

**WORKING INSTRUCTIONS  
MANUAL - ACCOUNTS**

## P R E F A C E


This manual includes instructions to be followed in conducting activities related to finance in general and passing of bills (excluding establishment bills), compilation of accounts, maintenance of cost registers / Asset registers / Suspense schedules etc., in particular. Under each activity step-by-step flow of activity and records from where the required documents are to be obtained, how the papers are to be processed, what are the accounting entries to be passed and who are the employees / officers responsible for each step are vividly shown.

The structure of the manual has been evolved keeping in view the difficulties expressed by accounts personnel in various cadres who may not have had the requisite accounts background nor had exposure to accounts in their service. This manual also comes in handy for a Novice (new recruit) in as much as minute details of each activity is brought out in the instructions and every one would find this immensely beneficial. Maintenance of Accounts requires thorough understanding of transactions that takes place and capacity to analyse intricacies involved in accounting a given transaction. These comprehensive instructions covering all aspects should facilitate employees to discharge their assigned work with ease and correctly, besides ensuring uniformity in the procedure followed by all Accounting units of the Corporation.

These instructions have been compiled taking care to see that they do not contradict existing procedures and all activities having bearing on accounts that are carried out in accounts section only are included. If instances of contradiction with existing procedures are noticed, it shall be borne in mind that provisions of Accounts Manual Volume-2 and Volume-3 only prevail. Such instances and omissions of any activity if any, shall be brought to the notice of The Chief Controller of Accounts, KPTCL, for necessary action.

I congratulate the Director (Reforms) and Financial Restructuring Group for having brought out this manual as a part of internal reform measures initiated by KPTCL.

Place : Bangalore  
Date : 15th October 2001

  
P. Ravi Kumar  
Director (Finance)

## ABOUT THE MANUAL

As the name of the book itself suggests, this Manual contains working instructions for carrying out work in accounts section. Though the focus is more on the activities carried out at the O&M Divisional Office where all types of activities / transactions takes place which are to be properly accounted, they equally apply to all other accounting units also depending on the transactions carried out by them. In respect of Major Works divisions these instructions holds good with the only difference being that all expenditure would have to be capitalised.

An effort has been made not only to guide persons working in accounts section to know all aspects related to activities in accounts section but also guide them to maintain quality in accounts compiled by the accounting unit and finally the culmination point of their efforts being reflected in the balance sheet and schedules forming part of the balance sheet. In other words this book is a comprehensive desk manual for the interested to carry out any work related to accounts by using this. The Manual has been classified into three sections namely, passing of various types of bills (other than establishment bills), Other activities and Instructions in General.

Passing of bills is an activity very crucial as there is outflow of cash from the funds of the Corporation. In passing a bill maximum care has to be exercised to see that no undue amount is paid. Each type of bill has its own distinct nature, which needs to be looked into before passing the bill. Commencing from passing of suppliers' bill to other miscellaneous bills, each type has been dealt with exclusively.

Under Other activities commencing from Store Pricing, instructions for maintenance of registers, ledgers and schedules, Inter Unit Accounts, Stock, DCB and Cash Compilation aspects are dealt with in detail along with work related to Cash Section as well as Revenue Correspondence.

The third part relates to general issues which gives a view of how the chart of accounts is classified, what are all the checks to be exercised in preparing a Trial Balance, Action to be taken in advance by the accounting units in preparation of March Final Accounts and Checks to be exercised while sending the March Final Accounts. The section on Know Your Accounts briefly gives facts related to the Balance Sheet of the Corporation and Schedules forming part of the same.

It shall be noted that activities related to current section and records section have been excluded, as they have no impact on compiling the accounts.

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**DIVISIONAL OFFICE**

**LIST OF ACTIVITIES UNDER AAO – 2 (ACCOUNTS)**

The following activities are undertaken by Accounts wing at Division Office

1. Passing of Bills (other than establishment bills)
2. Store Pricing
3. Stock Compilation
4. Maintenance of "C" Registers (CWIP & DCW)
5. Service Connection Works
6. Maintenance of T&P Register
7. Asset Register – maintenance and providing depreciation
8. Advice of Transfers (IUA)
9. DCB compilation
10. Cash Section
11. Cash compilation
12. Maintenance of Schedules
13. Revenue correspondence and general issues

## **ACTIVITY 1: PASSING OF BILLS**

### **Nature of bills passed at the divisional office:**

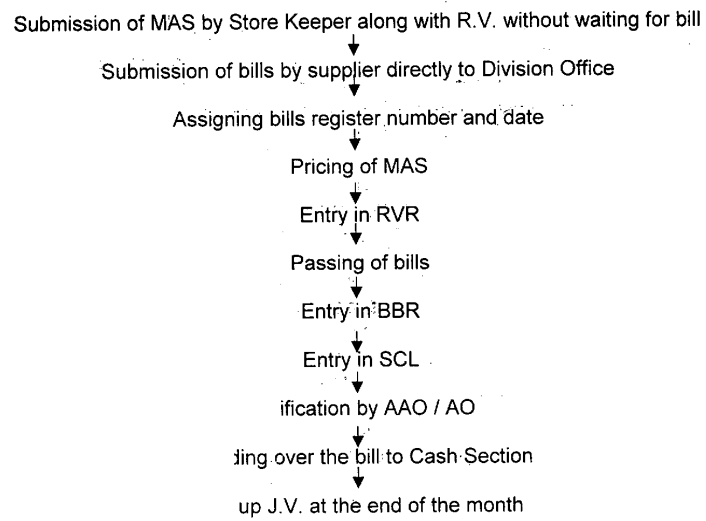
- a) Suppliers bills
  - i) Payment to be made by Consignee Division
  - ii) ~~Payment to be made by the Division for materials received by~~  
other Offices / Divisions
- b) Civil bills
- c) Electrical bills
- d) Labour Contract Bills
- e) B.J. / K.J. Bills
- f) Vehicle Repair Bills
- g) Fuel Bills
- h) Imprest Recoupment Bills
- i) Proforma Bills
  - i) Vehicle Tax / Insurance bills
  - ii) Electrical Inspectorate Bills
  - iii) Others
- j) Regularisation of Proforma Bills
- k) Refund bill of:
  - i) Temporary Deposits
  - ii) Security Deposits
  - iii) Earnest Money Deposits
  - iv) Tender Money Deposits
  - v) Suppliers / contractors
  - vi) Employees
- l) Contract agency Bills
- m) Telephone Bills
- n) Rent Bills
- o) Pension Recoupment Bills
- p) Other Miscellaneous Bills

I

**PASSING OF BILLS**

**(Other than Establishment Bills)**

**ACTIVITY 1 (a) (i): SUPPLIER'S BILLS – FLOW OF ACTIVITY**



**Activity 1 (a) (i): Passing of Suppliers' Bills – Payment to be made by Consignee Division**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
1	Source / Input	Pre Receipted Suppliers' Bill in duplicate, Material acknowledgement statement, Receipt Voucher Register, Purchase Order, Delivery Challan		
2	Relevant Records and Books	RVR, BBR, SCL, B.R. Register, Movement Register		
3	Instructions for the transactions to be carried out	3.01	Material Acknowledgement Statement should be prepared with reference to Receipt Voucher and <b>sent to Division Office without waiting for bill</b>	Store Keeper / Store Officer
		3.02	Bill to be submitted by the supplier to the Division Office Directly.	Supplier
		3.03	Counter Signature of the Head of the Office to be obtained	Bill Passing Assistant
		3.04	Assign Bill Register number (B.R. No.) with date	Bill Passing Assistant
		3.05	Pricing to be done within two days	Pricing Assistant
		3.06	Verification of pricing to be done on the same day and <u>handed</u> over to Bill Passing Assistant	Pricing Section Senior Assistant
		3.07	Pass bill with reference to MAS, Terms and conditions of Purchase Order, Nomenclature of Materials, Delivery challan, Test Certificate where necessary, and put encasement on the P.O to avoid second payment.	Bill passing Assistant
		3.08	Write details of the bills passed in BBR	Bill Passing Assistant
		3.09	Round off R.V. number in Receipt voucher Register (RVR)	Bill Passing Assistant
		3.10	Put up the bill along with BBR & RVR for approval of AAO / AO	Bill Passing Assistant
		3.11	Make necessary entries in SCL	Bill Passing Assistant

Activity 1 (a) (i): Passing of Suppliers' Bills – Payment to be made by Consignee Division (Contd.)

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
3		3.12 a). Enter details of bill passed in the movement register and send it to Cash Section and obtain acknowledgement b) In case payment is to be arranged by other office/s, a Credit Advice of Transfer under account code 37.2(LC) shall be sent immediately, duly quoting the B.R. No. & date, Sl. No. of BBR along with Bills and MAS.	Bill Passing Assistant
		3.13 A single journal entry shall be passed at the month end duly totaling all the entries made in the BBR during the month.	Bill Passing Assistant
4	Checks to be exercised	Following checks are to be exercised:	AAO / AO
		4.01 Currency of the Purchase Order	
		4.02 Terms and conditions of Purchase Order, Specification of material, Rate, Quantity, Delivery Schedule, Penalty Clauses, Guarantee Clause, Statutory deductions etc.	

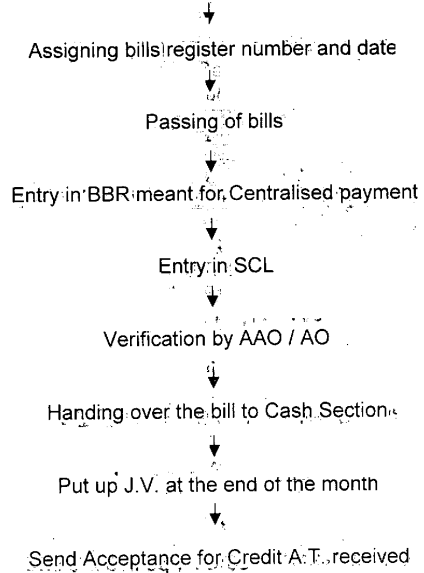
Activity 1 (a) (i): Passing of Suppliers' Bills – Payment to be made by Consignee Division (Contd.)

Sl. No.	Particulars	Description of the Activity		Person Responsible for the activity
5	Accounting entries (J.V.)	A	42.101 Liability for supply of materials 79.110 Material Cost Variance 76.210 Freight on capital equipment 76.220 Other freight To 79.110 Material Cost Variance To 28.105 Sundry debtors for other Miscellaneous income To 25.101 Advance to Suppliers – Interest Bearing To 25.501 Advance to Suppliers – Interest free To 42.201 Sundry creditors control account To 37.2(LC) IUA – Other transactions / adjustments (Credit A.T. Sent) : (Being the entry passed to record the liability for supply of materials)	Bill Passing Assistant
		B	When penalty is recovered: 28.105 Sundry debtors for other Miscellaneous income To 62.917 Miscellaneous Recoveries (Being the entry passed to record the demand for miscellaneous recoveries) <b>NOTE: J.V. to be passed exhibiting appropriate voltage activity code number.</b>	Bill Passing Assistant
6	Reports / MIS to be sent		NIL	
7	Link to next activity		Passed bills - To cash section Journal voucher - To cash compiler	
8	General		<b>In case of Price Variation Bills submitted by supplier all the above checks have to be exercised. In this case MAS is not required</b>	



**ACTIVITY 1 (a) (ii): Passing of Suppliers' Bills – when Payment is to be made at the Division for materials received by other offices / divisions – Flow of Activity**

Receipt of Credit Advice of Transfer along with MAS and Bills



**Activity 1 (a) (ii): Passing of Suppliers' Bills – when Payment is to be made at the Division for  
materials received by other offices / divisions**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
1	Source / Input	Credit A.T. along with Supplier Bill duly passed and MAS		
2	Relevant Records and Books	BBR - Centralised payments (page No. 114 of Compendium Vol. I), Movement Register, A.T. Register, B.R. Register, Purchase Order, 25.501 Schedule		
3	Instructions for the transactions to be carried out	3.01	Verify whether the amount of the A.T agrees with the bill passed for payment	Bill Passing Assistant
		3.02	Assign Bill Register number (B.R. No.) with date	Bill passing Assistant
		3.03	Verify the passed bill with reference to Terms and conditions of Purchase Order in respect of delivery schedule prescribed, advance payment/s made, recoveries if any to be effected and statutory deductions to be made	Bill Passing Assistant
		3.04	Write details of the bills accepted for payment in BBR exclusively maintained for this purpose	Bill Passing Assistant
		3.05	Make necessary entries in SCL	Bill Passing Assistant
		3.06	Put up the bill along with BBR for approval of AAO / AO	Bill passing Assistant
		3.07	Enter details of bill passed in movement register and send it to Cash Section and obtain acknowledgement	Bill Passing Assistant
		3.08	A single journal entry shall be passed at the month end duly totaling all entries made in the BBR during the month and acceptance/s sent to the concerned transferor unit under account code 37.3	Bill Passing Assistant

Activity 1 (a) (ii): Passing of Suppliers' Bills – when Payment is to be made at the Division for  
Materials received by other offices / divisions (Contd.)

Sl. No.	Particulars	Description of the Activity		Person Responsible for the activity
4	Checks to be exercised	4.01	Following checks are to be exercised: Check the passed bill with reference to Terms and Conditions of Purchase Order in respect of delivery schedule prescribed, advance payment made, recoveries if any to be effected and statutory deductions to be made	AAO / AO
5	Accounting entries (J.V.)	A	37.3(LC) IUA other transactions / adjustments (Clearance account) To 42.2010 Sundry creditors control account (Being the entry passed to accept the liability transferred vide A.T. No. and date by Office / Division)	Bill Passing Assistant
		B	42.2010 Sundry Creditors control account To 28.1050 Sundry debtors for other Miscellaneous income To 25.1010 Advance to Suppliers – Interest Bearing To 25.5010 Advance to Suppliers – Interest free (Being the entry passed to record the recoveries made in the bill)	Bill Passing Assistant
		C	When penalty is recovered: 28.1050 Sundry debtors for other Miscellaneous income To 62.9170 Miscellaneous Recoveries (Being the entry passed to record the demand for miscellaneous recoveries)	Bill Passing Assistant
6	Reports / MIS to be sent		NIL	
7	Link to next activity		Passed bills - To cash section Journal voucher - To cash compiler Acceptance for credit A.T. received - To be sent to the transferor unit	

**ACTIVITY 1 (b): Passing of Civil Bills – Flow of Activity**

Receipt of Civil Bill with M.B. and connected records



Assigning bills register number and date



Passing of bills



Put up J.V.



Verification by AAO / AO



Handing over the bill to Cash Section

**Activity 1 (b): Passing of Civil Bills**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
1	Source / Input	Pre Receipted Civil Bill in duplicate along with Measurement Book (MB). In case amount exceeds Rs. 2 lakhs bill to be in quintuplicate (5 copies) BC	Bill passing Assistant
2	Relevant Records and Books	Sanctioned Estimate, MB, Agreement, Manual of Financial Powers, "C" Register, Budget Grant Register, Approved variation statement where applicable, Work Award	
3	Instructions for the transactions to be carried out	3.01 Receipt of Civil Bill (Running or Final) along with MB duly certified by the concerned Executive/Sub-ordinate	Executive/Sub-ordinate
		3.02 Assign Bill Register number (B.R. No.) with date	Bill passing Assistant
		3.03 Obtain counter signature of the Head of the Office on the Civil Bill and MB	Bill Passing Assistant
		3.04 Ensure that the contractor has signed in MB and the bill in acceptance of measurements taken and correctness of bill prepared?	Bill Passing Assistant
		3.05 While passing the bill Verify and take action as follows: i Technical Sanction and Administrative Approval is obtained ii The arithmetical accuracy of calculation in MB. In case of mistakes get it corrected under attestation of the concerned. iii The actual measurements as per MB, Check measurement by competent authority iv The cumulative measurements and payments recorded in the immediate preceding bill are recorded correctly v Terms and conditions as per contract vi Whether bill submitted is for part rate or full rate	Bill Passing Assistant

Activity 1 (b): Passing of Civil Bills (Contd.)

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
3		<p>3.05</p> <ul style="list-style-type: none"> <li>vii That in case of running bill, cumulative total quantity and rate has not exceeded the estimated quantity and rate.</li> <li>viii Vouchers in original related to purchases made by the contractor are enclosed and are countersigned by AEE (Civil)</li> <li>ix That quantity of materials supplied if any by the Corporation as per terms of agreement is certified by the concerned. (to be verified with reference to "C" Register and Invoices / A.T.)</li> <li>x Recover Security Deposit at prescribed percentage</li> <li>xi Advances / recoverable amounts if any is recovered</li> <li>xii Statutory deductions like Income Tax, Royalty etc. if any, is recovered</li> <li>xiii <b>After admitting the bill, put enfacement under relevant page of the MB, score out all relevant pages duly recording B.R. No. &amp; date</b></li> </ul>	Bill Passing Assistant
		3.06 Pass Journal Voucher	Bill Passing Assistant
		3.07 Put up the bill along with MB and J.V. For approval of AAO / AO	Bill Passing Assistant
		3.08 Enter details of bill passed in the movement register and send it to Cash Section and obtain acknowledgement <b>Note: In case of Final Bill / Special Repair bill get the same pre audited before sending it to cash section</b>	Bill Passing Assistant
		3.09 Bills exceeding Rs. 3 lakhs, to be sent in quadruplicate to RBC for issue of cheque	Bill Passing Assistant

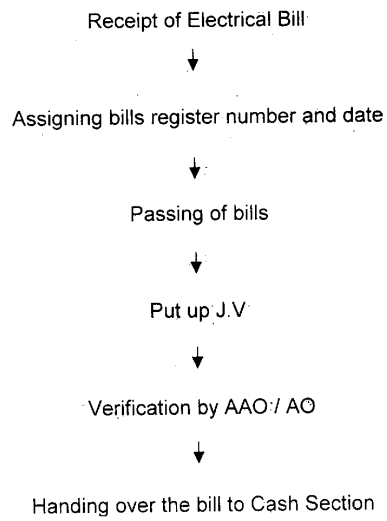
**Activity 1 (b): Passing of Civil Bills (Contd.)**

Sl. No.	Particulars	Description of the Activity		Person Responsible for the activity
3		3.10	On receipt of cheque along with bill in duplicate from RBC, handover the cheque with a copy of the bill duly entering details of bill, cheque in the movement register, send it to Cash Section and obtain acknowledgement	Bill passing Assistant
		3.11	Return the MB to concerned executive subordinate under acknowledgement	Bill Passing Assistant
		3.12	File copy of estimate, contract agreement, copies of admitted bills and related correspondence in a separate file for each work	Bill Passing Assistant
4	Checks to be exercised		Following check is to be exercised: Verify passed bill with reference to Terms and conditions of contract, estimate In case of maintenance expenditure ensure that Revenue Budget is not exceeded.	AAO / AO
5	Accounting Entry (J.V.) for Capital Works  “ANC” denotes Applicable “Activity Number Code”	A	15.1200 15.1280 Contract in Progress (Category wise) Dr. To 42.4010 Contractors' Control Account	Bill Passing Assistant
		B	42.4010 Contractors' control account Dr. To 26.6010 Advance to Contractors – Interest Bearing To 26.6020 Advance to Contractors – Interest free To 26.6030 Contractor's Material Control Account To 28.1050 Sundry Debtors for other miscellaneous income To 46.101(*ANC) Security deposits in cash from Contractors / suppliers To 46.4500 Royalty payable to Government To 46.9240 Income Tax deducted at source To 46.9270 S.T. deducted at source and payable to department	Bill Passing Assistant

Sl. No.	Particulars	Description of the Activity		Person Responsible for the activity
5		C	When penalty is recovered: 28.1050 Sundry debtors for other Miscellaneous income To 62.9170 Miscellaneous Recoveries	Dr. Bill Passing Assistant
		D	14 Series (Appropriate sub account code) To 15.1200 to 15.1280 CIP (Category wise) (Being the entry passed to account the bill of M/s. .... passed vide B.R. No. .... dated ..... )	Dr. Bill Passing Assistant
6	Accounting Entry (J.V.) for <b>Maintenance Works</b>	A	74.2 Series (Appropriate sub account code) To 42.4010 Contractors' Control Account	Dr. Bill Passing Assistant
		B	42.4010 Contractors' control account To 26.6010 Advance to Contractors – Interest Bearing To 26.6020 Advance to Contractors – Interest free To 26.6030 Contractor's Material Control Account To 28.1050 Sundry Debtors for other miscellaneous income To 46.101(*ANC) Security deposits in cash from Contractors / suppliers To 46.4500 Royalty payable to Government To 46.9240 Income Tax deducted at source To 46.9270 Sakes Tax deducted at source and payable to department	Dr. Bill Passing Assistant
		C	When penalty is recovered: 28.1050 Sundry debtors for other Miscellaneous income To 62.9170 Miscellaneous Recoveries	Dr. Bill Passing Assistant
7	Reports / MIS to be sent	NIL		
8	Link to next activity	Passed bills - To cash section Journal voucher - To cash compiler		



**ACTIVITY 1 (c): Passing of Electrical Bills – Flow of Activity**



**Activity 1 (c): Passing of Electrical Bills**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
1	Source / Input	Pre Receipted Electrical Bill in duplicate along with Measurement Book (MB). In case amount exceeds Rs. 3 lakhs bill to be in quintuplicate (5 copies)		
2	Relevant Records and Books	Sanctioned Estimate, MB, Agreement, Work Award, Manual of Financial Powers, "C" Register, Budget Grant Register		
3	Instructions for the transactions to be carried out	3.01	Receipt of Electrical Bill along with MB from the concerned Executive Sub-ordinate	Executive Sub-ordinate
		3.02	Assign Bill Register number (B.R. No.) with date	Bill passing Assistant
		3.03	Obtain counter signature of the Head of the Office on the Electrical Bill and MB	Bill Passing Assistant
		3.04	Hand over bills to Senior Assistant in-charge of "C" Registers under acknowledgement for verification with reference to "C" Registers and return within three days	Bill Passing Assistant / Senior Assistant supervising "C" Register
		3.05	While passing the bill Verify and take action as follows: i That the contractor has signed in MB and the bill in acceptance of measurements taken and correctness of the bill prepared. ii Quantity and rate as per estimates, iii Arithmetical accuracy of calculation in MB. In case of mistakes get it corrected under attestation of the concerned. iv Actual measurements as per MB and whether check measurement taken by the competent authority	Bill Passing Assistant

**Activity 1 (c): Passing of Electrical Bills (Contd.)**

Sl. No.	Particulars	Description of the Activity		Person Responsible for the activity
3		3.05	<ul style="list-style-type: none"> <li>v Terms and conditions as per contract,</li> <li>vi Total quantity and rate has not exceeded the estimated quantity and rate.</li> <li>vii In case of excess over estimate competent approval is obtained</li> <li>viii The work has been completed within stipulated time as per Work Award from the date of drawal of last invoice</li> <li>ix Vouchers in original related to purchases made by the contractor are enclosed and are countersigned by the competent authority</li> <li>x Quantity of materials supplied if any by the Corporation as per the terms of agreement is certified by the concerned. (to be verified with reference to "C" Register and Invoices / A.T.)</li> <li>xi Recover Security Deposit at prescribed percentage</li> <li>xii Advances / recoverable amounts if any is recovered</li> <li>xiii Statutory deductions like Income Tax etc., if any is recovered</li> <li>xiv <b>After admitting the bill, put enfacement under the relevant page of the M.B., score out all relevant pages duly recording B.R. No. and date</b></li> </ul>	Bill Passing Assistant

**Activity 1 (c): Passing of Electrical Bills (Contd.)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Description of the Activity</b>	<b>Person Responsible for the activity</b>
3		3.06 Pass Journal Voucher	Bill Passing Assistant
		3.06 Put up the bill along with Work Award, MB and J.V. for approval of AAO / AO	Bill Passing Assistant
		3.07 Enter details of bill passed in the movement register and send it to Cash Section and obtain acknowledgement	Bill Passing Assistant
		3.08 Bills exceeding Rs. 3 lakhs, to be sent in quadruplicate to RBC for issue of cheque	Bill Passing Assistant
		3.09 On receipt of cheque along with bill in duplicate from RBC, hand-over the cheque with a copy of the bill duly entering details of bill and cheque in the movement register and send it to Cash Section and obtain acknowledgement	Bill passing Assistant
		3.10 Return the MB to concerned executive subordinate under acknowledgement	Bill Passing Assistant
		3.11 File separately copy of Work Award and related correspondence	Bill Passing Assistant
4	Checks to be exercised	<p>Following checks are to be exercised:</p> <p>4.01 Verify the passed bill with reference to Work Award, estimate and "C" Register In case of maintenance expenditure ensure that Revenue Budget is not exceeded</p>	AAO / AO

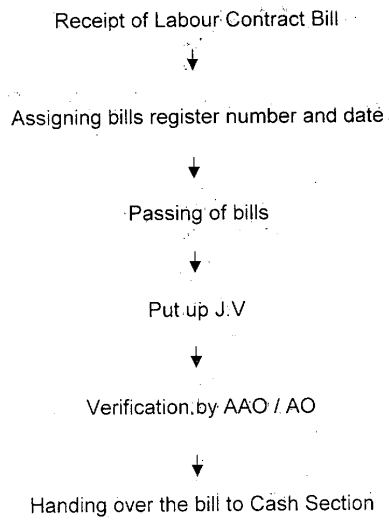
Activity 1 (c): Passing of Electrical Bills (Contd.)

Sl. No.	Particulars	Description of the Activity		Person Responsible for the activity.
5	Accounting entries (J.V.) – for capital works	A	15.120(*ANC)} 15.128(*ANC)} Contract in Progress (Category wise) To 42.4010 Contractors' Control Account	Dr. Bill Passing Assistant
		B	42.4010 Contractors' control account To 26.6010 Advance to Contractors – Interest Bearing. To 26.6020 Advance to Contractors – Interest free To 26.6030 Contractor's Material Control Account To 28.1050 Sundry Debtors for other miscellaneous income To 46.101(*ANC) Security deposits in cash from Contractors / suppliers To 46.4500 Royalty payable to Government To 46.9240 Income Tax deducted at source To 46.9270 Sales Tax deducted at source and payable to department	Dr. Bill Passing Assistant
		C	When penalty is recovered: 28.1050 Sundry debtors for other Miscellaneous income To 62.9170 Miscellaneous Recoveries	Dr. Bill Passing Assistant
		D	14 Series (Appropriate sub account code) To 15.120 to 15.128(*ANC) CIP (Category wise) (Being the entry passed to account the bill of M/s. .... passed vide B.R. No. .... dated .....	Dr. Bill Passing Assistant

**Activity 1 (c): Passing of Electrical Bills (Contd.)**

Sl. No.	Particulars	Description of the Activity		Person Responsible for the activity
6	Accounting Entry (J.V.) – for maintenance works	A	74 series (appropriate sub account codes) To 42.4010 Contractors' Control Account	Dr. Bill Passing Assistant
		B	42.4010 Contractors' control account To 26.6010 Advance to Contractors – Interest Bearing To 26.6020 Advance to Contractors – Interest free To 26.6030 Contractor's Material Control Account To 28.1050 Sundry Debtors for other miscellaneous income To 46.101(*ANC) Security deposits in cash from Contractors / suppliers To 46.4500 Royalty payable to Government To 46.9240 Income Tax deducted at source To 46.9270 Sales Tax deducted at source and payable to department	Dr. Bill Passing Assistant
		C	When penalty is recovered: 28.1050 Sundry debtors for other Miscellaneous income To 62.9170 Miscellaneous Recoveries (Being the entry passed to account the bill of M/s. .... passed vide B.R. No. .... dated .....) )	Dr. Bill Passing Assistant
7	Reports / MIS to be sent	NIL		
8	Link to next activity	Passed bills - To cash section Journal voucher - To cash compiler		

**ACTIVITY 1 (d): Passing of Labour Contract Bills – Flow of Activity**



**Activity 1 (d): Passing of Labour Contract Bills**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
1	Source / Input	Pre Received Labour Contract Bill (LC Bill) in Triplicate along with Measurement Book (MB)		
2	Relevant Records and Books	Sanctioned Estimate, MB, Agreement, Work Award, Manual of Financial Powers, "C" Register, Budget Grant Register		
3	Instruction for the transactions to be carried out	3.01	Receipt of LC Bill along with MB from the concerned Executive Sub-ordinate who has to prepare the bill within 3 months from the date of completion of the work	Executive Sub-ordinate
		3.02	Assign Bill Register number (B.R. No.) with date	Bill passing Assistant
		3.03	Obtain counter signature of the Head of the Office on the LC Bill and MB	Bill Passing Assistant
		3.04	Ensure that the contractor has signed in MB and the bill in acceptance of measurements taken and correctness of the bill prepared.	Bill Passing Assistant
		3.05	While passing the bill Verify and take action as follows: i. Work was awarded to the contractor before drawal of materials under first invoice ii. The Quantity and labour charges as per award, iii. The arithmetical accuracy of calculation in MB. In case of mistakes get it corrected under attestation of the concerned. iv. The actual measurements as per MB and whether check measurement taken by competent authority v. Terms and conditions as per award	Bill Passing Assistant



**Activity 1 (d): Passing of Labour Contract Bills (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
3	3.05	vi. That total quantity of materials drawn does not exceed the estimated quantity and also the quantity booked in the "C" Register	Bill Passing Assistant
		vii. Discrepancies in drawal of materials and utilisation either in excess or short utilisation to be rectified before passing the bill	
		viii. That returnable materials as per estimate are returned	
		ix. Recover the cost of materials damaged if any at the time of execution of work	
		x. Recover Security Deposit at prescribed percentage	
	3.06	Pass the necessary Journal Voucher	Bill Passing Assistant
	3.06	Put up the bill along with MB and J.V. for approval of AAO / AO	Bill Passing Assistant
	3.07	Enter details of bill passed in the movement register and send it to Cash Section and obtain acknowledgement	Bill Passing Assistant
	3.08	Bills exceeding Rs. 3 lakhs, to be sent in quadruplicate to RBC for issue of cheque	Bill Passing Assistant

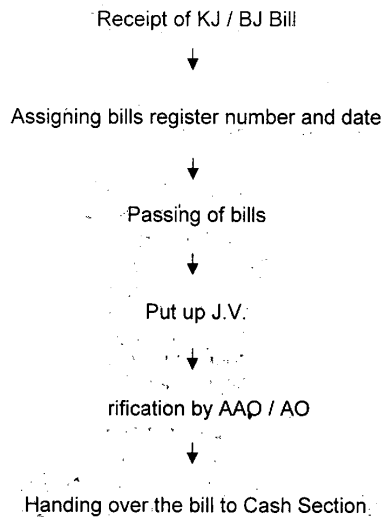
**Activity 1 (d): Passing of Labour Contract Bills (Contd.)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Description of the Activity</b>	<b>Person Responsible for the activity</b>
3.		3.09 On receipt of cheque along with bill in duplicate from RBC, handover the cheque with a copy of the bill duly entering details of bill and cheque in the movement register and send it to Cash Section and obtain acknowledgement	Bill passing Assistant
		3.10 Return the MB to concerned executive subordinate under acknowledgement	Bill Passing Assistant
		3.11 File separately copy of estimate, contract agreement, copies of admitted bills and related correspondence	Bill Passing Assistant
4	Checks to be exercised	4.01 Following checks are to be exercised: Verify the passed bill with reference to Terms and conditions of contract, estimate In case of maintenance expenditure ensure that Revenue Budget is not exceeded	AAO / AO
5	Accounting Entries (J.V.)	A 15.120(*ANC) } 15.128(*ANC) } Contract in Progress (Category wise) Dr. To 42.4010 Contractors' Control Account	Bill Passing Assistant
		B 42.4010 Contractors' control account Dr. To 28.1050 Sundry Debtors for other miscellaneous income To 46.101(*ANC) Security deposits in cash from Contractors / suppliers To 46.9240 Income Tax deducted at source	Bill Passing Assistant
		C When penalty is recovered: 28.1050 Sundry debtors for other Miscellaneous income Dr. To 62.9170 Miscellaneous Recoveries	Bill Passing Assistant

