



MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO.LTD.
Corp. Accounts Section
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Ref. No. MSEDCL/CAS/F.A./2008-09/ 256

27 APR 2009

CIRCULAR

Sub: - Closing of the Accounts for the year 2008-09

- 1) Programme for submission of Accounts alongwith various information.
- 2) Instructions/guidelines for preparation of Final Accounts/Information.

- Ref:**
- 1) Circular No. 65 dt. 2-8-2008.
 - 2) Circular No. 67 dt. 16-10-2008.
 - 3) Circular No. 68 dt. 3-11-2008.
 - 4) Circular No. 70 dt. 23-12-2008.
 - 5) Circular No. 71 dt. 23-12-2008.
 - 6) Circular No. 72 dt. 27-01-2009.
 - 7) Circular No. 74 dt. 27-01-2009.
 - 8) Circular No. 75 dt. 06-02-2009.
 - 9) Circular No. 76 dt. 16-02-2009.
 - 10) Circular No. 78 dt. 24-03-2009.

Consequent upon the restructuring of the erstwhile MSEE, the Annual Accounts of MSEDCL upto Financial year 2007-08 have been prepared as per provisions of Electricity (Supply) (Annual) Accounts Rules 1985. However, as per directives of the Board of Directors' of the Company, the accounts for the Financial year 2008-09 have to be prepared as per provisions of the companies Act, 1956. In order to prepare accounts as per provisions of the Companies Act, 1956, the detailed Circular (i.e. Circular No. 65 dtd. 02-08-2008) has already been issued. The Annual Accounts are required to be placed in the **Annual General Meeting of the Company** within the scheduled time frame. Further, various returns such as Income Tax Return, Wealth Tax Return etc are required to be filed within stipulated scheduled time frame. It is also to inform that the Cost Audit is compulsory and Cost Audit Report is also required to be submitted to Cost Audit Branch of Government of India, ministry of Company Affairs within scheduled time. Hence, it has become essential to finalise the Annual Accounts as per time schedule given in Annexure 'A'.

Detailed instructions for the Divisions/Accounting units are given in the Annexure 'B' for guidance and for ensuring complete and proper accounting. While preparing the Annual Accounts following points shall be observed so that the accounts shall be prepared properly and shall also avoid comments from the Statutory Auditors/Govt. Auditors.

1. The audit of the Annual Accounts for the period 01.04.08 to 31.03.09 will be conducted by the Statutory Auditors for all the Accounting units. However, there will be supplementary audit by the CAG after completion of the statutory audit.
2. While compiling Annual Accounts for the period 01.04.07 to 31.03.08 it was

Observed that Accounts submitted by most of the Accounting Units were not compiled properly and were corrected only when corrections were pointed out during scrutiny at Corporate Accounts Section level. The important areas where proper attention is required are given below:-

- i) Reconciliation of revenue from sale of Power with I.T. Records shall be done and the same shall be furnished alongwith Annual Accounts.
- ii) Accounting of concessions extended by the GoM to Agriculture/Powerloom Consumers as per IT Reports and under proper Account Head/Code should be done.
- iii) Various Provisions/Outstanding liabilities, Unbilled revenue, Interest Payable on consumer's S.D. and adjustment of the same through energy bills of the consumers is required to be done properly.
- iv) IBA Difference, Within and Outside Circles
- v) Inter Company Transactions
- vi) Electricity Duty and Tax on sale of Electricity payable should be reconciled with figures intimated to WM Section.
- vii) The details of Transfer in (+) Transfer of assets out (-) from\to other accounting units shall be furnished.
- viii) Unbilled provision for previous year if not withdrawn shall be withdrawn properly.
- ix) Clearance of remittances to H.O. in Transit A\c and transfer from H.O. in transit A\c i.e. A\c 245003 and 24600.9
- x) IBA for project management consultancy should be booked to WIP (Sch. 21) only and not for consultancy charges (sch.10). It was also noticed that certain audit enquiries/comments, which otherwise would have been complied with and dropped before finalising accounts at circle end were not complied. It is as such important and necessary that every care is taken and provisional accounts itself are prepared properly.
- xi) The provision for capital liabilities (i.e. work completed but payment of which was not released upto 31st March) was not made by most circles during previous year. The provision of such liabilities needs to be ensured during the year 2008-09.

3. Final Accounts should be submitted to Corporate Accounts Section alongwith various information on or before **05-05-2009 positively**. The Statutory Audit shall start from **14-05-2009** and as such it is quite necessary that scrutiny of Accounts by the Corporate Accounts Section shall be completed by **5th May 2009** and Accounts can be ready for submission to Statutory

Auditors for audit. Every care shall be taken to avoid the recurrence of same audit comments on which observations were made by the Audit earlier. Further, considering replies given to Statutory/Govt. Audit during last year for compliance of certain points/works, action should be taken to comply the same before commencement of the audit. It should also be ensured that the audited accounts are submitted to Head Office within 4 days period after completion of audit alongwith compliance of audit comments with due correction in the accounts wherever necessary.

