



## A.P STATE ROAD TRANSPORT CORPORATION

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1-7-1066, Azamabad, Msrd  
HYDERABAD - 20

No: MA1/4(1)/2004-AD

Dated: 19th Jan 04

### ACCOUNTS CIRCULAR NO: 2 / 2004

Sub: ACCOUNTS - Monthly Provisions towards Exgratia, Encashment and Gratuity - Revision of - Reg.

Ref: Accounts Cir. No 4/2003 of 25th Jan 03

Hitherto monthly provisions towards Ex-gratia, Encashment and Gratuity are calculated and made at all the Consolidation Centres at the existing percentages of Pay + DA as detailed below:

Ex-gratia	@	1.00 %
Encashment	@	6.70%
Gratuity	@	4.80 %

On a review of the existing balances in Provisions (Liability) accounts, it is decided to revise the rates of percentages for working out monthly Provisions towards Ex-gratia, Encashment and Gratuity with effect from the on hand Jan 04 accounts as follows.

Ex-gratia	@	0.25 %
Encashment	@	5.50 %
Gratuity	@	4.80 %

Hence, the Dy CAOs / AOs of all Consolidation Centres, AO (P & A)/HO and AO (bbw & PP) are advised to work out the monthly Provisions towards Ex-gratia, Encashment and Gratuity at the rates revised as above on Pay + DA of all Groups including Production Units from Jan 04 onwards

The Dy CAOs and AOs are advised to collect the modified FACTIS Program from the Dy CAO (Comp)/HO.

CHIEF ACCOUNTS OFFICER

To  
The Dy CAOs and AOs of  
All the Zonal Offices  
All the Regional Offices  
AO (P & A).HO and AO (bbw & PP)  
A P S R T Corporation

Copies to the FA and CA  
Copies to all other Dy CAOs and AOs  
Copy to the Dy CAO (Computers) f n a