**Activity 1 (d): Passing of Labour Contract Bills (Contd.)**

Sl. No.	Particulars	Description of the Activity		Person Responsible for the activity
5		D	14 Series (Appropriate sub account code) To 15.120 to 15.128(*ANC) CIP (Category wise) (Being the entry passed to account the bill of M/s. .... passed vide B.R. No. .... dated .....	Dr. Bill Passing Assistant
6	Accounting Entries (J.V.) – for maintenance works	A	74 series (appropriate sub account codes) To 42.4010 Contractors' Control Account	Dr. Bill Passing Assistant
		B	42.401 Contractors' control account To 28.1050 Sundry Debtors for other miscellaneous income To 46.101(*ANC) Security deposits in cash from Contractors / suppliers To 46.9240 Income Tax deducted at source	Dr. Bill Passing Assistant
		C	When penalty is recovered: 28.1050 Sundry debtors for other Miscellaneous income To 62.9170 Miscellaneous Recoveries (Being the entry passed to account the bill of M/s. .... passed vide B.R. No. .... dated .....	Dr. Bill Passing Assistant
7	Reports / MIS to be sent		NIL	
8	Link to next activity		Passed bills - To cash section Journal voucher - To cash compiler	

**ACTIVITY 1 (e): Passing of B.J / K.J. Bills – Flow of Activity**



**Activity 1 (e): Passing of BJ / KJ Bills**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
1	Source / Input	Pre Receipted BJ / KJ Bill in duplicate along with Measurement Book (MB), Beneficiaries list approved by Competent Revenue Authorities		
2	Relevant Records and Books	Estimate, MB, Agreement, Work Award, Manual of Financial Powers, "C" Register, Target fixed by CEE-G		
3.	Instructions for the transactions to be carried out	3.01	Receipt of Bill from the contractor. Receipt of MB from the concerned Executive Sub-ordinate.	Contractor. Executive Sub-ordinate
		3.02	Assign Bill Register number (B.R. No.) with date	Bill passing Assistant
		3.03	Obtain counter signature of the Head of the Office on the BJ / KJ Bill and MB	Bill Passing Assistant
		3.04	While passing the bill Verify and take action as follows: i. That the Work was awarded to the contractor preferring the bill. ii. The contractor has signed in MB and the bill in acceptance of measurements taken and correctness of the bill prepared iii. That work carried out relates to the identified beneficiaries as per the list. iv. The arithmetical accuracy of calculation in MB. In case of mistakes get it corrected under attestation of the concerned. v. The actual measurements as per MB. vi. Terms and conditions as per award. vii. That total amount payable per installation serviced should not exceed the prescribed amount. viii. Recover Security Deposit at prescribed percentage ix. Recover statutory deductions like Income Tax, etc., if any.	Bill Passing Assistant

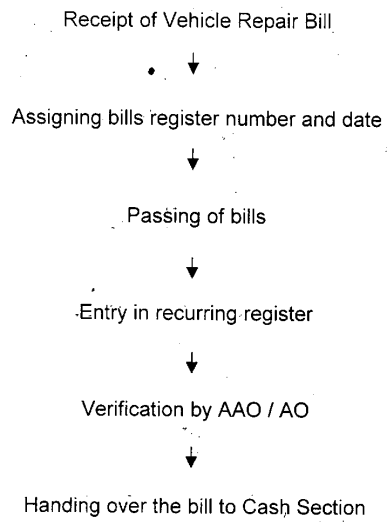
**Activity 1 (e): Passing of BJ / KJ Bills (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
3		3.04 x. After admitting the bill, put encasement under relevant page of the MB, score out all the relevant pages duly recording B.R. No. & date xi. That necessary entries are recorded in the "C" Register with details of B.R. No. & date by the "C" Register Assistant <b>Put up encasement on work award to avoid second claim</b>	Bill Passing Assistant
		3.05 Pass Journal Voucher	Bill Passing Assistant
		3.06 Put up the bill along with MB, Work award, List of beneficiaries, estimate and J.V. For approval of AAO / AO	Bill Passing Assistant
		3.07 Enter details of bill passed in the movement register and send it to Cash Section and obtain acknowledgement	Bill Passing Assistant
		3.08 Return the MB to concerned executive subordinate under acknowledgement	Bill Passing Assistant
		3.09 File separately copy of estimate, award and related correspondence	Bill Passing Assistant
4	Checks to be exercised	4.01 Following checks are to be exercised: Verify the passed bill with reference to Terms and conditions of award, list of beneficiaries, target fixed by CEE (G) & estimate	AAO / AO
5	Accounting Entries (J.V.)	A 15.120(*ANC) } 15.128(*ANC) } Contract in Progress (Category wise) Dr. To 42.401 Contractors' Control Account	Bill Passing Assistant
		B 42.4010 Contractors' control account Dr. To 28.1050 Sundry Debtors for other miscellaneous income To 46.101(*ANC) Security deposits in cash from Contractors / suppliers To 46.9240 Income Tax deducted at source	Bill Passing Assistant

**Activity 1 (e): Passing of BJ / KJ Bills (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
5		C When penalty is recovered: 28.1050 Sundry debtors for other Miscellaneous income To 62.9170 Miscellaneous Recoveries	Dr. Bill Passing Assistant
		D 14.3507 – CWIP – Bhagya Jyothi 14.3607 – Kuteera Jyothi To 15.120 to 15.128(*ANC) CIP (Category wise) (Being the entry passed to account the bill of M/s. .... passed vide B.R. No. .... dated ..... )	Dr. Dr. Bill Passing Assistant
6	Reports / MIS to be sent	NIL	
7	Link to next activity	Passed bills -To cash section Journal voucher -To cash compiler	

**ACTIVITY 1 (f): Passing of Vehicle Repair Bills – Flow of Activity**





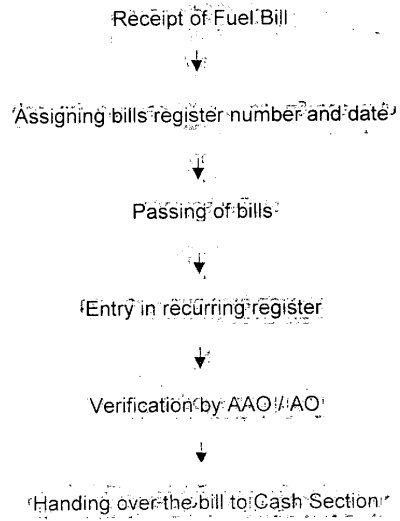
**Activity 1 (f): Passing of Vehicle Repair Bills**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
1	Source/ Input	Pre Receipted Vehicle Repair Bill in duplicate along with Vehicle History Book	
2	Relevant Records and Books	Sanctioned Estimate, Vehicle History Book; Work Award, Manual of Financial Powers; Recurring Register & Budget Control Register.	
3	Instructions for the transactions to be carried out	3.01 Receipt of Bill Receipt of Vehicle History Book from the concerned Executive Sub-ordinate.	Repairer, Executive Sub-ordinate
		3.02 Assign Bill Register number (B'R. No.) with date	Bill passing Assistant
		3.03 Obtain counter signature of the Head of the Office on the vehicle Repair Bill and History Book.	Bill Passing Assistant
		3.04 While passing the bill Verify and take action as follows; i. That the Work was awarded to the Repairer preferring the bill; ii. That work carried out relates to the identified Vehicle iii. Certificate from the vehicle foreman is affixed regarding satisfactory running condition of the vehicle after repair. iv. That the items of repair as per bill are recorded in the Vehicle History Book. v. Cumulative expenditure including the present bill in respect of the vehicle has not exceeded the prescribed limit for the year. vi. Terms and conditions as per award,	Bill Passing Assistant

**Activity 1 (f): Passing of Vehicle Repair Bills (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
3		3.04	vii. In respect of Major Repairs guarantee for performance is given. viii. That all returnable materials as per estimate are returned to the store and acknowledged copy of RI is enclosed to bill. <b>After admitting the bill, put encasement under relevant page of the Vehicle History book; score out all the relevant pages duly recording B.R. No. &amp; date in the Vehicle History Book</b>	Bill Passing Assistant
		3.05	Pass Journal Voucher	Bill Passing Assistant
		3.06	Put up the bill along with Vehicle History Book, Work award, Recurring Register, estimate and J.V. for approval of AAO / AO	Bill Passing Assistant
		3.07	Enter details of bill passed in movement register. Send it to Cash Section and obtain acknowledgement	Bill Passing Assistant
		3.10	Return Vehicle History book to concerned vehicle foreman under acknowledgement	Bill Passing Assistant
		3.11	File separately copy of award and related correspondence	Bill Passing Assistant
4	Checks to be exercised	Following checks are to be exercised: 4.01 Verify the passed bill with reference to Terms and conditions of award, Vehicle History Book & Sanctioned Estimate In case of maintenance expenditure ensure that Revenue Budget is not exceeded	AAO/AO	
5	Head of Debit	A On payment of Vehicle Repair bill the expenditure is directly debited to Account code 74.601(*ANC) – R&M to Vehicles - in the cash book		
6	Reports / MIS to be sent	NIL		
7	Link to next activity	Passed bills - To cash section Journal voucher - To cash compiler		

**ACTIVITY 1 (g): Passing of Fuel Bills – Flow of Activity**



**Activity 1 (g): Passing of Fuel Bills**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Description of the Activity</b>		<b>Person Responsible for the activity</b>
1	Source / Input	Pre Receipted Fuel bill in duplicate along with Coupons, indents		
2	Relevant Records and Books	Purchase Order, Manual of Financial Powers, Recurring Register & Budget Control Register.		
3	Instructions for the Activity to be carried out	3.01	Receipt of Bill along with Coupons and indents	Store Keeper/ Store Officer
		3.02	Assign Bill Register number (B.R. No.) with date	Bill passing Assistant
		3.03	Obtain counter signature of the Head of the Office on the Fuel Bill.	Bill Passing Assistant
		3.04	While passing the bill Verify and take action as follows:	Bill Passing Assistant
			i. That the Purchase Order was placed on the supplier preferring the bill.	
ii. That Fuel indents are countersigned by the Store Officer.				
iii. That necessary certificates regarding entries made in the Fuel Bill Control Register is affixed on reverse side of the bill.				
iv. That the driver has signed on the coupon for having received fuel.				
v. That quantity claimed in the bill agrees with total of all the coupons.				
vi. That cumulative quantity of fuel bill passed has not exceeded the quantity as per P.O.				
vii. Terms and conditions as per P.O.,				
viii. Enter details of the bill in Recurring Register.				

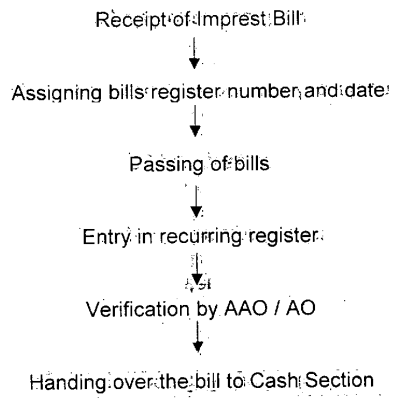
**Activity 1 (g): Passing of Fuel Bills (Contd.)**

Sl. No.	Particulars	Description of the Activity		Person Responsible for the activity
3		3.04	ix. After admitting the bill, put enforcement on the concerned P.O. duly recording B.R. No. & date and balance of fuel to be supplied. <b>Note: MAS would be necessary where Petrol/diesel/oil is purchased and kept in the storehouse and issued by drawing receipt voucher and issue invoices respectively.</b>	Bill Passing Assistant
		3.05	Put up the bill along with P.O. Recurring Register, Indent & Coupons for approval of AAO / AO	Bill Passing Assistant
		3.06	Enter details of bill passed in movement register. Send it to Cash Section and obtain acknowledgement	Bill Passing Assistant
		3.07	File separately copy of P.O. and related correspondence	Bill Passing Assistant
4	Checks to be exercised	4.01	Following checks are to be exercised: Verify the passed bill with reference to Terms and conditions of P.O. & Fuel Coupons	AAO / AO
	4.02	In case of maintenance expenditure ensure that Revenue Budget is not exceeded		

Activity 1 (g): Passing of Fuel Bills (Contd.)

Sl. No.	Particulars	Description of the Activity		Person Responsible for the activity
5	Head of Debit	A	On payment of Fuel bill the expenditure is directly debited to Account code 76.136(*ANC) – Vehicle running expenses other than stores vehicles Or 76.140(*ANC) – Vehicle running expenses (Stores) Or *37:1 (LC) – IUA other transactions / adjustments (Debit A.T. sent) (As the case may be.) <b>*Note: If fuel is issued to any vehicle of Major Works unit/s, the expenditure is to be transferred to the concerned Major Works Unit/s</b>	Bill Passing Assistant
6	Reports / MIS to be sent		NIL	
7	Link to next activity		Passed bills - To cash section	

**ACTIVITY 1 (h): Passing of Imprest Recoupment Bill – Flow of Activity**



**Activity 1(h): Passing of Imprest Recoupment Bills**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
1	Source / Input	Imprest recoupment Bill in duplicate along with Vouchers		
2	Relevant Records and Books	Manual of Financial Powers & Recurring Register.		
3	Instructions for Activity to be carried out	3.01	Receipt of Bill along with Vouchers	Imprest Holder
		3.02	Assign Bill Register number (B.R.No.) with date.	Bill passing Assistant
		3.03	Obtain counter signature of the Head of the Office on Imprest Bill.	Bill Passing Assistant
		3.05	While passing the bill Verify and take action as follows:	Bill Passing Assistant
			<ul style="list-style-type: none"> <li>i. Imprest holding limit.</li> <li>ii. That Imprest bill is countersigned by the Head of the office</li> <li>iii. That items of expenditure out of imprest falls under the group of expenditure that can be incurred out of imprest.</li> <li>iv. That all the expenditure is supported by vouchers.</li> <li>v. That in case purchases made exceed the limit prescribed (Rs. 1000=00 at present) purchase procedure is followed.</li> <li>vi. Total of the bill agrees with total of all the vouchers</li> <li>vii. The abstract of imprest i.e. total Imprest sanctioned, Vouchers being recouped, vouchers on hand &amp; cash on hand is recorded on the bill.</li> <li>viii. Issue disallowance memo to imprest holder in respect of vouchers having discrepancies like vouchers without signature, vouchers without required certificates etc.</li> </ul>	

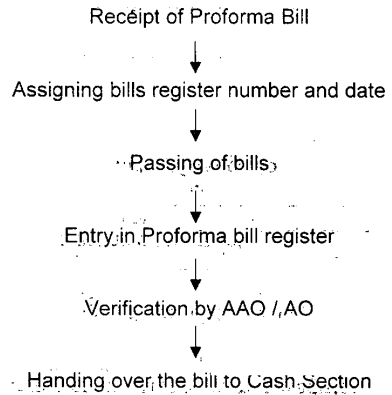


**Activity 1(h): Passing of Imprest Recoupment Bills (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
3		3.05	ix. Assign correct head of account for each item of expenditure and put up abstract. x. Enter details of the bill in Recurring Register. xi. After admitting the bill, put encasement on all vouchers duly recording B.R. No & date	Bill Passing Assistant
		3.06	Put up the bill along with vouchers, P.O., Recurring Register, for approval of AAO / AO	Bill Passing Assistant
		3.07	Enter details of bill passed in the movement register. Send it to Cash Section and obtain acknowledgement	Bill Passing Assistant
		3.08	File separately copy of P.O.	Bill Passing Assistant
4	Checks to be exercised	4.01 Following checks are to be exercised: Verify the passed bill with reference to vouchers, P.O., Recurring Register	AAO / AO	
5	Head of Debit	Debit relevant head of expenditure as the case may be		
6	Reports / MIS to be sent	NIL		
7	Link to next activity	Passed bills - To cash section		

### ACTIVITY 1 (i) (i, ii & iii): Passing of Proforma Bill – Flow of Activity

Proforma bills have to be prepared for arranging payments like, Vehicle Tax, Vehicle Insurance, Vehicle Fitness Certificate, Vehicle Registration Fee, purchase of Tyres and Tubes, Electrical Inspectorate Charges, Deposits to be made in Court of Law or concerned authorities, purchase of fuel, any purchases / payments to be made in exigencies etc.



**Activity 1(i) (i, ii & iii): Passing of Proforma Bill**

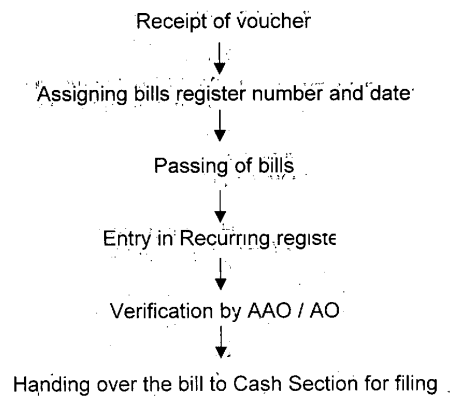
Sl. No.	Particulars	Description of the Activity		Person Responsible for the activity
1	Source / Input	Proforma bill along with O.M. (O.M. not required in respect of Statutory payments)		
2	Relevant Records and Books	Manual of Financial Powers & Proforma bill register		
3	Instructions for the Activity to be carried out	3.01	Receipt of Proforma bill along with O.M.	Officer Concerned
		3.02	Assign Bill Register number (B.R. No.) with date	Bill passing Assistant
		3.03	Obtain counter signature of the Head of the Office on the proforma Bill.	Bill Passing Assistant
		3.05	While passing the bill Verify and take action as follows: i. The officer preferring proforma bill has regularised amount drawn by him on previous occasion/s ii. That Proforma bill is countersigned by the Head of the office iii. That amount of the proforma bill does not exceed prescribed ceiling limit (exception being bill for statutory payments). iv. Necessary entry is to be made in the Proforma Bill Register with all details. v. Pass the bill under Head of Account - 27.2050 - Advances to staff against expenses.	Bill Passing Assistant

**Activity 1(i) (i,ii & iii): Passing of Proforma Bill (Contd.)**

Sl. No.	Particulars	Description of the Activity		Person Responsible for the activity
3		3.06	Put up the bill along with Proforma bill Register, for approval of AAO / AO	Bill Passing Assistant
		3.07	Enter details of bill passed in the movement register. Send it to Cash Section and obtain acknowledgement	Bill Passing Assistant
4	Checks to be exercised	4.01	Following checks are to be exercised: Verify the passed bill with reference to Proforma bill Register	AAO / AO
5	Head of Debit		Debit Account code 27.2050 – Advances to staff against expenses.	
6	Reports / MIS to be sent		Information to be given in respect of amount drawn on pro-forma bills and not regularised to the EEE	Bill Passing Assistant
7	Link to next activity		Passed bills - To cash section	

**ACTIVITY 1 (j): Regularisation of amount drawn on Proforma Bill – Flow of Activity**

Vouchers for regularisation of amount drawn on proforma bills in respect of Vehicle Tax, Vehicle Insurance, Vehicle Fitness Certificate, Vehicle Registration Fee, purchase of Tyres and Tubes, Electrical Inspectorate Charges, Deposits to be made in Court of Law or concerned authorities, purchase of fuel, any purchases / payments to be made in exigencies etc.



**Activity 1(j): Regularisation of amount drawn on Proforma Bill**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
1	Source / Input	Cash voucher / Bill	Drawee of amount on proforma	
2	Relevant Records and Books	Manual of Financial Powers & Recurring Register		
3	Instructions for the Activity to be carried out	3.01	Receipt of Cash voucher / Bill	Officer Concerned
		3.02	Assign Bill Register number (B.R. No.) with date	Bill passing Assistant
		3.03	Obtain counter signature of the Head of the Office on each voucher / bill.	Bill Passing Assistant
		3.05	While passing the bill Verify and take action as follows: i. The officer concerned has furnished required certificates on the bill / voucher duly quoting reference to B.R. No. & date of drawal of amount on proforma bill ii. That the amount drawn has been spent within 3 days from date of drawal and spent for the purpose for which the amount was drawn iii. Original Receipt is enclosed for having returned unspent cash iv. Transaction is regularised within one month from the date of drawal of advance v. That bills / vouchers are countersigned by the Head of the office vi. That necessary entries have been made in relevant registers like vehicle history book, Recurring Register etc.	Bill Passing Assistant

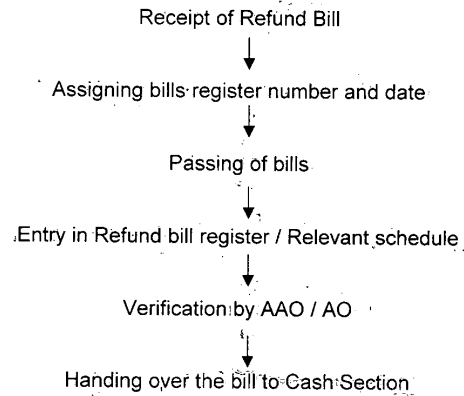
**Activity 1(j): Regularisation of amount drawn on Proforma Bill (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
3		3.05	vii. All cash vouchers / bills are scored off duly recording B.R. No. & date to avoid second claim viii. Relevant item in the Proforma Bill Register is rounded off for having regularised the transaction besides issuing notice in respect of items outstanding for more than one month ix. Pass the bill with remarks: " <b>ADJUSTMENT ONLY – NOT TO BE PAID</b> " duly passing J.V.	Bill Passing Assistant
		3.06	Put up the bill along with J.V., Proforma bill Register, Recurring Register and relevant registers if any for approval of AAO / AO	Bill Passing Assistant
		3.07	Enter details of bill passed for adjustment in the movement register and send it to Cash Section and obtain acknowledgement	Bill Passing Assistant
4	Checks to be exercised	4.01	Following checks are to be exercised: Verify the passed bill with reference to Proforma bill Register, Recurring Register, J.V.	AAO / AO
5	Accounting Entries (J.V.)		Relevant sub a/c codes under 14, 28, 74, 75, 76, 78 Series Dr. To 27.2050 – Advances to staff against expenses.	
6	Reports / MIS to be sent		List of items not cleared with name of the drawee, amount, date and purpose of drawal shall be put up for discussion in monthly meetings	
7	Link to next activity		Passed bills To cash section <b>for filing</b>	

### ACTIVITY 1 (k): Passing of Refund Bill – Flow of Activity

Refund bills generally pertain to:

- i. Refund of Advance Power Consumption charges
- ii. Refund of Security Deposit, Earnest Money Deposit (EMD) / Tender Money Deposits (TMD) to suppliers / contractors
- iii. Refund Bill of Employees a) Cash Security Deposit b) Excess recoveries / recoveries effected for lapses
- iv. Refund of balance in respect of Deposit Contribution Works





**Activity 1(k) (i, ii, iii & iv): Passing of Refund Bill**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
1	Source / Input	Pre-receipted Refund bill in duplicate along with Original receipt / Indemnity Bond.	
2	Relevant Records and Books	Manual of Financial Powers, Schedules, 'C' Register in case of Deposit Contribution Works & Refund bill register, Authority for refund.	
3	Instructions for carrying out the activity	3.01 Receipt of Refund bill along with Original receipt / Indemnity Bond (as applicable).	Consumer / Supplier / Contractor / Employee as the case may be.
		3.02 Assign Bill Register number (B.R. No.) with date	Bill passing Assistant
		3.03 Obtain counter signature of the Head of the Office on the Refund Bill.	Bill Passing Assistant
		3.04 <b>Verification and action common to all refund bills:</b> i. Relevant certificates are recorded by the concerned ii. Party's copy of receipt, in its absence indemnity bond (stamp paper of value Rs. 100/- at present) or Reference to schedule volume number and item number where applicable iii. Enter bill details in Refund Bill Register <b>Item specific to:</b> i) <b>Advance power consumption charges collected towards Temporary power supply</b> a) Original receipt / indemnity bond b) Ack. number related to returnable materials	Bill Passing Assistant

Activity 1(k) (i, ii, iii & iv): Passing of Refund Bill (Contd.)

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
3		<p>3.04</p> <p>c) Consumption charges recoverable if any  d) Permanent R.R. No. of same consumer in case adjustment is proposed  e) Certificate of the concerned revenue unit recommending for refund  f) Requisition from the consumer either for adjustment or refund in cash</p> <p><b>ii) <u>Refund of Security Deposit / EMD / TMD to supplier / contractor</u></b></p> <p>a) Amount of Refund bill tallies with balance outstanding in the concerned schedule  b) Certificate from concerned schedule assistant that balance is outstanding vide schedule volume number and item number  c) Certificate by executive subordinate that work is completed satisfactorily and guarantee performance period is over as per terms and conditions of the work award / purchase order / agreement  d) In case of EMD / TMD certificate from the concerned executive subordinate that the work / supply is not awarded to the contractor / supplier and the amount may be refunded</p>	Bill Passing Assistant

Activity 1(k) (i, ii, iii & iv): Passing of Refund Bill (Contd.)

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
3		<p>3.04 iii) <u>In case of Refund Bill of employees</u></p> <p>a) <u>Cash Security deposit</u> has been recovered from employee/s &amp;</p> <ul style="list-style-type: none"> <li>➤ Amount of the Refund bill tallies with balance outstanding in the concerned schedule.</li> <li>➤ Certificate from the concerned schedule Assistant that balance is outstanding vide schedule volume number and item number</li> <li>➤ That the employee is not performing duties which requires continuance of security deposit and that a period of six month has expired since relinquishing the post against which deposit was recovered.</li> <li>➤ That there were no irregularities during his incumbency in the post against which deposit was recovered</li> </ul> <p style="text-align: center;">&amp;</p> <ul style="list-style-type: none"> <li>➤ Calculate the interest payable on the deposit as per rules</li> </ul>	Bill Passing Assistant

**Activity 1(k) (i, ii, iii & iv): Passing of Refund Bill (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
3	3.04	<p>b) <u>In case of Excess Recoveries / Recoveries effected for lapses:</u></p> <ul style="list-style-type: none"> <li>➤ O.M is placed for refund by competent authority</li> <li>➤ Amount of the Refund bill tallies with balance outstanding in the concerned schedule</li> <li>➤ Certificate from the concerned schedule Assistant that balance is outstanding vide schedule volume number and item number.</li> </ul> <p>iv) <u>Refund of balance in respect of Deposit Contribution Works</u></p> <ul style="list-style-type: none"> <li>➤ Concerned work is completed and completion report accepted</li> <li>➤ Confirm deposit details</li> <li>➤ Certificate from "C" Register Assistant that expenditure booked against the work order is verified with respect to materials drawn, value assigned are as per ruling S.R. rate on the date of drawal, labour charges and any other expenditure incurred are correctly booked</li> </ul>	Bill Passing Assistant

**Activity 1(k) (i, ii, iii & iv): Passing of Refund Bill (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
3		<p>3.04</p> <ul style="list-style-type: none"> <li>➤ Certificate from concerned schedule Assistant that expenditure as accounted in the schedule agrees with expenditure booked in "C" register and the balance agrees with amount of refund bill vide schedule volume number and item number</li> </ul> <p>b) When the <b>work is not executed, as per the request</b> of the consumer</p> <ul style="list-style-type: none"> <li>➤ Request letter from the consumer, not to take up the work</li> <li>➤ Certificate that work has not been taken up yet and materials are also not drawn by the executive subordinate</li> <li>➤ Certificate from concerned schedule Assistant that the balance agrees with amount of the refund bill vide schedule volume number and item number</li> <li>➤ Deduct prescribed percentage towards commitment charge</li> </ul>	Bill Passing Assistant

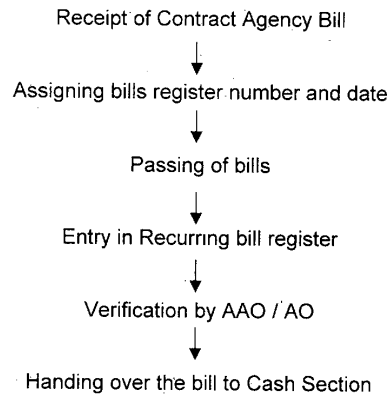
Activity 1(k) (i, ii, iii & iv): Passing of Refund Bill (Contd.)

