

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

O/o the VC & MD Accounts Wing
Mushirabad Hyderabad
Date 13th Nov 2001

No MA1/4(3)/2001 02 AD

ACCOUNTS CIRCULAR NO 7 / 2001

Sub ACCOUNTS - Salary drawal for Oct 2001 - Accountal in Oct 2001 - Reg

Ref (1) Accounts Cir No 6 of 2001 dt 9th Nov 01
(2) ED (A) s Cir No S2/701 (3)/2001 PO II dt 9th Nov 01

In the reference first cited certain instructions were issued to regulate accountal of Receipts and Payments etc during Strike period In the reference second cited instructions were issued to all Drawing officers for compilation of Oct 2001 Salary Bills on Computer Hence following further instructions are issued

- 01 Allocate and account Oct 2001 Salaries expenditure in Oct 2001 Accounts itself duly passing usual JEs
- 02 Issue Credit Advice for PF CCS SRBS SBT etc recoveries to the AO (P & A) HO as per usual procedure in Oct 01 accounts only
- 03 Remit other Oct 01 NDRs for other purposes in Nov 01 Accounts as usual
- 04 Pass JEs for Employer s Contribution to PF at all Accounting Units and JEs for monthly Provisions for Exgratia Encashment and Gratuity etc at all Consolidation Centres basing on Salaries Allocation Register as usual
- 05 Pass monthly routine JEs for (a) Stall Rents on accrual basis (b) Out Depot Remittances (c) Advance Booking Earnings as per usual procedure
- 06 Ascertain amount of Hire Charges for second fortnight of Oct 01 before passing JE in Oct 01 Accounts on accrual basis since operations in Oct 01 second fortnight were not normal Similar care has to be taken for Nov 01 first fortnight Hire Charges also
- 07 Do NOT pass JEs for DA provisions in Oct 01 and Nov 01 accounts of Zonal Offices and Regional Offices
- 08 We shall make appropriate adjustments for Oct 01 and Nov 01 P & L Accounts for Employers Contribution to Provident Fund and Provisions for Exgratia Gratuity Encashment for Strike period and Dearness Allowance in the Head Office Main Accounts Section

Sd/ (K V Subba Rao)
CHIEF ACCOUNTS OFFICER

All the Dy CAOs and Ees

To

All the Depot Managers and AOs
The ATMs of MGBS and DBS
A P S R T Corporation

Copies to the EDs of all Zones FA ED (A) all the RMs and CA