from Suppliers In order to draw a clear distinction between amounts outstanding against (a) Testing Houses and Labs for want of Test Reports and (b) Suppliers for recovery a new AH2416 with nomenclature ADV Testing Houses/Labs is hereby prescribed with following Working Instructions

- (i) In cases where Test Charges are drawn in advance and paid to the Testing Houses or Labs debit the advance paid to new AH 2416 (ADV Testing Houses/Labs)
- (ii) Likewise debit deposits made with the Central Institute of Road Transport (CIRT) in pursuance of CCoS Lr No POCI/ ASRTU/7/ Testing/ 99 2000 dt 5th Aug 00 also to AH 2416
- (iii) In cases where testing charges have to be borne by the Supplier transfer the amount from AH 2416 to AH 0614 (for adjustment against EMD) or AH 2316 (for clearance after recovery)
- (iv) In cases where testing charges have to be borne by the Corporation transfer the amount to AH 7339

At present AH 2316 is being operated for Testing Charges in suspense Transfer the existing balances outstanding in the Register against Testing Houses or Labs to the new AH 2416 Balances outstanding for recovery against Suppliers only shall be retained in the existing AH 2316

Further the subject of huge outstanding towards Test Charges has come up for discussion in the recent EDs/RMs/HoDs Meeting held on 7th and 8th Oct 01 Hence all the Dy CAOs CoSs Dy CMEs and WMs are requested to initiate a special drive for clearance of existing balances and apprise us periodically of the progress

MATERIAL IN TRANSIT

- (1) In cases of transfer of materials from one Zonal Stores to the other value of material is transferred by Debit Advices Sometimes Debit Advices may not reach the Dy CAO of the Zone whose Stores receives materials before closing the monthly accounts whereas materials may have been issued to the Consuming Units through Form A Large resulting in striking minus balances in the Inventory AHs In such cases no adjustments need be made in accounts during the course of the year These have to be settled quickly by getting Debit Advices in the immediately following month

Such situations do not normally arise at the year end because sufficient time is provided for closing Mar accounts Also special care is exercised in IUT clearance in Mar Notwithstanding all possible precautions should such an instance of transfer of stores material from one Zonal Stores to the other without Debit Advice arise at the year end Dy CAO of the Zone whose Zonal Stores has received stores material on transfer shall bring the transaction to book by debiting relevant Inventory AHs in Group 21 and crediting AH 2802 This JE shall be reversed in the following Apr accounts Needless to say one should endeavour to avoid such situations

- (2) In case of short receipt of materials while in transit from one Zonal Stores to the other such instances have to be viewed with suspicion hence debit the value of stores materials short received to AH 2813 (Thefts & Embezzlements) and credit AH 3282 Expeditious action should be taken to settle all such cases and clear the balance in AH 2813

BANK CHARGES

AH 2415 (ADV Freight Demurrage etc) shall also be operated to book recoverable portion of Bank Charges in addition to Freight and Demurrages from the Suppliers

Sd/ (K V Subba Rao)
CHIEF ACCOUNT OFFICER

To
All the Dy CAOs and AOs
A P S R T Corporation

Copies to the FA ED (P & SP) ED (E) EDs of all Zones

Copies to the CA CCoS and CME (O)

Copies to all the WMs Dy CMEs CoSs SOs and Pur Officers