4. The General Manager(F&A) of the Zone shall scrutinise Final Accounts alongwith various information before its submission to Corporate Accounts Section. This exercise shall be completed by the General Manager (F&A) in such a manner so that the Asstt. Manager will be able to submit Accounts alongwith information i.e. before **5th May, 2009.**
5. The IBA pertaining to transfer of assets and depreciation reserves are to be raised on or before **16th March, 2009.** It will be the responsibility of IBA raising unit to ensure to obtain and keep on record the acceptance JV NO.& Date of the corresponding unit. No such IBA shall be raised by any accounting unit after **15th March, 2009.** General Manager(F&A) Zone shall ensure the compliance by respective units within time limit.
6. Zonal G.M (F&A's) shall ensure the clearance of the IBA differences by conducting the meetings with the concerned accounting units. In no case, the accounts with IBA difference will be accepted at Head Office. Two floppies of IBA details generated in Circle viz XXXXMMYYIBA are to be submitted to Corporate Accounts Section alongwith printed copy of FC 95 report duly tallied with figure shown in statement 3. (Refer Circular No.AD/BA/FABC/5263 dt.19.12.2002)
7. Further, before submission of Final Accounts to Corporate Accounts Section, all accounting Units shall carry out I.B.A. reconciliation with Head office and W.M. Section and then submit the Final Accounts to C.A. Section alongwith copy of reconciliation statement so as to avoid subsequent changes in the Accounts. MSEDCL H. O. Accounts Section and W.M. Section in-charge shall ensure the completion of IBA reconciliation of all the units well within the time schedule of Final Accounts and the reconciliation programme shall be chalked out accordingly. It shall also be ensured that there shall not be any IBA difference within Circle/Inter Circle units. The General Manager (F&A) of Zonal Office should keep a watch on this and pursue for clearance of IBA differences within the time schedule.
8. Inter Company Transactions :- The instructions regarding Accounting of Inter Company Transactions are issued vide Circular No.11 issued under No.MSEDCL/CAS/Inter Co.Trans/74/5225 dated 28.02.2006. However, it should be ensured that there should not be any unreconciled transactions at the time of Closing of Accounts. It should also be ensured by the circle Assistant Manager (F&A) that instructions given in the above Circular are followed scrupulously. Further, amount payable/receivable in respect of MSPGCL, MSETCL and MSEB Holding Company net balance should be carried out (refer schedule 26 E and 28) and the balance confirmation of above said Companies shall be attached while submitting the provisional Accounts.
9. Prescribed Proforma for additional informations required with the Final Accounts are enclosed.
10. The necessary Schedules, Statements and additional information (Proforma I to XXXIII) etc. should be submitted alongwith the Final Accounts. Similarly

following information should also be submitted alongwith Final Accounts.

- a) Units sold (Categorywise) along with comparison with the targets set.
- b) Agewise and categorywise break-up of Arrears. (This is a Statutory Requirement)
- c) Statement of voltagewise Assets as per Circular No.200 dtd.30-08-05.

11. It is observed during previous years, that there was large variation between the Provisional Accounts and the Final Accounts. This was mainly due to non-provision of various items, such as provision for expenses, provisions for revenues, non-acceptance of IBA's of other offices etc. in the Provisional Accounts. All the required provisions should be incorporated in the **Provisional Accounts only** so as to avoid huge variations in the Final Accounts. If there is significant variation, the reasons for the same should be given alongwith the Final Accounts.
12. It is noticed that though the works are completed and commissioned long back, the cost of such completed works are not transferred to the Fixed Assets Account but are lying in WIP Accounts. Due to non-conversion of WIP into assets, the interest is unnecessary capitalised, less depreciation is claimed and proper return on equity capital base can not be claimed. This is essential from Income Tax view also. MERC Authority is taking serious views for non-clearance of WIP. In this regard attention is invited to Circular No. 34 issued under No. Dir (Op)/MSEDCL/CAS/WIP/Clear/15/2529 dated 2/2/2007 issued under the signature of Director (Operations). The WIP Account should, therefore, be thoroughly reviewed and necessary entries are accounted for in the provisional Accounts for the year 2008-09 only. Moreover, Circular No. 65 dt. 2-8-2008 should be strictly followed so that the interest is capitalized properly.
13. The tariff concessions granted to Agricultural consumers, and Power loom Consumers to proper Account Codes allotted as instructed under Circular No. 225 issued vide No.ADM/BA/50/511 dated 08.03.2004. and Circular No.241 issued under No.AD/BA/50/855 dated 23.03.2005. Further, it should be ensured that the amount of such concessions to Agricultural, and Powerloom consumers are matching with the I.T. Reports. The details of the aforesaid concession i.e. J.V. No., Date of J.V., Account Codewise amount of concessions duly certified by officer-in-charge & Accounts Officer are to be furnished alongwith copy of IT reports to C.A Section alongwith Provisional Accounts.
14. It is requested to submit the list of H.T consumers (alongwith agewise details) to be considered for provision for Bad & Doubtful Debts alongwith your comments.
15. It should be ensured that all the expenses pertaining to repairs and maintenance shall be accounted for and the same should be compared with previous year expenditure and if there is a major variation, the reasons for the same shall be submitted.
16. If any correction is made in soft copies while submitting Accounts at H.O. the said correction is also to be carried out in hard copy with signature of the Asstt. Manager. Otherwise the Accounts will not be accepted.
17. The bank reconciliation of A&B Accounts of all the banks and post office shall be completed. The facts of completion of all banks reconciliation be submitted alongwith Final Accounts.

- 18 Loss to fixed asset pending investigation for A/c. Head 17.250 should be reviewed by all Incharge of concerned unit and correct entries shall be passed after obtaining the approval of C. A. before closing of Accounts for March 09.
- 19 Physical verification of all types of assets/property shall be carried out by the concerned officer-in-charge at such interval as laid down in Accounts Code volume No. 3 of Section XVI.

All concerned are, therefore, directed to follow the instructions scrupulously and ensure timely submission of Final Accounts alongwith various informations. This Circular alongwith proformae is available on web site www.mahadiscom.in and as such the same may be referred to for ready reference.

Encl:- As stated above.


Chief General Manager (F&A)

To
All as per mailing list upto Divisional level including Major Stores, Civil Offices

C.f.w cs to :

The Chief General Manager (IT), MSEDCL, Corporate Office, Mumbai

He is requested to instruct all computer centres under his control in the field to prepare and handover statement/s showing amount of concessions adjusted in the energy bills of Agriculture/Powerlooms Consumers and also reports showing consumerwise security deposit held, interest payable, amount of TDS and net payable Amount immediately so that Circle Office will be able to submit Provisional/Final Accounts well before the due date/s as indicated in the Annexure 'A' enclosed herewith. **He is further requested to ensure that there will be no difference between the figures incorporated in the reports prepared by the local IT Centres with that of consolidated statement prepared and forwarded by you to Corporate Accounts Section.**

Copy to :

- 1) The General Manager (Comm.) MSEDCL, Mumbai

He is requested to instruct the Manager (F&A) (WM) Section, Mumbai to complete inter branch accounts of all circle offices in such a manner so that circle offices will be able to locate difference if any and shall be able to account for the same in the provisional accounts only. The Final IBA reconciliation programme shall also be completed well before due date of submission of accounts.

