ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

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ACCOUNTS CIRCULAR NO 5 / 2002

Sub   FACTIS Generating Registers for Staff Advances - Reg

There is a facility in FACTIS Program to generate Subsidiary Registers for various Account Heads Most of the Units have been utilising the facility and generating Subsidiary Registers in Computers This has helped in reducing clerical work to a considerable extent Such of those Units which have not yet computerised Subsidiary Registers are advised to make use of the facility

According to the nature of transactions passing through AHs in Group 24 all AHs (except AH 2450) do carry Debit balances At present FACTIS Program interfaces with Pay Rolls Program for the limited purpose of capturing recoveries made through Salary Bills In order to highlight Exceptions in Subsidiary Registers for review we have widened the scope of interfacing with Pay Rolls Program and brought out certain modifications for improvement as detailed below

1   DESIGNATION AND PLACE OF WORKING

1 1 Whenever an employee is transferred into a Unit Staff No Name Category Number and Designation etc are entered through mfmenu in FACTIS Program Accounting Units own name is entered in the Remarks column to indicate the present place of working Data initially entered continues to remain static even after change of Category Number Designation and Present Place of Working Hereafter FACTIS Program captures Category Number Designation and also Present Place of Working from Pay Rolls Data Thus the information gets updated automatically

1 2   For the above purpose Pay Rolls Data of not only the Accounting Unit for which Subsidiary Register is printed but Pay Rolls Data of all Units WITHIN the Consolidation Centre is scanned For instance while processing Subsidiary Register for AH 2431 (Festival Advance) of Contonment Depot if an employee is working in same Contonment Depot place name CONTONMENT is printed in Remarks column If the employee is working in Miyapur Depot place name MIYAPUR is printed This enables the Accounts Wing of Contonment Depot to know the actual present place of working One limitation however is that Computer scans Pay Rolls Data of Units within the Consolidation Centre only Nevertheless this facility will help us to transfer balances to the present places of working in most of the cases because staff transfers are generally to Units within the Region only

1 3   It has to be noted that Computer does not scan Pay Rolls Data of Head Office and Ranga Reddy Region in the above example although Salary Bills of all employees of Head Office and Ranga Reddy Region also are processed at the same JBS Picket

1 4   If the Computer does not find the employee s name in any of the Units WITHIN the Consolidation Centre Computer prints three asterisk marks and NOT WORKING IN CC in the Remarks column In such cases if present place of working could not be identified with reference to LPCs issued RECENTLY list out Names and Staff Numbers etc and contact the Statistical Officer JBS Picket who gets Pay Rolls Data of all Units throughout the Corporation every month Present Place of Working can be obtained if the employee is working at any of the Units throughout the Corporation If this attempt also fails contact the Provident Fund Section to know the name of Unit from which PF recoveries were received last and when for further action depending on merits of individual cases

2   IRREGULAR CREDIT BALANCES

2 1 In cases of employees against whom irregular Closing Balances are struck even as per existing Program word CR is printed In addition to this modified Program prints one asterisk mark after the word CR so as to highlight the balance for attention

2 2 The Accounts Wing of the Unit has to set right the irregularity by calling for debit from Unit from which employee has come on transfer or correcting account classification or otherwise etc In this connection it has to be recollected that all employee related Debit and Credit balances (except for Security Deposits collected after 14 02 96) should be held in the books of account of Unit at which the employee is presently working

3 NON RECOVERY

    3 1 Amount recovered or transferred to another Unit by way of Credit Advice during the month appears on credit side In cases where no amount is shown under credit column during the month it implies that recovery has not been affected Modified Program highlights such instances by printing two asterisk marks after Closing Balance column

    3 2 The Accounts Wing of the Unit has to get into full details and take appropriate action

4 NAME VARIATIONS

4 1   Name of the employee as entered for Subsidiary Register purpose appears after Staff No column in the Subsidiary Register In actual practice there is scope to enter Staff Nos incorrectly at some stage or other and such mistakes may escape attention for quite a along time As a check against such mistakes modified Program compares the Name as entered in the Subsidiary Register and Name as appearing in the Pay Rolls Data

4 2   If there are variations Computer prints @ symbol after Closing Balance column In such cases Accounts Wing has to carefully study to find out what kind of mistake has taken place and rectify

4 3 In case of few Units there is an undesirable practice of writing abbreviated names of employees in Subsidiary Registers For instance one employee s name may be appearing in the Pay Rolls Data as N O Satyanarayana and the same employee s name may be appearing in the Subsidiary Register as N O S Narayana Computer does not appreciate that both names relate to one and the same employee only So in such cases also Computer prints @ symbol Hence Accounts Wing should ensure that name as shown in Pay Rolls Data is adopted for Subsidiary Register purpose also Once adjustment is made through mfmenu of FACTIS Program next month onwards Computer will not print @ symbol

The Dy CAOs and AOs of all the Consolidation Centres are requested to collect the modified Program from Dy CAO (Computers) immediately and implement Also test the Reports generated carefully for atleast three months to ensure that the modified Program is operating correctly as intended and report

Sd/ (K V Subba Rao)
CHIEF ACCOUNTS OFFICER

To
All the Dy CAOs EEs AOs DMs
All the Accounts Officers
The ATMs of MGBS & DBS
A P S R T Corporation

Copies to the FA ED (MIS) CA CE (C & IE) and Statistical Officer (DP) JBS for information please

P S for the Dy CAOs and AOs of all Zones and Regions to note the following
We enclose photo copy of one page of Subsidiary Register of Contonment Depot for AH 2431 (Festival Advance) to illustrate how the Exceptions are highlighted for attention In this enclosure it may be observed that Computer printed CONTONMENT in Remarks column against most of the employees This means that all such employees are on Pay Rolls Data of Contonment Depot

Against Staff No 200304 Computer printed two asterisk marks after Closing Balance column and MIYAPUR in Remarks column In this case no amount is recovered from the employee during the month Hence Computer printed two asterisk marks The employee is working in Miyapur Depot This requires that Contonment should transfer the balance to Miyapur Depot by Debit Advice

Against Staff No 200667 Computer printed two asterisk marks after Closing Balance column and three asterisk marks and NOT WORKING IN CC in Remarks column In this case no amount is recovered from the employee during the month Hence Computer printed two asterisk marks The employee is not working in any of the Accounting Units in the HCR This requires that Contonment should find out whereabouts of the employee with reference to LPCs issued RECENTLY or by contacting JBS Picket or PF Trust etc for transferring the balance