

# ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

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No MA1/4(1)/2001 02/AD

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HYDERABAD 500 020  
Dated 02 02 02

## **ACCOUNTS CIRCULAR NO 2/2002**

Sub ACCOUNTS - Compilation of Annual Accounts for 2001 02 – Reg

Please refer the Annual Accounts Circular Lr No MA1/4(1)/2000 01 dt 27<sup>th</sup> Dec 01 printed at Pages 22 to 30 of the Book containing Finance Accounts & Audit Circulars and Working Instructions (1991 2000) published in Apr 2001 All the instructions issued in this Circular have to be followed duly revising the dates appropriately to suit requirements for current FY 2001 02 and also subject to the following modifications and supplementary instructions

### 01 INTER UNIT TRANSACTIONS

Refer Para 06 of the reference If any of the Debit or Credit Advices raised in Mar accounts for specified purposes against Units WITHIN the Consolidation Centre could not be dispatched on or before 20<sup>th</sup> Apr hand over them to the AO of the Consolidation Centre who will take appropriate care to get them incorporated in the Accounts of the Responding Unit before closing Accounts for the Consolidation Centre In case of Advices raised against Units OUTSIDE the Consolidation Centre send the Advices to the AO (MA) HO for appropriate action

### 02 AGE WISE BREAK UP

Refer Para 01 under caption Accompaniments of the reference Periods corresponding to More than 3 years etc are furnished below

More than three years	Up to 1998 99
Between 3 years to 1 year	During 1999 00 to 2000 01
Below one year	In 2001 02

### 03 ACCOMPANIMENTS

Submit the following Accompaniments also

- (i) Details of amounts booked to AH 0320 during the current FY
- (ii) Third Party Claims Claims registered and pending settlement as at the end of the year

Particulars	Provision Made		Contingent Liability		Total	
	No	Amt	No	Amt	No	Amt
(a) Death Cases (Passengers)						
(b) Death Cases (Road Users)						
(c) Permanent Disability Cases						

For this purpose information has to be furnished by the Depot to which Buses belong Consult File Register to avoid omissions Files may be lying at different stages (Standing Counsel Legal Cell RM s Office Other Depots etc) Nevertheless information has to be ascertained and furnished Consolidation Centres should furnish consolidated information for all their constituent Units

### 04 LATEST CIRCULARS

Please review compliance of instructions issued in the Accounts Circular Nos 3 8 9 10 and 11 of 2001 and 1 of 2002 before closing Mar Accounts

### 05 CLASSIFICATION

Carefully study the Notes given for AHs in several Groups in the new Classification Book (being provided soon)

### 06 OTHERS

Separate instructions would be issued for accountal of Exgratia Encashment and RPS 01 in due course With regard to Cat Cards appropriate adjustments would be carried out in HO Main Accounts towards Income relating to the period after Mar

### 07 COMMON ERRORS

Pay special attention to avoid following types of Common Errors

- (i) Omission to make provisions for Outstanding Expenses towards Telephones Electricity Water Charges Property Tax Incentive Personal Claims Back Wages and Settlements etc
- (ii) Transmission to other Units or Return to Originating Units of Debit or Credit Advices at the fag end of the year without allowing sufficient time to settle the issue
- (iii) Omission to make provision for Accident cases for which Awards or Judge ments are pronounced on or before 31<sup>st</sup> March
- (iv) Operating Final Expenditure AH in case of Accident cases though decisions are not accepted or Appeals are either or being preferred

- (v) Holding huge balances in Suspense Accounts for want of Vouchers Sanctions etc
- (vi) Non accountal of Interest on HBA and Vehicle Advance
- (vii) Non capitalization of Works completed and put to use
- (viii) Incorrect accountal of Materials in Transit at Zonal Offices
- (ix) Heavy Inventory on Workshop floor at year end
- (x) Not operating Stores Obsolescence Fund
- (xi) Booking Income towards sale of Bus Passes and Special Hire relating to period after Mar as Income in Current FY

Sd/ (K V Subba Rao)  
CHIEF ACCOUNTS OFFICER

To  
All the Dy Chief Accounts Officers  
All the Accounts Officers  
A P S R T Corporation

Copies to all the EDs RMs and HoDs  
Copies to all the EEs CoSs WMs CSTO and LAO  
Copies to all the Depot Managers ATMs of MGBS & DBS  
Copy to the Sr Audit Officer AG RTC Branch