

ANDHRA Padesh STATE ROAD TRANSPORT CORPORATION

O/o THE VC & MD (AUDIT WING)
RTC HOUSE, VIJAYAWADA
DATE: 16.05.2023.

No.FA&CAO/Gen(1)/2023-AD

To
All The Dy. Chief Accounts Officers,
Accounts Officers and
Accounts In-charges of DPTO Offices,
A.P.S.R.T.C.

Sub **RE ORGANISATION**: Instructions regarding functioning of Finance Department in the DPTO Offices in the Re-organised set up.

Ref: 1. Circular No. PD-3/2022. Dated 19.04.2022

2. Revised cadre strength letter No. Ea/PRC 2022/PTD/2023-PD Dated 19.04.2023 of ED(A).

3. Notification No. Endt. No. FIN02-18069/43/2022-H-SEC-DTA-Part(1) 27/04/2023 of Director of Treasuries and Accounts.

In the Reorganisation set up most of the existing functions of DPTO Offices is transferred to the Depots and Salary Bills related Audit activity is now under the control of Department of Treasury. Vide references 2nd and 3rd cited Revised Cadre Strength of various categories in PTD is communicated.

The following are the important changes in the Accounts Personnel allotment for DPTO Offices. The instructions are issued in respect of functioning of Finance Wing in the DPTO Offices in the Re organised set up as detailed below.

I. FINANCE, ACCOUNTS & AUDIT:

The Dy. CAO/AO/Accounts In-Charge of DPTO's Office shall continue to carry out the functions of Finance, Accounts, Pre-audit of Hire Bills, Bills for HSD oil procurements, Outsourcing Bills, Salary Bills Works and Verification of Bus Pass Transactions and online Payments.

II. INTERNAL AUDIT:

1. All Dy. CAOs/Accounts Officers/Accounts In-charges must conduct Inspection of one of the Units in their jurisdiction once in a month without

- fail. Further in the month of March, Physical Verification of Vehicles, Major T&P held at the Depots to be conducted for the entire District.
2. Conducting of Revenue and Expenditure Audit of Depots/NOUs of the District shall be continued as is being done in the erstwhile Regional Setup. For this purpose, in the revised staff norms for all DPTO Offices one Jr. Asst. (F) is exclusively allotted and for DPTO Offices VSP, NTR, NLR & TPT one additional Dy. Supt (F) is allotted. The Inspections activity must be continued with the above personnel under the supervision of one Supervisor of DPTO's Office without fail.
 3. The findings of the audit shall be reported to the concerned AO/Accounts In-charge in the form of report which shall be scrutinised and to be forwarded to the respective Unit Officers duly marking a copy to the DPTO/DYCAO(Z) & DY.CAO(TA&I).
 4. Statutory Audit/Test Audit/DPTO Audit Reports relating to Depots shall be monitored by the DPTO Accounts Offices.
 5. Preparation of Monthly Periodicals and submission of the same to HO to be done as per the existing procedure.

III. RAISING OF BILLS:

1. Bills relating to Police Warrants, Postal Mail bags and NGO Bus passes shall be continued to be raised in the DPTO Finance Wing.
2. Separate Registers to be maintained for review and reconciliation of amounts due from various authorities periodically.

IV. FILING OF IT RETURNS & GST RECONCILIATION:

- A. DPTO Offices shall effect the TDS recoveries wherever necessary and remit the amount to the Income Tax Department.
- B. Issue of Form 16, 16As.
- C. To file the Income Tax Returns on timely basis and arrange for rectifications of mistakes in any in the process of filing.
- D. The reconciliation of GST to be closely monitored and to be submitted to Head Office in time.

V. CARGO TRANSACTIONS:

In the revised staff norms One Sr. Asst. (F) is exclusively allotted to the DPTO Offices where in ATM Commercials are available to carry out the cargo transactions and accounting aspects verification. Hence, in the DPTO Offices VSP,

EG, ELR, NTR, GNT, ONG, NLR, TPT, KDP, KRNL, and ATP the allotted Sr. Asst (F) to be utilised for thorough verification of the cargo transactions. For VZM DPTO's Office one Clerk among the sanctioned cadre must be entrusted with the above job.

For the remaining DPTO Offices, cargo transactions activity to be carried out with the existing staff only.

VI. BUS STATION TRANSACTIONS:

For the Major Bus Stations VSP & NTR one Dy. Sup (F) and One Jr. Asst. (F) is allotted who shall look after the activities of Bus Station Earnings, Expenditure, Audit and Accounting Aspects.

For TPT DPTO office one Dy. Sup (F) and One Jr. Asst. (F) is included in the cadre strength allotted for DPTO's Office to look after the Bus Station Transactions of TPT.

The above works are to be carried out in true spirit and any other work as entrusted by Head Office from time to time shall be carried out scrupulously.


FA & CAO

Copy Submitted to all Executive Directors(zones) for information.
Copy to CM (F&A)/All DPTOs/Dy. CAO Zones for information.