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
3		<p>3.04 c) When the work is not executed at the <u>instance of the Corporation</u></p> <ul style="list-style-type: none"> <li>➤ Certificate that the work has not been taken up yet and materials are also not drawn by the executive subordinate.</li> <li>➤ Certificate from concerned schedule Assistant that the balance agrees with amount of the refund bill vide schedule volume number and item number.</li> <li>➤ <i>Full amount</i> of deposit to be refunded without any deduction.</li> </ul> <p>d) <u>Partly executed</u> work stopped <u>at the request of the consumer</u></p> <ul style="list-style-type: none"> <li>➤ <b>No refund of deposit amount</b></li> </ul>	Bill Passing Assistant
		3.05 Put up the bill along with Refund bill register, "C" Register, Schedule for approval of AAO / AO	Bill Passing Assistant

**Activity 1(k) (i, ii, iii & iv): Passing of Refund Bill (Contd.)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Description of the Activity</b>	<b>Person Responsible for the activity</b>
3		3.06 Enter details of bill passed in the movement register. Send it to Cash Section and obtain acknowledgement	Bill Passing Assistant
4	Checks to be exercised	4.01 Following checks are to be exercised: Verify the passed bill with reference to Refund bill register, "C" Register, Schedule.	AAO / AO
5	Head of Debit	Debit appropriate Sub Account Code under 23, 28,46, 47 & 78 series as applicable.	
6	Reports / MIS to be sent	NIL	
7	Link to next activity	Passed bills - To cash section	

**ACTIVITY 1 (I): Passing of Contract Agency Bills – Flow of Activity**





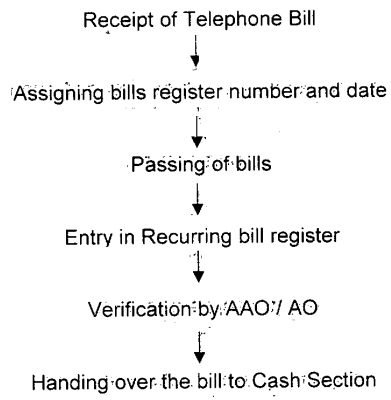
**Activity 1 (I): Passing of Contract Agency Bill**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
1	Source / Input	Pre-receipted bill in duplicate.	Concerned Contract Agency
2	Relevant Records and Books	Manual of Financial Powers, Work entrustment letter from competent authority, Agreement & Recurring Register.	
3	Instructions for carrying out the activity	3.01 Receipt of bill along with required certificates from executive subordinate.	Contractor
		3.02 Assign Bill Register number (B.R. No.) with date	Bill passing Assistant
		3.03 Obtain counter signature of the Head of the Office on the Refund Bill.	Bill Passing Assistant
		3.04 While passing the bill Verify and take action as follows: i. The period and amount mentioned in the bill agrees with work entrustment letter ii. Nature of work performed as certified on the bill agrees with the work entrustment letter. iii. Certificate from the contractor for having paid Provident fund contribution in respect of men appointed by him is enclosed. iv. Necessary entry is to be made in the Recurring Register with all details.	Bill Passing Assistant

**Activity 1 (I): Passing of Contract Agency Bill (Contd.)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Description of the Activity</b>	<b>Person Responsible for the activity</b>	
3		3.05	Put up the bill along with Recurring register, Work entrustment letter for approval of AAO / AO	Bill Passing Assistant
		3.06	Enter details of bill passed in the movement register and send it to Cash Section and obtain acknowledgement	Bill Passing Assistant
4	Checks to be exercised	4.01 Following checks are to be exercised: Verify the passed bill with reference to Recurring Register & Work entrustment letter and agreement. In case of maintenance expenditure ensure that Revenue Budget is not exceeded	AAO / AO	
5	Head of Debit	Debit appropriate Sub Account Code under Revenue Expenditure Head.		
6	Reports / MIS to be sent	NIL		
7	Link to next activity	Passed bills - To cash section		

**ACTIVITY 1 (m): Passing of Telephone Bills – Flow of Activity**



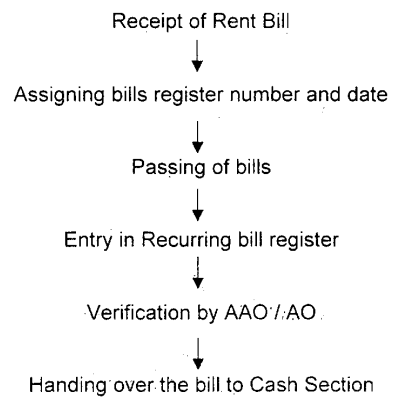
**Activity 1(m): Passing of Telephone Bill**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Description of the Activity</b>		<b>Person Responsible for the activity</b>
1	Source / Input	Telephone Bill.		
2	Relevant Records and Books	Recurring Register.		
3	Instructions for carrying out the activity	3.01	Receipt of bill along with required certificates from the concerned.	PA / PS / HC / Officer concerned
		3.02	Assign Bill Register number (B.R. No.) with date	Bill passing Assistant
		3.03	Obtain counter signature of the Head of the Office on the Telephone Bill.	Bill Passing Assistant
		3.05	While passing the bill Verify and take action as follows:	Bill Passing Assistant
			<ul style="list-style-type: none"> <li>i. Calculation with reference to number of calls and period covered by the bill with reference to previous bill</li> <li>ii. Correctness of amount related to personal calls and recovery of the same from the concerned.</li> <li>iii. Required certificate is recorded.</li> <li>iv. Telephone provided to the residence of the officer should be within the jurisdiction of the Head Quarters of the officer.</li> <li>v. Necessary entry is made in the Recurring Register with all details.</li> <li>vi. Pass the bill under Account Code <b>76.112 (28.401 in respect of personal calls).</b></li> </ul>	

**Activity 1(m): Passing of Telephone Bill (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
3		3.06	Put up the bill along with Recurring register for approval of AAO / AO	Bill Passing Assistant
		3.07	Enter details of bill passed in the movement register. Send it to Cash Section and obtain acknowledgement	Bill Passing Assistant
4	Checks to be exercised	4.01 Following checks are to be exercised: Verify the passed bill with reference to Recurring Register Ensure that Revenue Budget is not exceeded	AAO / AO	
5	Head of Debit	Debit Account Codes 28.401. to the extent personal calls to be recovered and the balance amount to 76.112(*ANC)		
6	Reports / MIS to be sent	NIL		
7	Link to next activity	Passed bills - To cash section		

**ACTIVITY 1 (n): Passing of Rent Bills – Flow of Activity**



**Activity 1 (n): Passing of Rent Bill**

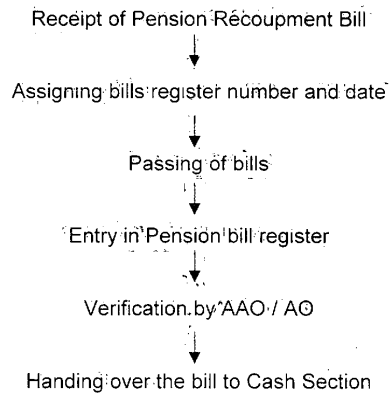
<b>Sl. No.</b>	<b>Particulars</b>	<b>Description of the Activity</b>	<b>Person Responsible for the activity</b>	
1	Source / Input	Pre-receipted bill in duplicate.	Owner of the building	
2	Relevant Records and Books	Manual of Financial Powers, Building Hiring Letter from the competent authority, Agreement & Recurring Register.		
3	Instructions for carrying out the activity	3.01	Receipt of bill along with required certificates from executive sub-ordinate.	Executive Sub-ordinate
		3.02	Assign Bill Register number (B.R. No.) with date	Bill passing Assistant
		3.03	Obtain counter signature of the Head of the Office on the Rent Bill.	Bill Passing Assistant
		3.04	While passing the bill Verify and take action as follows: i. Period and amount mentioned in the bill agrees with Terms and conditions of the contract. In case the initial period has lapsed, competent approval exists for the extended period. ii. Certificate as to bona-fide use of the hired building as per terms and conditions of contract iii. Certificate as to useable condition of the building. iv. Necessary entry is made in the Recurring Register with all details. v. Deduct Income Tax (TDS) where applicable as per provisions of IT Act.	Bill Passing Assistant
		3.05	Put up the bill along with Recurring register, Contract document for approval of AAO / AO.	Bill Passing Assistant

**Activity 1 (n): Passing of Rent Bill (Contd.)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Description of the Activity</b>		<b>Person Responsible for the activity</b>
3		3.06	Enter details of bill passed in the movement register. Send it to Cash Section and obtain acknowledgement.	Bill Passing Assistant
4	Checks to be exercised	4.01	Following checks are to be exercised: Verify the passed bill with reference to Recurring Register & Contract document Ensure that Revenue Budget is not exceeded	AAO / AO
5	Head of Debit		Debit appropriate Sub Account Code under 76 series	
6	Reports / MIS to be sent		NIL	
7	Link to next activity		Passed bills - To cash section	



**ACTIVITY 1 (o): Passing of Pension Bills – Flow of Activity.**



**Activity 1 (o): Passing of Pension Recoupment Bill**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Description of the Activity</b>		<b>Person Responsible for the activity</b>
1	Source / Input	Pension Recoupment Bill		Pension disbursing officer
2	Relevant Records and Books	Pension Payment Register, Survival Certificate, in case of family pensioner certificate for having not re-married.		
3	Instructions for carrying out the activity	3.01	Receipt of Pension Recoupment Bill	
		3.02	Assign Bill Register number (B.R. No.) with date	Bill passing Assistant
		3.03	While passing the bill Verify and take action as follows: i. Recoupment bill tallies with amount paid with reference to vouchers and the pension amount sent to concerned disbursing office is entirely paid ii. In case any un-disbursed pension is returned, verify reason for the same and take necessary action such as reduction of pension recoupment amount duly placing an O.M. iii. Necessary entries are made in Pension Payment Register iv. On addition of new pensioners, the pension recoupment amount is enhanced duly placing O.M. v. Life certificate is enclosed during the months of April and October every year/ the pensioner has signed in the register kept for this purpose in the Division	Bill Passing Assistant

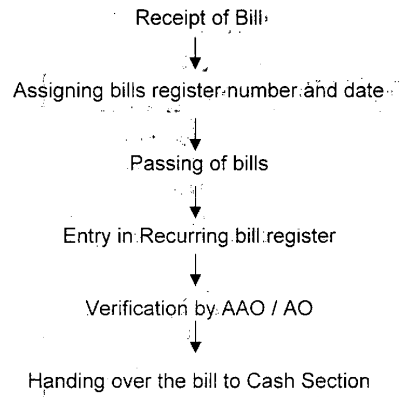
**Activity 1 (o): Passing of Pension Recoupment Bill (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
3		3.03 vi. On receipt of remarriage certificate from the spouse of the deceased employee, payment of family pension is to be stopped duly placing an O.M. for reduction in Pension amount of the disbursing unit vii. Option of the pensioner, if any viii. In case of family pensioner: certificate regarding re-marriage. ix. Arrears of pension & recoveries from pension, if any. x. After expiry of the period of commutation, whether the full pension has been restored. xi. In case of family pension, whether the family pension has been reduced <b>after seven years</b> . xii. Make necessary entries in the pension payment register	Bill Passing Assistant
		3.04 Put up the bill along with Pension Payment Register approval of AAO / AO	Bill Passing Assistant
		3.05 Enter details of bill passed in the movement register. Send it to Cash Section and obtain acknowledgement	Bill Passing Assistant
4	Checks to be exercised:	Following checks are to be exercised: 4.01 Verify the passed bill with reference to Pension Payment Register	AAO / AO
5	Head of Debit	Debit Account code – 44.120	
6	Reports / MIS to be sent	NIL	
7	Link to next activity	Passed bills -To cash section	

### ACTIVITY 1 (p): Passing of Other Miscellaneous Bills – Flow of Activity

Other Misc. bills include: -

1. Tree-cut compensation bills
2. Solatium Payment to owners of animals, which died due to electrocution.
3. Solatium Payment to legal heirs of non-departmental person who died due to electrocution.
4. Repair bills of Office Equipments, Tools and plants.
5. Transportation bills.
6. Vehicle Hire bills



**Activity 1(p): Passing of Miscellaneous Bill**

Sl. No	Particulars	Description of the Activity	Person Responsible for the activity	
1	Source / Input	Pre-receipted bill in duplicate.	Concerned	
2	Relevant Records and Books	Manual of Financial Powers, Work entrustment/ Sanction letter from competent authority, as the case may be, Agreement & Recurring Register.		
3	Instructions for carrying out the activity	3.01	Receipt of bill along with required certificates from the concerned	Concerned
		3.02	Assign Bill Register number (B.R. No.) with date	Bill passing Assistant
		3.03	Obtain counter signature of the Head of the Office on the Bill.	Bill Passing Assistant
		3.04	While passing the bill Verify and take action as follows:	Bill Passing Assistant
			<ul style="list-style-type: none"> <li>i. The Nature of work and amount mentioned in the bill agrees with work entrustment letter or estimate wherever applicable.</li> <li>ii. Arithmetical accuracy of the bill</li> <li>iii. In case of <b>tree-cut compensation</b> bill- Consent of the owner for felling trees, Mahazar report by the concerned authority, Panni certificate in the name of the owner, indemnity bond, are enclosed</li> <li>iv. In case of Solatium payment to owner of animals- certificate to the effect that the animal died of electrocution from Animal Husbandry Department.</li> <li>v. In case of Solatium payment to legal heirs of non-departmental persons of fatal electrical accidents- Death certificate, Postmortem report, Survivorship certificate, Electrical Inspectorate report are enclosed</li> </ul>	

**Activity 1(p): Passing of Miscellaneous Bill (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
3		3.04 vi. Payment of Solatium is as per limits in Manual of Financial powers. vii. Necessary entry is to be made in the Recurring Register with all details. viii. In case of <b>vehicle hire bills</b> – verify whether competent approval exists, the vehicle driver possess valid driving license, vehicle's permit is valid, vehicle log book for the trips made and necessary certificates are furnished by the vehicle user on the bill and counter signed by the head of the office. Ensure TDS is effected as per Statute and pass the bill. Before arranging payment the bill shall be got pre-audited.	Bill Passing Assistant	
		3.05 Put up the bill along with Recurring register, and necessary documents for approval of AAO / AO		Bill Passing Assistant
		3.06 Enter details of bill passed in the movement register. Send it to Cash Section and obtain acknowledgement		Bill Passing Assistant
4	Checks to be exercised	4.01 Following checks are to be exercised: Verify the passed bill with reference to Recurring Register & connected documents.	AAO / AO	
5	Head of Debit	Debit appropriate Head of Account (account group 14, 74, 79 etc., as the case may be)		
6	Reports / MIS to be sent	NIL		
7	Link to next activity	Passed bills - To cash section		

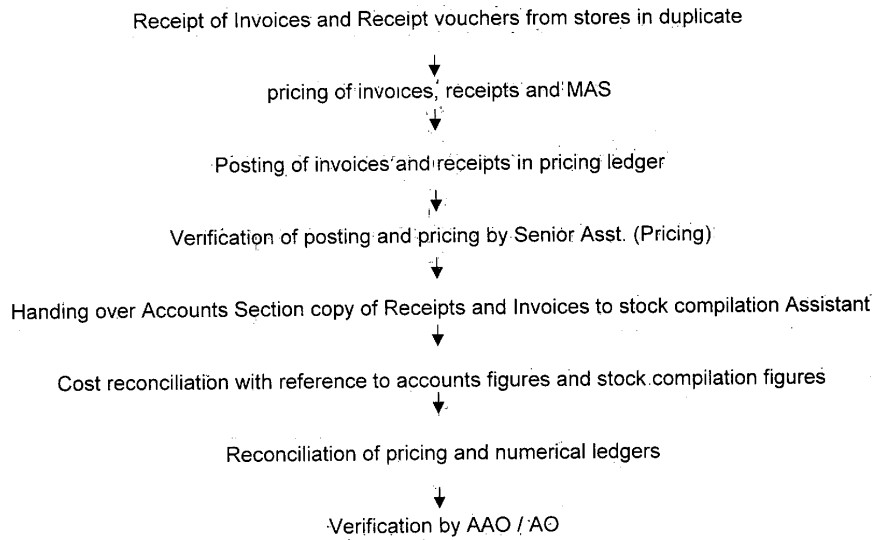
**II**

**OTHER ACTIVITIES**





## ACTIVITY 2: STORE PRICING – FLOW OF ACTIVITY



**Activity 2: STORES PRICING**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Description of the Activity</b>		<b>Person Responsible for the activity</b>
1	Reference to Existing Rules and Procedure	Accounts Manual - Volume II, Volume III, Circulars; Letters and Instructions		
2	SOURCE / INPUT	Store issues & Receipt Vouchers in duplicate (Red and yellow copies) from Store Keeper, Store Counting Sheets, MAS, Work order allotment O.M., ACKD invoice		
3	Relevant Records and Books	Pricing ledger, Invoice, Receipt vouchers, Standard Rate Book, Cost Reconciliation Register		
4	Instructions for carrying out the activity	4.01	New ledger folio number for materials (Material code wise) shall be assigned after information is received from storekeeper / store officer so that ledger folio numbers of both numerical and pricing ledgers are <b>identical</b> . Separate folio shall be opened for Released good materials and also for materials scrapped.	Assistant - Pricing
		4.02	Obtain store accounts <b>daily</b> with abstract of receipts and issues	Assistant - Pricing
		4.03	<b>Pricing of Receipts:</b>	Assistant - Pricing
		a) In respect of new materials, price the materials as per Schedule of Rates for Receipts duly verifying material codes. If standard rate/s is/are not available, purchase rate / previous rate as per the ledger shall be adopted for pricing	Assistant - Pricing	

Activity 2: STORES PRICING (Contd.)

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
4	4.03	b) In respect of materials returned as drawn in excess, they shall be valued at the rate they were originally issued with reference to Invoice number and date furnished in the R.I. and simultaneously bring it to prevailing Standard Rate by passing necessary adjustment R.V.	Assistant - Pricing
		c) In respect of materials released (de-commissioned) and returned as good / repairable / scrap, the same shall be priced at WDV (Written Down Value) which shall be obtained from the Asset Register Assistant	Assistant - Pricing
		d) In respect of re usable accessories returned, it shall be valued at the prevailing Standard Rate.	Assistant - Pricing
		e) In respect of scrapped accessories returned, it shall be valued at scrap value as per S.R.	Assistant - Pricing
		f) In respect of materials found excess on annual store counting / on inspection by officers, it shall be valued at prevailing S.R.	Assistant - Pricing
		g) Released materials lying outside store premises like transformers not returned to stores with R.I., when taken to stock shall be priced at 50% of the prevailing S.R.	Assistant - Pricing
		h) On return of meters: Released mechanical meters shall be valued at 10% of prevailing S.R. Released hi-precision meters shall be valued at 100% of prevailing S.R.	Assistant - Pricing

**Activity 2: STORES PRICING (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
4		4.03 From MRT as good, meters shall be valued at 100% of prevailing S.R. From MRT as scrap, meters shall be valued at 10% of prevailing S.R.	Assistant – Pricing
		4.04 <b>Pricing of Issues:</b>	
		a) In respect of new materials, price the issues as per prevailing Schedule of Rates duly verifying material codes.	Assistant – Pricing
		b) In respect of materials released good and issued shall be valued at average value on the date of issue (Value divided by Quantity)	Assistant – Pricing
		c) In respect of re usable accessories issued, it shall be valued at the prevailing Standard Rate.	Assistant – Pricing
		d) In respect of scrapped accessories issued, it shall be valued at scrap value as per S.R.	Assistant – Pricing
		e) In respect of materials found short on annual store counting / on inspection by officers, it shall be valued at prevailing S.R.	Assistant – Pricing
		f) On issue of meters: Released good hi-precision meters issued shall be valued at 100% of prevailing S.R. Issued to MRT, meters shall be valued at 100% of prevailing S.R.	Assistant – Pricing

**Activity 2: STORES PRICING (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
4		<p>4.05 <b>Posting of pricing ledger:</b></p> <p>a) Post priced Receipt vouchers to respective folio of the pricing ledger chronologically after verification of pricing by Senior Assistant. Details of Receipt No. &amp; Date, Source, quantity and value shall be recorded on the receipt side legibly. Similarly, in respect of Issues, details of Invoice No. &amp; Date, to whom issued, quantity and value shall be recorded on the issue side legibly.</p> <p>b) After posting each transaction, strike Bin balance (Qty. &amp; Value) and tally the same with Bin balance indicated in R.V &amp; Invoice by the Store Keeper. Correctness of closing balance shall be verified duly multiplying quantity (Bin balance) by standard rate. Discrepancies if any, shall be set right immediately.</p> <p>4.06 <b>Other Activities:</b></p> <p>a) On receipt of MAS, the same shall be priced, got verified by the Senior Assistant and duly round off the concerned item in the folio recording B.R. No. &amp; Date to avoid second claim.</p> <p>b) After ensuring that all transactions for the month are posted, extract Bin balance (Qty. &amp; Value) folio wise to a separate schedule and strike the total at the end of each month. The total of the schedule should tally with closing balance of stock compilation register and closing balance arrived from the General Ledger. Reconcile differences if any, immediately.</p>	<p>Assistant – Pricing</p> <p>Assistant – Pricing</p> <p>Assistant – Pricing</p> <p>Assistant – Pricing</p>

**Activity 2: STORES PRICING (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
4		4.06 c) Reconcile the difference between pricing ledger and numerical ledger maintained by storekeeper at frequent intervals. In each folio of the pricing ledger balance as per numerical ledger shall be recorded and attested by both the pricing assistant and store keeper.	Assistant – Pricing
		d) On revision of S.R. the value in Bin Balance shall be reworked with reference to revised rate by generating an adjustment Receipt Voucher on the effective date. In case of revision with effect from retrospective date necessary adjustment Receipt Vouchers / Invoices shall be prepared and value incorporated for each transaction from the effective date of revision of S.R.	Assistant – Pricing
		e) Prepare store inventory statement at the end of each month	Assistant – Pricing
		f) Prepare the statement of materials having more than Rs. 5,000/= value	Assistant – Pricing
		g) Prepare the statement of materials which are not used for more than 3 months	Assistant – Pricing
		h) Prepare the statement of obsolete / scraped materials	Assistant – Pricing
		i) Put up the pricing ledger to S.A for verification	Assistant – Pricing
		4.07 <b>On receipt of Annual store counting sheets, following action shall be taken:</b>	Assistant – Pricing
		a) Enter physically counted quantities in the pricing ledger in RED INK	Assistant – Pricing

**Activity 2: STORES' PRICING (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
4	4.07	<p>b) Work out excesses / shortages on physical verification of stores during annual store counting. In case of materials found in excess, try to ascertain the source of receipt and get them regularised.</p> <p>c) Forward the annual store counting statements to the SEE of the O&amp;M Circle along with the following statements:</p> <ul style="list-style-type: none"> <li>(i) Statements of Excess</li> <li>(ii) Statements of Shortages</li> <li>(iii) Statements of Set-off between materials of similar nature</li> <li>(iv) Statement of obsolete / scrap materials</li> <li>(v) Statement of materials not operated for more than one year excluding spares.</li> </ul> <p>d) Take appropriate action to account the shortages and excesses of stock as per final orders of SEE, O&amp;M Circle in the accounts of the division before submission of March Final Accounts for the year.</p> <p>e) On taking over of charge of stores by a new incumbent, the inventory statement shall be verified with reference to pricing ledger as to the quantity (Bin balance). If any shortages are noticed, value of materials found short should be kept in the personal account of the predecessor drawing an invoice and action initiated for recovery. If any excesses are noticed, the new incumbent shall be instructed to draw a Receipt voucher and account the excess</p>	<p>Assistant – Pricing</p> <p>Assistant – Pricing</p> <p>Assistant – Pricing</p> <p>Assistant – Pricing</p>

**Activity 2: STORES PRICING (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
5	Checks to be exercised	Following checks are to be exercised:	SA - Pricing / AAO	
		5.01		That material code matches the description of the material
		5.02		That the materials are correctly priced
		5.03		That the total value of each invoice and RV is correct. Bin balance in each R.V. / Invoice of each material tallies with the balance as per pricing ledger
		5.04		That there is no difference in quantity between pricing ledger and numerical ledger
		5.05		That excess / shortage of annual stock statements are incorporated in accounts
5.06	That there is no difference in value between pricing ledger and stock ledger			
6	Accounting Entry	NIL		
7	Reports / MIS to be sent	7.01	Monthly inventory statement to CC (Accounts) before 15 <sup>th</sup> of succeeding month	Assistant - Pricing
		7.02	Monthly Statement of materials, each costing more than Rs. 5,000/- to CEE (T&P) & CEE-MM&P	
		7.03	Statement of materials not in use for more than three months to be circulated among the divisions of the Circle.	
		7.04	Annual Store Counting sheets to SEE of the Circle for issue of Final Orders	
		7.05	MAS to Bill Passing Assistant	
8	Link to next activity	Stock Compilation		



### ACTIVITY 3: STOCK COMPILATION – FLOW OF ACTIVITY

Receipt of Accounts Section copy of Priced Invoices and Receipt vouchers from pricing section



Allocation of Head of Account on each Receipt Voucher and Invoice



Posting of Receipt vouchers in Part I of Stock Compilation Register



Posting of Invoices in Part II of Stock Compilation Register



Consolidation of account code wise totals of RVs and Invoices



Arriving at Closing Balance of Stock in Part III



Passing of Journal Voucher



Verification by AAO / AO

**Activity 3: Stock Compilation**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
1	Reference to Existing Rules and Procedure	Accounts Manual Volume II and Volume III, Circulars and Amendments.	
2	SOURCE / INPUT	Accounts section copy of priced Invoices, Receipt Vouchers and Acknowledgements, Work order allotment O.M.	
3	Relevant Records and Books	Stock Compilation Register, Priced Invoices, Receipt Vouchers and Acknowledgements, Advice of Transfer and Acceptance of Advice of Transfer book, IUA Register	
4	Instructions for carrying out the activity	4.01 Obtain accounts section copy of priced invoices (Red copy) and receipt vouchers (Yellow copy) from the pricing section	Stock Compilation Assistant
		4.02 Assign relevant account code to Receipt voucher with reference to the source from which the material is received. Similarly issue invoices shall also be assigned relevant account codes with reference to work order / purpose for which material is issued.	Stock Compilation Assistant
		4.03 Format the Stock Compilation Register for the month with necessary number of columns to accommodate account codes separately in Part I for posting of Receipt Vouchers store wise. So also in Part II for posting issue invoices store wise. In part III put up an Abstract showing O.B., Receipts, Issues and C.B. for each store if more than one store is in operation in the division.	Stock Compilation Assistant

**Activity 3: Stock Compilation (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
4.		<p>4.04 Before Posting the Stock Compilation Register verify that:</p> <ul style="list-style-type: none"> <li>i. The first RV No. and Invoice No. for the month is the number succeeding the last RV / invoice number of the previous month</li> <li>ii. The RV / invoice number for the month is in chronological order and the RV / invoice are serially numbered without out any repetition or missing numbers.</li> <li>iii. The store officer has counter signed the indent cum invoice and material has been drawn within 3 days from the date of counter signature.</li> <li>iv. The indent is pre checked by the concerned when material are issued to works. In case indent is not pre checked value of the material drawn shall be kept in the personal account of the indenter.</li> <li>v. The person acknowledging the receipt of the material in the invoice has affixed his signature duly recording his name in bold letters and designation and office address (in case of employees) or name &amp; full address in case of others.</li> </ul> <p>In the Stock Compilation Register enter serially RV No. / Invoice No. and post the amount in the relevant account code column.</p>	Stock Compilation Assistant
		<p>4.05 At the end of the month total the amount of all the invoices and receipt vouchers under each account code column in stock compilation register.</p>	Stock Compilation Assistant

**Activity 3: Stock Compilation (Contd.)**

SI. No.	Particulars	Description of the Activity	Person Responsible for the activity	
4		4.06	At the end of each month pass JV for all receipts and issues during the month.	Stock Compilation Assistant
		4.07	Put up the JV along with stock compilation register to A.A.O / A.O.	Stock Compilation Assistant
		4.08	Hand over the approved JV to Cash Compiler at the end of the month.	Stock Compilation Assistant
		4.09	Write Advice of Transfers in respect of Inter Unit Transactions under account 31.1(LC) & 32.1 and put up to AAO / AO	Stock compilation Assistant
		4.10	Reconcile the difference if any between closing balances as per accounts, as per Part III of stock compilation and as per Pricing ledger (Cost reconciliation) before stock compilation of the succeeding month.	Stock Compilation Assistant
		4.11	Bundle the RVs and invoices serial number wise of the month and preserve	Stock Compilation Assistant
5	Checks to be exercised	5.01 Following checks are to be exercised: i. Check at random posting made in stock compilation register ii. Ensure Cost Reconciliation within stipulated time	AAO / AO	
6	Accounting Entry	<b>A</b> 6.01 <b>RECEIPT OF MATERIALS:</b> <b>On purchase of Materials:</b> 22.2100 – Materials purchase Dr. 14.607 (*ANC)–CWIP–Vehicles Dr. 14.708 (*ANC)– – CWIP – Furniture & Fixtures Dr. 14.809 (*ANC)– – CWIP – Office Equipment: Dr. To 42.1010 – Liability for supply of materials.	Stock Compilation Assistant	

**Activity 3: Stock Compilation (Contd.)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Description of the Activity</b>	<b>Person Responsible for the activity</b>
6	Accounting Entry	<b>6.02 Receipts from Fabricators:</b> 22.2100 – Material purchase Dr. To 22.7200 – Material issued to fabricators To 76.282 (*ANC) – Fabrication charges absorbed in cost of fabrication.	Stock Compilation Assistant
		<b>6.03 Material Transfer – Inward</b> 22.4100 Material Transfer – Inward Dr. 22.8200 Stock shortages pending investigation Dr. 79.110 (*ANC) – Material cost variance Dr. To 31.2(LC) – IUA Materials (A.T. not received) To 22.8100 – Stock excesses pending investigation To 79.110 (*ANC) – Material cost variance	Stock Compilation Assistant
		<b>6.04 Receipts from Manufacturing Centres</b> 22.4600 – Materials transfer inward (Workshop / RCC centres) Dr. 14.708(*ANC)–CWIP – Furniture & Fixtures Dr. To 22.7100 – Workshop Account	Stock Compilation Assistant
		<b>6.05 Return of Excess Materials from Capital Works</b> 22.3100 – Material Issues (Capital) Dr. To 14.110 (*ANC) – Capital Work in Progress to (Category wise) 14.925 (*ANC)	Stock Compilation Assistant

**Activity 3: Stock Compilation (Contd.)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Description of the Activity</b>	<b>Person Responsible for the activity</b>
6	Accounting Entry	6.06 <b>Return of Excess Materials from O&amp;M Works</b> 22.3200 – Material Issues (O&M) Dr. To 74.101(*ANC) – Repairs and Maintenance to (Category wise). 74.802 (*ANC)	Stock Compilation Assistant
		6.07 <b>Return of Excess Materials from Research and Development Centres</b> 22.3200 – Material Issues (O&M) Dr. To 79.210 (*ANC) – Research and Development Expenses	Stock Compilation Assistant
		6.08 <b>Return of Excess Materials drawn by Contractors</b> 22.3600 – Materials returned by contractors Dr. To 26.6030 – Contractors Material Control Account	Stock Compilation Assistant
		6.09 <b>Return of Excess Materials drawn by Fabricators</b> 22.3200 – Materials issues (O&M) Dr. To 22.7200 – Materials issued to fabricators.	Stock Compilation Assistant
		6.10 <b>Accessories Returned on Dismantling of asset</b> 22.3700 – Accessories (other than main asset) returned Dr. on dismantling of asset To 62.9170 – Miscellaneous Recoveries	Stock Compilation Assistant

**Activity 3: Stock Compilation (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
6	Accounting Entry	6.11 <b>Accounting of difference in value consequent to Revision of Standard Rate:</b> a) <u>When Upward revision of S.R.:</u> 22.5100 – Material Stock Adjustment Account Dr. To 79.110(*ANC) Material Cost Variance  b) <u>When Downward revision of S.R.:</u> 79.110(*ANC) – Material Cost Variance Dr. To 22.5100 – Material Stock Adjustment Account	Stock Compilation Assistant	
		<b>B ISSUE OF MATERIALS:</b>		Stock Compilation Assistant
		6.01 <b>Issue of Stock Materials to Capital Works</b> 14.110 (*ANC) — Capital Works in Progress Dr. to (Category wise) 14.925(*ANC) To 22.3100 – Material Issues (Capital)		
		6.02 <b>Issue of Stock Materials to O&amp;M Works</b> 74.101(*ANC) – Repairs and Maintenance Dr. to (Category wise) 74.802 (*ANC) To 22.3200- Materials Issues (O&M)		
6.03 <b>Issue of Stock Materials to R&amp;D Centres</b> 79.210 (*ANC)–Research & Development Expenses Dr. To 22.3200 – Material Issues (O&M)	Stock Compilation Assistant			

**Activity 3: Stock Compilation (Contd.)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Description of the Activity</b>	<b>Person Responsible for the activity</b>
6	Accounting Entry	6.04 <b>Issues of Petrol / Diesel from Stocks maintained at CSD</b> 76.240 (*ANC)–Vehicle running expenses (Stores) Dr. 76.136 (*ANC) – Vehicle running expenses (Others) Dr. To 22.3200 – Material Issues (O&M)	Stock Compilation Assistant
		6.05 <b>Issue of Stock Materials to Contractors</b> 26.6030 – Contractors Material Control Account Dr. To 22.3400 – Materials issued to Contractors	Stock Compilation Assistant
		6.06 <b>Issue of Stock Materials to Manufacturing Centres</b> 22.7100 – Workshop Account Dr. To 22.3200 – Materials Issues (O&M)	Stock Compilation Assistant
		6.07 <b>Stock Transfers – Outward</b> 31.1(LC) – IUA Materials (Acceptance not received) Dr. To 22.4200 – Material transfer – Outward	Stock Compilation Assistant
		6.08 <b>Issue of Stock Materials to Fabricators</b> 22.7200 – Materials issued to Fabricators Dr. To 22.3200 – Materials issues (O&M)	Stock Compilation Assistant
		6.09 <b>Issue of Stock Materials under Imprest</b> 22.6410 – Material Imprest Account Dr. To 22.3110 – Material issues (Imprest)	Stock Compilation Assistant



Activity 3: Stock Compilation (Contd.)

