

**ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**

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HYDERABAD 500 020

No SA(HO) 10/HSD Oil/2003/AW

Dated 11<sup>th</sup> Jul 03

**ACCOUNTS CIRCULAR NO 10 / 2003**

Sub HSD OIL - Supply of HSD Oil to other STUs and PSUs - Raising and realisation of Bills promptly - Regarding

HSD Oil is being supplied to vehicles of other STUs as per mutual understanding. The bills for supply of HSD Oil to vehicles of other STUs are raised by Accounts Wings of Regional Offices monthly on the basis of STU (Billing) Division wise Statements received from the Depots with certification of the Mechanical Supervisor and Depot Manager along with MTS 2 Issue vouchers. In this connection all the Regional Managers are requested to require their Dy CAOs and AOs to take note of and ensure the following:

- 01 MTS 2 Vouchers are enclosed to the STU Division wise Statements in support of all HSD Oil Issues
- 02 The sum of quantity of HSD Oil issued to all STUs during the month as per STU Division wise Statements is (a) in agreement with MTD 29 Returns and MTD 36 and (b) billed for
- 03 Price of the Oil charged is net price (all inclusive) of respective issuing Depots as applicable for the date of Issue. At present Vijayawada Depot which gets HSD Oil through our own Tankers is issuing HSD Oil to vehicles of other STUs and PSUs. So Rs 0.08 per Ltr should be added towards Freight at the time of raising Bills for supply of HSD Oil by Vijayawada Depot to vehicles of other STUs and PSUs
- 04 Service Charges are included in the Bill wherever applicable as per the Terms and Conditions governing supply of HSD Oil
- 05 Compare the bill amount for Current Month with that of Previous Month and in case of any abnormal variations in quantities of HSD Oil supplied make searching enquiries to find out if there are any omissions in recording Issues to vehicles of other STUs
- 06 The Bills are (a) accompanied by the MTS 2 Vouchers and (b) despatched to the concerned Unit of other STU (c) by RPAD or Speed Post
- 07 In the Letter covering transmission of the Bill indicate clearly (a) in whose favour Demand Draft or Cheque should be obtained and (b) Full Postal Address to which DD or Cheque should be despatched and for correspondence
- 08 Closely monitor prompt realisation of the Bills keeping interest burden in view. In case of abnormal delays (beyond one month) report the matter to the RM Dy CAO (S P&A) and Dy CAO (CE). In cases where the other STU makes any disallowance check up reasons for disallowance immediately and pursue for realisation or withdraw from Accounts depending on merits of the individual cases duly noting that age of any outstanding is as important as its size

09 In case of HSD Oil issued Maintenance carried out and cost of Stores supplied to the vehicles of APTDC from 1<sup>st</sup> Jul 03 onwards Bill raising function is centralised in Regional Offices as per Cir No 25/2003 MED Dt 10<sup>th</sup> Jul 03 In case of APTDC bills are required to be raised once in every fortnight So in case of HSD Oil topped to vehicles of APTDC the certified Statement of HSD Oil Issues along with MTS 2 vouchers should be forwarded to the Accounts Wing of Regional Office once in every fortnight only

10 Submit a Periodical of Bills Raised on other STUs and PSUs in the enclosed Proforma with effect from supplies of Jul 03 onwards so as to reach the Dy CAO (SP&A) by 15<sup>th</sup> of the following month In cases where there is difference in Quantity of HSD Oil issued to vehicles of other STUs between MTD 36 and the Periodical of Bills Raised furnish detailed reasons

Please require your Dy CAO/AO to acknowledge receipt of this Circular to the Dy CAO (S P &A)

Sd/ (K V Subba Rao)  
CHIEF ACCOUNTS OFFICER

Encl One

To  
All the Regional Managers  
A P S R T Corporation

Copies to the FA ED (Engg) EDs of Zonal Offices CA  
Copies to the Dy CAOs and AOs of all Zonal Offices and Corporate Office

*Note* Encl See Page 51