

APS RTC

O/o the VC & MD Finance Wing
Mushirabad Hyderabad
Dated 26 Feb 97

No MA1/4(l)/96 97/AD

To
All the Dy CAOs / EEs / AOs / DMs
The ATMs DBS & IBS
A P S R T Corporation

Sub ANNUAL ACCOUNTS Annual Accounts for the year 1996 97 Reg

After examining the points raised by Officers and Supervisors in the Annual Accounts Meetings held in Transport Academy VSP NLR CDP and KRNL recently the following instructions are issued to adopt uniformly throughout the Corporation

01 BUS PASSES AND SEASON TICKETS The validity of monthly Bus Passes and Season Tickets issued in MAR '97 extends to certain period in APR '97 The proportionate amount relating to APR 97 shall be debited to respective Income AHs and credited to AH 0617 "Deposit Income received in Advance" in MAR '97 Accounts The REVERSAL ENTRY SHALL BE PASSED IN MAR 98 ACCOUNTS ONLY BUT NOT IN APR 97 ACCOUNTS else the reversal entry would effect the working results for APR '97

In MAR 98 accounts two JEs have to be passed for (a) Reversal of MAR '97 JE and (b) Proportionate amount relating to APR '98

02 EDUCATIONAL ASSISTANCE We have not been making provision for outstanding liability in the accounts consistently We shall continue the existing practice Hence no provision is required to be made for Educational Assistance

03 LOCAL PURCHASES In respect of Local Purchases (including payments through Imprest) incurred at Depot level for service buses, the expenditure has to be debited to AH 4166 but not relevant Materials Consumption AHs from 4111 to 4165 Similar procedure shall be followed for Local Purchases (including payments through Imprest) relating to Departmental Vehicles (AH 4266) Workshops (AH 5666) and Stationery (AH 7004)

04 CASH RETRENCHMENTS The amount of Cash Retrenchments (excess drawals or short recoveries) made from Salary Bills shall be debited to AH 2814 by way of Journal Entry and subsequently cleared when the Cash Retrenchment amount is remitted into Bank through Cash Book

05 WITHHELD AMOUNTS The amount withheld for release Until Further Orders (UFO) shall be credited to AH 0618 After fulfilling the requirement the withheld amounts shall be released from AH 0618

06 ALLOCATION OF CERTAIN OTHER ITEMS Amounts relating to the following transactions shall be booked to AHs shown against each

Back Wage	AH 64s
Safety Driving Awards	AH 4525
Computer Allowance	AH 57s
Bus Pass Application	AH 9219

The existing balances relating to above transactions shall be transferred to the aboveAHs by way of Journal Entries

07 GRATUITY Para 13 of Chapter 16 on Gratuity in Accounts & Audit Manual (Vol II) reads as follows

"Maximum Gratuity admissible is twenty (20) months Basic Pay plus D A drawn as on date of superannuation "

As per CPM's Circular No PD-122/1982 83 dated 08 03 1983 " reckonable service should not exceed 40 (forty) years"

The printing error in the Accounts & Audit Manual will be rectified while revising/ printing the Manual next time The instructions issued in CPM s Circular No PD 122/1982-83 dated 08 03 1983 shall be followed

Sd/ (KVSubbaRao)
CHIEF ACCOUNTS OFFICER