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
6	Accounting Entry	<p><b>6.10 Issues of Vehicles, Furniture &amp; Fixtures and Office Equipment from Stores</b></p> <p>10.710 (*ANC) - Vehicles Dr.</p> <p>to</p> <p>10.740 (*ANC)</p> <p>10.8 (*ANC) - Furniture &amp; Fixture Dr.</p> <p>10.901 (*ANC) - Office Equipment Dr.</p> <p>to</p> <p>10.904 (*ANC)</p> <p>To 14.607(*ANC) - Capital Work in Progress - Vehicles</p> <p>To 14.708(*ANC) - Capital Work in Progress - Furniture &amp; Fixtures</p> <p>To 14.809(*ANC) - Capital Work in Progress - Office Equipment</p>	Stock Compilation Assistant
		<p><b>6.11 Issue of Materials to Contractors / Suppliers for Repairs:</b></p> <p>26.6040 - Transformers / Meters etc., issued to contractors / Suppliers for Repairs / Replacement Dr.</p> <p>To 22.3200 - Materials issues (O&amp;M)</p>	Stock Compilation Assistant
		<p><b>6.12 Issue of Materials to Corporation's Personnel for Repairs:</b></p> <p>27.2100 - Transformers / Meters etc., issued for Repairs to the Corporation's Personnel Dr.</p> <p>To 22.3200 - Materials issues (O&amp;M)</p>	Stock Compilation Assistant

**Activity 3: Stock Compilation (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
6	Accounting Entry	6.13 <b>Accounting of difference in value consequent to Revision of Standard Rate:</b> c) <u>When Upward revision of S.R.:</u> Appropriate Capital / Revenue expenditure head Dr. To 22.3100 – Material issues (Capital) To 22.3200 – Material Issues (O&M) as the case may be  d) <u>When Downward revision of S.R.:</u> 22.3100 – Material Issues (Capital) Dr. 22.3200 – Material Issues (O&M) as the case may be Dr. To Appropriate Capital / Revenue expenditure head	Stock Compilation Assistant	
		<b><u>DISCREPENCIES IN STORES STOCKS</u></b>		
		<b>C</b>	<b>Accounting of Stock Shortages: -</b>	
		6.01	<b>On notice of Stock Shortages</b> 22.8200 – Stock shortages pending investigation Dr. To 22.5100 – Material Stock adjustment account	Stock Compilation Assistant
		6.02	<b>Write-off of un-explained Shortages</b> 79.5100 – Shortages on physical verification of stock Dr. To 22.8200 – Stock shortages pending investigation	Stock Compilation Assistant
6.03	<b>Theft of Materials</b> 79.5110 – Loss of materials due to pilferage etc. Dr. To 22.8200 – Stock shortages pending investigation.	Stock Compilation Assistant		

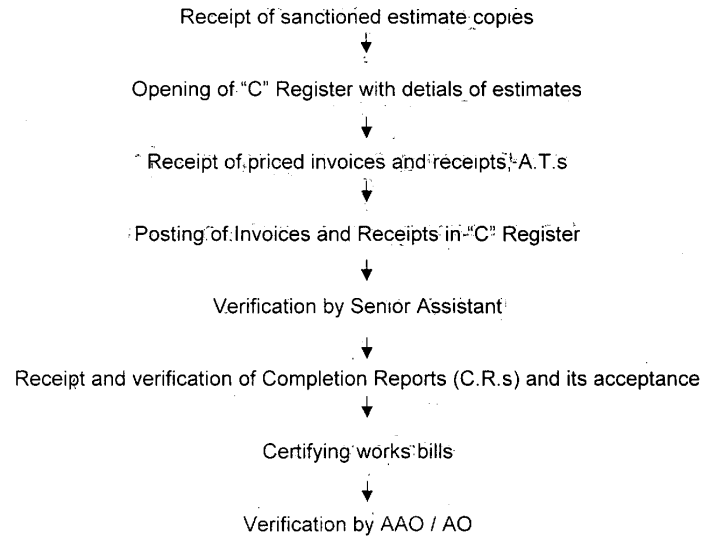
**Activity 3: Stock Compilation (Contd.)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Description of the Activity</b>	<b>Person Responsible for the activity</b>
6	Accounting Entry	6.04 <b>Amount of shortage to be recovered from concerned employee</b> 28.4010 – Amount Recoverable from employees Dr. To 22.8200 – Stock shortages pending investigation.	Stock Compilation Assistant
		6.05 <b>Regularisation of Amount kept under A/c Code 22.820</b> Concerned Account Code under 14 Or 74 Series Dr. To 22.8200 – Stock shortages pending investigation	Stock Compilation Assistant
		<b>D Accounting of Stock Excesses:-</b>	
		6.01 <b>On notice of Stock Excesses</b> 22.5100 – Material Stock Adjustment Account Dr. To 22.8100 – Stock excess pending investigation.	Stock Compilation Assistant
		6.02 <b>When source of Material is not ascertainable:</b> 22.8100 – Stock excess pending investigation Dr. To 28.1050 – Sundry Debtors for other Misc. income.  <b>Demand entry after passing the above accounting entry:</b> 28.1050 – Sundry Debtors for other Misc. income! Dr. To 62.9050 Excess found on physical verification of material stock	Stock Compilation Assistant
		6.03 <b>When the source of Material is ascertained</b> 22.8100 – Stock excess pending investigation Dr. To Concerned Account code for source of materials	Stock Compilation Assistant

Activity 3: Stock Compilation (Contd.)

Sl. No.	Particulars	Description of the Activity		Person Responsible for the activity
6	Accounting Entry	E	<b>OBSOLETE MATERIALS</b>	
		6.01	<b>Segregation of Obsolete Materials:-</b> 22.7600 – Obsolete Materials Stock Dr. To 22.5100 – Material Stock Adjustment Account	Stock Compilation Assistant
		6.02	<b>Issue of Obsolete Materials for the purpose of sale</b> 28.1030 – Sundry Debtors for sale of stores Dr. 79.5730 – Loss on sale of stores Dr. To 22.7600 – Obsolete Material Stock To 62.3300 – Profit on sale of stores	Stock Compilation Assistant
		6.03	<b>Write off of Obsolete Materials</b> 79.5610 – Loss on Obsolescence of stores Dr. To 22.7600 – Obsolete Materials Stock	Stock Compilation Assistant
7	Reports / MIS to be sent	7.01	(a) Store Inventory to be sent within 15 <sup>th</sup> of succeeding month to CC (Accounts); CEE (T&P)	Stock Compilation Assistant
8	Link to next activity		i. JV to cash compiler ii. Advice of transfer along with relevant invoices to transferee units	

**ACTIVITY 4: MAINTENANCE OF "C" REGISTER – FLOW OF ACTIVITY**



**Activity 4: MAINTENANCE OF COST REGISTER PERTAINING TO WORKS**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
1	Reference to Existing Rules and Procedure	Accounts Manual Volume II and Volume III.		
2	SOURCE / INPUT	Sanctioned Estimates, Invoices, receipt vouchers, J.V.s, Paid voucher Bundles Completion Reports, Work order allotment O.M.		
3	Relevant Records and Books	Cost Registers		
4	Instructions for carrying out the activity	4.01	Receive copy of the sanctioned estimate. Verify the work order with reference to the O.M. assigning work order numbers. Check that work order number assigned is in continuity with the previous work order issued.	C Register Assistant
		4.02	Open separate C-Register for each account code duly providing a separate folio for each work order number serially. Copy down content of the estimate like Nomenclature of the work, Estimate Number and date, Work Order No. & date, Sanctioned amount of estimate, Currency of estimate, Name of materials, Estimated Quantity, Amount, cost of Labour, contingencies etc. in relevant columns of the "C" register folio.	C Register Assistant
		4.03	Extract details Account code wise under 14 and 47 series from JVs and Cash vouchers to a Kutcha book noting the details of JV No., Invoice Number, RV No. and CBV No. with amount.	C Register Assistant

**Activity 4: MAINTENANCE OF COST REGISTER PERTAINING TO WORKS (Contd.)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Description of the Activity</b>	<b>Person Responsible for the activity</b>
4		4.04 Debits and Credits of each account code extracted to Kutcha book shall be totaled and tallied with General Ledger.	C Register Assistant
		4.05 Post transactions in respective columns of the folio opened for the specific Work order, details of Invoices, R.Vs and Cash vouchers. If copy of estimate related to the transaction is not received obtain the same from the concerned	C Register Assistant
		4.06 Record certificate on Labour Contract Bill for the correctness of materials against which labour charges are claimed duly recording B.R No. and Date in the C-Register to avoid second claim.	C Register Assistant
		4.07 In case materials are drawn in respect of a work order currency of which is lapsed, obtain explanation of the concerned and issue directions for return of materials / regularisation	C Register Assistant
		4.08 Credits shall be posted in <b>RED INK</b> only.	C Register Assistant
		4.09 At the end of the month ensuring that all transactions of the month have been posted, strike vertical and horizontal totals. Extract the totals of each folio to the last page of the volume and arrive at the total.	C Register Assistant
		4.10 Extract totals from last page of each volume account code wise to a demi-sized ruled register and strike totals. Total of each account code should tally with balance as per Trial Balance	C Register Assistant
		4.11 Cumulative totals in terms of quantity and amount should not exceed the provisions of the estimate in normal course.	C Register Assistant

**Activity 4: MAINTENANCE OF COST REGISTER PERTAINING TO WORKS (Contd.)**

Sl. No.	Particulars	Description of the Activity		Person Responsible for the activity	
4		4.12	<b>Review and take Action as indicated below at the end of the month:</b>		
		a)	Excess drawal of material and Excess booking of expenditure.	Inform the executive sub-ordinate in charge of the work to return the excess materials drawn duly explaining the reasons for excess drawal or to produce revised estimate / work slip. In case of failure to return the excess materials drawn or in regularising the transaction, recover cost of the excess material drawn.	C Register Assistant / Senior Assistant in charge of C Register
		b)	Deviation in the specification of the material and excess booking of expenditure (Example: Drawal of 9.5 Mtrs RCC Poles as against 8.00 Mtrs RCC Poles as per estimate.	Inform the executive sub-ordinate in charge of the work to explain the reasons for change in specification of Materials and produce revised estimate. For failure in regularising the transaction, recover excess cost.	C Register Assistant / Senior Assistant in charge of C Register



**Activity 4: MAINTENANCE OF COST REGISTER PERTAINING TO WORKS (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity			
4		4.12				
		c)		Excess Expenditure without drawal of excess material	If excess expenditure booked is due to revision of Schedule of Rates / adopting purchase rates; accept excess expenditure. If excess is due to any other reason, obtain explanation of the executive subordinate / Revised estimate	C Register Assistant / Senior Assistant in charge of C Register
		d)		Materials partly drawn and currency of work order lapsed	Call for explanation of the concerned and initiate disciplinary proceedings, if there is fault on the part of the executive subordinate in charge of the work	C Register Assistant / Senior Assistant in charge of C Register
		e)		Materials fully drawn and expenditure fully booked	Obtain Technical Certificate for having commissioned the work and categorise the work duly affixing the categorisation seal with cross-reference to serial number of the categorisation register	Executive Engineer
f)	Non receipt of Completion report within 3 months from date of starting service / date of completion of the work (Para 331 of Accounts Manual Volume II, Part "A")	Serve ultimatum fixing a date within which the Completion Report has to be submitted by the Executive Subordinate in-charge of the work. If not submitted within stipulated date initiate disciplinary proceedings.	Executive Engineer			

**Activity 4: MAINTENANCE OF COST REGISTER PERTAINING TO WORKS (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
4	4.12	g) <b>When Completion Report is received:</b>		
		1	Fill in the quantity of materials drawn as per C-Register in appropriate column of the CR	C Register Assistant / Senior Assistant in charge of C Register
		2	If any discrepancies are observed between quantity as per C-Register and quantity actually used, check correctness of posting in the C-Register	C Register Assistant / Senior Assistant in charge of C Register
		3	Even after checking the correctness of posting with reference to original records, discrepancies exists, call for the explanation of the concerned	C Register Assistant / Senior Assistant in charge of C Register
		4	Accept CR if there are no discrepancies duly affixing "C.R ACCEPTED SEAL". In case total cost has exceeded the estimated amount and accepted for justifiable reasons, a note shall be put on the C.R. and got attested by the EEE. The fact of having accepted the C.R. and closure of work shall be recorded in the concerned folio of the C Register.	C Register Assistant / Senior Assistant in charge of C Register.
		5	Duplicate copy of the accepted C.R. shall be sent to the concerned Executive subordinate.	C Register Assistant / Senior Assistant in charge of C Register
		6	After acceptance of C.R. verify, whether the amount is categorised on receipt of Technical Certificate. Categorise the difference if any (+ or -) with reference to amount already categorised, Otherwise Categorise the amount for which C.R is accepted	C Register Assistant / Senior Assistant in charge of C Register.

Activity 4: MAINTENANCE OF COST REGISTER PERTAINING TO WORKS (Contd.)

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
4.	4.12 g)	7	If any increase (which is not due to drawal of materials afresh) or decrease of expenditure is accounted after categorisation and acceptance of C.R, the same shall be appropriately categorised (+ or -) duly obtaining competent approval.	C Register Assistant / Senior Assistant in charge of C Register
		8	Till all the works in a C Register are closed, the register shall be reviewed every month and follow up action taken	
		9	Put up C.R. with C Register to Sr. Asst / AAO / AO / EE.	C Register Assistant / Senior Assistant in charge of C Register
		h)	<b>ACTION SPECIFIC TO DEPOSIT CONTRIBUTION WORKS</b>	
		1	Schedule and C Register to be maintained.	
		2	Work should not have been taken up without collecting required deposit. Work order should be issued only after collecting the amount as per estimate.	
		3	If the amount is deposited in other offices, the same shall be got transferred.	
		4	Deposit details shall be recorded in the concerned folio of the C Register.	
		5	Ensure total expenditure incurred has not exceeded the deposited amount. If it has exceeded, call for additional deposit from the concerned party. Inform the executive subordinate to stop the work till additional deposit is received.	

**Activity 4: MAINTENANCE OF COST REGISTER PERTAINING TO WORKS (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
4	4.12 h)	6 Employee cost and other charges at 20 % on actual works cost as per "C Register" shall be charged.	C Register Assistant / Senior Assistant in charge of C Register
		7 On receipt of Technical Certificate and acceptance of C.R. if the ownership of the asset created vests with the Corporation, categorise the same.	
		8 If the ownership of the asset created vests with the party, intimate the fact of completion of the work and hand over the same with full cost details of the work.	
		9 In case of refund of deposit, pre-receipted refund bill in duplicate shall be obtained and processed.	
		i) <b>In respect of Tentative Work Orders:</b> Tentative work orders are issued for work related to immediate replacement of failed distribution transformer or other equipments and for repairs of the same to resume power supply. Also in case of break down of lines due to natural calamities Tentative Work Orders (T.W.O.) are issued. T.W.O.s are not issued for any other works other than those mentioned. On completion of such works, the estimate based on actuals should be prepared and got sanctioned by the appropriate authority within 4 weeks from the date of issue of T.W.O. and expenditure got regularised.	C Register Assistant / Senior Assistant in charge of C Register

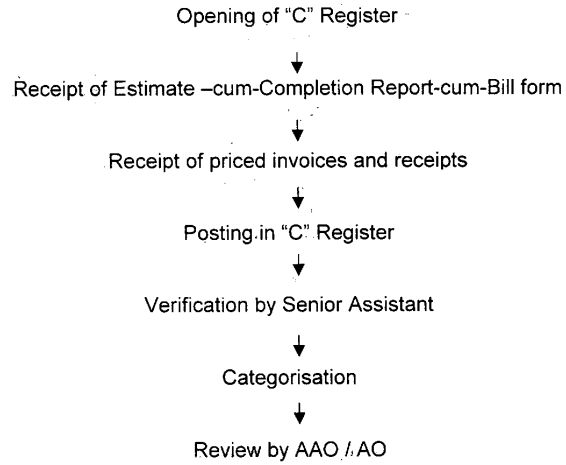
**Activity 4: MAINTENANCE OF COST REGISTER PERTAINING TO WORKS (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
4	4.12	i)	On the basis of invoices for having drawn materials without work orders, it shall be verified from the technical section whether T.W.O. has been issued. Watch for receipt of Sanctioned estimate within 4 weeks from the date of issue of T.W.O. for regularisation of expenditure incurred. Put up a statement of such T.W.O.s not regularised within 4 weeks for information of the divisional officer.	C Register Assistant / Senior Assistant in charge of C Register
		1	Take follow-up action to regularise the transaction within one month from the date of completion of the work by getting the approved estimate.	Executive Engineer.
		2	In case of non regularisation of T.W.O, within one month from the date of completion of the work, serve ultimatum fixing a date within which estimate has to be submitted for approval by the Executive Sub-ordinate in-charge of the work to the Executive Engineer. If not submitted within stipulated date initiate disciplinary proceedings	Executive Engineer.
		j)	<b>In respect of Self Execution Works:</b> Under this scheme no work order shall be assigned. Therefore ensure that no materials are drawn. Necessity of maintaining "C Register" for these works does not arise	C Register Assistant
5	Checks to be exercised	5.01	Following checks are to be exercised: Check the correctness of entries made in the C Register with reference to estimates, postings of monthly transactions.	"C" Register Senior Assistant
		5.02	Check arithmetical accuracy	AAO / AO
		5.03	Periodical review of all the C Registers to ensure minimum balance in CWIP.	AAO / AO

**Activity 4: MAINTENANCE OF COST REGISTER PERTAINING TO WORKS (Contd.)**

Sl. No.	Particulars	Description of the Activity		Person Responsible for the activity
6	Accounting Entry	A	At the year-end strike the total Account code-wise (10 Series against each CWIP Account code) and pass separate J.V. for each Account code under 14 series. 10 Series (Sub-Account code wise) Dr. To Relevant Account code under 14 Series.	C Register Assistant
		B	In respect of DCW / Self execution of works where the assets are handed over to the Corporation for further maintenance: 10 Series (Sub-Account code wise) Dr. To 55.1 series (Sub-Account code wise)	C Register Assistant
		C	When CWIP is transferred: 32.4 IUA – Capital expenditure / fixed assets / depreciation - Debit AT sent Dr. To 14 series (Sub-Account code wise)	C Register Assistant
7	Reports / MIS to be sent	7.01	Quarterly Statement of R.E.C to R.E.C authorities.	C Register Assistant
		7.02	Monthly CWIP and Categorisation Statement to C.C. (Accounts), Bangalore within 15th of succeeding month.	"C" Register Senior Assistant
		7.03	Monthly TWO Statement with in 20 <sup>th</sup> of succeeding month to C.C (Accounts), Bangalore	"C" Register Senior Assistant
8	Link to next activity		Categorisation of C.W.I.P & passing JVs, cash compilation, writing of Asset Register.	

**ACTIVITY 5: MAINTENANCE OF "C" REGISTER – SERVICE CONNECTION – FLOW OF ACTIVITY**



**Activity 5: MAINTENANCE OF COST REGISTER PERTAINING TO SERVICE CONNECTION WORKS**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
1	Reference to Existing Rules and Procedure	Accounts Manual Volume II and Volume III.	
2	SOURCE / INPUT	Estimate –cum-Completion Report-cum-Bill form, Invoices, J.V.s	
3	Relevant Records and Books	Cost Registers & Categorisation Register	
4	Instructions for carrying out the activity	<p>4.01 <b>SERVICE CONNECTION WORKS (WITHOUT EXTENSION OF LINE)</b>            Open "C" Register using Demi-sized Ruled Register in three parts – A, B &amp; C (Format available in page No.113 of Compendium Vol. I issued by O/O The CCA, Bangalore)            In the first volume opened for the year, all work order number assigned for the year shall be written serially as INDEX. Index written in the first volume need not be renewed or re-written. The same index shall be made use of.            Enter under Part A, details of Materials drawn from stores against each invoice and work order.            Enter under Part B, Consumer's portion of work to be capitalized based on the certificate of the O&amp;M section officer in Estimate – cum-Completion Report – cum – Bill form against each work order.</p>	C Reg. Assistant



Activity 5: MAINTENANCE OF COST REGISTER PERTAINING TO SERVICE CONNECTION WORKS (Contd.)

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
4		<p>4.01 Enter under Part C, the cost chargeable to Corporation as per Estimate – cum – Completion Report – cum – Bill form against each work order.</p> <p>On drawal of meter the relevant work order number in the Index shall be rounded off. Whenever consumer's portion is capitalized the work order in the Index shall be horizontally scored off. On refund by way of adjustment of the fixed amount (Board's portion), the work order number in the index shall be scored off vertically.</p> <p>At the end of the month, total shall be struck and the Register closed for the month. After closure, CWIP booked and total amount of column – Meters and other remaining columns shall be categorised by transferring the amount separately to the categorisation Register. The transactions are to be recorded month-wise leaving sufficient space for putting up abstract every month.</p> <p><b>IN RESPECT OF SERVICE CONNECTION WORKS WITH EXTENSION OF LINE, SEPARATE COST REGISTER IS TO BE MAINTAINED AS SIMILAR TO THAT OF OTHER WORKS.</b></p> <p>Total of expenditure booked under part A and that of Line materials booked in Cost register maintained separately, shall tally to expenditure booked for the month under Account code – 14.4007 – Service Connections.</p>	C Reg. Assistant

**Activity 5: MAINTENANCE OF COST REGISTER PERTAINING TO SERVICE CONNECTION WORKS (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
4		4.02 In the C-Register for service connection works, provide a separate folio for each work order number serially. Copy down content of the estimate like Nomenclature of the work, Estimate Number and date, Work Order No. & date, Sanctioned amount of estimate, Currency of estimate, Name of materials, Estimated Quantity, Amount, cost of Labour, contingencies etc. in relevant columns of the "C" register folio	C Reg. Assistant
		4.03 Extract details from JVs and Cash vouchers to a Kutcha book noting the details of JV No., Invoice Number, RV No. and CBV No. with amount.	C Reg. Assistant
		4.04 Debits and Credits of each account code extracted to Kutcha book shall be totalled and tallied with General Ledger.	C Reg. Assistant
		4.05 Post transactions in respective columns of the folio opened for the specific Work order, details of Invoices, R.Vs and Cash vouchers. If copy of estimate related to the transaction is not received obtain the same from the concerned	C Reg. Assistant
		4.06 Record certificate on Labour Contract Bill for the correctness of materials against which labour charges are claimed duly recording B.R No. and Date in the C Register to avoid second claim.	C Reg. Assistant
		4.07 In case materials are drawn in respect of a work order currency of which is lapsed, obtain explanation of the concerned and issue directions for return of materials / regularisation	C Reg. Assistant
		4.08 Credits shall be posted in <b>RED INK</b> only.	C Reg. Assistant

**Activity 5: MAINTENANCE OF COST REGISTER PERTAINING TO SERVICE CONNECTION WORKS (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
4		4.09 At the end of the month ensuring that all transactions of the month have been posted, strike vertical and horizontal totals. Extract the totals of each folio to the last page of the volume and arrive at the total.	C Reg. Assistant
		4.10 Extract totals from last page of each volume account code wise to a demi-sized ruled register and strike totals. Total of each account code should tally with balance as per Trial Balance	C Reg. Assistant
		4.11 Cumulative totals in terms of quantity and amount should not exceed the provisions of the estimate in normal course.	C Reg. Assistant
		4.12 Review and take Action as indicated below at the end of the month:	C Reg. Assistant / Senior Assistant in charge of C Register
	a)	Excess drawal of material and Excess booking of expenditure.	Inform the executive sub-ordinate in charge of the work to return the excess materials drawn duly explaining the reasons for excess drawal or to produce revised estimate / work slip. In case of failure to return the excess materials drawn or in regularising the transaction, recover cost of the excess material drawn.

Activity 5: MAINTENANCE OF COST REGISTER PERTAINING TO SERVICE CONNECTION WORKS (Contd.)

Sl. No.	Particulars	Description of the Activity		Person Responsible for the activity	
4	4.12	b)	Deviation in the specification of the material and excess booking of expenditure (Example: Drawal of 9.5 Meters RCC Poles as against 8.00 Meters RCC Poles as estimated.	Inform the Executive Sub-ordinate in charge of the work to explain the reasons for change in specification of Materials and produce revised estimate. Failure to regularise the transaction; recover excess cost	C Register Assistant / Senior Assistant in charge of C Register
		c)	Excess Expenditure without drawal of excess material	If excess expenditure booked is due to revision of Schedule of Rates / adopting purchase rates, accept excess expenditure. If excess is due to for any other reason, obtain explanation of the executive subordinate / Revised estimate	C Register Assistant / Senior Assistant in charge of C Register
		d)	Materials partly drawn and currency of work order lapsed	Call for explanation of the concerned and initiate disciplinary proceedings	Executive Engineer
		e)	Materials fully drawn and expenditure fully booked	Obtain Technical Certificate for having commissioned the work, and categorise the work duly affixing the categorisation seal with cross reference to serial number of the categorisation register.	C Register Assistant / Senior Assistant in charge of C Register

Activity 5: MAINTENANCE OF COST REGISTER PERTAINING TO SERVICE CONNECTION WORKS (Contd.)

Sl. No.	Particulars	Description of the Activity		Person Responsible for the activity.	
4	4.12	f)	Non receipt of Completion report after giving technical certificate	Serve ultimatum fixing a date within which the Completion Report has to be submitted by the Executive Sub-ordinate in-charge of the work. If not submitted within stipulated date initiate disciplinary proceedings.	Executive Engineer.
		g)	On receipt of Completion Report (CR) in duplicate:		C Register Assistant / Senior Assistant in charge of C Register
		1	Fill in the quantity of materials drawn as per C-Register in appropriate column of the CR		
		2	If any discrepancies are observed between quantity as per C-Register and quantity actually used, check correctness of posting in the C-Register		
		3	Even after checking the correctness of posting with reference to original records, discrepancies continue, call for the explanation of the concerned		
		4	Accept CR if there are no discrepancies duly affixing "C.R ACCEPTED SEAL". In case total cost has exceeded the estimated amount and accepted for justifiable reasons, a note shall be put on the C.R. and got attested by the EE-EI. The fact of having accepted the C.R. and closure of work shall be recorded in the concerned folio of the C Register.		
5	Duplicate copy of the accepted C.R. shall be sent to the concerned Executive subordinate.				

Activity 5: MAINTENANCE OF COST REGISTER PERTAINING TO SERVICE CONNECTION WORKS (Contd.)

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
4	4.12 g)	6	After acceptance of C.R. verify, whether the amount is categorised on receipt of Technical Certificate. Categorise the difference if any (+ or -) with reference to amount already categorised, Otherwise Categorise the amount for which C.R is accepted.	C Register Assistant / Senior Assistant in charge of C Register
		7	If any increase (which is not due to drawal of materials afresh) or decrease of expenditure is accounted after categorisation and acceptance of C.R, the same shall be appropriately categorised (+ or -) duly obtaining competent approval.	C Register Assistant / Senior Assistant in charge of C Register
		8	Till all the works in a C Register are closed, the register shall be reviewed every month and follow up action taken	Sr. Asst / AAO
		9	Put up C.R. with C Register to Sr. Asst / AAO / AO / EE.	Sr. Asst / AAO
5	Checks to be exercised		Following checks are to be exercised: AAO / AO	
		5.01	Check the correctness of entries made in the C Register with reference to estimates, postings of monthly transactions.	
		5.02	Check arithmetical accuracy	
	5.03	Periodical review of all the C Registers to ensure minimum balance in CWIP.		
6	Accounting Entry	At the year-end strike the total Account code-wise (10 Series against each CWIP Account code) and pass separate J.V. for each Account code under 14 series. 10 Series (Sub-Account code wise) Dr. To Relevánt Account code under 14 Series.	C Register Assistant	

**Activity 5: MAINTENANCE OF COST REGISTER PERTAINING TO SERVICE CONNECTION WORKS (Contd.)**

Sl. No.	Particulars		Description of the Activity	Person Responsible for the activity
7	Reports / MIS to be sent	7.01	Monthly CWIP and Categorisation Statement to C.C. (Accounts), Bangalore within 15th of succeeding month.	C Register Assistant / Senior Assistant in charge of C Register
8	Link to next activity		Categorisation of C.W.I.P & passing JVs, cash compilation, writing of Asset Register.	

NOTE: As per Section 4.08 (iv) read with Section 30.09 of KERC (ES&D) Code 2001, Supervision charges shall be adjusted towards refund of cost of consumers portion of Service Line. Accordingly Refund of Service Line cost by way of adjustment to consumers' ledger account does not arise with effect from 29-03-2001. Procedure prescribed at Para 4.01 above shall be followed for cases processed prior to KERC (ES&D) Code 2001 coming into force. As regards adjustment of cost of the service line to supervision charges, procedure will follow in due course.

**Activity 6: MAINTENANCE OF TOOLS AND PLANT REGISTER**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
1	Reference to Existing Rules and Procedure	Accounts Manual Volume II and Volume III.		
2	SOURCE / INPUT	Receipt voucher (Ackd. Invoice), Issue invoice, O.M & Charge handing over report.		
3	Relevant Records and Books	T & P Registers, Copies of receipt vouchers and issue invoices		
4	Instructions for carrying out the activity	4.01	Separate Folios for each T&P Holder shall be opened in the T&P Register with an index in the First page.	Schedule Assistant
		4.02	With reference to O.M., Issue Invoices, RI (Return Invoice) and Advice of Transfer, the details of all T&P articles returned or issued shall be posted to the folio of concerned T&P Holder. Record details of the reference related to return or issue in the T&P register	Schedule Assistant
		4.03	If any T&P articles are scrapped, necessary entries shall be made against such items in the concerned folio of the T&P holder.	Schedule Assistant
		4.04	In the event of transfer / Retirement of T&P Holder put up an O.M. transferring T&P articles to the name of the successor duly verifying that articles as per charge list tallies with the articles against the name of the T&P holder as per T&P Register.	Schedule Assistant



**Activity 6: MAINTENANCE OF TOOLS AND PLANT REGISTER (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
4		4.05	In the event of death of a T&P Holder, the inventory of T&P articles taken shall be verified with the articles against the name of the deceased T&P holder as per T&P Register. In case of any shortages put up proposals for recovery of the value of the articles from Terminal benefits of the deceased T&P Holder.	Schedule Assistant
		4.06	Round off the name of the T&P Holder who has handed over charge and enter the name of the new T&P Holder receiving charge.	Schedule Assistant
		4.07	Before issuing clearance for L.P.C. on transfer of the T&P holder ensure that the T&P account is clear in all respects duly making necessary entries in the T&P register.	Schedule Assistant
		4.08	Initiate action for annual T&P Counting in the month of January every year.	Schedule Assistant
		4.09	On receipt of counting sheets, prepare difference statements with reference to T&P Register. In case of shortages / excesses put up proposals to competent authority for final orders and take action accordingly.	Schedule Assistant
		4.10	Put up necessary J.V.s for excess / shortages as per final orders of competent authority	Schedule Assistant
5	Checks to be exercised	Following checks are to be exercised:		
		5.01	Check that all the T&P articles are taken to the abstract book for the month.	AAO / AO
		5.02	Check that all the T&P articles as per abstract are posted to the concerned personal folio of the T&P Registers	

**Activity 6: MAINTENANCE OF TOOLS AND PLANT REGISTER (Contd.)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Description of the Activity</b>	<b>Person Responsible for the activity</b>
6	Accounting Entry	If required	Schedule Assistant
7	Reports / MIS to be sent	Annual T&P counting sheet along with necessary statements	Schedule Assistant
8	Link to next activity	Accounting entries in respect of Excess / Shortage found during T&P counting	

**Activity 7: ASSETS REGISTERS MAINTENANCE AND PROVIDING DEPRECIATION**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
1	Reference to Existing Rules and Procedure	Accounts Manual:- Volume II, Volume III, Relevant Circulars, Letters and Instructions	
2	SOURCE / INPUT	Journal Voucher, Advice of Transfers	
3	Relevant Records and Books	Asset registers, Abstract of assets created during the year, JVs, Register of Abstract of Fixed Assets and depreciation	
4	Instructions for carrying out the activity	4.01 Asset Register to be maintained for Individual Assets and Block Assets (Group Assets) separately (refer page No. 25 to 30 of Compendium of Circulars, Vol. - I issued by CCA)	Asset Register Assistant
		A <b>Classification of Individual assets: (VOLTAGE CLASS-WISE.)</b> Transformers (including foundation) having a rating of 500 KVA and above, Potential transformers, land, Over head lines operating at nominal voltage of 66 KV and above, Roads other than Kutcha roads, Self Propelled Vehicles, Switch Gears with cable connections, Static Machine Tools, Air Conditioning Plant (Static), Communication Equipments, Station Batteries, Building and Civil Engineering Works - permanent in nature and Internal Wiring including fitting and apparatus.	Asset Register Assistant

**Activity 7: ASSETS REGISTERS MAINTENANCE AND PROVIDING DEPRECIATION (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
4	4.01	<b>B</b> <u>Classification of Block (Group) Assets:</u> All assets other than those stated above are to be classified VOLTAGE CLASS-WISE under this group (refer page No. 28 to 30 of Compendium of Circulars, Vol. – I issued by CCA).	Asset Register Assistant
		<b>C</b> <u>OPENING OF INDIVIDUAL ASSET REGISTER:</u>	
		1. Separate folio shall be opened for recording particulars of each type of asset	Asset Register Assistant
		2. To have continuity of record of various assets of the same type, sufficient number of pages is to be left blank for each item, depending on the fresh assets of the same type the unit may add in future years	Asset Register Assistant
		3. At the year-end, review all JVs passed in the year. Pick out details of amount debited to account codes of 10 series. Take the relevant C-Register / Advice of Transfer and post details of asset in appropriate columns of Asset Register (without leaving any column blank)	Asset Register Assistant
		4. Calculate and enter 95% value of original value of the asset. Record Life of the asset and Rate of depreciation with reference to instructions issued from time to time	Asset Register Assistant
		<b>D</b> <u>OPENING OF BLOCK (GROUP) ASSET REGISTER:</u>	
		1. Separate folio shall be opened <b>capacity wise</b> under each sub account code of 10 series for recording particulars of each asset (For Example in A/c Code 10.542 – Folio shall be opened separately for 25KVA, 63 KVA etc.)	Asset Register Assistant

Activity 7: ASSETS REGISTERS MAINTENANCE AND PROVIDING DEPRECIATION (Contd.)

