

## **ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION**

Tel/Fax+91 (40) 27615327  
E mail caoapsrtc@yahoo com  
No MA1/4(l)/2002 03 AD

1 7 1066 Azamabad Msrd  
HYDERABAD 500 020

Dated 8<sup>th</sup> Apr 03

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

Sub ANNUAL ACCOUNTS - Regulating Mar 03 Provisions (Liability) towards  
Ex gratia and Encashment for FY 2001 02 and FY 2002 03 - Reg

Ref (1) Circular No PD 44/ 2002 dated 28<sup>th</sup> Jun 02  
(2) Circular No PD 23/ 2003 dated 5<sup>th</sup> Apr 03

The Dy CAOs and AOs of all Consolidation Centres and AO (P & A) HO as well as  
AO(BBW & PP) are advised to take note of the following

### A EX GRATIA

- 01 Specimen Journal Entries for accountal of Ex gratia are furnished in Annexure  
to Lr No MA1/5(1)/95 96 AD dt 15<sup>th</sup> Apr 96 printed at Page 109 of 1991 2000  
Finance Accounts and Audit Circulars Book
- 02 Balance held in AH 1128 of all the Consolidation Centres as on 31<sup>st</sup> Mar 02  
included provision for Ex gratia for two Financial Years Viz FY 2000 01 and  
FY 2001 02
- 03 Vide reference cited at (1) above instructions were already issued for payment of  
Ex gratia for FY 2000 01 on or after 16<sup>th</sup> Jul 02 that is in FY 2002 03
- 04 Vide reference cited at (2) above instructions have been issued recently for  
payment of Ex gratia for FY 2001 02 on or after 10<sup>th</sup> Apr 03 that is in FY  
2003 04

In the light of above all the Consolidation Centres are required to regulate Mar 03  
balance in AH 1128 as follows

- (a) Ex gratia for FY 2000 01 As per normal procedure (1) all the Accounting Units  
would have debited actual payments to AH 58s of respective groups and (b) all  
the Consolidation Centres would have cleared the provision to the extent of  
actual payments Review this aspect now and rectify misclassifications if any

- (b) Ex gratia for FY 2001 02 As per normal procedure (1) all the Accounting Units will debit actual payments to AH 58s of respective groups in Apr 03 accounts So all the Consolidation Centres are required to note down the expenditure while pre auditing the Bills
- (c) Withdraw excess of Provision as on 1<sup>st</sup> Apr 02 over sum of the following in Mar 03 accounts
  - I) Payment for FY 2000 01 (already made) and
  - II) Liability for FY 2001 02 (as noted at pre audit stage)
- (d) Ex gratia for FY 2002 03 All the Consolidation Centres were making Provision on a month to month basis from Apr 02 onwards towards liability for Ex gratia for FY 2002 03 With the assistance of our EDP Cell we have assessed the Consolidation Centre wise estimated liability towards Ex gratia and now furnish the same in Annexure A to this Letter Withdraw excess of Provision over Requirement in Mar 03 accounts
- (e) Finally it shall be ensured that the balance of Provision available under AH 1128 by the end of March 03 is equal to sum of the following
  - (I) Requirement for FY 2001 02 (as noted at pre audit stage) and
  - (II) Requirement for FY 2002 03 (as estimated and furnished by us now in Annexure A)
- (f) While submitting Mar 03 Account Current all the Consolidation Centres are required to furnish details of operation of Ex gratia provision (AH 1128) in the Proforma at Annexure B

#### B ENCASHMENT

Similarly with the assistance of our EDP Cell we have assessed the requirement towards Provision (Liability) for Encashment for the FY 2002 03 We now enclose a Statement (Annexure C) showing details of Provision (Liability) for Encashment for the FY 2001 02 and 2002 03 balance already held in AH 1131 and amount for which JE has to be passed in Mar 03 accounts The Dy CAOs and AOs of all Consolidation Centres and AO (P & A) HO as well as AO(BBW & PP) are advised to incorporate JE in their on hand Mar 03 accounts for the amounts shown under JE amount duly operating AHs as shown under last two columns of the Statement

#### C SUBSIDY FOR CONCESSIONS

Await instructions

D GENERAL

The Management desires that we should come out with NP figure for the year by Apr 03 positively Hence you are requested to put in special efforts to hasten up compilation of Mar 03 accounts and submit the same as quickly as possible along with Data in cartridges and also inform us of financial impact of left over adjustments

Sd/ (K V Subba Rao)  
CHIEF ACCOUNTS OFFICER

Encl Two

*Annexure B*

Details of Exgratia Provision (Liability) Account 1128 for FY 2002 03 of  
Consolidation Centre \_\_\_\_\_

Particulars	Amount	Amount
A Balance of Provision as on 1 <sup>st</sup> Apr 02		xx
B Less Withdrawal of provision to the extent of		
(I) Actual payments made for FY 2000 01	xx	
(II) Excess over estimated payments for FY 2001 02	xx	xx
C Balance of Provision as on 31 <sup>st</sup> Mar 03 for FY 2001 02 (A - B)		xx
D Provision made in FY 2002 03 for FY 2002 03	xx	
E Less Withdrawal of excess Provision for FY 2002 03	xx	
F Balance of Provision for FY 2002 03 (D E)		xx
G Total Balance of Provision as 31 <sup>st</sup> Mar 03 for FY 2001 02 and FY 2002 03 (C + F)		xx

Note Annexures A and C are not printed