- 2) The General Manager (Corporate Accounts), MSEDCL, Mumbai

He is requested to instruct the Dy. Manager (F&A) (HO A/c) Section, Mumbai to complete inter branch accounts of all circle offices in such a manner so that circle offices will be able to locate difference if any and shall be able to account for the same in the provisional accounts only. The Final IBA reconciliation programme shall also be completed well before due date of submission of accounts.

- 3) The General Manager, Computer Centre, MSEDCL, Mumbai/Pune/Nagpur/Aurangabad/Akola/Nasik/Vashi/Bhandup/Kalyan/Kolhapur.
- 4) The General Manager, MSEDCL, Capex/ Power Purchase.
- 5) The General Manager,(F&A) MSEDCL, Aurangabad Zone/Kolhapur Zone/Kalyan Zone/Nasik Zone/Nagpur Zone/Pune Zone/
- 6) The Manager (F&A), MSEDCL, Akola Zone/Bhandup Zone/ Corporate Office (WM) Mumbai.
- 7) The Dy.Manager, MSEDCL, Aurangabad Zone/Kolhapur Zone/Kalyan Zone/Nasik Zone/Nagpur (R) Zone/ Nagpur (U) Zone/Pune Zone/ Latur Zone/Ratnagiri Zone/Amaravati Zone, Akola/TRD, Nasik/ Corporate Office (Corp. A/cs) Mumbai/Loan Section, Corporate Office, Mumbai/ Inspection, Corp.Office, Mumbai.
- 8) The System Analyst, Computer Centre, MSEDCL Bhandara/Buldhana/Dhule/Jalgaon/Latur/Nanded/Satara/Solapur/Pen
- 9) The Programmer, Computer Centre, MSEDCL, Ahmednagar/Amaravati/Chandrapur/Palghar/Ratnagiri/Sangli/Yeotmal.
- 10) The Asstt. Manager, MSEDCL, CCCM Bandra – for Necessary action as above.

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO.LTD

ANNEXURE 'A'

Time schedule of submission of Provisional and Final Accounts for the Year 2008-2009

Sr. No	Particulars	Provisional Accounts	Final Accounts alongwith Returns and various information
1	Submission of Revenue Assessment by Sub-Division to Division	9 th April 2009	18 th April 2009
2	Submission of JV and Cash Abstract by Division to Circle Office	16 th April 2009	26 th April 2009
3	Preparation and submission of Final Accounts alongwith Schedules/Statements and information to Corporate Accounts Section, HO Mumbai	21 st April 2009	5 th May 2009

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MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO.LTD

ANNEXURE "B"

**Instructions for Finalisation of Accounts for the year 2008-09
(For Divisions and Accounting Units Proper)**

The following provisions which are required to be made at the end of each quarter should be made in the Annual Accounts.

Sr. No.	Description
A)	PROVISION TO BE MADE
i)	Provision for interest payable (other than interest on security deposit from consumers)
ii)	Provision for unbilled revenue under Account Code 23.400 under Schedule No. 26(b) shall be done on the basis of data compiled in the proforma prescribed in Annexure 'C'.
iii)	Electricity Duty and tax on sale of Electricity reconciliation upto 31-03-2009 should be attached as per proforma given.
iv)	Revenue booked in Sch. 1 supporting JV with IT Report should be attached.
v)	Provisions for materials in transit.
vi)	Provision for outstanding liabilities (Capital and Revenue).
vii)	Provision for material received in store/ Material pending inspection.
viii)	Provision for prepaid expenses.
B)	In addition to the above, following provisions should also be made in the Annual Accounts.
i)	The provision for gratuity in respect of regular employees and NMR employees who have put in a continuous service of 5 years is to be made in the Accounts (separate circular is being issued by GAD) Proforma for working out provision for gratuity and reconciliation is given in Annexure 'C'.
ii)	Provision for outstanding liability in respect of reimbursement towards medical expenses to the Board's employees. In terms of C.S.No.71 dt.25.05.98 to G.O.No.20 (P) dated 17.06.1963 issued under No. GAD/Gr.VIII-O&M/F.No.617 dt.25.05.98 the balance of admissible amount of medical reimbursement not claimed by the employee shall

	be payable to him on the date of retirement, if he desires and opts to claim it without production of medical certificate. Since the "year" for the said reimbursement is calendar year i.e. from January to December, the annual provision for the amount of medical reimbursement not claimed by the employee shall be made considering the unavailed balance as on 31st December 2008 in the annual accounts for the period/year 01-04-08 to 31-03-09. Further, the withdrawal of said provision made during the last year should be ensured.
iii)	Provision for interest (Receivable) accrued but not due on staff loans. The amount of interest on the advance given to the staff for Scooter/Motor Cycle/Motor Car/Cycles, House Building/Computers and any outstanding at the end of the year (which are interest bearing advances) may be obtained from the GAD immediately and provided for in Accounts by credit to Account head 62.210 (Interest on Loans and Advances to Staff) and debit to account head 28.360 (Income accrued but not due on staff loans and advances). Interest recoverable towards these advances from employees should be debited to Income accrued and due A/c on staff Loans and Advances (28.260) with corresponding credit to Income accrued but not due on staff loans and advances (28.360). Interest recovered/received from the employees be credited to Account head 28.260 and not to account head 28.360. Since all the interest accrued and due in the period 31-03-2009 is likely to be recovered in the same financial year there will be nil balance at the end of the year under account head 28.260. Interest accrued and not due/interest accrued and due on staff loan and advances should be transferred if the employees are transferred.
iv)	Provision for interest payable on Security Deposit from consumers having a Security Deposit of Rs.50/- and above shall be done on the basis of reports generated by the I.T. Section. It is to be strictly ensured that the interest is passed on to the consumers as per the instructions given in Section-IV of Account Code Volume-II. Also refer this office Circular No.27 issued under No. MSEDCL/CAS/1863 dt.03-11-2006, after deducting TDS as per limits prescribed in I.T. Act.
v)	Provision for adjustment of shortages and excesses on Account of physical verification of stock and fixed assets.
vi)	Provision for amount of interest due to Licensees, if any, should be obtained from Chief Engineer, Commercial Section, Bandra; Mumbai and provision should be made in Accounts for the period ending 31-03-2009.
vii)	Provision for other Interest/Other income receivable. After making above provisions as on 31.3.2009, a review should be taken to ensure that the balances under provisions and corresponding revenue income/revenue expenditure Accounts are correctly exhibited. Particularly, following items be reviewed for making provisions.
1)	Rents, Rates and Taxes, etc.
2)	Provision for Power Purchased and amount due to various agencies/parties including MSPGCL and transmission charges payable to MSETCL. The Power

