

ANDHRA PRADESH STATE ROAD TRANSPORT CORPORATION

No.MA1/4(13)/2020-21-AD

O/o the VC &MD, RTC HOUSE
Accounts Wing, Dt. 10.02.2021.

Accounts Circular No.07/ 2020-21, Dated 10.02.2021.

Sub: - ACCOUNTS: - Prescribing of new Account Heads for Retail Oil Outlets Income and Expenditure -Reg.,

Ref:- CTM(C&P)/Oil Outlets/110(11)/Rangampeta/2018-19, dated 19.11.2020.

With reference to the above subject, APSRTC started Retails oil outlet business at Rangampeta, East Godavari Region. And other outlets are in the process of cropping up.

To book the Retail Oil Outlet Income/Expenditure the following account heads are newly prescribed.

S.No	Account Head	Nomenclature
08. C/L- Fuel Station – SUNDRY CREDITORS		
1	0837	F/S-Payable to Retail Oil Companies
10. C/L- Fuel Station - NON-DEPARTMENTAL RECOVERIES (NDRs)		
2	1077	F/S- SGST- Collected
3	1078	F/S- CGST- Collected
4	1079	F/S- IGST- Collected
28. Fuel Station- Suspense Accounts		
5	2897	F/S- SGST- Paid
6	2898	F/S- CGST- Paid
7	2899	F/S- IGST- Paid
29.Fuel Station- Inventory		
8	2914	F/S- Inventory- Diesel Oil
9	2915	F/S- Inventory- Diesel Oil Lubricants
10	2916	F/S- Inventory- Diesel Oil Other Products
11	2917	F/S- Inventory- Diesel Oil Excess
12	2918	F/S- Inventory- 0.20 % Diesel Oil Shortage
13	2919	F/S- Inventory- Petrol
14	2920	F/S- Inventory- Petrol Lubricants
15	2921	F/S- Inventory- Petrol Other Products
16	2922	F/S- Inventory- Petrol Excess
17	2923	F/S- Inventory- 0.6 % Petrol Shortage
18	2924	F/S- Swiping Machine income (Suspense A/C -Diesel/Petrol/Lub)
74. WRITE OFFS (WOF)		
19	7402	F/S - Write Off - Diesel -Short/Excess
20	7404	F/S - Write Off - Petrol -Short/Excess
84. Fuel Station- Maintenance and Expenditure		
21	8401	F/S-Employees- PAY
22	8406	F/S-Employees- DA
23	8409	F/S-Employees- HRA
24	8410	F/S-Employees- CCA

25	8411	F/S-Employees- EQ
26	8412	F/S-Employees- Special Allowance
27	8418	F/S-Employees- Entertainment Allowance
28	8420	F/S-Employees- Conveyance Allowance
29	8421	F/S-Purchase of Diesel Oil
30	8422	F/S-Purchase of Diesel Lubricants
31	8423	F/S-Purchase of Diesel Other Products
32	8424	F/S- Stationery
33	8425	F/S- Swiping Machine Bank Commission
34	8426	F/S- Local Purchase Others
35	8427	F/S- Property Tax
36	8428	F/S-Employees- Washing Allowance
37	8429	F/S- Software & Managerial Consultancy
38	8430	F/S- Weights & Measurement Fees
39	8431	F/S- Labor License Fees
40	8432	F/S- Explosive License Fees
41	8433	F/S- License Fees to Petroleum Company
42	8434	F/S-Employees- Chappal Allowance
43	8435	F/S-Employees- Stitching / Uniform
44	8436	F/S-Outsourcing Uniform CAP Shoe Belt
45	8437	F/S-Employees- Interim Relief
46	8441	F/S-Purchase of Petrol
47	8442	F/S-Purchase of Petrol Lubricants
48	8443	F/S-Purchase of Petrol Other Products
49	8446	F/S-Telephone Charges- Internet
50	8447	F/S-Generators- Diesel Oil / Lubricant
51	8448	F/S-Electricity Charges/ Water Charges
52	8449	F/S- Repairs & Maintenance
53	8450	F/S- Other Permission Costs
54	8451	F/S-Employees- TA & DA
55	8460	F/S-Employees- Encashment of Leave
56	8461	F/S-Employees- Provisional Encashment of Leave
57	8462	F/S-Employees- Incentive
58	8463	F/S-Employees- RPS Arrears
59	8467	F/S- Outsourcing Contractor Remuneration
60	8468	F/S- Cash Discounts to Customers
61	8491	F/S-Prior Period Expenditure
62	8499	F/S- Employees - Salary Set off Expenditure
89. Fuel Station- Sales		
63	8901	F/S- sale of Diesel Oil
64	8902	F/S- sale of Diesel Lubricants
65	8903	F/S- sale of Other Diesel Products
66	8910	F/S- sale of Petrol
67	8911	F/S- sale of Petrol Lubricants
68	8912	F/S- sale of Other Petrol Products
69	8917	F/S- Cash Discount
70	8918	F/S- Lease Rent From Oil Company
71	8919	F/S- Commercial Revenue
72	8992	F/S-Prior Period income

For Accounting Procedure:

AH	DR	CR
1. Purchases		
84 Group AH	XXXX	
0837		XXXX

2. Invoice payments to Oil Companies through CIR		
0837	XXXX	
Bank AH		XXXX

3. Sales through Daily Register		
Bank AH / Cash AH	XXXX	
89 Group AH		XXXX

4. Accounting of Closing Stock at month end taking last invoice rate and quantity of Diesel , petrol and Lubricants

29 Group AH	XXXX	
84 Group AH		XXXX

This is to be reversed every month and pass fresh entry for accounting the closing stock.

5. 2924 JE

AH 2924 is suspense AH. The swiping revenue received in the Bank AH shall be accounted to AH 2924. This shall be cleared to account sales during the month as under.

1. On Receiving the amount in Bank

Swiping Bank AH	XXXX	
AH 2924		XXXX

2. 26 group AH shall be used which is not in use by the depot till now on accounting sales.

AH 2924	XXXX	
89 Group AH		XXXX

All the Dy.CAOs / AOs are advised to implement the above account heads w.e.f., 01.12.2020


**Financial Advisor &
Chief Accounts Officer**

To
All EDs/RMs/CFM
All the Dy.CAOs/AOs
All the Depot Managers
ATMs PNBS & DBS
APSRTC.

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Copy to Resident Senior Audit Officer, Bus Bhavan, Hyderabad for information