Sl. No.	Particulars	Description of the Activity		Person Responsible for the activity
4	4.01	D	2. To have continuity of record of various assets of the same type sufficient number of pages is to be left blank for each type, depending on the fresh assets of the same type the unit may add in future years	Asset Register Assistant
			3. At the year-end, review all JVs passed in the year. Pick out details of amount debited to sub account codes of 10 series and from categorisation register pick out the details like quantity, total amount of similar type and capacity of asset. Post details of those assets in appropriate columns of Asset Register (without leaving any column blank)	Asset Register Assistant
			4. Calculate and enter 95% value of original value of the asset. Record Life of the asset and Rate of depreciation with reference to instructions issued from time to time	Asset Register Assistant
			5. For future use when assets are released, calculate average cost of the asset and record the same at a convenient place in the folio. (Average value = Original value / quantity)	Asset Register Assistant
			<b>E MAINTENANCE OF ASSET REGISTER:</b>	
			1. After entering details of Asset in the register, year of commission Original value of the asset and WDV in relevant columns of the table	Asset Register Assistant
	2. From subsequent year, record depreciation for the year, accumulated depreciation (depreciation for the year + amount in the accumulated depreciation column of the previous year) and WDV (original value – accumulated depreciation) of the asset in appropriate columns of the table	Asset Register Assistant		

**Activity 7: ASSETS REGISTERS MAINTENANCE AND PROVIDING DEPRECIATION (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
4	4.01	E 3. If the asset is released / transferred, show minus entry against Quantity, original value, accumulated depreciation and WDV. <u>in Red ink</u> recording reference to J.V. No. and date	Asset Register Assistant
		4. The details of each folio shall be posted to Register of Abstract of Fixed Assets and depreciation, account code wise and totaled. Tally the total to figures as per Trial balance.	Asset Register Assistant
		F. <b>PROVIDING FOR DEPRECIATION:</b> 1. No depreciation shall be provided in the year of commission of the asset. <b>NOTE:</b> As an exception to the above, individual items of plant and machinery costing Rs. 5000/- or less shall be charged depreciation at the rate of 100% in the year in which they are installed and put to use subject to the condition that the aggregate actual cost of such individual items of plant and machinery is less than 10% of the total actual cost of plant and machinery. <u><i>It shall be specifically noted that individual spare parts or components of the machinery shall not be treated separately. This will not apply to items under classification Furniture &amp; Fixtures and Office Equipments costing Rs. 5000/- or less.</i></u>	Asset Register Assistant

**Activity 7: ASSETS REGISTERS MAINTENANCE AND PROVIDING DEPRECIATION (Contd.)**

Sl. No.	Particulars	Description of the Activity		Person Responsible for the activity
4	4.01	F	2. Depreciation shall be provided for the full year in the year of release of the asset. <u>Depreciation on released good assets shall also be charged every year on the opening balance as per pricing ledger at the rate of depreciation prescribed for respective fixed asset as per the new depreciation policy in force from the year 2000-2001. No depreciation shall be charged on scrapped assets.</u>	Pricing Assistant
			3. a) Calculate depreciation for the year at prescribed percentage on original value of the asset and record entries in appropriate columns of each folio of Asset register in the month of April every year b) Calculate depreciation on released good asset on 1 <sup>st</sup> working day of April every year on the opening balance as per pricing ledger. i) For recording depreciation on released good assets no separate register need be maintained. The pricing ledger folio maintained for each type of released good asset will itself serve the purpose	Pricing Assistant / Asset Register Assistant
			ii) Separate folio shall be maintained both in numerical and pricing ledger for each type of released good asset as per the existing practice.	Pricing Assistant
			iii) Depreciation charged on released good assets shall be shown and posted as issue in the pricing ledger folio and deducted out of existing WDV of the asset. The released good asset is to be maintained further at the reduced WDV in the pricing ledger folio after charging depreciation every year.	Pricing Assistant

**Activity 7: ASSETS REGISTERS MAINTENANCE AND PROVIDING DEPRECIATION (Contd.)**

Sl. No.	Particulars	Description of the Activity		Person Responsible for the activity
4	4.01	F	iv) An adjustment invoice giving all relevant details shall be proposed for each folio / type of released good asset and incorporated in the Stock Compilation by debiting Account Codes 77.1510, 77.1610, 77.1710, 77.1810 & 77.1910 and crediting respective Account codes 16.2050, 16.2060, 16.2070, 16.2080 & 16.2090.	Pricing Assistant
			v) The depreciation charged on released good assets shall not be credited to Account codes under 12 series but credited to Account codes under 16.2 series only. <b>NOTE:</b> - For further details refer Circular No. CYS. 54 dated 8-3-2001 issued by the O/O The CCA available in Compendium of Circulars Vol.-III.	Pricing Assistant
			4. Accumulated depreciation should be restricted to 95% of original value of the assets. After providing depreciation for the year at the fixed percentage, if accumulated depreciation exceeds 95% of original cost of the asset, depreciation for the year shall be reduced so as to restrict the accumulated depreciation to 95% of original value of the fixed assets	Asset Register Assistant
			5. List out folio wise depreciation provided for the year Account code wise (12 series) in the prescribed format and total the same to arrive at total depreciation to be provided for the current Accounting year in the month of April every year	Asset Register Assistant
			6. Pass necessary J.V.s for providing depreciation for the current year. A copy of the depreciation calculation sheet should be enclosed to J.V.	Asset Register Assistant



**Activity 7: ASSETS REGISTERS MAINTENANCE AND PROVIDING DEPRECIATION (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
4	4.01	F	7. If the value of the asset changes (+ or -) for any reason by 20% of the cost booked earlier and Rs.50,000/- for an asset, accumulated depreciation shall be reworked and J.V.s passed to account the difference amount. Excess / Short depreciation, if any, should be credited / debited to account codes 65.6 and 83.6 series respectively. (vide para 2.65 of accounting policies in Accounts Volume 3)	Asset Register Assistant
			8. In other cases of changes in asset value (+ or -) for any reason, depreciation shall be calculated for the future period so as to provide depreciation upto 95% of the asset value in the left over life of the asset.	Asset Register Assistant
			9. When assets are released after de-commissioning and R.I. received, the details of Original value, accumulated depreciation and WDV shall be extracted from the relevant folio of the year of commission ensuring that quantity and value is available in the folio in respect of the asset released. The details so extracted shall be furnished to pricing section for pricing. Original Value of the asset released shall be worked out by taking the average value of assets in the group. {For example: If in an year 10 numbers of 25 KVA transformer with value of Rs. 50,000/- appears in the folio and 2 transformers are released subsequently, original value of released transformers would be $(50,000/10) \times 2 = 10,000/-$ } and accumulated depreciation calculated for arriving at WDV	Asset Register Assistant

**Activity 7: ASSETS REGISTERS MAINTENANCE AND PROVIDING DEPRECIATION (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
5	Checks to be exercised	5.01	Following checks are to be exercised: Asset Register for Group assets and individual assets are opened separately	AAO / AO
		5.02	Details of assets in the folios are completely entered in the appropriate space.	
		5.03	Depreciation calculation in each folio and J.V.s passed against relevant account codes.	
		5.04	Account code wise totals as per Register of Abstract of Fixed Assets and accumulated depreciation, tally to the figures as per Trial balance	
		5.05	Attest each Folio after all checks are exercised.	
6	Accounting Entry	6.01	<b>Categorisation of Assets:</b> 10(*ANC) - Fixed Assets (category wise) Dr. To 14 (*ANC)- Capital Work in progress (Category wise)	C Register Assistant
		6.02	<b>On Releasing of Assets</b> 16.2 – Written Down Value of Faulty / Dismantled Asset (Category wise) Dr. 12 (*ANC) Provision for Depreciation on Fixed Assets (Category wise) Dr. To 10 (*ANC)- Fixed Assets (Category wise)	Asset Register Assistant
		6.03	<b>Depreciation on Fixed Assets</b> 77.110 (*ANC) } to } – Depreciation (Category wise) Dr. 77.190 (*ANC) } To 12.1(*ANC) – Provision for Depreciation on Fixed Assets (Category wise) To 12.9 (*ANC) Group	Asset Register Assistant

**Activity 7: ASSETS REGISTERS MAINTENANCE AND PROVIDING DEPRECIATION (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
6		6.04 <b>Depreciation on Released Good Assets</b> 77.1510 } to } – Depreciation on released good assets Dr. 77.1910 } To 16.205 to 16.209 – WDV of faulty / dismantled assets	Pricing Assistant
		6.05 <b>Transfer of Assets &amp; Accumulated Depreciation – For J.V.s to be passed, see under Activity 8 over leaf – Advice of Transfer (IUA)</b>	Asset Register Assistant
7	Reports / MIS to be sent	7.01 Categorisation Statement to CC (Accounts) within the stipulated date	Asset Register Assistant
8	Link to next activity	Compilation of Stock / Accounts	

## ADVICE OF TRANSFERS

Inter Unit transactions will be recognised as such in accounts when transactions are between offices linked to different accounting units. Inter Unit transaction pertaining to materials, capital expenditure and fixed assets, personnel and other transactions / adjustments are recorded under account codes 31, 32, 36 and 37 respectively. Transactions pertaining to remittances to head office from units and funds transfer from head office to units are recorded in account codes 33 and 34 respectively.

As an **exception to general coding scheme**, each of these accounts (IUT Accounts) will have the three-digit location code assigned to the accounting units involved in transaction in place of sub account code. In these transaction accounts code used will include **the location code of the unit as a part of it always**:

**Activity 8: ADVICE OF TRANSFERS**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Description of the Activity</b>	<b>Person Responsible for the activity</b>
1	Reference to Existing Rules and Procedure	Volume II; Volume III; Circulars	
2	SOURCE / INPUT	Invoices; RVs, O.Ms (Official Memorandum); Schedules; MAS	
3	Relevant Records and Books	Advice of Transfer Pad, Acceptance of advice of transfer pad; IUA registers	
4	Instructions for carrying out the activity	4.01 <b>Material related transactions:</b>	Stock Compiler
		A Transfer of materials:	Stock Compiler
		i After compilation of stock accounts, accounts section copy of invoices relating to material transferred to other units shall be segregated location code wise.	Stock Compiler
		ii Enter details of transactions against space provided in the Advice of Transfer (A.T.)	Stock Compiler
		iii A.T. shall be prepared in duplicate for a maximum of five invoices	Stock Compiler
		iv Assign A.T. No. Serially commencing from number one for each financial year.	Stock Compiler
		v At the top of the table record legibly reference to J.V. No. and date	Stock Compiler
		vi Enter clearly invoice No. & date and amount of the invoice	Stock Compiler
vii Arrive at the total amount of all the invoices enclosed to the A.T.	Stock Compiler		

**Activity 8: ADVICE OF TRANSFERS (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
4	4.01 A	viii	Arrange to dispatch the original A.T. along with all enclosures, after being signed by the officers concerned to transferee division under a covering letter immediately after compilation of stock accounts	Stock Compiler
		ix	Open IUA ledger by providing separate folio location code wise for account code 31.1	Stock Compiler
		x	Enter details of A.T. sent, in relevant folio of IUA ledger	Stock Compiler
		xi	Persue and obtain acceptance for all A.T.s sent	Stock Compiler
		xii	On receipt of acceptance, ensure that A.T. is accepted for the full amount transferred and pass JV for accounting acceptance. Record acceptance details along with JV No. and date on the copy of A.T. retained in the A.T. pad and obtain signature of officers concerned. Enter the details of acceptance in the month of passing of JV in the relevant folio of the IUA register & round off the A.T. No. for which acceptance is received and JV passed.	Stock Compiler
		xiii	At the end of the month strike balance folio wise of IUA (31.1) ledger and put up an abstract for each month in the last few pages of the ledger to be left blank for this purpose and strike total. Total of the abstract shall tally to balance as per General Ledger.	Stock Compiler
		xiv	Put up IUA Ledger for verification and attestation by Officers concerned	Stock Compiler
		<b>B</b>	<b>Receipt of materials:</b>	Stock Compiler
		i	Open IUA ledger by providing separate folio location code wise for account code 31.2	Stock Compiler
		ii	With reference to allocation in stock compilation register, enter R.V. No. & date, Invoice No. & date and amount in the relevant folio	Stock Compiler

**Activity 8: ADVICE OF TRANSFERS (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
4.	4.01 B	iii	Correspond with the concerned transferor division for obtaining A.T.	Stock Compiler
		iv	On receipt of A.T, verify correctness of quantity and value with reference to R.V. If everything is correct, pass J.V., write acceptance, round off the relevant R.V. by recording cross-reference to Acceptance No & A.T. No. in IUA Ledger (31.2). Put up acceptance and J.V. for signature of officers concerned.	Stock Compiler
		v	If discrepancy is observed in quantity invoiced and received, value of materials short received / not received shall be debited to personal account of the person who has acknowledged the invoice for having taken delivery in case the said person belongs to the division. In other cases, the A.T. shall be returned to the transferor division for rectification and retransmission.	Stock Compiler
		vi	If there is any value difference in the A.T. received due to revision in schedule of rates, the difference shall be booked to Account Code 79.110(*ANC) – Material cost variance. If there is no change in S.R on the date of invoice and receipt but there is difference in value due to wrong application of S.R., such A.T.s shall be returned to Transferor for rectification and retransmission.	Stock Compiler
		vii	At the end of the month strike balance folio wise of IUA (31.2) ledger and put up an abstract for each month in the last few pages of the ledger to be left blank for this purpose and strike total. Total of the abstract shall tally to balance as per General Ledger.	Stock Compiler
		viii	Put up IUA Ledger for verification and attestation by Officers concerned	Stock Compiler

**Activity 8: ADVICE OF TRANSFERS (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
4		4.02 <b>RELEASED ASSETS AND FIXED ASSETS RELATED IUA TRANSACTIONS</b>	Stock Compiler
		A <b>Transfer of released materials: (32.1)</b>	Stock Compiler
		i After compilation of stock accounts, accounts section copy of invoices relating to released material transferred to other units shall be segregated location code wise.	Stock Compiler
		ii Enter details of transactions against space provided in the Advise of Transfer (A.T.)	Stock Compiler
		iii A.T. shall be prepared in duplicate for a maximum of five invoices.	Stock Compiler
		iv Assign A.T. No: Serially commencing from number one for each financial year	Stock Compiler
		v At the top of the table record legibly reference to J.V. No. and date	Stock Compiler
		vi Enter clearly invoice No. & date and amount of the invoice	Stock Compiler
		vii Arrive at the total amount of all the invoices enclosed to the A.T.	Stock Compiler
		viii Arrange to dispatch the original A.T. along with all enclosures, after being signed by the officers concerned to transferee division under a covering letter immediately after compilation of stock accounts	Stock Compiler
		ix Open IUA ledger by providing separate folio location code wise for account code 32.1	Stock Compiler
		x Enter details of A.T. sent, in relevant folio of IUA ledger	Stock Compiler
xi Pursue and obtain acceptance for all A.T.'s sent	Stock Compiler		



**Activity 8: ADVICE OF TRANSFERS (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
4	4.02 A	xii	On receipt of acceptance, ensure that A.T. is accepted for the full amount transferred and pass JV for accounting acceptance. Record acceptance details along with JV. No. and date on the copy of A.T. retained in the A.T. pad and obtain signature of officers concerned. Enter the details of acceptance in the month of passing of JV in the relevant folio of the IUA register & round off the A.T. No. for which acceptance is received and JV passed.	Stock Compiler
		xiii	At the end of the month strike balance folio wise of IUA (32.1) ledger and put up an abstract for each month in the last few pages of the ledger to be left blank for this purpose and strike total. Total of the abstract shall tally to balance as per General Ledger.	Stock Compiler
		xiv	Put up IUA Ledger for verification and attestation by Officers concerned	Stock Compiler
		B	<b>Receipt of released materials:</b>	Stock Compiler
		i	Open IUA ledger by providing separate folio location code wise for account code 32.2	Stock Compiler
		ii	With reference to allocation in stock compilation register, enter R.V. No. & date, Invoice No. & date and amount in the relevant folio	Stock Compiler
		iii	Persue with the concerned transferor division for obtaining A.T.	Stock Compiler
		iv	On receipt of A.T, verify correctness of quantity and value with reference to R.V. If everything is correct, pass J.V., write acceptance, round off the relevant R.V. by recording cross-reference to Acceptance No. & A.T. No. in IUA Ledger (32.2). Put up acceptance and J.V. for signature of officers concerned.	Stock Compiler

**Activity 8: ADVICE OF TRANSFERS (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
4	4.02 B	v If discrepancy is observed in quantity invoiced and receipted, value of materials short receipted / not receipted shall be debited to personal account of the person who has acknowledged the invoice for having taken delivery in case the said person belongs to the division. In other cases, the A.T. shall be returned to the transferor division for rectification and retransmission.	Stock Compiler
		vi If there is any value difference in the A.T. received and the value already accounted, send the same to pricing section for passing necessary adjustment R.V. for the difference and accept the A.T.	Stock Compiler
		vii At the end of the month strike balance folio wise of IUA (32.2) ledger and put up an abstract for each month in the last few pages of the ledger to be left blank for this purpose and strike total. Total of abstract shall tally to balance as per General Ledger.	Stock Compiler
		viii Put up IUA Ledger for verification and attestation by Officers concerned	Stock Compiler
		<b>C. <u>Transfer of Capital Expenditure / Fixed Assets / Depreciation - Debit AT sent: (32.4)</u></b>	
		i. Transfer of capital expenditure / Fixed Assets / Depreciation has to be effected on formation of new accounting units, bifurcation of existing accounting units and from M.W. Units to other accounting units on completion of work. On identification of the fixed assets and CWIP to be transferred to new accounting unit jointly by the head of offices of the parent and the newly formed accounting unit along with respective accounting officers, prepare a statement account code wise. In respect of Major works division ascertain from the head of the division the accounting unit to which the fixed assets are to be transferred.	"C" register assistant / Asset register Assistant

**Activity 8: ADVICE OF TRANSFERS (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
4.	4.02 C	<p><b>ii a) Transfer of CWIP:</b> The outlay in respect of works completed but not categorised and on-going works in respect of new accounting unit shall be transferred. A.T. to the new accounting unit shall be sent booking expenditure upto the end of the preceding month of formation of new accounting unit along with relevant "C" registers and records. Necessary JV shall be passed for the transfer.</p> <p><b>b) Transfer of fixed assets:</b> Fixed assets pertaining to newly formed accounting unit is to be segregated from the asset register account code wise duly tallying the total amount against each account code to the trial balance of the month preceding to transfer of assets to newly formed accounting unit. The quantity, original value, accumulated depreciation and WDV of assets transferred is to be reduced in the asset register, exhibiting the figures in red ink and a statement prepared for enclosing the same to the AT. Necessary JV shall be passed for the transfer.</p> <p><b>NOTE:</b> For further details see circular No: CYS 7 dated 6-7-2000 available in new account codebook issued w.e.f. 1-11-2000 (page iv to vii).</p> <p><b>c) Transfer of Depreciation (Debit):</b> In the contingency of depreciation having been transferred in excess, quantify the excess and transfer through AT duly enclosing all relevant details. Necessary JV shall be passed for the transfer.</p>	<p>"C" register assistant</p> <p>Asset register Assistant</p> <p>Asset register Assistant</p>

**Activity 8: ADVICE OF TRANSFERS (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
4	4.02 C	c) ii	Enter details of transactions against space provided in the Advise of Transfer (A.T.)	"C" register assistant / Asset register Assistant
		iii	A.T. shall be prepared in duplicate individually for transfer of CWIP / Fixed Assets / Depreciation (Debit) duly enclosing relevant statement	- do -
		iv	Assign A.T. No. Serially commencing from number one for each financial year	- do -
		v	At the top of the table record legibly reference to J.V. No. and date	- do -
		vi	Arrange to dispatch the original A.T. along with all enclosures, after being signed by the officers concerned to transferee division under a covering letter.	- do -
		vii	Open IUA ledger by providing separate folio location code wise for account code 32.4	- do -
		viii	Enter details of A.T. sent, in relevant folio of IUA ledger	- do -
		ix	Persue and obtain acceptance for all A.T.s sent	- do -
				x
		xi	At the end of the month strike balance folio wise of IUA (32.4) ledger and put up an abstract for each month in the last few pages of the ledger to be left blank for this purpose and strike total. Total of the abstract shall tally to balance as per General Ledger.	"C" register assistant / Asset register Assistant

**Activity 8: ADVICE OF TRANSFERS (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
4	4.02 C	c) xii Put up IUA Ledger for verification and attestation by Officers concerned	"C" register assistant / Asset register Assistant
		<b>D</b> <b>Transfer of Capital Expenditure / Fixed Assets / Depreciation - Credit AT sent: (32.5)</b>	
		i If excess transfer of capital expenditure / Fixed Assets has been effected on formation of new accounting units, bifurcation of existing accounting units and from M.W. Units to other accounting units on completion of work, such excess has to be quantified. Prepare a statement account code wise. Pass necessary JV.	"C" register assistant / Asset register Assistant
		ii <b>Transfer of Accumulated Depreciation (Credit):</b> Whenever fixed assets are transferred accumulated depreciation related to those assets only shall be transferred through AT duly enclosing all relevant details. Necessary JV shall be passed for the transfer.	Asset register Assistant
		iii Enter details of transactions against space provided in the Advise of Transfer (A.T.)	"C" register assistant / Asset register Assistant
		iv A T shall be prepared in duplicate individually for transfer of CWIP / Fixed Assets / Depreciation (Debit) duly enclosing relevant statement	- do -
		v Assign A.T No. Serially commencing from number one for each financial year	- do -
		vi At the top of the table record legibly reference to J.V. No. and date	- do -

**Activity 8: ADVICE OF TRANSFERS (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
4	4.02 D	vii	Arrange to dispatch the original A.T. along with all enclosures, after being signed by the officers concerned to transferee division under a covering letter.	"C" register assistant / Asset register Assistant
		viii	Open IUA ledger by providing separate folio location code wise for account code 32.5	- do -
		ix	Enter details of A.T. sent, in relevant folio of IUA ledger	- do -
		x	Persue and obtain acceptance for all A.T.s sent	- do -
		xi	On receipt of acceptance, ensure that A.T. is accepted for the full amount transferred and pass JV for accounting acceptance. Record acceptance details along with JV No. and date on the copy of A.T. retained in the A.T. pad and obtain signature of officers concerned. Enter the details of acceptance in the month of passing of JV in the relevant folio of the IUA register & round off the A.T. No. for which acceptance is received and JV passed.	"C" register assistant / Asset register Assistant
		xii	At the end of the month strike balance folio wise of IUA (32.5) ledger and put up an abstract for each month in the last few pages of the ledger to be left blank for this purpose and strike total. Total of the abstract shall tally to balance as per General Ledger.	"C" register assistant / Asset register Assistant
		xii	Put up IUA Ledger for verification and attestation by Officers concerned	- do -
		4.03	<b>PERSONNEL RELATED IUA TRANSACTIONS:</b>	Cash Compiler
		A	Transfer of Debit Balance {36.1(LC)}	Cash Compiler
		i	Ensure correctness of amount to be transferred with reference to relevant records like Schedule, Register, Scale audit register	Cash Compiler

**Activity 8: ADVICE OF TRANSFERS (Contd.)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Description of the Activity</b>	<b>Person Responsible for the activity</b>	
4	4.03 A	ii	Enter details of transactions against space provided in the Advise of Transfer (A.T.)	Cash Compiler
		iii	A.T. shall be prepared in duplicate	Cash Compiler
		iv	Assign A.T. No. Serially commencing from number one for each financial year	Cash Compiler
		v	At the top of the table record legibly reference to J.V. / CBV No. and date	Cash Compiler
		vi	Record clearly details of transactions like Name of the Employee / Officer, Designation, type of balance that is being transferred, Reasons for transfer, and Amount	Cash Compiler
		vii	If more than one type of advance is transferred, arrive at total of all the advances and enter the total in space specifically provided for the same duly furnishing the breakup account code wise.	Cash Compiler
		viii	Arrange to dispatch the original A.T. with enclosures, if any, after being signed by the officers concerned to transferee division under a covering letter immediately.	Cash Compiler
		ix	Open IUA ledger by providing separate folio location code wise for account code 36.1(LC)	Cash Compiler
		x	Enter details of A.T. sent, in relevant folio of IUA ledger	Cash Compiler
		xi	Persue and obtain acceptance for all A.T.s sent	Cash Compiler

**Activity 8: ADVICE OF TRANSFERS (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
4	4.03 A	xii	On receipt of acceptance, ensure that A.T. is accepted for the full amount transferred and pass JV for accounting acceptance. Record acceptance details along with JV No. and date on the copy of A.T. retained in the A.T. pad and obtain signature of officers concerned. Enter the details of acceptance in the month of passing of JV in the relevant folio of the IUA register & round off the A.T. No. for which acceptance is received and JV passed.	Cash Compiler
		xiv	At the end of the month strike balance folio wise of IUA (36.1) ledger and put up an abstract for each month in the last few pages of the ledger to be left blank for this purpose and strike total. Total of abstract shall tally to balance as per General Ledger.	Cash Compiler
		xv	Put up IUA Ledger for verification and attestation by Officers concerned	Cash Compiler
		B	Transfer of Credit Balance {36.2(LC)}	
		i	Ensure correctness of amount to be transferred with reference to relevant records like Schedule Register	Cash Compiler
		ii	Enter details of transactions against space provided in the Advise of Transfer (A.T.)	Cash Compiler
		iii	A.T. shall be prepared in duplicate	Cash Compiler
		iv	Assign A.T. No. Serially commencing from number one for each financial year.	Cash Compiler
		v	At the top of the table record legibly reference to J.V./ cash receipt No. and date	Cash Compiler



**Activity 8: ADVICE OF TRANSFERS (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
4	4.03 B	vi	Record clearly details of transactions like Name of the Employee / Officer, Designation, type of balance that is being transferred, Reasons for transfer, and Amount. In respect of recovery of advances (HBA, MCA, Computer Advance) a separate statement showing name, designation and amount shall be enclosed to the Original A.T.	Cash Compiler
		vii	If more than one type of advance is transferred, arrive at total of all the advances and enter the total in space specifically provided for the same duly furnishing the breakup account code wise.	Cash Compiler
		viii	Arrange to dispatch the original A.T. with enclosures, if any, after being signed by the officers concerned to transferee division under a covering letter immediately.	Cash Compiler
		ix	Open IUA ledger by providing separate folio location code wise for account code 36.2	Cash Compiler
		x	Enter details of A.T. sent, in relevant folio of IUA ledger	Cash Compiler
		xi	Persue and obtain acceptance for all A.T.s sent	Cash Compiler
		xii	On receipt of acceptance, ensure that A.T. is accepted for the full amount transferred and pass JV for accounting acceptance. Record acceptance details along with JV No. and date on the copy of A.T. retained in the A.T. pad and obtain signature of officers concerned. Enter the details of acceptance in the month of passing of JV in the relevant folio of the IUA register & round off the A.T. No. for which acceptance is received and JV passed.	Cash Compiler
		xiii	At the end of the month strike balance folio wise of IUA (36.2) ledger and put up an abstract for each month in the last few pages of the ledger to be left blank for this purpose and strike total. Total of abstract shall tally to balance as per General Ledger.	Cash Compiler

**Activity 8: ADVICE OF TRANSFERS (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
4	4.03 B	xiv Put up IUA Ledger for verification and attestation by Officers concerned	Cash Compiler
		<b>C Accounting of Debit Or Credit A.T. received</b>	Cash Compiler
		On receipt of Debit A.T. or Credit A.T. from other accounting units verify:	Cash Compiler
		i Whether the officer / official is working in the division	Cash Compiler
		ii Whether the balance transferred tallies with the amount indicated in the Last Pay Certificate or communications if any received from transferor division.	Cash Compiler
		iii If the A.T received is correct in all respects, accept the same immediately duly passing J.V. and write acceptance	Cash Compiler
		iv Put up acceptance and J.V. for signature of officers concerned and arrange to dispatch the same to the transferor	Cash Compiler
		<b>4.04 IUA – OTHER TRANSACTIONS / ADJUSTMENTS:</b>	Cash Compiler
		<b>A Transfer of Debit Balance {37.1(LC)}</b>	Cash Compiler
		i Ensure correctness of amount to be transferred with reference to relevant records like Schedule, Register	Cash Compiler
		ii Enter details of transactions against space provided in the Advise of Transfer (A.T.)	Cash Compiler
		iii A.T. shall be prepared in duplicate	Cash Compiler
		iv Assign A.T. No. Serially commencing from number one for each financial year	Cash Compiler
		v At the top of the table record legibly reference to J.V. No. and date	Cash Compiler
		vi Record clearly details of transactions like Name of the Person / firm, type of balance that is being transferred, Reasons for transfer, and Amount	Cash Compiler

**Activity 8: ADVICE OF TRANSFERS (Contd.)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Description of the Activity</b>	<b>Person Responsible for the activity</b>	
4	4.04 A	vii	Arrange to dispatch the original A.T. with enclosures, if any, after being signed by the officers concerned to transferee division under a covering letter immediately.	Cash Compiler
		viii	Open IUA ledger by providing separate folio location code wise for account code 37.1	Cash Compiler
		ix	Enter details of A.T. sent, in relevant folio of IUA ledger	Cash Compiler
		x	Persue and obtain acceptance for all A.T.s sent	Cash Compiler
		xi	On receipt of acceptance, ensure that A.T. is accepted for the full amount transferred and pass JV for accounting acceptance. Record acceptance details along with JV No. and date on the copy of A.T. retained in the A.T. pad and obtain signature of officers concerned. Enter the details of acceptance in the month of passing of JV in the relevant folio of the IUA register & round off the A.T. No. for which acceptance is received and JV passed.	Cash Compiler
		xii	At the end of the month strike balance folio wise of IUA (37.1) ledger and put up an abstract for each month in the last few pages of the ledger to be left blank for this purpose and strike total. Total of abstract shall tally to balance as per General Ledger.	Cash Compiler
		xiii	Put up IUA Ledger for verification and attestation by Officers concerned	Cash Compiler
		B	<b>Transfer of Credit Balance (37.2(LC))</b>	Cash Compiler
		i	Ensure correctness of amount to be transferred with reference to relevant records like Schedule, Register	Cash Compiler
		ii	Enter details of transactions against space provided in the Advise of Transfer (A.T.)	Cash Compiler

**Activity 8: ADVICE OF TRANSFERS (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
4	4.04 B	iii	A.T. shall be prepared in duplicate	Cash Compiler
		iv	Assign A.T. No. Serially commencing from number one for each financial year	Cash Compiler
		v	At the top of the table record legibly reference to J.V. No. and date	Cash Compiler
		vi	Record clearly details of transactions like Name of the Person / firm, type of balance that is being transferred, Reasons for transfer, and Amount	Cash Compiler
		vii	Arrange to dispatch the original A.T. with enclosures, if any, after being signed by the officers concerned to transferee division under a covering letter immediately.	Cash Compiler
		viii	Open IUA ledger by providing separate folio location code wise for account code 37.2	Cash Compiler
		ix	Enter details of A.T. sent, in relevant folio of IUA ledger	Cash Compiler
		x	Persue and obtain acceptance for all A.T.s sent	Cash Compiler
		xi	On receipt of acceptance, ensure that A.T. is accepted for the full amount transferred and pass JV for accounting acceptance. Record acceptance details along with JV No. and date on the copy of A.T. retained in the A.T. pad and obtain signature of officers concerned. Enter the details of acceptance in the month of passing of JV in the relevant folio of the IUA register & round off the A.T. No. for which acceptance is received and JV passed.	Cash Compiler
		xii	At the end of the month strike balance folio wise of IUA (37.2) ledger and put up an abstract for each month in the last few pages of the ledger to be left blank for this purpose and strike total. Total of abstract shall tally to balance as per General Ledger.	Cash Compiler