	Purchase Section shall especially ensure provision towards payment due on reimbursement of Income Tax to NTPC etc.
3)	Hire charges due on equipment given on hire.
4)	Cash in transit with full details.
5)	Amount of salaries, wages, bonus, pay fixation arrears etc. not paid/settled upto 31.3.2009 (i.e. outstanding only).
6)	Any other provisions.
7)	<u>The provision for Bonus/Ex-gratia/Additional D.A. for the period ending 31-03-2009 should not be made by field accounting units. The provision for the Company as a whole will be made at H.O. by Corporate Accounts Section.</u>
C)	<u>FIXED ASSETS AND CAPITAL EXPENDITURE IN PROGRESS:-</u>
a)	For Civil Engineering and electrical works executed through outside contractors, portion of the work executed but not paid for before 31.3.2009 should be brought into Account. At the year-end there may be some Capital works which are completed but for which either contractor's bills are not received or contractor's bills are received but not passed for payment. A provision is to be made on the basis of contractors' bills as certified by the Engineer or on the basis of Engineer's Certificate for physical parameters of work as valued at Work Order rates whenever the bills are not received.
b)	In respect of Assets commissioned during the year full cost including provisions for all pending bills and balance bills should be transferred to fixed Assets Account.
c)	Cost of the Assets acquired before 31.3.2009 from the Licensee should be incorporated in the Accounts. In case valuation is completed, the cost of the Asset should be shown separately under the Major/Minor heads of Account and not in lump sum under the Head "Assets taken over from Licensees pending final valuation" (Account Code 11.500). If the valuation or account head-wise details of assets taken over from the Licensees are not available at the time of preparing the Final trial balance, valuation should be obtained from the Superintending Engineer, Commercial Section, H.O., and accounted for by debiting to "Assets taken over from the Licensees pending final valuation" (Account Code 11.500) and crediting "Amount owing to Licensees" (Account Code 46.600). Any accounting thereof should be specifically brought out in the Notes.
d)	It should be ensured that the Work Completion Reports for the Assets commissioned upto 31.03.2009 have been prepared and reconciled with the Construction / Financial Ledgers and Assets Register prepared for all Assets transferred to Fixed Asset Account.

e)	Necessary entries after preparing work transfer note should be passed before preparing the Final Accounts as per Accounts Code Volume V Section VIII (2.2), regarding preparation of part Work completion reports and transfer of expenditure.
f)	As the Accounts are to be prepared as per provisions of Companies Act, 1956, procedure for interest capitalization has been changed from the financial year 2008-09. Interest is to be capitalized at division level as per Circular No. 70 dt. 23-12-2008 Issued by C.A. Section. Interest shall be capitalized at average rate of interest of 12% (as intimated vide circular No. 70 dt. 23-12-08) for the financial year 2008-09. Additional information in this regard may be furnished as per the enclosed proforma.
g)	As per point No. 4 of the Circular No. 65 dt. 2 nd August 2008, existing System (i.e. ESAAR – 1985) of charging overheads (i.e. GEC/HOS) towards employees cost and administration and general expenses to work in progress has been withdrawn. As per new system 15% of addition to WIP during the year will be added to WIP towards employees cost and administration and general expenses. Amount so calculated shall be debited to WIP and credited to Employee costs charged to capital works(75900) and Administration and General expenses charged to capital works (76900) in the ratio of 87:13 as circulated vide Circular No. 68/ 3-11-08. Additional information in this regard may be furnished as per enclosed proforma No. XXIII attached herewith.
h)	As per circular No.RE/ST/MASA/12337A dated 31.03.1990 read with circular No.AD/BA/50/3931 dt.25.10.1990 drawal of materials in respect of following schemes under MASA is suspended w.e.f. 01.04.1990. i) All Distribution Schemes ii) Maintenance work Instructions for drawal of materials under various schemes such as 33KV Schemes, Urban renovation. O.R.C., maintenance civil work etc. are given in the circular. Further, as per circular where materials are not drawn against particular estimate but against schemes such as S.P.A., N.D.etc. monthly usage account estimate-wise is required to be submitted and work completion reports are finalised expeditiously. Physical inventory of such material drawn from stores and remained unutilised out of WIP is required to be taken and the same should be intimated to H.O. However, it is necessary to ensure that there should not be heavy balance of unutilised materials in this regard. Moreover Circle/Division should furnish break-up of unutilised balance of materials directly debited to W-I-P during 01.04.2008 to 31.03.2009 as additional information (item XX).
i)	In respect of Assets which are commissioned upto 31st March 2009 but for which work completion reports have not been received should invariably be prepared and finalised and accounted for. Only in exceptional cases where it is extremely

