

**TUTICORIN PORT TRUST
FINANCE DEPARTMENT
COSTING SECTION**

No: A- 6/1/2008-COST/

Dated: 16.04.2010.

C I R C U L A R

Sub: Accounting Procedures - New Accounting Codes - Reg.

In order to monitor, process and account for Income Tax deducted at source for all the pension related payments made, the following exclusive Liability Code has been created as detailed below:

UNDER LIABILITIES

VI. CURRENT LIABILITIES.

6. MISCELLANEOUS CREDITORS AND CREDIT BALANCES

Income Tax - Retirees - 008 806 L627

The Accounts Officer/Junior Accounts Officer (Pension) is to maintain the Suspense Ledger in respect of the above code and ensure timely submission of TDS to Income Tax Department and maintain the Suspense Ledger.

2. In addition to the above new account code, the following code has been created to account for and monitor the transaction in respect of new Savings Bank Account with M/s.Andhra Bank, Tuticorin as detailed below:

UNDER ASSETS

III. CURRENT ASSETS

6. BALANCE AT BANK & CASH ON HAND

SB A/C- General Revenue - EDI Operation - Andhra Bank, Tuticorin -- 023 006 A815

2. The above procedure comes into force with effect from 31.03.2010.

**FINANCIAL ADVISER AND
CHIEF ACCOUNTS OFFICER**

To

1. All Heads of Departments and others (as per the list)
2. All Control Copy Holders (as per the list overleaf)
3. Accounts Officer/AAB - with a request to create above type of expenditure code.
4. Accounts Officer/Cash for information
5. Accounts Officer/Investment
6. E.D.P. Centre - with the request to suitably insert the above code in the copy available in Intranet.
7. Guard File (New Chart of Accounts)
8. The Resident Audit Officer, TPT.
9. The Accounts Officer/Pension
10. The Accounts Officer/Pay Bill