**Activity 8: ADVICE OF TRANSFERS (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
4	4.04 B	xiii Put up IUA Ledger for verification and attestation by Officers concerned	Cash Compiler
		C <b>Accounting of Debit Or Credit A.T. received</b>	Cash Compiler
		On receipt of Debit A.T. or Credit A.T. verify:	Cash Compiler
		i Whether balance transferred pertains to the accounting unit	Cash Compiler
		ii Whether balance transferred tallies with supporting statement enclosed. if A.T. received is correct in all respects, accept the same immediately duly passing J.V. and write acceptance.	Cash Compiler
		iii Put up acceptance and J.V. for signature of officers concerned and arrange to dispatch the same to the transferor	Cash Compiler
5	Checks to be exercised	Following checks are to be exercised:	
		5.01 Ensure correctness of the AT / Acceptance with reference to above details.	AAO / AO
		5.02 Verify whether total of Debit or Credit of IUA ledger tally with relevant head of accounts as per Trial Balance and attest to the correctness	AAO / AO
		5.03 Ensure acceptances for A.T.s received are sent without delay. Pursue with the concerned units for obtaining acceptance of A.T.s sent to them.	AAO / AO
6	Accounting Entry	6.01 <b><u>MATERIAL RELATED IUA TRANSACTIONS:</u></b>	Cash compiler / Stock Compiler
		a <b>On issue of materials to other Accounting units and A.T sent</b> 31:1(L.C.) – IUA – Materials (Acceptance Not Received) Dr. To 22.4200 – Materials Transfer Outward	Cash compiler / Stock Compiler

**Activity 8: ADVICE OF TRANSFERS (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
6	6.01	b <b>On Receipt of Acceptance for the A.T. sent</b> 31.3 IUA – Materials (Clearance) Dr. To 31.1(LC) - IUA – Materials (Acceptance Not Received)	Cash compiler / Stock Compiler
		c <b>On receipt of Materials from other Accounting units</b> 22.4100 – Material Transfer Inward Dr. To 31.2(L.C) – IUA Materials (A.T. Not Received)	Cash compiler / Stock Compiler
		d <b>On acceptance of A.T. Received</b> 31.2(L.C) – IUA Materials (A.T. Not Received) Dr. To 31.3 IUA – Materials (Clearance)	Cash compiler / Stock Compiler
	6.02	<b>RELEASED ASSETS AND FIXED ASSET RELATED IUA TRANSACTIONS:</b>	Cash compiler / Stock Compiler
		a <b>On issue of Scrapped Assets / Released Assets to other Accounting units and A.T sent</b> 32.1(L.C.) – IUA – Released Assets (Acceptance Not Received) Dr. To 16.1 – WDV of obsolete / scrapped assets To 16.2 – WDV of dismantled assets	Cash compiler / Stock Compiler
		b <b>On Receipt of Acceptance for the A.T. sent</b> 32.3 IUA – Released Assets / Cap. Ex / Fixed Asset / Depn (Clearance) Dr. To 32.1(LC) - IUA – Released Assets (Acceptance Not Received)	Cash compiler / Stock Compiler
		c <b>On receipt of released assets from other Accounting units</b> 16.1 – WDV of obsolete / scrapped assets Dr. 16.2 – WDV of dismantled assets Dr. To 32.2(LC) - IUA – Released Assets (A.T Not Received)	Cash compiler / Stock Compiler

**Activity 8: ADVICE OF TRANSFERS (Contd.)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Description of the Activity</b>	<b>Person Responsible for the activity</b>
6	6.02	<b>d On acceptance of A.T. Received.</b> 32.2(LC) - IUA - Released Assets (A.T Not Received) Dr. To 32.3 IUA - Released Assets / Capital Expenditure / Fixed Asset / Depn. (Clearance)	Cash compiler / Stock Compiler
		<b>e On Transfer of CWIP / Fixed Assets to other Accounting units by a Debit A.T.</b> 32.4(L.C.) - IUA - CWIP/Fixed Assets / Depn - Debit A.T. Sent Dr. To 10>(*ANC) Series - Fixed Assets To 14 (*ANC) Series - CWIP	Cash compiler / Stock Compiler
		<b>f To withdraw excess depreciation transferred to other Accounting units by a Debit A.T.</b> 32.4(L.C.) - IUA - CWIP/Fixed Assets / Depn - Debit A.T. Sent Dr. To 12 (*ANC) Series - Accumulated Depn. (to withdraw the excess Cr. if transferred)	Cash compiler / Stock Compiler
		<b>g On Receipt of Acceptance for the A.T. sent</b> 32.3 IUA - Released Assets / Cap:Ex / Fixed Asset / Depn. (Clearance) Dr. To 32.4(L.C.) - IUA - CWIP / Fixed Assets / Depn - Debit A.T. Sent)	Cash compiler / Stock Compiler
		<b>h On Transfer of Depreciation to other Accounting units by a Credit A.T.</b> 12 Series(*ANC) - Accumulated Depn. Dr. To 32.5(L.C.) - IUA - CWIP/Fixed Assets / Depn - Credit A.T. Sent	Cash compiler / Stock Compiler

**Activity 8: ADVICE OF TRANSFERS (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
6	6.02	<b>i To withdraw excess CWIP / Fixed Assets transferred to other Accounting units by a Debit A.T.</b> 10 Series(*ANC) - Fixed Assets Dr. 14 Series(*ANC)- CWIP Dr. To 32.5(L.C.) – IUA – CWIP/Fixed Assets / Depn – Credit A.T. Sent	Cash compiler / Stock Compiler
		<b>j On Receipt of Acceptance for the A.T. sent</b> 32.5(L.C.) – IUA – CWIP / Fixed Assets / Depn – Credit A.T. Sent Dr. To 32.3 IUA – Released Assets / Cap.Ex / Fixed Asset /Depn. (Clearance)	Cash compiler / Stock Compiler
		<b>k On receipt of CWIP / Fixed Assets / Depreciation by other Accounting units by a Debit A.T.</b> 10. Series (*ANC)- Fixed Assets Dr. 12 Series(*ANC) – Accumulated Depn. Dr. 14 Series (*ANC)- CWIP Dr. To 32.3 IUA – Released Assets / Cap.Ex / Fixed Asset / Depn. (Clearance)	Cash compiler / Stock Compiler
		<b>l On receipt of CWIP / Fixed Assets / Depreciation by other Accounting units by a Credit A.T.</b> 32.3 IUA – Released Assets / Cap. Ex / Fixed Asset / Depn. (Clearance) Dr. To 10. Series(*ANC) - Fixed Assets To 12 Series (*ANC)- Accumulated Depn. To 14 Series (*ANC) - CWIP	Cash compiler / Stock Compiler



**Activity 8: ADVICE OF TRANSFERS (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
6		<p>6.03 <b>PERSONNEL RELATED IUA TRANSACTIONS:</b></p> <p>a <b>On transferring of Debit balance:</b>                      36.1 – IUA Personnel (Debit A.T.sent) Dr.                      To 27.2010 – L&amp;A to staff – Advance of Pay                      To 27.2030 – L&amp;A to Staff – FA                      To 28.4010- Amount Recoverable from employees                      To (any other applicable account code)</p> <p>b <b>On Receipt of acceptance for the Debit A.T. sent</b>                      36.3 – IUA – Personnel (Clearance) Dr.                      To 36.1 – IUA – Personnel (Debit A.T. sent)</p> <p>c <b>On transferring of Credit balance:</b>                      46.9200 – Security Deposit from Employees Dr.                      (any other applicable account code) Dr.                      To 36.2 – IUA – Personnel (Credit A.T. Sent)</p> <p>d <b>On Receipt of acceptance for the Credit A.T. sent</b>                      36.2 – IUA – Personnel (Credit A.T. Sent) Dr.                      To 36.3 – IUA – Personnel (Clearance)</p> <p>e <b>On Receipt of Debit A.T.:</b>                      27.2010 - L&amp;A to staff – Advance of pay Dr.                      27.2030 – L&amp;A to Staff – FA Dr.                      28.4010- Amount Recoverable from employees Dr.                      (any other applicable account code) Dr.                      To 36.3 – IUA – Personnel (Clearance)</p>	<p>Cash compiler / Stock Compiler</p> <p>Cash compiler / Stock Compiler</p> <p>Cash compiler / Stock Compiler</p> <p>Cash compiler / Stock Compiler</p> <p>Cash compiler / Stock Compiler</p> <p>Cash compiler / Stock Compiler</p>

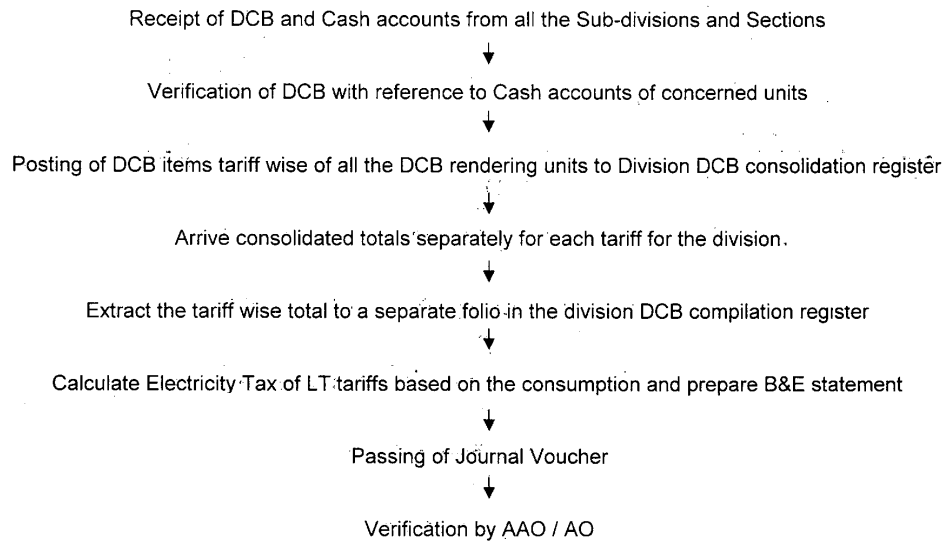
**Activity 8: ADVICE OF TRANSFERS (Contd.)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Description of the Activity</b>	<b>Person Responsible for the activity</b>
6	6.03	f <b>On Receipt of Credit A.T:</b> 36.3 – IUA – Personnel (Clearance) To 27.1010 - L&A to staff –HBA/HPA. To (any other applicable account code)	Dr. Cash compiler / Stock Compiler
	6:04	<b>IUA – OTHER TRANSACTIONS / ADJUSTMENTS:</b>	Cash compiler / Stock Compiler
		a <b>On transferring of Debit balance:-</b> 37.1 – IUA Other transactions / Adjustments (Debit A.T. sent) To 25.5010-Advance to Suppliers – Interest free To 25.6010 – Advances to Contractors To 26.6030 - Contractors Material Control Account To (any other applicable account code) -	Dr. Cash compiler / Stock Compiler
		b <b>On Receipt of acceptance for the Debit A.T. sent</b> 37.3 – IUA – Other Transactions / Adjustments (Clearance) To 37.1 – IUA Other transactions / Adjustments (Debit A.T. sent)	Dr. Cash compiler / Stock Compiler
		c <b>On transferring of Credit balance:</b> 42.1010 – Liability for supply of materials To 37.2 – IUA – Other Transactions / Adjustments (Credit A.T. Sent)	Dr. Cash compiler / Stock Compiler

**Activity 8: ADVICE OF TRANSFERS (Contd.)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Description of the Activity</b>		<b>Person Responsible for the activity</b>
6	6.04	d	<b>On Receipt of acceptance for the Credit A.T. sent</b> 37.2 – IUA – Other Transactions / Adjustments (Credit A.T. Sent) To 37.3 – IUA – Other Transactions / Adjustments (Clearance)	Dr. Cash compiler / Stock Compiler
		e	<b>On Receipt of Debit A.T.:</b> 25.5010-Advance to Suppliers – Interest free 25.6010 – Advances to Contractors 26.6030- Contractors Mat. Control Account To 37.3 – IUA – Other Transactions / Adjustments (Clearance)	Dr. Dr. Dr. Cash compiler / Stock Compiler
		f	<b>On Receipt of Credit A.T.:</b> 37.3 – IUA – Other Transactions / Adjustments (Clearance) To 42.101 – Liability for supply of materials	Dr. Cash compiler / Stock Compiler
7	Reports / MIS to be sent	7.01	Monthly / Quarterly IUA statement to CCA Bangalore within stipulated date	Cash compiler / Stock Compiler
8	Link to next activity		1) For compilation & 2) Correspondence for regularisation	

**ACTIVITY 9: DEMAND COLLECTION BALANCE (DCB) COMPILATION – FLOW OF ACTIVITY**



**Activity 9: DEMAND COLLECTION BALANCE (DCB) COMPILATION**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
1	Reference to Existing Rules and Procedure	Accounts Manual, Volume I and Volume III and Electricity Tax Rates		
2	SOURCE / INPUT	DCB Statement in duplicate, B&E statement and cash/accounts of Sub-Division / Section Office, Free / Subsidised power consumption Statement (including consumption in respect of Installations of KPTCL), Division office adjustment if any		
3	Relevant Records and Books	DCB consolidation register		
4	Instructions for carrying out the activity	4.01	0: B of DCB Statement of the Sub-Division / Sections shall be verified with reference to Closing Balance of the Sub-Division as per DCB Consolidation Register of the Division for the previous month.	DCB Compilation Assistant
		4.02	Discrepancies observed in Sub-Division / Section DCB shall be intimated to the concerned for rectification and resubmission.	DCB Compilation Assistant
		4.03	Verify whether the Division office adjustments (like withdrawals, Grants Received from the Government) for the month are incorporated	DCB Compilation Assistant
		4.04	Post tariff-wise Consumption, Demand, Collections, C.B. and items of miscellaneous receipts of all the Sub-Divisions / Sections from the DCB statement submitted by them, including miscellaneous demands and collection of the division to the DCB Consolidation Register of the Division.	DCB Compilation Assistant

**Activity 9 : DEMAND COLLECTION BALANCE (DCB) COMPILATION (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
4		4.05 Calculate Electricity Tax on the basis of consumption in respect of L.T. tariff category at appropriate electricity tax rates and exhibit electricity tax demand in the tax collection column reducing the revenue demand and collection to that extent and incorporate in the Division's DCB consolidation register Ensure correctness of demand of Tax, collection and balance of Tax in respect of H.T. Tariff category.	DCB Compilation Assistant
		Extract Tariff-wise DCB and miscellaneous receipts to the Consolidation DCB register of the Division.	DCB Compilation Assistant
		4.06 Put up final abstract in the consolidation sheet duly indicating Net Revenue, Adjustments, Electricity Tax, Free / Subsidised power supply and tally total collections to Cash Accounts for the month.	DCB Compilation Assistant
		4.07 Prepare Tariff-wise Tax B & E statement in triplicate.	- do -
		4.08 Strike grand total of all the columns and balance in relevant rows of DCB statement and crosscheck the same both horizontally and vertically.	DCB Compilation Assistant
		4.09 Prepare the Division DCB in the prescribed format and affix certificate overleaf for having incorporated the Demand and Collections in the accounts for the month duly quoting reference to J.V. No. and date.	DCB Compilation Assistant
		4.10 Put up DCB analysis overleaf of the DCB Statement.	DCB Compilation Assistant
		4.11 Put up Division DCB along with J.V. to AAO / AO.	DCB Compilation Assistant
		4.12 Hand over the approved JV to Cash Compiler at the end of the month.	DCB Compilation Assistant

**Activity 9: DEMAND COLLECTION BALANCE (DCB) COMPILATION (Contd.)**

Sl. No.	Particulars	Description of the Activity		Person Responsible for the activity
5	Checks to be exercised	5.01	Following checks are to be exercised: i. Cash collection as per Cash accounts with Adjustments tallies to collection as per DCB. ii. Electricity Tax calculations with reference to consumption is correct. iii. Division office adjustments are incorporated. iv. Misc. Receipts accounted in Division office are incorporated. v. Ensure Arithmetical accuracy of the statement prepared.	AAO / AO
6	Accounting Entry	6.01	<b>Raising of Revenue Demand in respect of LT Tariff</b> 23.1017- Sundry Debtors for sale of power Dr. to (Category wise) 23.1457 To 61.1017 – Revenue from Sale of Power to (Category wise) 61.1457	DCB Compilation Assistant
		6.02	<b>Raising of Revenue Demand in respect of HT Tariff</b> 23.250(*ANC)-Sundry Debtors for sale of power Dr. to (Category wise) 23.285(*ANC) To 61.250(*ANC)– Revenue from Sale of Power to (Category wise) 61.285(*ANC)	DCB Compilation Assistant

**Activity 9: DEMAND COLLECTION BALANCE (DCB) COMPILATION (Contd.)**

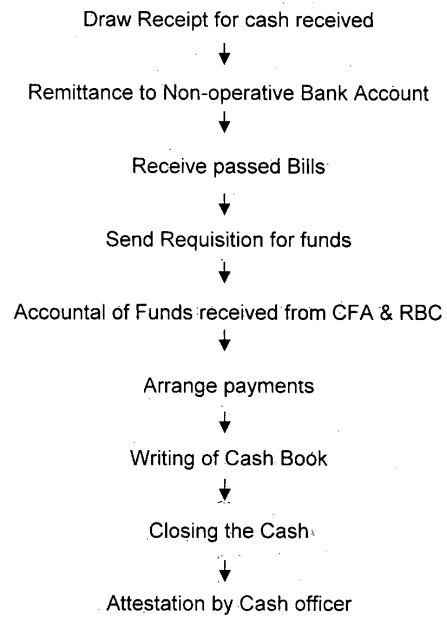
Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
6		<b>6.03 Raising of Electricity Tax Demand</b> 23.301(*ANC) – Sundry Debtors for Elec. Tax – H.T. Consumers Dr. 23.302(*ANC) – Sun. Drs. for Elec. Tax – L.T. Consumers Dr. To 46.3000 – Electricity Tax and other levies payable to Government.	DCB Compilation Assistant
		<b>6.04 Raising the demand for Misc. receipt from Consumers</b> 23.7000 – Sun. Drs. – Misc. Receipts from consumers Dr. To 61.901(*ANC) – Fuse Charges To 61.902(*ANC) – Reconnection Fees To 61.904(*ANC) – Service Connection (Supervision charges) To 61.905(*ANC) – Delayed payment charges from consumers. To 61.906 (*ANC) – Other Receipts from consumers.	DCB Compilation Assistant
		<b>6.05 Raising of Demand for Other Misc. Receipts</b> 28.101 – S.Drs. for sale of Electrical Plant mfd. by Board Dr. 28.102 – S.Drs. for sale of Hire purchase or apparatus and wiring Dr. 28.104 – S.Drs. for Rental from property Dr. 28.105 – S.Drs. for other Miscellaneous Income Dr. To 62.340(*ANC) – Sale of Scrap To 62.360(*ANC) – Other Misc. Receipts from trading To 62.901(*ANC) – Rental from staff quarters. To 62.917(*ANC) – Misc. Recoveries	DCB Compilation Assistant



**Activity 9: DEMAND COLLECTION BALANCE (DCB) COMPILATION (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
6		6.06 <b>Subsidised Lighting - Employees</b> 75.7697 - Subsidised / free supply of power Dr. To 23.1017 - Sundry Debtors for Sale of Power - Non Commercial Lights & Fans To 23.1037 - Sundry Debtors for Sale of Power Non Commercial combined Lighting and heating.	DCB Compilation Assistant	
		6.07 <b>Energy Consumed by Board Offices</b> 76.1587 - Electricity Charges Dr. To 23.1037 - Sundry Debtors for Sale of Power - Non Commercial combined lighting and heating To 23.2027 - Sundry Drs. for Electricity Tax - L.T. Consumers.		DCB Compilation Assistant
		6.08 <b>Accountal of tariff wise Revenue Collection</b> 47.606 - Revenue Collection pending classification over Sundry Debtors Dr. To 23.1017 - Sundry Debtors for sale of power to (Category wise) 23.285(*ANC)		
7	Reports / MIS to be sent	7.01 DCB Statement to CCA along with B & E Statements.	DCB Compilation Assistant	
		7.02 DCB statement to Zonal Office (RBC), Circle Office, CEE (G), SEE (Computers)		
		7.03 Analysis of DCB to CC (RM) & SEE (ARM cell)		
8	Link to next activity	Cash compiler		

**ACTIVITY 10: CASH SECTION – FLOW OF ACTIVITY**



**Activity 10: CASH SECTION**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
1	Reference to Existing Rules and Procedure	Accounts Manual Volume I, Volume III, Manual of Financial Powers, Circular Instructions	
2	SOURCE / INPUT	Receipt of cash, passed bills, Imprest, Advice of Transfer of Funds,	
3	Relevant Records and Books	Cash Book, Denomination Register, Remittance Register, Register of Duplicate Keys, Register of cash found at the time of opening and closing on each working day, Register of details of cash suspense, Register of acknowledgement for conveying corporation's money, Register of Blank Revenue Receipt Books, Register of Cheque Books, Register of cheques drawn, Register of cheques issued, Register of cheques undelivered, Register of Revenue Receipt stamps, Register of securities / important documents held in safe custody.	
4	Instructions for carrying out the activity	Before commencing cash transactions each day, cash in the chest must be counted in presence of the cash officer and result recorded in register showing cash found at the time of opening on each day. The cashier and cash officer must sign in the register in token of correctness of physical cash as per denomination register.	Cashier / Cash Officer
		<b>A Cash Receipts</b>	
		1 On receiving cash / DD / Cheque, a receipt in the prescribed form shall be drawn and handed over to the payee duly making necessary entries in the General Cash book immediately. If the amount exceeds Rs.500/- affix Revenue Stamp.	Cashier

**Activity 10: CASH SECTION (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
4	A	2 Amount against which receipts are drawn shall be remitted to the Non-operative account of the corporation on the very same day or on next working day. In no circumstances shall the amount so received be utilised for meeting any expenditure or making any payment without it being credited to the account of the Corporation in the bank.	Cashier
		3 Enter amount (cash / DD / Cheque) taken for remittance in the register of acknowledgement for conveying corporation's money. Acknowledged Counterfoil of bank's challan shall be pasted in remittance register and got attested by the cash officer.	Cashier
	<b>B</b>	<b>Payments</b>	
	1	Prepare Fund requisition statement at stipulated intervals on the basis of passed bills received for arranging payment. Forward funds requisition statement for audit certification. After certification the same shall be sent to CFA's office / RBC for obtaining funds.	Senior Assistant (Cheque writer)
	2	On receipt of advice of transfer of funds from CFA's office / RBC, ascertain that the same is credited to operative bank account and make necessary entries on receipt side of the cashbook in operative bank column after obtaining confirmation from the bank, duly recording cross-reference of advice number and date with CBV No. In case Cheques / DDs are received from CFA / RBC the same shall be treated as funds received and recorded in the cashbook on Receipt side in the Bank column.	Cashier

**Activity 10: CASH SECTION (Contd.)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Description of the Activity</b>	<b>Person Responsible for the activity</b>	
4	B	3	Sort out bills against which funds are received. Ensure that sufficient balance remains in Bank Account before drawing each cheque. Enter details of bill/s in the cheque statement; write cheques for the total amount in respect of each payee. Care should be taken to see that amount of cheque to be issued in respect of each bill does not exceed limit imposed in Manual of Financial Powers amended from time to time. (Upto and inclusive of Rs.3 lakhs at present). This limit is <u>not applicable in case of establishment payments</u> . Record cheque details in cheque statement and put up cheque encasement on each bill. Send chequebook along with bills, cheque statement (Form 3) for signature of authorised signatories. All cheques other than establishment payments shall be crossed. If payee requests for issue of Demand Draft in writing, D.D. shall be arranged at the cost of the payee.	Senior Assistant (Cheque writer)
		4	Cheques drawn for the purpose of payment of establishment claims shall be handed over to the General Cashier for encashment / obtaining Demand Draft	Senior Assistant (Cheque writer)
		5	On receipt of Cheques drawn for the purpose of payment of establishment claims, record cheque details in the register meant for the purpose of encashment of cheque and obtain signature of the disbursing officer on the cheque and in the register.	Cashier
		6	Encash the cheque from the bank and make entries in other's column on receipt side of the cashbook.	Cashier

**Activity 10: CASH SECTION (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
4	<b>B</b>	7 Disburse cash with reference to rolls to employees / acquittance holder with necessary identification. Make entries in the cashbook in others column for the amount disbursed on payment side duly assigning Cash Book Voucher No. (CBV No.) and recording the same on each voucher.	Cashier
		8 Send DD along with connect rolls to sub-division / Section / other offices making entries in the Suspense Register with all details.	Cashier
	<b>C</b>	<b>Writing of Cash Book:</b>	Cashier
	1 Open separate cash books for even and odd months	Cashier	
	2 Before using a new Cashbook / Chequebook / Receipt book obtain Certificate of the cash officer that no serial number is missing.	Cashier	
	3 At the beginning of each month the closing balance of the previous month shall be recorded as opening balance on the receipt side of the cashbook invariably on the first day of the month	Cashier	
	4 All transactions for the day should be entered chronologically on the relevant side of the cashbook duly assigning serial numbers commencing the number from 1 every month afresh	Cashier	
	5 Entries in cashbook should be legible, without overwriting. If any corrections are to be made draw line on the original entry in red ink and correct entry made just above it and get it attested by the cash officer	Cashier	
	6 After recording transactions for the day, unutilised space if any, shall be neatly scored off by drawing diagonal lines to avoid any interpolation of entries subsequently.	Cashier	

**Activity 10: CASH SECTION (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
4	C	7 For each transaction recorded in the cashbook, appropriate account code shall be assigned with reference to voucher / document in the column provided in cashbook.	Cashier
		8 Details of receipts drawn, Imprest amount recouped, self cheques encashed, amount received from other units and funds / cheques received from H.O. / RBC are to be entered in appropriate column on <b>receipt side of the cash book (Left Hand Side)</b> . It shall be noted that funds transferred by CFA / RBC through TT / Advice shall be taken to cashbook only after ensuring from the Bank that the amount has been credited to operative account of the accounting unit.	Cashier
		9 When self cheques are encashed for payment of employee claims, it shall be entered in Others column on receipt side and bank column on payment side simultaneously noting "C" (Contra) in Head of Account column	Cashier
		10 Details of amount remitted to Non-operative Account, Imprest vouchers charged off, Cash payments made, payments pertaining to other accounting units and payment by way cheques are to be entered in appropriate columns on <b>payment side of the cash book (Right Hand Side)</b> duly recording name of the payee, B.R. No. & Date of the bill, Cheque No. in the particulars column of the cashbook. Encasement shall be put-up simultaneously on each cash voucher noting CBV No. & Date and Amount. Obtain paid rolls from Sub-Division / Section. Verify whether the amount of roll is fully disbursed.	Cashier

**Activity 10: CASH SECTION (Contd.)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Description of the Activity</b>	<b>Person Responsible for the activity</b>
4	C	If not, verify whether Demand Draft is received for undisbursed amount. If the full amount has been disbursed, charge off the amount in the cashbook and reduce the amount in the suspense register. In case of receipt of DD for undisbursed amount, charge off the amount of the paid roll excluding the amount for which DD is received and remit the DD to the Operative Bank account. Necessary entries shall be made in the suspense Register.	Cashier
		11 Correct Account code shall be assigned for each transaction ( <b>other than for the transactions entered in Miscellaneous column and Imprest column</b> ) recorded on payment side of the Cash Book. When self-cheques are drawn for cash payment of employee claims, record "C"(Contra) in Head of Account column.	Cashier
		12 All paid vouchers shall be filed chronologically and preserved.	Cashier
		<b>D Closing of Cash Book – Daily</b>	Cashier
		Cash book shall be closed, after all the transactions for the day are entered, as follows: -	Cashier
		1 Strike total of receipts and payments on each page for the day and carry forward the same to subsequent page/s to arrive at total of transactions for the day.	Cashier
		2 Extract progressive total of the previous day below days total as previous total. Add day's total and previous total to arrive at progressive total as on date of the month.	Cashier



**Activity 10: CASH SECTION (Contd.)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Description of the Activity</b>	<b>Person Responsible for the activity</b>	
4	D	3	Arrive at the closing balance on payment side duly subtracting progressive total on payment side from relevant column of progressive total on receipt side. The CB shall be recorded in RED INK below progressive total on payment side.	Cashier
		4	After cashbook is closed for the day, cashier and cash officer shall affix their signature.	Cashier and Cash Officer
		5	No cash transactions shall be allowed after closure of cashbook for the day. However, in emergent situations necessitating taking out cash from the chest, after obtaining clear and express orders of the Head of the Office, cash may be taken out duly recording the authority, reason, time and date in the cash book and relevant registers.	Cashier
		6	The rows of Day's total, Previous total and Progressive total on both Receipt and Payment side of the cashbook should be in alignment.	Cashier
		7	Physical cash balance shall be counted and entered in Denomination Register. Total amount of Cheques on hand, Revenue Receipt Stamp, Total amount under suspense, Imprest cash on hand shall be entered in appropriate space of the Denomination Register. The total of all these items should tally with C.B. as per Cashbook.	Cashier
		8	Physical cash / Negotiable Instruments / documents shall be kept in strong treasure chest and locked using the set of keys in possession of the cashier as well as that in possession of the cash officer. Under no circumstances shall both the set of keys be given to same person.	Cashier

**Activity 10: CASH SECTION (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity		
4	D	9	If shortage of cash of Rs.100/- or less is observed, the official responsible shall immediately make good the amount and the fact recorded in Cashbook. If the official is unable to make good the amount, the same shall be recorded in cashbook immediately and reported to Zonal chief Engineer. If the amount found short is over Rs.100/-, the same shall be reported to the zonal chief engineer and recorded in the cashbook. Person responsible for the shortage shall have to make good the amount at once.	Cashier	
		10	If any surplus cash is found, the amount shall immediately be credited to 46.966 – Miscellaneous Deposits by drawing a receipt and the fact reported to zonal chief engineer for orders.	Cashier	
		<b>E Recoupment of Imprest: (Para 52, of Volume I )</b>			
		1	Expenditure incurred from imprest account is to be recouped as often as is necessary on a recoupment bill as soon as 40% of imprest amount is spent and invariably on the 25 <sup>th</sup> of the month including transactions upto that date.	Cashier	
		2	Expenditure from imprest amount that is not recouped before expiry of the month is to be included in the amount of cash balance furnished as one of the items in the Total Cash Balance.	Cashier	
		3	Accounts for the Sub-Imprest granted is to be obtained from the Sub-Imprest holder well in time to facilitate incorporation in Cash Book before it is closed for the month on the date fixed for the purpose.	Cashier	

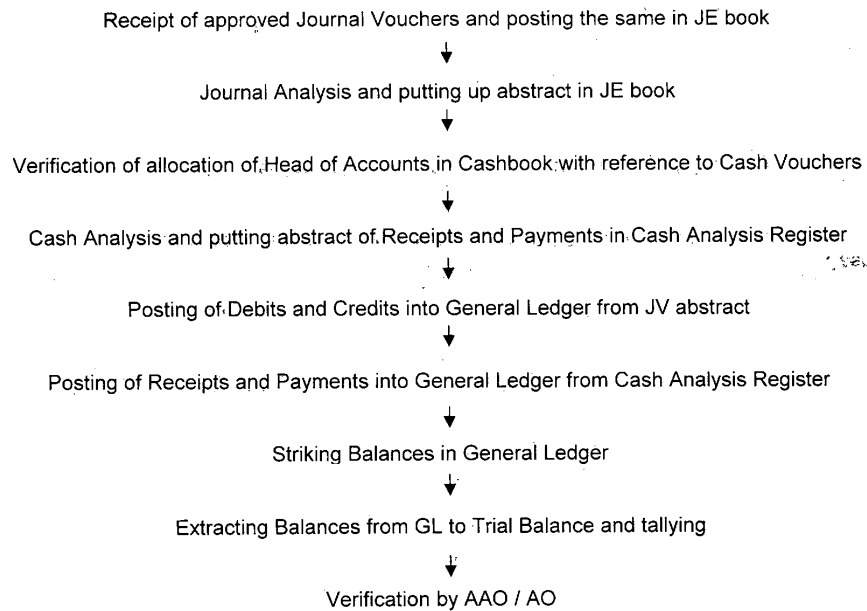
**Activity 10: CASH SECTION (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
4	E	4	If an item of payment from imprest is objected to in Audit, such amount is to be recouped in full, keeping the amount under objection. It is only in case the transaction is considered irregular so as not to warrant even provisional payment, such items are disallowed in audit and the imprest remain reduced to that extent until subsequent regularisation.	Cashier
		5	Imprest holders is responsible for custody of imprest money and must at all times be ready to produce total amount of imprest in vouchers or in cash or in both.	Cashier
		<b>F</b>	<b>Duties of Cash officer (Not exhaustive For Details refer Accounts Manual Volume I)</b>	
		1	Check entries in the cashbook to see that all receipts have been properly recorded and all payments are supported by vouchers approved by him.	Cash officer
		2	Every entry in the cashbook should be separately attested with his initials.	Cash officer
		3	Check that all expenditure incurred out of imprest is with competent approval and supported by vouchers	Cash officer
		4	Affix signature against last entry in each page and against the last entry of the day	Cash officer
		5	Check and attest all entries in the connected registers.	Cash officer

**Activity 10: CASH SECTION (Contd.)**

Sl. No.	Particulars	Description of the Activity		Person Responsible for the activity
4		<b>G</b>	<b>Closing of Cash Book – Month end</b> Following shall be noted before closing the cash book for the month: -	Cashier
		1	Withdraw total of unrecouped Imprest vouchers from Imprest column on payment side as a MINUS entry so that the closing balance agrees with Imprest held by the Division. Charge off the same on the first working day of succeeding month.	Cashier
		2	Close the cash book for transactions of the division for the month.	Cashier
		3	Obtain certificate of Head of the office in the cashbook for having counted physical cash on the last day of the month.	Cashier
		4	Incorporate by an over dated entry, sub-division / section wise cash transactions of all the sub-divisions / sections for the month after verifying cash accounts submitted by them	Cashier
		5	Arrive at Sub-division / Section wise Closing Balance.	Cashier
		6	Close the cashbook ensuring that all cash transactions of division office, sub-division and section office are incorporated.	Cashier
		7	Prepare Cash Balance Report and Bank Reconciliation Statement in respect of both Operative and Non-operative Bank Account and put up to AAO / AO	Cashier / Senior Assistant (Cheque writer)
5	Accounting Entry	5.01	<b>No Journal entry is required</b> to be passed for Cash transactions	
6	Reports / MIS to be sent	6.01	CBR to CC (Accounts) and BRS to Resource Section of O/O The CFA within the stipulated dates.	Cashier / Senior Assistant (Cheque writer)
7	Link to next activity		Cash Compilation.	