	<p>difficult to finalise WCR, the cost of these Assets should be transferred to Fixed Assets Account after obtaining a Certificate from the Executive Engineer. The entry in Asset Register for these assets should however be made on receipt of work completion reports.</p> <p>Under any circumstances cost of assets which are commissioned should not appear under work-in-progress account. This is essential for claiming correct depreciation under Income Tax Act 1961 and also by MERC while finalisation of Tariff.</p>
j)	The Assets, which are purchased, wherein formal conveyance is pending and the Company has at the same time put the Assets in use, the cost of such assets shall be shown as fixed Assets. The fact of pending conveyance of the Asset is to be disclosed by way of a note to the Balance Sheet.
k)	The details of schemewise/stagewise addition to assets during the year in the prescribed proforma No. XX attached herewith should be given.
l)	<p>The details of Assets. /Depreciation Reserve received/transferred from/to other Circles.</p> <p>In this connection it shall be ensured that no IBA transaction for whatsoever reason shall be kept open i.e. all IBA's should be accepted & accounted for invariably. Further accepting unit shall accept the IBA & account for to the same account code, to which the transferor unit has given debit/credit while raising IBA. The accepting unit if required then shall account for the said IBA to appropriate account code in A/c. Group No. 10 & 12 respectively. The aforesaid details shall be given in proformae (XXXI) & (XXXII).</p>
D)	DEPRECIATION:-
a)	<p>Provisions for depreciation should be made on straight-line method on the assets from the actual date of acquisition/completion/commissioning of the asset. Depreciation should be calculated at the rates as prescribed by the Govt. and intimated vide Circular (1) No.AD/BA/31/1152 dt.10.6.1994, (2) No.AD/BA/31/1155 dt.10.6.1994 and (3) No.AD/BA/31/95-96/4822 dt.12.12.95. Asset will be depreciated upto 90% of its value and there is no concept of providing advance depreciation at the beginning of the financial year.</p>
E)	INTER UNIT TRANSACTIONS:-
	<p>It should be ensured that all the pending Inter Branch Advices are raised/accepted and accounted for in the books before closing of the provisional Accounts. There should not be any difference under this Account at the end of the year <u>either within Circle and/or outside Circle transactions.</u> It is observed that the I.B.A's.in respect of transfer of assets/depreciation raised by one Accounting Unit against another have remained unaccepted resulting in understatement of Company's Assets and Depreciation Reserve. It should therefore be, ensured that the accounting unit raising such I.B.As. should</p>

	obtain acceptance and J.V. No. and date of such I.B.As. before closing its account. In case such I.B.As are not accepted, those IBA's should invariably be withdrawn by the accounting Unit raising I.B.A's. before finalising its Accounts.
F)	SUSPENSE ACCOUNTS:-
a)	Balances under various Advance Accounts/Deposits/Retention money etc. (i.e. Suspense Accounts) in the financial ledgers should be reconciled with the balances shown in the various suspense registers. The balances under Suspense Accounts should be compared with those appearing in the last year's account and broad reasons for increase in balances should be given. <u>Under no circumstances, adverse balance should appear in these accounts.</u> It is to be ensured that old balances are cleared so as to avoid repetitive comments of Auditors
b)	It should be ensured that the recoveries made from salaries of employees contractors/suppliers etc. in respect of Income Tax, Small Savings, Insurance and other such recovery upto March 2009 are paid to the concerned on or before the prescribed date/time limit. It is also presumed that TDS Certificates in Form No. 16, 16-A are issued and TDS returns are filled before the due dates.
c)	The compliance regarding of MVAT filling of periodical returns, purchase Register and MVAT Audit is completed as per instructions/Guidelines issued by the S.B. Section from time to time.
d)	Balance under Account Head "Recovery from employees Notice Pay" Account Code 46.951 and amount of fines recovered from the employees Account Code 46.952 should be transferred to H.O. These IBA's should be received by H.O. on or before 10th April 2009. Unpaid salaries & wages of employees drawing wages above Rs.2,500/- if remained outstanding for more than three years should be specified in items to be transferred to H.O. Accounts.
e)	Amounts under Account Head "Unpaid Salaries" (A/c Code 44.210), "Unpaid Bonus/Ex-gratia" (A/c Code 44.220/44.230), which are more than three years and amounts under "Notice Pay" (A/c Code 46.951) and "Fines" (A/c Code 46.952) are required to be transferred to The Bombay Labour Welfare Fund/Staff Welfare Fund as per modified Circular No.LIR/SWFC/33481 dated 05.10.1989 issued by C.I.R.O.
f)	The amounts paid on account of scholarships, prizes as declared by the Company should be transferred to Head Office by raising I.B.A. on or before 10-04-2009. No field office shall book this expenditure to Revenue Account in its books.
g)	It should be ensured that the provision for interest on Security Deposit of H.T. & L.T. consumers should be made on 31st March 2009 and the T.D.S. on such amount should be deducted and paid to I.T.Department within one week from

	<p>the last day of the month in which the deduction is made (section 194A of I.T.Act 1961). The T.D.S. certificates should be issued within one month from the end of the month during which credit/payment is made (section 194A of I.T. Act 1961). It should be also ensured that the provision for interest payable on consumer S.D. is reviewed and exact amount payable is provided. At the same time the provision appearing in "Interest payable on Consumer's Deposits" (A/C Code 48.300) as on 31-03-09 shall be reviewed and the interest due to the consumers shall be passed on to the consumers and excess provision, if any shall be withdrawn so as to avoid repetitive comments of Auditors. Model JV and proforma of reconciliation is given and same is to be submitted alongwith F.A.</p>
G)	CASH AT BANK AND IMPREST ACCOUNTS:-
a)	In order to avoid repetitive comments of auditors it should invariably be ensured, that all Permanent Imprest Accounts and Temporary Imprest Accounts are closed and accounted for by remitting balance cash to the office before 31.03.2009.
b)	In exceptional circumstances, if any Permanent/Temporary Imprest advance is not closed by remitting balance amount as on 31.03.2009 and/or Imprest accounts are not submitted for adjustment before closing of the accounts, a separate information should be given as per Proforma No. XI of the proforma for Additional Information.
c)	Bank balances as on 31.03.2009 should be reconciled with the balances in the cashbook and entries for Stale cheques, Bank charges etc. are accounted for immediately. Bank balance certificate/s should be obtained and kept on record.
d)	In case of cheques which are drawn before the end of year but not dispatched on or before 31.03.2009, the same should be taken into Account Head "Liability for unissued cheques" (A/c. Code 46.931) and debited to Bank A/c.
e)	It is observed that the reconciliation of Cash Remittances Account particularly in respect of D.C.C.Bank (and Post Office Collection Centres) is lagging behind for long period in respect some of the Offices. It is also observed that some offices have carried out reconciliation, however remedial action for necessary follow up with the Bank is not done in respect of items for which no credit is received or received in short or no interest is claimed for late receipt of credit. It is, therefore, instructed that reconciliation of cash Remittances A /c is completed. It shall also be ensured that wherever funds are transferred by the WM Section upto 31/3/2009, but not received by the field office, necessary entry for cash in transit is taken before closure of provisional accounts only. Entry if any remained to be reversed for the previous year shall also rectified accordingly.
f)	The balances under Account Code 28.930, 28.932, 28.935 ' Securities other than cash ' as per financial ledger should be tallied with the securities physically existing and also tally with the Account Code 46.102, 46.122, 48.200 respectively.

