

APS RTC

No PA5/781(l)/98-AD

O/o the VC & MD Accounts
Wing

Mushirabad Hyderabad

Dated 03 Aug 98

To

The Dy CAOs / AOs of

All the Zonal and Regional Offices

The AO (P&AJ/HO and AO (BBW & PP)

All the EEs, DMs and ATMs of IBS and DBS

A P S R T Corporation

Sub SALARY BILLS - Regulating accountal of Wage recoveries for Strike period -
Reg

Ref 1) PD Circular No 60/98 dated 15 07 98

2) PD Circular No 63/98 dated 22 07 98

Vide Circular 2nd cited, it was ordered that the salary for the month of Jul 98 shall not be paid to the striking employees. However, if any employee is willing to report for duty he/she may be permitted to do so and after performing the duty salary for the month of Jul 98 may be paid duly deducting the wages for the days they struck work.

In this regard the following instructions are issued for uniformity in accountal

- 01 All the Accounting Units have to incorporate one JE (Dr AH 2814 and Cr AH 4537) in Jul 98 accounts for the total amount of Cash Retrenchment for absence during strike period
- 02 The total amount withheld from payment has to be taken into 51-B Cash Book to the credit of AH 2814 in Aug 98
- 03 At the time of feeding musters data for the purpose of Aug 98 salary drawal, "Absent" would be marked in Musters for the days the employees absented from duty. So the Computer would not draw salary for the period of absence. In order to avoid double recovery Jul 98 Cash Retrenchment amount for absence in strike period should be included for drawal in Pay-in-3 Form (Code No 49) and debited to AH 4537
- 04 EXCLUSIVE INSTRUCTIONS TO UNITS WHICH DISBURSED JUL 98 SALARIES ON OR BEFORE 31 07 98. In case of Units (Eg Depots of HCR) which disbursed Jul 98 salaries on or before 31 07 98 only, no Journal Entries need be passed. However Cash Retrenchment amount has to be taken into MTD 51-B Cash Book to the credit of AH 4537. At the time of feeding Aug 98 Musters data, the Cash Retrenchment amount has to be included for drawal in Pay-in-3 Form (Code No 49) and debited to AH 4537

- 05 After closing Aug 98 accounts there should not be any balances relating to the above transactions in AH 2814 and AH 4537
- 06 Appropriate adjustments would be made for impact on Ex-gratia and Gratuity at Head Office level
- 07 This accountal procedure is for the above transaction only
- 08 The Consolidation Centres are requested to closely monitor and accountal as above

Sd/ (KVSubbaRao)
CHIEF ACCOUNTS OFFICER