**ACTIVITY 11: CASH COMPILATION – FLOW OF ACTIVITY**



**Activity 11: Cash Compilation**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
1	Reference to Existing Rules and Procedure	Accounts Manual - Volume II and Volume III Circulars or Orders issued by the competent authorities from time to time		
2	SOURCE / INPUT	Journal Vouchers, Cash Vouchers and Cash Book		
3	Relevant Records and Books	Journal Voucher File, Journal entry Book, Journal Voucher Analysis Register, Cash Book, Cash Analysis Register, General Ledger, Cash Voucher Bundles.		
4	Instructions for carrying out the activity	4.01	Immediately on receipt of the approved Journal Voucher, correctness of the totals on both the sides of the JV and head of account should be verified.	Cash Compiler
		4.02	After ensuring the correctness of J.V. in all respects, J.V. No. should be assigned serially commencing from serial No.1 for each month. To ensure that no J.V.s are left out to be incorporated in the accounts, J.V. No. Control Registers shall be maintained wherein the concerned Assistant who puts up the J.V. should enter J V No duly recording the details of transactions in brief.	Cash Compiler

**Activity 11: Cash Compilation (Contd.)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Description of the Activity</b>	<b>Person Responsible for the activity</b>
4		4.03 The Journal Voucher should be entered in the Journal Entry Book serially without skipping any serial number. If any J.V.s are cancelled subsequently, the serial number of the JV shall be rounded off making a mention of cancellation of the JV with reasons for cancellation. If a JV is with held / not used / approved after assigning the JV number, the number shall be rounded off duly recording the reason. Before closing Journal Entries Book for the month, it shall be ensured that J.V.s in respect of Stock, DCB and BBR are incorporated.	Cash Compiler
		4.04 At the end of the month, the total amount of all the J.V.s of both sides of the J.E. book should be struck and ensure that both debit & credit totals agree.	Cash Compiler
		4.05 Enter all the J.V.s as per head of account in JV Analysis Book so as to arrive at the total against each head of account, duly recording reference to J.V. No. against each entry. The analysis shall be made separately for debits and credits	Cash Compiler
		4.06 An abstract shall be put up in the next page of the last journal entry in the JE book for the month. The account codes shall be serially written extracting debit and credit totals (without netting) and total struck. The total of the JV abstract should tally with grand totals of debits and credits of Journal Entry book for the month	Cash Compiler
		4.07 With reference to paid vouchers verify correctness of the head of accounts assigned by the cashier in the Cash Book.	Cash Compiler

**Activity 11: Cash Compilation (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
4		4.08 Enter cash transactions for each account code in the Cash Analysis Register separately for Receipts and Payments duly recording Receipt No., CBV No. for each entry.	Cash Compiler
		4.09 Ensure that cash accounts of all Sub-Divisions are incorporated before closing cash book for the month	Cash Compiler
		4.10 Verify funds transferred (Funds & Cheques) from CFA Bangalore and RBC are tallying, with reference to fund transfer advice and cheque statements.	Cash Compiler
		4.11 An abstract shall be put up for Receipts and Payments separately in the cash analysis register. The account codes shall be serially written extracting receipts and payments during the month and total struck. The totals so arrived should tally with total of receipts and payments of the cashbook for the month. This shall be ensured as under: O.B. as per cash book + Receipts as per cash analysis = Payments as per cash analysis + C.B. as per cash book	Cash Compiler
		4.12 Post debits and credits of JV abstract in debit and credit side of the General Ledger (G.L.) against respective account code. Post payments as per cash analysis abstract on debit side of G.L and receipts as per cash analysis abstract on credit side of the G.L. While posting entries in the G.L. cross-reference of folio number of JV abstract and cash analysis abstract shall be recorded. Similarly cross-reference of G.L. folio number shall be recorded in JV abstract and cash analysis abstract against relevant account code.	Cash Compiler



**Activity 11: Cash Compilation (Contd.)**

Sl. No.	Particulars	Description of the Activity		Person Responsible for the activity
4		4.13	Ensuring that G.L. is correctly posted, strike the balance against all the account codes in the general ledger. Adverse balances if any is to be rectified immediately.	Cash Compiler
		4.14	Extract the balances of each account code in the general ledger to the Trial balance account code wise serially. The total of Debit and Credit of Trial Balance should agree.	Cash Compiler
		4.15	The T.B. shall be prepared in <b>6 copies</b> .	Cash Compiler
		4.16	Certificate relating to Capital and Revenue Expenditure as against the Budget Grant shall be recorded and send the same, to A.A.O and A.O	Cash Compiler
5	Checks to be exercised	5.01	Following checks are to be exercised: Check for, any adverse balances, Heavy balance, Balance pending clearance beyond reasonable period, balance remaining constant without clearance.	AAO / AO
6	Reports / MIS to be sent	6.01	i. Follow up action taken to rectify discrepancies if any observed in the T.B. shall be reported separately in the form of an annexure to T.B.  ii. A copy of the TB (advance copy) to be sent within 20 <sup>th</sup> of succeeding month to CC (Accounts) Bangalore, respective Zonal / Circle Offices, Accounts Officer (I/A) in triplicate for verification. One Audited copy to be sent to CC (Accounts) Bangalore.	Cash Compiler
8	Link to next activity		Posting of schedules, C-Registers	

## ACTIVITY 12: MAINTENANCE OF SCHEDULES – FLOW OF ACTIVITY

Extract Account code wise details of Debits and Credits from JVs in respect of schedules to be maintained to Kutcha book



Extract Account code wise details of Debits and Credits from Cash Receipts and vouchers in respect of schedules to be maintained to Kutcha book



Strike totals in Kutcha book and tally the figures with General Ledger



Post Debits and Credits into respective Schedules



Strike balance against each item in the Schedule



Put up totals of all the columns in the schedule



Put up abstract at the end of the month and tally the CB with Trial Balance



Verification by AAO / AO

**Activity 12: MAINTENANCE OF SCHEDULES**

Sl. No.	Particulars	Description of the Activity		Person Responsible for the activity	
1	Reference to Existing Rules and Procedure	Accounts Manual, Volume II, Volume III, Circular Instructions			
2	SOURCE / INPUT	Cash vouchers, Advice of transfers, Journal voucher, Store invoices, Receipt Vouchers			
3	Relevant Records and Books	Schedules, Trial Balance			
4	Instructions for carrying out the activity	<b>A</b>	<b>Debit Schedules:</b>	Schedule Assistant	
		1	From the cash vouchers (including paid acquittance), Cash Receipts and JVs, extract Debits and Credits account code wise separately (for which schedules are to be maintained) with details of CBV No., JV No. to a Kutcha book for the month.		
		2	Strike totals of debits and credits separately for cash and adjustments		Schedule Assistant
		3	Tally the total of debits and credits with reference to General Ledger		Schedule Assistant
		4	Post debits as a new item in the schedule chronologically with full details like Sl. No., Month of transaction, Reference to authority, Full details of transaction, reference to JV / CBV / Invoice number with date and amount in the folio of the respective month		Schedule Assistant
5	Post credits against the debits existing duly entering reference to JV / CBV / Invoice number with date and amount in the folio of the respective month. If the balance gets cleared, round off the item in the schedule.	Schedule Assistant			

Activity 12: MAINTENANCE OF SCHEDULES (Contd.)

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
4	A	6	Confirming that all items of the Kutcha book are posted, strike the balance against each item of the schedule	Schedule Assistant
		7	Strike cumulative totals of all the columns of all the pages for the month	Schedule Assistant
		8	1 Put up an abstract as under for the month in the folio wherein grand total is arrived: Opening Balance as per schedule xxxxxx ADD debits during the month as per schedule xxxxxx TOTAL xxxxxx LESS credits during the month as per schedule xxxxxx CLOSING BALANCE xxxxxx	Schedule Assistant
		9	Tally closing balance to Trial balance	Schedule Assistant
		10	Put up the schedule to AAO / AO	Schedule Assistant
		<b>B</b>	<b>Credit Schedules:</b>	
		1	From the cash vouchers (including paid acquittance), Cash Receipts and JVs, extract Debits and Credits account code wise separately (for which schedules are to be maintained) with details of CBV No., JV No. to a Kutcha book for the month.	Schedule Assistant
		2	Strike totals debits and credits separately for cash and adjustments	Schedule Assistant
		3	Tally the total of debits and credits with reference to General Ledger	Schedule Assistant
		4	Post credits as a new item in the schedule chronologically with full details like Sl. No., Month of transaction, Reference to authority, Full details of transaction, reference to JV / Cash receipt / Store Receipt voucher number with date and amount in the folio of the respective month	Schedule Assistant

**Activity 12: MAINTENANCE OF SCHEDULES (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity	
4	B	5	Post debits against the credits existing duly entering reference to JV / CBV number with date and amount in the folio of the respective month. If the balance gets cleared, round off the item in the schedule.	Schedule Assistant
		6	Confirming that all items of the Kutcha book are posted, strike the balance against each item of the schedule.	Schedule Assistant
		7	Strike cumulative totals of all the columns of all the pages for the month	Schedule Assistant
		8	Put up an abstract as under for the month in the folio wherein grand total is arrived Opening Balance as per schedule   xxxxxx ADD credits during the month as per schedule   xxxxxx TOTAL   xxxxxx LESS debits during the month as per schedule   xxxxxx CLOSING BALANCE   xxxxxx	Schedule Assistant
		9	Tally closing balance to Trial balance	Schedule Assistant
		10	Put up the schedule to AAO / AO	Schedule Assistant
		11	On receipt of refund bills furnish the prescribed certificate and record B.R. No. and Date against the schedule item to avoid second payment.	Schedule Assistant
		C	<b>Take action to clear balances in schedules as under:</b>	
		1	Review minus balances (adverse balance) in the schedules and take follow up action to clear the balance	Schedule Assistant

**Activity 12: MAINTENANCE OF SCHEDULES (Contd.)**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
4	C	2 Clearance of balances in schedule is a continuous process. Balance outstanding above 3 months shall be pursued vigorously till clearance	Schedule Assistant
		3 If balances are outstanding for more than three years in a credit schedule in spite of taking follow up action to clear the same, transfer the balance to miscellaneous revenue	Schedule Assistant
		4 If balances are outstanding in a debit schedule beyond a reasonable time, action shall be initiated for recovery. If the amount is determined as non-recoverable, proposals to be put up to the competent authority for write off, giving full details and reasons	Schedule Assistant
		5 Renew the schedule after closure of the accounting year by transferring the balances correctly with full details and indicating cross reference to old schedule	Schedule Assistant
5	Checks to be exercised	Following checks are to be exercised: 5.01 Verify whether the schedule balance tallies to Trial Balance of the month 5.02 Follow up action is taken to clear the balance 5.03 Ensure debits and credit are paired off correctly	AAO / AO
6	Accounting Entry	6.01 Appropriate rectification entries if required	Schedule Assistant
		6.02 <b>For transfer of credit balance to miscellaneous revenue:</b> Appropriate account code Dr. To 28.1050 Sundry debtors for other Miscellaneous income (Entry passed to transfer the balance to miscellaneous revenue)	Schedule Assistant

**Activity 12: MAINTENANCE OF SCHEDULES (Contd.)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Description of the Activity</b>		<b>Person Responsible for the activity</b>
6		6.03	<b>For raising demand</b> 28.1050 Sundry debtors for other Miscellaneous income Dr. To 62.9170 Miscellaneous recoveries (Being the entry passed to raise the demand)	Schedule Assistant
7	Reports / MIS to be sent	7.01	Report to the EEE of the division in respect of uncleared balance in respect of account code 27.2050	Schedule Assistant
		7.02	Report to CC (Accounts) in respect of items outstanding in account codes 22.820; 27.205; 28.401 with action taken for recovery	
8	Link to next activity		NIL	

**Activity 13: REVENUE CORRESPONDENCE**

Sl. No.	Particulars	Description of the Activity	Person Responsible for the activity
1	Reference to Existing Rules and Procedure	Circulars, Orders and instructions issued by the company from time to time	
2	SOURCE / INPUT	DCB, Audit Reports, A.G Reports, Documents related to Court cases and Appeals, MRT, TA&QC and Vigilance Reports, Circulars, letters of consumers / higher authorities, withdrawal statements, Register of C Forms served.	
3	Relevant Records and Books	Files and Register related to Revenue like Circulars, A.G Reports, Internal Audit Report, MRT / TA&QC Reports, Vigilance Reports, Court case files, Appeal cases, correspondence file, Monthly information file, Quarterly information file, Withdrawals of Revenue Demand and A, B & C Forms served.	
4	Instructions for carrying out the activity	4.01 Prepare statements as per proforma prescribed by competent authorities for monthly meetings and compile quarterly data related to Revenue.	Revenue Assistant
		4.02 On receipt of letters etc related to Revenue put up appropriate note/ Draft letters/O.M. etc. and take action as instructed by the official superior.	Revenue Assistant



**Activity 13: REVENUE CORRESPONDENCE (Contd.)**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Description of the Activity</b>	<b>Person Responsible for the activity</b>
4		4.03 Maintain the following registers and files: a) Register of audit short claims. b) Register of court cases c) Register of appeal cases d) Register of MRT & TA&QC Reports e) Register of A.G Reports f) Register of Vigilance Reports g) Register of withdrawal statements h) Register of C Forms served. i) Register of Sick Industries. j) Register of Back Billing charges k) Register of Free-lighting extended to employees. l) Register of Refund of consumers related deposits / claims. m) Register of HT Installations	Revenue Assistant
		4.04 Fixl the dates for hearing of appeals filed by consumers in consultation with the AEE (O).	Revenue Assistant
		4.05 Pursue with the sub-division for recovery for revenue arrears, audit short claims Back billing charges	Revenue Assistant
		4.06 Persue with sub-divisions for obtaining data related to revenue for preparation of prescribed returns / statements within stipulated date.	Revenue Assistant
		4.07 Follow-up action in respect of C Forms sent to D.C.	Revenue Assistant

**Activity 13: REVENUE CORRESPONDENCE**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Description of the Activity</b>		<b>Person Responsible for the activity</b>
4		4.08	Follow up action in respect of: a) Court cases, b) Appeal Cases, c) Withdrawal statements referred to 'audit / sent to' higher authorities	Revenue Assistant
5	Checks to be exercised	5.01	Following checks are to be exercised: Ensure timely submission of Prescribed Monthly/Quarterly returns related to revenue in full form after due verification.	AAO / AO
		5.02	Ensure all the Registers are maintained and updated.	
		5.03	Ensure that all papers referred to are attended to promptly.	
6	Accounting Entry		NIL	
7	Reports / MIS to be sent	7.01	Monthly information Quarterly information	Revenue Assistant
8	Link to next activity		Approved Withdrawal statement to DCB Assistant. Approved O.M.s for sanction / Cancellation of free lighting concession to employees to be sent establishment section.	

**III**

**GENERAL**



## CLASSIFICATION OF ACCOUNTS

Accounts are basically classified into four categories i.e., Assets, Liabilities, Income and Expenditure. Income, Expenditure Assets and Liabilities of the Corporation are accounted on accrual basis i.e. as and when they accrue. Group-wise Classification of Accounts is as follows: -

### A) ASSET ACCOUNT GROUP:

These entire account group always carry DEBIT BALANCE with **exception** in respect of Account Codes: 22.5100, 22.8100, 23.1457, 27.1010, 27.1020, 27.1030, 27.1040, 31.2, 32.2, 32.5, 36.2, and 37.2.

10	Fixed Assets
14	Capital Work-in-Progress
15	Assets at Construction stage
16	Assets Not in Use
17	Deferred Costs
20	Investments
22	Stock related accounts
23	Sundry Debtors – (Revent sale of power)
24	Cash and Bank
25	Advance to Suppliers
26	Advance to Contractors
27	Other Loans and Advances
28	Sundry Debtors (Trading)
31 to 39	Inter Unit Accounts

### B) LIABILITY ACCOUNT GROUP:

All these accounts groups always carry CREDIT BALANCE **except** in respect of 44.1100, 44.1200 and 44.1400

12	Accumulated Depreciation
41	Liability for Power Purchase
42	Liability for supplies / works
44	Staff related liabilities and provisions-
46	Other liabilities and provisions
47	Deposit for works.
48	Deposits from consumers and interest payable on deposits

50	Borrowings for working capital
51	Payments due on capital liabilities
53	Capital liabilities
54	Funds from State Governments
55	Contributions, Grants etc., towards cost of Capital Assets.
56	Reserves
58	Surplus.

**C) INCOME ACCOUNT GROUP:**

All these account groups always carry CREDIT BALANCE.

61	Revenue from sale of power
62	Other Income
63	Subsidies and Grants (Revenue)
65	Prior period income

**D) EXPENDITURE ACCOUNT GROUPS:**

All these account groups always carry DEBIT BALANCE except in respect of the account codes 71.9 (ANC), 74.9 (ANC), 75.9 (ANC), 76.9 (ANC), 76.282 (ANC), 77.9 (ANC), 78.9 (ANC), 79.110 (ANC) 79.9 (ANC) etc., which are exception to Revenue Expenditure Account.

**NOTE: "ANC" denotes "Activity Number Code"**

70	Power purchase
71	Cost of Generation of Power
74	Repairs and Maintenance
75	Employee Costs
76	Administration and General Expenses
77	Depreciation and Other related costs
78	Interest and Other Finance charges
79	Other Debits to Revenue Accounts
83	Prior Period Expenses

**NOTE:** The Account Groups left out in the above list as compared to chart of Accounts are not being operated at present.

## **CHECKS TO BE EXERCISED BY THE ACCOUNTING UNITS TO ENSURE QUALITY IN MONTHLY TRIAL BALANCE**

Ensure that the Account codes under the following Account Groups are having only Debit Balance. 10, 14, 15, 16, 17, 22, 23, 24, 25, 26, 27, 28, 70 to 83 except in the case of Account codes 22.5100, 22.8100, 74.9 (ANC), 75.9 (ANC), 76.9 (ANC), 77.9 (ANC), 78.9 (ANC), 79.9 (ANC), 76.282 (ANC), 79.110 (ANC), 23.1457, 27.1010, 27.1020, 27.1030, 27.1040, 31.2, 32.2, 32.5, 36.3 and 37.2.

Ensure that the Account Codes under the following Account Groups are having only Credit Balance. 12, 41, 42, 44, 46, 47, 48, 61, 62, 65, 71.9 (ANC), 74.9 (ANC), 75.9 (ANC), 76.9 (ANC), 77.9 (ANC) and 78.9 (ANC) except 44.1100 and 44.1200.

### **ACCOUNT GROUP / CODEWISE POINTS TO BE OBSERVED.**

#### **ACCOUNT GROUP 10 & 12**

- i. The balances under these Accounts exhibit value of fixed Assets and Accumulated Depreciation respectively
- ii. Subsidiary Register: - Asset Register
- iii. Whether Abstract is put up, taking original value of the Asset and Accumulated Depreciation as per Asset Register and balance under each Head of Account tallies to Trial Balance.

#### **ACCOUNT GROUP 14**

- i. Whether Categorisation is taken up every month from the beginning of the year and amount categorised is entered in the Categorisation register for passing entries at the yearend.
- ii. Whether CWIP Balance is very abnormal as compared to Capital Programme of the unit (may be compared with Average Capital Expenditure of previous year), and if yes, analyse reasons for such abnormal balance.
- iii. Subsidiary Register: - 'C' Register. – Whether 'C' Registers are being posted regularly

- iv. 14.4007 - Service connection works: - Work-in-progress booked during the year in respect of all works shall be categorised every month immediately after posting the "Abstract-cum-C' Register" for service connection works. Refer CCA's circular No. C (A/cs) / AO (A/cs) / Sn. IV / CYS - 140 / 91-92 dated 24-2-1992. Works with extension of lines under Service Connection are also normally completed within 2 to 3 months and hence most of the expenditure shall be categorised.
- v. Account Codes 14.607 (ANC), 14.708 (ANC), 14.809 (ANC) and 14.810(ANC): Normally items under these Accounts are drawn for use immediately on receipt of the same or within a reasonable time after receipt. Therefore, tallying of balance under these Accounts with that shown in pricing ledger under respective folios has to be ensured.
- vi. In case balance under any CWIP Account is constant beyond a reasonable period, action is required to enquire about the status of incomplete capital works.
- vii. All other CWIP accounts: No works in the Corporation are having gestation period of more than one year (except in Major Works). Works commenced during previous year must have been completed. Hence, major portion of opening balance in these Accounts shall be available for categorisation during the year. Ensure categorisation of this portion of Opening Balance in addition to categorisation of completed works of the current year.

#### **ACCOUNT GROUP 15**

Account code 15.2030 to 15.2060: Ensure "NIL" balance under these Accounts, as Revenue Expenses are to be capitalised and allocated to respective CWIP Accounts concurrently or at the end of the month without fail.

#### **ACCOUNT GROUP 16**

- i. Subsidiary Register: Dismantled Asset Register and Pricing Ledger.
- ii. Whether balances under these Accounts agree to balance as per Dismantled Asset Register as also pricing ledger under respective folios
- iii. In case, constant balance is continuing under any of the Account beyond a reasonable time, correctness of the same and reasons for not issuing / disposing off released Asset/s has to be analysed.



### **ACCOUNT GROUP 17.3**

- i) Normally operated at Major Works Offices.
- ii) Whether Registers / Schedules are maintained correctly and amount transferred to Final Head of Account as per the provisions vide Regulation 2.3 in KEB Accounts Manual Vol. III on page 6.

### **ACCOUNT GROUP 20**

- i) Normally operated at FA & CAO's Office.
- ii) Whether Schedules / Registers are maintained properly and tallied to the balance under this account.

### **ACCOUNT GROUP 22**

- i) Material Stock related Accounts: Whether closing stock as per Accounts (by transferring the balance under related accounts to Account Code 22.6100 notionally for the purpose of tallying) agrees to balance arrived at in Stock Analysis Register as also Pricing Ledger (Cost Balance).

### **ACCOUNT CODE 22.4500**

- i) With abolition of sub-divisional stores, there should not be any balance against this account code. If balance exists, analyse the reason and take action to clear the balance.

### **ACCOUNT CODE 22.7100**

- i) Subsidiary Register: C – Register and Schedule.
- ii) Whether Work Accounts of completed jobs are being closed correctly and net balance transferred to Material Cost Variance.
- iii) Ensure that no adverse balance exists.

#### **ACCOUNT CODE 22.7310**

- a) Subsidiary Register: C – Register.
- b) Whether Work Accounts of disconnected Temporary Power Supply Works are being closed correctly and net balance transferred to Account Codes 28.4010 or 74.5117, as the case may be.

#### **ACCOUNT CODES 22.8100 AND 22.8200**

- a) Whether Schedules have been maintained correctly and posted up to date.
- b) No adverse balance shall exist. If it exists, examine and rectify. Otherwise specify reasons.
- c) Whether the cases are being pursued effectively with concerned Store Keeper / Officer / Officials.
- d) Except wherever enquiries are pending, ensure clearance of entire opening balance, if any. If not, explain.

#### **ACCOUNT GROUP 23**

- i. Sub-Account under Main Account Group 23.4, 23.5 and 23.9 are to be operated only March Final Accounts.
- ii. Whether balance under each Sub-Account Code 23.1 and 23.2 in Trial Balance agrees to 'Closing Balance' shown against respective tariff in DCB statement for the month.
- iii. Similarly, balance in 61 series as per Trial Balance including UBR adjustments shall tally to total demand of the year in DCB statement. Likewise, tally Electricity Tax also in respect of 23.3 / 46.3000.

#### **ACCOUNT GROUP 24**

- i) Whether balance under 'Cash on Hand', 'Imprest with Staff', 'Disbursement Bank Account' as shown in Trial Balance and Cash Balance Report agrees with Cash Book under respective columns.
- ii) Ensure charging off all the paid Acquittances within shortest Possible time and clear suspense balance to the maximum extent.

- iii) Whether Balance under 'Collecting Bank Account' (Non-Operative – Account Group 24.3) is, at the lowest minimum, and the Banker is transferring the amounts to Main Account in time promptly.
- iv) Ensure that entries for transfer of funds from non-operative Bank Accounts to Main Bank Account at Head Office are passed regularly at the end of each month, based on Bank Reconciliation statement of Sub-divisions.
- v) The Banker should transfer remittances twice in a week or immediately on balance exceeding Rs.25,000/- Hence, the Accounts should not exhibit balance beyond this limit. To ensure this, keep in touch with concerned Banker and prevail upon them to transfer remittances without delay.

#### **ACCOUNT GROUP 25**

Whether total of Supplier wise Advances paid as per Sundry Creditors Ledger agrees to balance under this account.

#### **ACCOUNT GROUP 26**

- i) Subsidiary Registers: Schedule / Register.
- ii) Account Codes 26.6010 and 26.6020:  
  
Whether Advances paid to Contractors are recorded in a separate schedule / Register and total of unadjusted Advance tallies to Balance under this account.
- iii) Account Code 26.6030:  
  
Whether Schedule is maintained properly recording materials issued to contractors (debit) and recoveries (credit) correctly.
- iv) Account Code 26.6040:  
  
Whether Schedule is maintained correctly and posted upto date and the balance represents value of Transformers / Meters yet to be returned by Supplier / Contractor.

## ACCOUNT GROUP 27

- i) Account Code 27.1010 to 27.1060  

Recoveries made from employees shall be transferred to CCA's Office every month by Advice of Transfer after Trial Balance for the month is drawn up
- ii) Account Code 27.2010  

Whether this Account depicts debit balance? Otherwise reason for credit balance has to be analysed. In case, adverse balance is due to non-receipt of debit AT's from other unit's, immediate action has to be initiated to obtain the same and clear adverse balance.
- iii) Account Codes 27.2020, 27.2030, 27.2040 and 27.2070  

Whether schedules are maintained properly and posted upto date. In case of Festival Advance also schedule should be maintained and posted monthly and tallied to Trial Balance.
- iv) Account Code 27.2050
  - a) Whether Schedule is maintained properly.
  - b) Maximum advance to be given under this Account is Rs.5,000/- and the same should be regularised within 30 days of drawal. Hence, except advances made in previous month, no other items shall be outstanding as balance. All other items should have been regularised.
  - c) Is there any over due items outstanding and action taken for regularisation of the same.
- v) Account Code 27.2100  

Whether Schedule is maintained properly and items outstanding beyond a reasonable period perused with the concerned Personnel effectively.

## ACCOUNT GROUP 28

- i) Account Codes 28.1030 to 28.1130  
Whether demand entry for receivables under this Account is passed in advance and these Accounts depict debit balance only.
- ii) Account Codes 28.4010 to 28.4040  
Whether Schedules are maintained properly and posted upto date and recoveries being watched properly.
- iii) Account Codes 28.7210 to 28.749 (ANC)  
Whether register/ schedules are maintained properly and claims lodged with the concerned parties promptly in time. The items should be pursued effectively till finality. As debit balance under these accounts represents amount recoverable from outsiders, each outstanding item shall be reviewed and appropriate action taken for recovery of the amount or transferring the amounts to final heads of account, as the case may be.
- iv) Account Code 28.810 (ANC)  
Whether proper claims have been lodged with Supplier/ Contractor to recover expenses / excess payments etc.,
- v) All other Account Codes under Sub-Account Group 28.8 are normally operated at Head Office only
- vi) Contra Account Codes: 28.930 (ANC) / 46.102 (ANC), 28.932 (ANC) / 48.2000  
As these are Contra Account Codes, debit balance under one Account Code must be equal to credit balance against the other corresponding Account Code.

## ACCOUNT GROUP 31 TO 39

- i) Account Group 31,32, 36 and 37
  - a) Whether IUA Ledgers are being maintained in accordance with new procedure implemented from July 93 in respect of 31,36,37 and from 1-1-96 in respect of 32 and location code wise Accounts closed

every month and balance tallied to Trial balance. Whether Accounts Officer watches clearance of balances continuously.

ii) Account Code 32.802

Whether these Accounts are being operated keeping in view guidelines issued for preparing Annexure – 8 and details of Released assets commissioned prior to April 1985 are recorded in a separate register for purpose of reconciliation and preparation of related Annexures of March Final Accounts.

iii) Account Code 33

Whether entries in respect of remittances transferred from Non-Operative Accounts to Main accounts at Head Office are passed correctly based on the Bank Reconciliation statement.

iv) Account Code 34

Whether Funds transferred from Head Office and cheques of one lakh and above (sent from Head Office) have been accounted properly and tallied to monthly statements sent by FA & CAO's office.

**UNT GROUP 41**

i) These Accounts are operated at LDC only

ii) Whether Control Registers are being maintained properly and balances tallies to Accounts.

**ACCOUNT GROUP 42**

i) Account Code 42.1010

Whether abstract of uncleared items as per RVR is put up at the end of every month and total tallied to balance under this account.

ii) Account Code 42.2010 and 42.4010

Whether balance under these accounts represent value of supplier and contractor bills passed but not paid. This aspect may be verified with reference to Sundry Creditors ledger and control register maintained for admitting contractor's bills.