g)	It should be ensured that cost of balance of postage stamps/ stamped agreement forms/stamp papers as on 31.03.2009 are properly accounted for. This entry should be reversed on 01.04.2009. Prepaid Expenses – Expenditure / portion of expenditure pertains to next F.Y. but paid in advance during current F.Y. should be identified and accounted for under account code 288209 (Sch. 26 C)
H)	REVENUE BILLING:-
a)	The entry for proportionate revenue accrued but not due is to be passed on estimated basis under Account Head "Provision for unbilled revenue" (A/c. Code 23.4) The corresponding assessed units for unbilled revenue accounted need to be included in the additional information submitted with the accounts in respect of units sold. The unbilled amount shall be worked out as per proforma and J.V. shall be passed as per model entry given.
b)	H.T./L.T. Assessment for March 2009 billed in April 2009 (categorywise) is required to be submitted as per Proforma No. XVIII of the proforma for Additional Information.
c)	Bills raised upto 31.03.2009 over a period of years for theft of power and where the supplementary bill/s are issued and disputed by the consumer in Court of Law may not be accounted for till the final outcome of Court case. However, name of the consumer, period for which bill is sent / assessed and break up of amount billed such as Electricity charges / Demand charges/ Fuel Cost Adjustment/Electricity Duty etc. shall be given as additional information in the proforma XIX to enable C.A.Section to disclose the same by way of a note to the Balance Sheet. Further, where Court has passed interim order to pay deposit against total claim, such bills be necessarily accounted for and dues payable to Govt. are also settled as per rules in light of Circular No. 115 issued vide AD/BA/50/94-95/4846 dt.24.01.1995.
e)	The calculation and accounting of the interest on arrears should be done as per method given in circular No.128 issued vide No.AD/DOA/95-96/4126 dated 16.11.1995. The interest shall be calculated as per directives of MERC considering periodicity of outstanding arrears and rate applicable.
f)	Balance Under Temporary Service Connection Deposits should be cleared by issuing the bills for Temporary Service Connections and adjusting the deposits paid by the consumers. It should be ensured that all bills pertaining to old period are finalised. All concerned should give special attention for adjusting the deposits taken for Temporary Service Connection. Where the Temporary Connections are disconnected, bills should be finalised and the amount due or recoverable from the consumer may finally be transferred to Account Code 46.976/23.730 respectively as the case may be.

g)	The details of Electricity Duty/Tax on Sale of Electricity and other levy assessed should be given in annexure 'C' of additional information attached herewith duly tallied with figures shown in Schedule-1.
h)	Please ensure that accounting of incentive on the amount of monthly H.T. bills paid within 7 days should be accounted strictly as per Circular No.199 issued vide AD/BA/50/01 dt.01.01.2002 to Account Code 78.820.
i)	Please ensure that Power factor incentive allowed to consumers' is accounted for to the proper account code as per Circular No.206 issued vide No.AD/BA/50/5036 dated 02.12.2002 and circular No.242 issued vide No. AD/BA/50/840 dated 21.03.2005.
j)	"Tax on sale of Electricity" :- Accounting to be insured as per Circular No. 238 issued under No. AD/BA/50/4399 dt. 31-12-2004 and Circular No. 33 issued under No. MSEDCL/CAS/2381 dt. 16-01-2007. Tax on sale of Electricity may be furnished in the enclosed proforma at Annexure 'C'.
k)	Arrears due from Permanently disconnected consumers as per I.T. Reports shall be accounted for to respective account codes in F.L. under Schedule No. 26(b). In other words that balance under Account Code 23.500 shall be accounted for to respective account codes from 23.501 to 23.599 in light of Circular No. 255 issued under No. AD/BA/50/1811 dated 30/8/2005.
I)	OTHER ITEMS RELATING TO FINAL ACCOUNTS:-
a)	In respect of position of W.I.P., Division/Circle Office shall furnish additional information in the prescribed proforma as per Circular No.AD/BA/91-92/2613 dated 07.09.1991. Agewise analysis of closing balance of WIP may be furnished.
b)	All bad debts, excesses/shortages and other losses for which approval from the Competent Authority has been received should be incorporated in the accounts. Attention is invited to Departmental Circular No.19 issued vide No.AD/BA/50/24135 dated 18.11.1986 on the subject "Accounting of material lost/stolen etc." wherein it is clarified in the last para to account for all loss cases whether approved or not. In view of this it should be ensured that no loss case remain to be accounted for.
c)	The accounting procedure for write off of individual consumer-wise L.T./H.T. arrears and to transfer the amount written off at field units to Corporate H.O. Accounts Section should be scrupulously followed as per H.O. letter No. AD/BA/Write off/1354 dt.29.4.1999 and ensure that amount written off by Circle in respect of Ag. LT/HT, Residential, Industrial H.T., P.W.W. consumers is transferred to H. O. Account before closing of account. In this respect Circular No.201 issued vide No.AD/BA/50/ Writeoff/1090 dt.07.03.2002 may also be referred.

