

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

Office of the VC & MD

Finance Wing Msrd Hyd 20

Dated 17 MAR 2003

No C & B/A5/114(1)/2002 03/FD

To

The Dy Chief Accounts Officer

The Accounts Officer

A P S R T C

Sub ANNUAL ACCOUNTS Annual Accounts for the year 2002 2003 KMs Operated by each vehicle during the year 2002 2003 for calculation of Depreciation - Regarding

The closure of Annual Accounts for the year 2002 2003 is fast approaching You are aware that finalisation of Accounts at Head Office depends mainly on furnishing the journal entry relating to Depreciation on vehicles by Accounts Officer(C&B) Section

Hitherto Depot wise vehicle wise KMs data is being entered by Regional Accounts Wing through the programme furnished by Accounts Officer(C&B) duly obtaining statements containing the details of vehicle wise kilometers from the respective depots

To dispense with the data entry of KMs to obtain accurate data and to speed up finalisation of accounts software is developed to obtain the data of Depot wise/vehicle wise KMs operated during the Financial Year from Depot VEMAS The programme is developed by Head Office Core Group headed by Dy CME(Sr Manager IT) and has been handed over to Regional systems Supervisors for implementing the same at the Depot level for the Financial Year 2002 2003

Therefore the following instructions should be followed scrupulously for successful execution of the new system to provide the KMs data for 2002 2003 for Depreciation purposes

- 1) To co ordinate with the Regional System Supervisors for running the revised programme at Depots at the time of monthly re organisation strictly on 31 MAR 2003 and create Depot Code KMs file A copy of the FAX message sent to RMs by Dy CME(Comp) in this regard is herewith enclosed
- 2) The above file created by running the revised programme in Depot VEMAS for obtaining the vehicle wise KMs operated during the year 2002 2003 should be immediately copied into a floppy at the depot level duly retaining a back up copy at the depot for at least one year to ensure that the data is available in case of any problem at the consolidation level at Head Office

- 3) A copy of the letter to be issued from your end to Depots to obtain the floppy containing the KMs data (Depot Code KMs file) is enclosed This may be issued on or before 25th MARCH 2003 to ensure that the Depots run the revised monthly re organisation software on 31st MARCH 2003
- 4) The floppy containing the KMs data should be (Depot Code KMs File) received by the Regional Accounts Wing by Accounts Officer in the region on or before 7 APR 2003 The Regional Accounts Officers may also retain a copy of the file so received for any further reference
- 5) The floppies containing the KMs data received from all the Depots of the Region shall be sent to Accounts Officer(C&B) on or before 10 APR 2003 without fail

The time schedule specified above should be strictly followed to avoid delay in finalisation of Annual Accounts for the financial year 2002 03

Encl As above

Sd/ (G Somasekhara Rao)
FINANCIAL ADVISER