#### **ACCOUNT GROUP 44**

- i) Account Codes 44.1100 and 44.1200  
Whether gratuity and pension paid are being debited to these accounts directly (since provision is made centrally at Head Office debiting revenue expenditure accounts and crediting these provision accounts)
- ii) Account Code 44.1400  
Refer Account Code 75.860 (ANC)
- iii) Account Codes 44.2100, 44.2200, 44.3200, 44.3300  
Whether Schedules are maintained properly in respect of these accounts and balances tallied to Trial balance.
- iv) Account Code 44.3100  
This being a payable account, should exhibit only credit balance. Ensure charging off of all paid acquittances within the shortest possible time and clear salary suspense under this account.

#### **ACCOUNT GROUP 46**

- i) Account Code 46.101 (ANC) and 46.9100
  - a) Whether Schedules are maintained properly and balances tallied to Accounts.
  - b) Whether items outstanding for more than three years are being credited to Miscellaneous Recoveries observing usual formalities.
- ii) Account Code 46.3000:
  - a) For tallying purpose and also ensuring correctness, a consolidated statement of Tax Demand (month wise and tariff wise) has to be prepared which also facilitates year-end reconciliation of Tax Demand.

- b) Whether progressive total of Tax Demand as per the statement referred in (a) above agrees to balance under this Account.
- iii) Account Code 46.4100
- a) Balance under this account represents Suspense amount in respect of Traveling allowance
  - b) Whether Schedule is maintained properly and T.A. Suspense is maintained at lowest minimum level by obtaining and charging of all paid rolls of T.A.
- Account Codes 46.4400, 46.4500, 46.9240, 46.9250 and 46.9270
- a) Balance under these Accounts represents Taxes, Charges etc., payable to Government.
  - b) Ensure whether Register / Schedules are maintained and remittance of the amounts to Government are made within the statutory time limit.
- v) Account Code 46.9220
- a) Whether Schedule is maintained properly and necessary adjustment entries are being passed correctly on disposal of Scrap / Stores.
  - b) In case the amounts are outstanding beyond a reasonable period, further analysis is to be made to find out reasons.

#### **ACCOUNT GROUP 47**

- i) Account Codes 47.6010, 47.6030, 47.6070
  - a) Whether revenue Units are maintaining Registers properly (which can be ensured by obtaining monthly abstract as already prescribed.)
  - b) Whether items outstanding for more than three years are being transferred to miscellaneous recoveries regularly (except 47.6030)



- ii) Account Code 47.6090

Whether revenue collections accounted under this account temporarily is cleared in full after passing entries every month.

#### **ACCOUNT GROUP 48**

- i) Account code 48.1000

Whether Register is being maintained (at Subdivision) properly.

#### **ACCOUNT GROUP 50, 51, 52, 53, 54, 55 AND 56**

- i) As these Accounts are operated at FA & CAO's Office only (except 55.1000 and 55.3000), no detailed explanation is given here.
- ii) Account Code 55.3000:

Whether works are taken up under Border Area Development programme, whether grants received are accounted under this account and expenditure booked under Account Code 14.370(ANC) correctly and expenditure has not exceeded the grants received.

#### **ACCOUNT GROUP 61**

- i. Revenue from sale of power (i.e., Revenue Demand as per DCB) is accounted under these Accounts.
- ii. Whether progressive revenue demand as per Statement of Revenue Demand (month wise and tariff wise) and also DCB agrees to balance under these Accounts.

## **ACCOUNTS GROUP 62**

- i) Account Code 62.2100 should not be operated at the Unit level as interest is calculated and accounted at Head Office Centrally.
- ii) In case Account Code 62.4000 is operated, whether the gain has been calculated correctly as per instructions given on page 147 of KEB Accounts Manual Vol. III and related regulation.
- iii) All other Account Codes – no specific comments.

## **ACCOUNT GROUP 65**

- i) Whether these Accounts are operated to account prior period income or excess provision for Revenue Expenditure in previous years only.
- ii) Ensure balance under these Accounts is not abnormal (except specific instances to be €

## **ACCOUNTS GROUP 70 AND 71**

These accounts are to be operated at LDC only.

## **ACCOUNTS GROUP 74**

It has to be ensured that expenditure under these Accounts is not abnormal.

## **ACCOUNTS GROUP 75**

- i) Ensure that Expenditure under these Accounts is not abnormal.
- ii) Account Code 75.763 (ANC)  
Whether the employers' contribution to Labour welfare fund is made as per statute in December of each year.
- iii) Account Code 75.860 (ANC)  
Whether refund under Family Benefit Fund (i.e., Rs.50,000/-) in case of death is segregated between Account Codes 44.1400 and 75.860 (ANC) correctly.

- iv) Account Code 75.880 (ANC)  
Whether compensation under KEB Life Cover Scheme, 1987 is debited to this Account and balance under this Account is in multiples of Rs.10,500/- (with exception if any).

#### **ACCOUNT GROUP 76**

No specific comments except that it is to be ensured that these Accounts depict debit balances only and there is no abnormal Expenditure under any Account

#### **ACCOUNT GROUP 77**

- i) Whether depreciation has been Assets in use at the beginning of
- ii) Whether losses relating to Fixed Assets if any, has been worked out and accounted correctly.

#### **ACCOUNTS GROUP 78**

No specific comments.

#### **ACCOUNT CODES 74.9, 75.9, 76.9 77.9 AND 78.9:**

In Major Works Zone, Major Works Circles / Division ensure that total revenue expenditure under 74, 75. ... etc., series tally with the amount capitalised and shown against 74.9, 75.9 etc., respectively.

#### **ACCOUNT CODE 77.550 (ANC)**

Ensure that only Labour charges on decommissioning of Assets is booked under this Account and no debits / credits in respect of released assets received / issued is booked.

#### **ACCOUNT GROUP 79**

Whether losses, Bad Debts etc., if any has been accounted properly.

## ACCOUNT GROUP 83

- i) Whether all expenses relating to previous years (crystallised during current year) is booked under these Accounts.
- ii) Also ensure that these Accounts are not operated as a routine accounting entry. (for e.g. debiting Account Code 83.7 for shortfall of interest, owing to the fact that provision during previous years was not made on sound and proper basis but by adhoc and arbitrary basis).

## ADVANCE ACTION TO BE TAKEN BY ACCOUNTING UNITS IN PREPARATION OF MARCH FINAL ACCOUNTS

1. The units shall chalk out plan of action to submit March Final Accounts within the stipulated time.
2. The officers should invariably go through the "Guidelines for preparation of March Final Accounts" and "instructions for preparation of March Final Trial Balance" issued every year.
3. The list of Annexures to March Final Accounts issued shall serve as guideline to ensure enclosure of all Annexures and Appendices to March Final Accounts of the unit
4. The provision for "Doubtful Dues" and "Provision for Withdrawal of Revenue Demand" have to be made at the Units only
5. The balance in respect of IUA accounts (31, 32, 36 and 37 series) will be reviewed at the time of acceptance of March Final Accounts and hence the Units should bring all connected "IUA Location Code wise Ledger Accounts" and respective quarterly statements to Head Office along with March Final Accounts and show NIL balance or MINIMUM BALANCE in all the Inter Unit Accounts.
6. Obtain paid Acquittances from all the Sections / Subdivision upto March before closure of cashbook for March and charge off in the cashbook to reduce cash suspense to the barest minimum.
7. Obtain Bank Reconciliation statement for March immediately after closure of March and pass necessary entries regarding remittances made to Main Bank Account. Also see that no balance is retained at the Bank without transfer to Main Bank Account.
8. Ensure that "Outstanding Liability" and "Prepaid Expenses" statements are ready on the last day of March and pass necessary entries for suitable provisions immediately after closure of last day's transactions in March and incorporate these entries in March Accounts only, if possible. Any outstanding liability crystallised afterwards but before rendering March Final Accounts, may be incorporated in March Final Accounts. If March Final accounts are already submitted and items of outstanding liability are perceived subsequently such amounts may be immediately intimated to Head Office with details of nature and period of liability.

9. Obtain DCB for March, from all Section / Subdivisions on 1<sup>st</sup> or 2<sup>nd</sup> day of April so that compilation of Final Accounts could be finished early
10. Provision for Bad and Doubtful debts shall be provided at prescribed percentage (at present 4%) on total balance outstanding in account group 23.1 and 23.2 as per trial balance of March Final accounts
11. Obtain statement of excess demands proposed for withdrawal but not withdrawn yet and amount identified for withdrawal but withdrawal process not initiated yet, with details required for filling up Annexure to March Final Accounts as also to make provision for withdrawal of Revenue demand as per item - 4 above.
12. Obtain details of disputed claims pending before Appellate Authorities and courts which are not included either in Provision for withdrawal of revenue demand or in Provision for Bad and Doubtful Debts for filling up Annexure 15(c). This may also be obtained well before 31<sup>st</sup> March without fail.
13. Obtain "statement of arrears outstanding in respect of permanently disconnected installations, from all Sections / Subdivisions well before 31<sup>st</sup> March as the same is required to be furnished along with March Final Accounts.
14. Obtain statement of category wise pendency of Test Reports unopened with date of service and connected loads, from all the Sections / Subdivision before 31<sup>st</sup> March for consolidation and enclosing the same to March Final Accounts.
15. Obtain statement of arrears outstanding for more than 6 months from all Sub-Division / Section well before 31<sup>st</sup> March, as the same is to be furnished along with March Final Accounts.
16. Obtain details of Jeeps / Cars from Sections / Subdivision to furnish details in Appendix - I, so also obtain details of Guest Houses.
17. Ensure that reversal entries for provisions made in the previous year are passed wherever necessary.
18. Ensure that consolidated statements for energy consumption, revenue demand, revenue collection tax demand and tax collection pertaining to DCB upto the end of February are prepared in advance; preferably before second week of March and kept ready for filling up details from March DCB and also March Final Accounts, if any.

19. Unless stock accounts for March are compiled without any delay, the March Final Accounts cannot be finalised. As per codal rules Store accounts from each store have to be obtained every day and pricing / compilation done. It is observed that this is not being followed for obvious reasons in many of the Division and they are in the habit of obtaining store accounts once in 3 days/weeks/fortnightly. Though this is regularly affecting submission of monthly Trial Balance, this procedure has got a devastating effect on compilation of March Final accounts and becomes one of the major bottlenecks causing delay in finalisation of Final Accounts. Therefore, the Accounts Officers should make it a point to note and monitor that store accounts upto 15<sup>th</sup> March have been received in the Division on 15<sup>th</sup> itself at the latest, and the store accounts from 15<sup>th</sup> March onwards are invariably obtained everyday positively. The Compilation of stock accounts on day to day basis in the Division office also shall be ensured in the same manner and arrangements shall be made to complete compilation of stock accounts either on the last day of March or on the 1<sup>st</sup> day of April positively.
20. Ensure that categorisation of all service connection works upto February and of completed works in respect of other works is done before 10<sup>th</sup> March and only journal entries are left to be passed. Categorisation in respect of service connections/ other completed works during March shall be done on the last day of March and consolidated entry shall be passed to this effect either on 31<sup>st</sup> March or on 1<sup>st</sup> April so that no delay is caused owing to this work.
21. Ensure that depreciation is calculated on all assets at the beginning of the year and entries incorporated at least in the 1<sup>st</sup> week of March, if same has not been done earlier as per standing instructions.
22. Ensure that accumulated depreciation in respect of released assets is calculated correctly with the help of ready reckoner sent. This aspect will be verified at the time of acceptance of March Final Accounts by H.O.
23. Major Works Division shall ensure transfer of Assets commissioned during the year to the concerned Divisions and also confirm that such assets are taken into account in the Division to which the assets are transferred, during the year only. Similarly O&M Divisions also should make sure that such assets received from Major Works Divisions are brought into accounts before closure of Account for the year.
24. Accounts Officers and Assistant Accounts Officers shall personally examine balances under the following Suspense Accounts and ensure clearance of maximum balances, so that minimum balance is exhibited in the March Final accounts.

- 22.450 – Material transfer within the Division (Nil Balance as Sub-divisional Stores are abolished)
- 22.710 – Workshop Account
- 22.810 – Stock shortage pending investigation
- 22.820 – Stock shortage pending investigation
- 27.205 – Advance to staff against expenses
- 28.401 – Amount recoverable from employees
- 28.749 – Claims for loss/damage to Capital Assets - others
- 31.1, 31.2, 32.1, 32.2, 32.4, 32.5, 36.1, 36.2, 37.1 and 37.2 – IUA accounts
- 47.607 – Revenue Suspense

25. Accounts Officers and Assistant Accounts Officers in the Unit shall note that preparation of March Final Accounts is continuously taken up from 1<sup>st</sup> day of March itself. As and when statements / returns are prepared / completed, such statements/returns shall be got audited by Accounts Officers (Internal Audit) concurrently / simultaneously. There should not be any letup in this regard. Accounts Officer (Internal Audit) / AAO (Concurrent Audit) should also involve in this work from the beginning and throughout preparation of Final Accounts.



## **S TO BE EXERCISED BY ACCOUNTING UNITS WHILE SENDING MARCH FINAL ACCOUNTS**

In addition to the checks prescribed for ensuring quality in monthly Trial Balance, the following checks are to be exercised specifically while the March Final Accounts are prepared and sent to Head Office.

1. Ensure that all entries for outstanding liabilities and prepaid expenses passed during previous year and reversed in the accounts of succeeding year. Ensure that funds transferred / cheques issued during the year but not accounted in the same year in accounting unit are brought under in-transit accounts and incorporated in accounts in the same year and reversed in the succeeding year.
2. Ensure that provision for Unbilled Revenue is made.
3. Ensure that DCB statements are prepared as per the instructions issued by office of the CCA vide Circular No. Cys-7 dated 13-4-1988. All five statements in respect of consolidated consumption, Revenue Demand, Revenue collection, Tax Demand and Tax collection for the year should invariably be prepared and enclosed to March Final Accounts. B&E statement for March Final shall be separately submitted, wherever adjustments are passed / made effecting Electricity Tax in the March Final.
4. Ensure that there should not be any balance under Account Codes 28.932 and 48.2, as per CCA Circular No. Cys-73 / 91-92, dated 7-9-91 except deposit amount collected from consumers in the form of Bank Guarantees / fixed deposit accepted as per orders of any Court of Law or competent authority of the Corporation.
5. Ensure that balances under the following Account Codes are brought to barest minimum on the lines of instructions issued from time to time. 22.7200, 22.7100, 22.8100, 22.8200, 27.2050, 31.1, 31.2, 32.1, 32.2, 32.4, 32.5, 36.1, 36.2, 37.1 and 37.2.
6. Ensure that no case of withdrawals of Revenue and Tax approved by various authorities are left unaccounted.
7. Ensure that all FA and CAO's / RBC cheques and funds transferred during the year are correctly accounted.
8. Ensure that in Major Works Divisions / Major Works Circles / C.E.E. (Projects) / C.E.E. (Major Works) provision made during the year for Bonus / Ex-gratia are

capitalised and that entry passed for provision of Bonus and Ex-gratia are reversed in the beginning of next year

**9. Ensure that in Major Works Divisions:**

- i) Assets created during the year are transferred to respective O&M Divisions and that these transfers are accepted by O&M Divisions and provision for depreciation is made in transferee Division.
- ii) Assets created during the year are transferred to respective O&M Divisions in the same year. If O&M Division has already submitted March Final Accounts before March (Final) Accounts of Major Works division is finalised \*(which shall be ascertained by the concerned Major Works Division contacting the respective Divisions), such Assets need not be transferred to respective O&M Division during the year

10. Paid acquittance rolls for all the payments made till 31<sup>st</sup> March shall be obtained from all Subdivisions/ Sections and charged off in Cash Book of the Division office invariably before closure of the Cash Book for the year in view of reducing suspense to the maximum extent.

11. **22.6100:** Ensure that all stock related accounts are closed and balance transferred to Account Code 22.6100 and closing balance of stock as per Accounts tallied to the related Annexure.

12. Credits / debits booked during the year in respect of store counting for the year shall have been cleared obtaining final orders:

13. **Contra Account Codes: 22.6600 / 42.3010, 15.5000, 14.3507 / 42.5010, 22.6800**

As these are Contra Account Codes, debit balance under one Account Code must be equal to credit balance against the other corresponding Account Code (Except provision entry passed for creating liability in respect of Bhagyajothi bills on hand at the year end).

14. **44.3200 and 44.3300**

Except in Major Works Division / Circle, C.E.E. (Projects) and C.E.E. (Major Works) these account codes should not exhibit any balance in March Final Trial Balance, which may be ensured.

15. **28.8200 and 46.4300**

If no balance is shown in these Accounts, it indicates that no prepaid expense or outstanding liability exists in the Unit as at the end of the year. Is it true? Otherwise pass necessary entries for accounting prepaid expenses / outstanding liability.

16. **46.9110:**

In case, any entry is passed in respect of unissued cheques, the amount credited to this account should tally with amount debited to Account Group 24.4 and shown separately in Cash Balance Report.

17. **75.860 (ANC)**

Balance under this Account in Part – B of Trial Balance should tally to the amount shown in related Annexure of the March Final Accounts.

18. **77 (ANC):**

Ensure that depreciation provision made and debited to these Account Codes tally with the amount shown in relevant Annexure of March Final Accounts.

19. **Classification of Account Codes under Part, A, B, C and D:**

Ensure that Account Codes are classified correctly and brought under each part as prescribed.

20. **Tallying in Part – E and arriving at Closing Balance of 37.802**

- i) Ensure that Grand Total of debits and credits of Part A, B, C and D tally with totals brought forward in Part- E separately.
- ii) Ensure that closing balance of Account Code 37.802 is correctly arrived at in Part – E.

21. **YEAR END ENTRIES:**

It may be noted that certain Account Codes are to be operated only at the yearend (i.e., March Final Accounts) to make provision for Outstanding Liabilities and account of prepaid expenses. Such Heads of Accounts / Account Groups are:

15.5000 Provision for completed works  
22.6600 Material pending inspection  
22.6800 Materials – in – Transit Account  
23.4 (ANC) Provision for Unbilled Revenue  
23.5 (ANC) Dues from permanently disconnected consumers  
24.6 Transfers for Head Office In – Transit – Account  
28.8200 Prepaid Expenses  
42.3010 Provision for Liability for supply of Materials  
42.5010 Provision for Liability to Contractors  
46.4300 Provision for Liability for Expenses  
46.9110 Unissued Cheques

## **"LET US KNOW OUR ACCOUNTS"**

### **SYNOPSIS: -**

This is an attempt to enable officers in the Accounts Cadre to know our Annual Accounts in detail and depth and also to equip them to maintain and compile Corporation's accounts correctly. While educating our officers and staff in this manner, attention and stress has been given to weak points and areas where Audit observations appear quite often. The course to be adopted overcome such mistakes and avoid recurrence of the same is also discussed in detail. Action to be taken and checks to be exercised in preparation, monitoring and supervision of the Final Accounts have been dealt in detail in the foregoing paras. with a view to improve quality of the Accounts as also submission of the Accounts in time.

As per provisions of the Companies Act, 1956, Audited Accounts of the Corporation has to be placed before Annual General Body Meeting (AGM) and get the same passed within 6 months from closure of the year. Audited Annual Accounts of Karnataka Power Transmission Corporation Ltd., has to be got approved in the AGM before 30<sup>th</sup> September of every year. The Chief Controller of Accounts obtains trial balance and other subsidiary statements at the end of the Financial Year from all Accounting Units and prepares Final Accounts of the Corporation after consolidation of all the trial balances so obtained.

### **LET US KNOW OUR ACCOUNTS: -**

Trial balance obtained from all Accounting Units is consolidated at the Head Office to arrive at one figure under each Head of Account in respect of all Accounting Units. Head office also maintains a separate General Ledger to incorporate entries passed in respect of loans, funds and subsidies received from Government of Karnataka and other agencies and also to make certain provisions and liabilities which are to be made considering each aspect of the issue at Head Office only. Such provisions are for payment of pension and gratuity, family benefit fund, revenue due from new installations serviced but ledger accounts of which are not opened etc. Bifurcation of energy charges and capital loan repayment out of total demand made in respect of Bhagya Jyothi installations are also done in the Head Office. Apart from the above, specific adjustments and other adjustments are also passed in the Head Office and incorporated in Accounts of the Corporation through separate general ledger maintained. Among other adjustments, accounting of RE loss subsidy on accrual basis to earn a minimum of 3% Rate Of

Return on the net fixed assets at the beginning of the year is also one such entry. After balance in the general ledger maintained at Head Office is struck, these balances are clubbed with consolidated trial balance of all Accounting Units and trial balance of the Corporation is drawn. *This Trial Balance forms the basis for preparation of Annual Accounts of the Corporation, which consists of Profit & Loss Account and Balance Sheet along with schedules.*

#### **HOW ANNUAL ACCOUNTS ARE PREPARED: -**

From the Trial Balance, all 31 Schedules are prepared. All items in the Trial Balance will find a place in one or other schedules and no item is left out. Schedules from 1 to 15 & 30 pertain to Balance Sheet and schedules from 16 to 31 except schedule 30 pertain to Profit & Loss Account. It is to be noted that total of each schedule will be posted as an independent item either in the P&L Account or in the Balance Sheet as the case may be.

#### **FORMAT OF ACCOUNTS: -**

Final accounts of the Corporation are prepared as per provisions of Companies Act, 1956 and similar to any other Company. As we know, commercial Organisations prepare Profit and Loss Account and Balance Sheet with supporting schedules for each of them. In the schedules, figures for the present year and previous year are indicated against each activity.

#### **PROFIT AND LOSS ACCOUNT: -**

In the Profit and Loss Account, Income and Expenditure are separately shown under different activities. Schedules from 16 to 31 except 30 are the basis for showing figures under Income in the Profit and Loss Account. Revenue Expenditure capitalised and brought in Schedule are deducted out of total expenditure under relevant heads of expenditure in Profit and Loss Account under the heading "Less Expenses Capitalised". The difference between total expenditure and Income will be shown as Profit or Loss before tax, as the case may be. The amount of Profit or Loss so arrived will indicate working result of the Corporation for the year. To this profit or loss, net amount of extraordinary items and Prior period charges or credits will be added or subtracted respectively and Profit or Loss for the year arrived at. Profit or loss for the year will be added or subtracted from carried over Loss or Profit of previous years and the balance remaining after making appropriations will be carried over to Balance Sheet through Reserves & Surplus schedule.

## **BALANCE SHEET:**

In the Balance sheet, assets and liabilities are shown separately under relevant heads. Schedule No.1 to 15 & 30 are supporting schedules to balance Sheet. To start with, in the Balance Sheet, liabilities are shown under the heading Sources of Funds and Assets are shown under the heading Application of Funds. Assets are shown under the heads - Fixed Assets and Current Assets. From the total of current assets, current liabilities are deducted and Net Current Assets are shown.

### **SCHEDULE-WISE ANALYSIS OF ANNUAL ACCOUNTS: -**

**Schedule 1– Share Holders Funds:** - Details of Authorised Capital and paid up capital are shown in this schedule.

**Schedule 2– Reserves and Surplus:** - Details of various reserves and surplus of the corporation are shown in this schedule.

**Schedule 3– Secured Loans:** - Loans obtained from different financial Institutions / Agencies giving security are shown in this schedule.

**Schedule 4– Unsecured Loans:** - Loans obtained from different financial Institutions / Agencies without security are shown in this schedule. At present there are no unsecured loans.

**Schedule 5 – Security Deposits:** - Various types of Security deposits received from consumers are depicted in this schedule.

**Schedule 6 – Fixed Assets:** - Original value of fixed assets along with depreciation on such fixed assets and Net Block of Fixed assets are shown in this schedule.

**Schedule 7– Capital Work in Progress:** - Details of Capital Work in progress are shown in this schedule.

**Schedule 8– Investments:** - Investments made by the Corporation with various outside agencies in securities / Bonds and fixed deposits are depicted in this schedule.

**Schedule 9- Interest accrued on Investments and Deposits:** - Interest accrued on Investments and deposits of the corporation are depicted in this schedule.

**Schedule 10- Inventories, Stores & Spares:** - This schedule depicts the value of inventories, stores and spares held by the Corporation.

**Schedule 11-Sundry Debtors:** -Category-wise Sundry Debtors of the Corporation are shown in this schedule.

**Schedule 12- Cash & Bank Balances:** -Cash and Bank balances held by Corporation with different banks are shown in this schedule.

**Schedule 13- Loans and Advances:** - Loans and Advances made by the Corporation to different parties are depicted in this schedule.

**Schedule 14- Other Assets:**-Other Miscellaneous current assets of the Corporation are shown in this schedule.

**Schedule 15- Current liabilities and Provisions:** - This schedule indicates liability for purchase of power, liabilities towards employees dues, deposits obtained from contractors/suppliers, liability towards electricity duty payable to government etc.

**Schedule 16 – Revenue from Sale of Power:** - This schedule shows the total revenue earned from sale of power to all categories of consumers during the year. Revenue demanded during the year are shown tariff category-wise. It shall be noted that the Revenue actually collected has no connection with the figures indicated herein. Revenue indicated in this schedule is accounted on *accrual basis* and includes the assessed revenue in respect of unbilled energy upto 31<sup>st</sup> March and unopened test reports of newly serviced installations.

**Schedule 17 - Revenue subsidies and Grants:** - R.E. Loss subsidy required to earn a surplus equivalent to 3% R.O.R as per statutory requirement, accounted on accrual basis is shown in this schedule. Other revenue grants and subsidies received are exhibited in this schedule.

**Schedule 18 – Other Income:** - This schedule includes interest on Loans and Advance to staff, Interest earned on Investments, Income from trading, Hire charges and other charges collected, rent collected from staff and other commissions earned.

**Schedule 19 – Purchase of Power:** - Energy supplied by the Corporation is bought from various agencies. Cost of power purchased during the year from such agencies is separately shown in



this schedule. All power purchase related expenditure is booked in the Accounts of Load Despatch Centre.

**Schedule 20 – Repairs and Maintenance:** - The expenditure incurred on repairs and maintenance of various assets is shown in this schedule.

**Schedule 21– Employees Cost:** - This schedule includes various components of expenditure incurred on employees.

**Schedule 22 – Administration & General Expenses:** - All types of Administration and General expenses are shown in this schedule.

**Schedule 23 -- Other Debits:** - This schedule depicts various debits like Material Cost variance, expenses on R&D activity, Bad and doubtful debts provided for and other asset related expenses.

**Schedule 24 – Other Expenses Capitalised:** - Amount Capitalised in respect of Repairs & Maintenance, Employee Costs and Administration and General Expenses are shown in this schedule.

**Schedule 25 – Depreciation:** - Depreciation provided during the year on all types of fixed assets of the Corporation is shown in this schedule.

**Schedule 26– Interest and other Charges:** - Interest on State Government Loans, bonds, debentures and loan obtained from different financial institutions / agencies and all other interest charges are shown in this schedule.

**Schedule 27 – Provision for Taxation:** - Provision for Taxation made by the Corporation is shown in this schedule.

**Schedule 28 – Extraordinary items:** - Extraordinary credits like subsidies against loss on account of natural calamities and extraordinary debits like losses on account of natural calamities are accounted in this schedule and net amount is shown in the profit and loss account.

**Schedule 29 – Prior period Charges or Credits:** - Item-wise details of income relating previous years and prior period Expenses/losses are shown in this schedule.

**Schedule 30– Miscellaneous expenditure to the extent not written off or adjusted:** Deferred Revenue expenditure incorporated in the accounts is depicted in this schedule, item-wise.

**Schedule 31– Generation of power:** - Cost of Generation pertaining to 20% share of TBHE Board is shown in this schedule.

**Notes to Accounts:** - All matters that have bearing on the Profit & Loss Account and Balances Sheet for the year are brought out in this. The Balance Sheet prepared has to be read with reference to Notes to Accounts to have a comprehensive view of the state of affairs of the Corporation

**AUDIT:** - Annual Accounts of the Corporation are subject to audit initially by Branch Auditors followed by A.G's Staff -Supplementary audit. Following are some of the observations that are common to majority of the Accounting units: -

- Short provision of Depreciation for the year
- Non-posting of Fixed Asset Registers
- Non-effecting of T.D.S.
- Delay in remittance of amount of T.D.S.
- Improper maintenance of prescribed Schedules / Registers
- Non-regularisation of amount drawn on Proforma Bills
- Heavy balance under recoverable heads of account
- Adverse balances
- Wrong allocation of Heads of Accounts
- Excess/short provision towards outstanding liabilities
- Non-clearance of balance under IUA duly obtaining acceptances for ATs sent

**SIGNIFICANT ACCOUNTING POLICIES ADOPTED FOR THE YEAR**  
**2000-2001**

**1. METHOD OF ACCOUNTING:-**

- 1.1. The Financial statements are prepared under Historical Cost convention, in accordance with Provisions of the Companies Act, 1956 as adopted by the Company. All Income and Expenditure having a material bearing on the Financial Statements are recognised on accrual basis.
- 1.2. Cash basis of Accounting is followed in respect of:
  - a) Grants and Subsidies from Government in respect of Capital assets
  - b) Interest on House Building Advance, House Purchase Advance, Vehicle Advance and Computer Advance.

**2. FIXED ASSETS:-**

- 2.1. All the Fixed Assets are recorded at cost less accumulated depreciation

**3. DEPRECIATION:-**

- 3.1. Depreciation on all assets (except computers and lease hold land) is provided on straight-line method as per Electricity, (Supply) Act, 1948, on the basis of Central Government Notification No. S.O. 265 E dated 27-3-1994.
- 3.2. Depreciation on Computers is provided on straight-line method as per Schedule XIV of Companies Act, 1956.
- 3.3. Depreciation on lease hold asset is provided at the years' amortisation rate arrived at on the basis of lease period.
- 3.4. Depreciation on all assets is provided upto 95% of the Original Cost.
- 3.5. Plant & Machinery costing Rs.5, 000/- or less individually are depreciated at 100. % in the year in which they are installed and put to use.
- 3.6. Depreciation is not provided in the year in which the assets are commissioned or added. Depreciation is provided from the succeeding year. Depreciation is provided for the entire year in the year in which assets are decommissioned / scrapped / released irrespective of the date of the event.
- 3.7. Depreciation is provided on total block of released assets on the written down value balance at rates prescribed for providing

depreciation, in Notification No. S.O., 265 E dated 27-3-1994 of Central Government:

#### **4. CAPITAL WORK IN PROGRESS:-**

- 4.1. Common expenditure incurred by Divisions / Circles / Zones and Administrative offices are not apportioned and debited to Capital Expenditure as the costing method and procedure are not evolved yet.
- 4.2. All expenditure incurred in Major Works units are debited to capital works.
- 4.3. Interest and Finance charges payable on loan obtained for the works costing Rs. One crores and above are only capitalised, in view of the difficulty in identifying the source to application.

#### **5. INVENTORY:-**

- 5.1 Inventories are valued at historical cost (last purchase price) or net realisable value whichever is lower.

#### **6. INVESTMENTS:**

- 6.1 Current investments are valued at lower of cost or fair value.

#### **7. R.E. SUBSIDY FROM GOVERNMENT OF KARNATAKA:-**

- 7.1 In view of the specific commitment by Government of Karnataka Rural Electrification Subsidy has been accounted on accrual basis to earn a surplus of 3 % on the net Fixed Assets at the beginning of the year.

#### **8. RETIREMENT BENEFITS:-**

- 8.1 Pension is Provided based on the actuarial valuation.
- 8.2 Gratuity is also provided based on the actuarial valuation, payable as per the Company's rules.
- 8.3 Leave encashment is provided based on the actuarial valuation, payable as per Company's rules.
- 8.4 Pension & Gratuity liability upto 31-3-2000 as per Actuarial valuation is recouped by Government of Karnataka and has made a clear commitment vide G.O. No.DE 12 PSR 2001 Bangalore dated 30-03-2001 to pay the amount to KPTCL's Pension & Gratuity Trust.

**9. REVENUE RECOGNITION: -**

9.1 Revenue from sale of energy is accounted on accrual basis. Revenue is reduced by unbilled revenue of previous year included in this year's revenue. Revenue is increased by the unbilled revenue of this year and that due from consumers whose ledger accounts are yet to be opened.

**10. PROVISION FOR BAD & DOUBTFUL DEBTS: -**

10.1 Provision for bad & doubtful debts is made at 4% on the balance outstanding in March Final Trial Balance against Sundry Debtors account.