	Further write off of arrears as proposed by the special outsourced agency is also to be accounted for after obtaining approval of the Competent Authority.
d)	Stores in transit/material pending inspection is to be accounted for.
e)	Entries in respect of excesses and shortages as per inventories taken in September 2008. shall be passed in Accounts by all Major Stores. Balance under the stock ledger and financial ledger as on 31.03.2009 should be reconciled.
f)	The Asstt. Manager/Jr. Manager of Major Stores/Stores Centre should verify that all adverse balances appearing in stock ledger have been rectified and adjusted in provisional Accounts only.
g)	It should be noted that all S.R.Notes for material received upto 31.03.2009 for material purchased by H.O./Field Offices are valued and necessary Inter Branch Advises are sent to Head Office/Field Offices before 05.04.2009. Inter Branch Advises for nil value S.R.Note under Direct Debit to Works procedure be sent to the concerned construction units before cut-off date i.e. 05.04.2009.
h)	Major Stores shall confirm that the rounding off to monetary transactions is carried out as per the Circular No. SM/A/c./2213 dt. 06.12.1994 and No. SM/A/c/INV/626 dtd.15.04.1995.
i)	Accounting as prior period items should be done as per Circular No. 75 dated 06-02-2009.
J)	<u>INSTRUCTIONS REGARDING AUDIT AND SCRUTINY OF ACCOUNTS:-</u>
a)	It should be ensured that mistakes pointed out by the Statutory Auditors/Govt Auditors during Statutory Audit and supplementary audit of Accounts for last year are rectified before closing the Accounts.
b)	In the case of A.Es. /POMs issued by Statutory Auditors, the replies should be given to the audit party during the course of audit only and wherever necessary accounts shall be rectified immediately and as far as possible in no case reply be given to audit as "being/will be done" and or "noted for future". Where any AE/PoM relates to any specific policy in the existing accounting system, the same shall be brought to the notice of the Corporate Accounts Section specifically at the time of submission of accounts.
c)	Replies to all AE's/Pom's shall be given to Auditors promptly during course of Audit only and excluding where specific direction is required from the Corporate Accounts Section. As far as possible where specific direction is required from Corporate Accounts Section, the matter shall be referred immediately to C.A.Section for necessary action. At the time of submission of Final Accounts, a separate file containing each AE/PoM, its reply alongwith supporting photocopy of CV/JV shall be prepared and submitted to Corporate Accounts Section.
d)	Reasons for variation between the actual capital/revenue expenditure/revenue receipts and the revised budgeted figures for the period should be furnished alongwith the Accounts.

e)	Account Head-wise revenue expenditure/receipts should be compared with the figures for last year and reasons for increase or decrease in each case should be explained in detail. Comparison of increase/decrease in revenue from sale of electricity, power purchased during the current year with the figure of the last year should be done on the basis of units sold and purchased etc.
f)	If the Company passes a resolution either during the preparation of accounts and or thereafter but before finalising the accounts and which will have a bearing on the Accounts for said period, necessary action for making provision in the accounts as per Company's resolution shall be taken before the final Accounts are submitted to C.A.Section. A certificate to the effect that this has been done should be recorded in the Final Accounts.
g)	Instructions given in Circular No.AD/BA/89-90/5256 dated 18.11.1989 should be followed and test check should be exercised before submission of Accounts.
h)	The information for Wealth Tax & Income Tax Returns (Tax Audit Report) as asked for from time to time should invariably tally with the related figures appearing in final Accounts.
i)	Ensure that the information regarding Major Asset/s commissioned during the year unit-wise/scheme-wise is given with Accounts.
j)	All O&M Circles are requested to furnish details regarding category-wise units sold, category-wise realisation per unit sold during the period. This will also help to compare correctness of the revenue earned during the year. Further confirm the information with respective account codes referred in Final Accounts and ensure the co-relation between revenue and units sold.
K)	O&M circles shall give the full details in respect of sale and purchases of power to inter-state consumers (i.e. unit, rates and revenue etc.) and others alongwith comparison with revised budget.
l)	The figures in col.No.5 of schedule 31 i.e. "Becoming due during the year" should tally with the corresponding figures in column No. 6 of Schedule 32 i.e. "Repayments due during the year".

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.
PROFORME FOR ADDITIONAL INFORMATION REQUIRED WITH FINAL ACCOUNTS FOR THE YEAR 2008-09

- Notes:- i) The proforma prescribed should be prepared as it is and wherever information is applicable should be given.
 ii) In case information on any item is not applicable, it should clearly be stated against that item as "NOT APPLICABLE".
 iii) Wherever any information is 'NIL' it should clearly be stated against that item as "NIL".
 iv) In no case any item should be left either without information or remarks as stated above.

I) CAPITAL LIABILITIES DUE IN THE NEXT YEAR:-

Aggregate amount of capital liabilities falling due to payment/ Redemption next year in respect of loans taken by the Company, R.E.Deb., Terms Deposit and Deposits taken from H.T. Consumers and any other such kind of amounts.

II) CONTINGENT LIABILITIES:-

Contingent liabilities which are in excess of Rs.1 Crores each in value should be given separately.

III) CUSTOMS DUTY LIABILITY:-

Amount of liability for customs duty on Capital equipment spares and other materials, which is not provided for.

	Particulars	Amount Rs.
	i)	
	ii)	
Total		

IV) CGL RECONCILIATION:-

- a) Position of CGL reconciliation work with Financial Ledger as on 31.03.09.
 If CGL reconciliation work of any office is lagging behind reasons should be given
- b) Period upto which CGL assesment is included in the Accounts

Name of the Division/Cirde	C.G.L. Reconciliation done up to
Office	

V) INFORMATION REGARDING PURCHASE OF POWER:-

[Information regarding Purchase of Power should be given, proforma given aside.]

Agency from whom power purchased	Units purchased during 2008-09 (Mkwh)	Per Unit rate of Purchase (in Rs)	Cost of power purchased/accounted for in the Account

VI)

ELECTRICITY DUTY PAYABLE: (A)

The Electricity Duty payable (Contra) Account appearing in Schedule-1 and payment made by W.M. Account should be furnished monthwise in the

Assessed Month	Electricity Duty assessed and accounted for	Month in which duty paid by W & M Sec.	Amount paid in Rs.	Remarks
Apr.-2008				
May.2008				
Jun.-2008				
July.-2008				
Aug.-2008				
Sep.-2008				
Oct.-2008				
Nov.-2008				
Dec.-2008				
Jan.-2009				
Feb.2009				
Mar.-2009				
Total				

(B)

Assessed month	TOSE assessed and amount under 61.501	Month in which TOSE paid by WM Section	Amount paid in Rs.	Remarks
Apr.-2008				
May.2008				
Jun.-2008				
July.-2008				
Aug.-2008				
Sep.-2008				
Oct.-2008				
Nov.-2008				
Dec.-2008				
Jan.-2009				
Feb.2009				
Mar.-2009				
Total				

VII)

Confirm whether fictitious arrears have been withdrawn from the Accounts as laid down in the Departmental Circulars No. 183 dt.20-10-2000 (in respect of P.D. Consumer under RCI category) and No. 184 dt.30-10-2000 (in respect of Live Consumer under RCI category) Also confirm whether action of write off of outstanding irrecoverable arrears of permanently disconnected HT/LT consumers as prescribed in the Departmental Circular No. 190 dt. 28-5-2001 has been completed. If not the reasons for the same and time bound schedule by and also withdrawal of fictitious arrears as p Shri. Katkuri retired D.O.A. is to be withdraw

VII) Confirm whether fictitious arrears have been withdrawn from the Accounts as laid down in the Departmental Circulars No. 183 dt.20-10-2000 (in respect of P.D. Consumer under RCI category) and No. 184 dt.30-10-2000 (in respect of Live Consumer under RCI category) Also confirm whether action of write off of outstanding irrecoverable arrears of permanently disconnected HT/LT consumers as prescribed in the Departmental Circular No. 190 dt. 28-5-2001 has been completed. If not the reasons for the same and time bound schedule by and also withdrawal of fictitious arrears as p Shri. Katkuri retired D.O.A. is to be withdraw

VIII) Details of loss cases reported during the year 2008-09. No. of cases Amount involved Rs.

CERTIFICATE:-

This is to Certify that all these cases of losses reported during the year 2008-09 has been incorporated in the Accounts of the year 2008-09

IX) Account headwise Expenditure / Income of Circle Office & Zone Office should be given seperately.

X) Details of unadjusted Temporary / Permanent Imprest Hold

Name of the Imprest Hold	Date of granting imprest	Permanent Temporary	Imprest Amount Sanctioned	pose of which the imprest is sanctioned
1	2	3	4	5

Reasons for not closing after 31.03.2009	If A/c is closed after 31.03.2009	Date of remittance of amount
6	7	8

XI) Information regarding purchases, issue as on 31.03.2009 is required to be submitted by the Major Stores and construction units in the as per Proforma attached Proforma (Statement-V item 19 Purchase / Issue and Stock of Materials.) (Proforma XXIV)

XII) Information required for making provision for Bad & Doubtful Debts should invariably be enclosed with as per cir. 239 dt.17.1.2001.

Particulars	L.T.	H.T.	TOTAL
A/c Code no.			
23.1			
23.5			
23.6			
23.7			
23.8			
Total			
Less:-Total of 23.3			
Grand Total			

[Above figures should tally with the figures shown in Schedule 26 (

XIII) Functionwise breakup of Assets & Depreciation as on 31.03.2009 In the from of Proforma No. XXI enclosed [Balance shown should be tallied with the balance as per Final Accounts as on 31.03.2009. (Schedule - 19)]

XIV) Functionwise breakup of Revenue & Expenditure. In the from of Proforma No. XXII enclosed

XV) COMPARISON OF INCOME AND EXPENDITURE WITH BUDGET & PREVIOUS YEAR.

(Rs. in Lakh)

Sch. No.	PARTICULARS	ACTUALS 2008-09	ACTUAL 2007-08	VARIATION WITH ACTUALS 2007-08	BROAD REASONS
	INCOME				
1	Revenue from Sale of Power				
4	Revenue Subsidies and Grants				
5	Other Income				
	EXPENDITURE				
6	Purchase of Power				
7	Generation of Power				
8	Repairs & Maintenance				
9	Employee' Costs.				
10	Adm.& Gen.expenses				
11	Depreciation & Related Debits				
12	Interest & Finance Charges				
15	Other Debits				
16	Extra ordinary Items				
18	Net Prior Period(+) Charges/ (-)Credits				

XVI) A list of outstanding Debits/Credits in respect of Cash Remittances Account as per Item 6 (e) of the instruction of the Circular.**XVII)** A) Break-up of unutilised balance of material directly debited to W.I.P.**(Amount Rs.)**

- 1) Total W.I.P. as on 31.03.2009
- 2) i) Unutilised Direct Debit
- ii) Unutilised Non-direct Debit

B) Material drawn for O&M Circle unutilised as on 31.03.2009

Remark to be furnished by O&M Circle.

XVIII) CATEGORYWISE H.T./L.T. C.G.L.ASSESSMENT FOR MARCH 2009 BILLED IN APRIL 2009

SR. NO.	PARTICULARS	ACCOUNT HEAD	AMOUNT
A)	SUNDRY DEBTORS FOR SALE OF POWER (H.T.)		
1	Industrial High Voltage	23.104.5	
2	Traction	23.106.1	
3	Irrigation & Agriculture	23.107.0	
4	Public Water Works & Sewerage Pumping	23.109.6	
5	Supplies in bulk to Controlled Station	23.111.8	
6	Supplies in bulk to others	23.112.6	
7	Common Pool Supply	23.113.4	
8	TATA	23.114.2	
9	Mulla Pravara	23.115.1	
10	Residential & Comm. Complex	23.121.5	
11	HT- Seasonal	23.127.4	
12	HT- Commercial	23.133.9	
	Sub Total		
B	INTER STATE		
	Supplies in bulk to Inter State Consumers	23.601 to 23.621.7	
	Sub Total		
C	SUNDRY DEBTORS FOR SALE OF POWER (L.T.)		
1	Domestic or Residential	23.101.1	
2	Commercial	23.102.9	
3	Industrial Low and Medium voltage	23.103.7	
4	Public Lighting	23.105.3	
5	Irrigation and Agriculture	23.108.8	
6	Public Water Works & Sewerage Pumping	23.110.0	
7	Adv. And Hoardings.	23.125.8	
8	Temperory	23.126.6	
9	Crematoriums & Cremations & Burial Grounds.	23.134.7	
	Sub Total		
	Total		

XIX) CATEGORYWISE ASSESMENT ALONGWITH ELECTRICITY DUTY(IN FULL FIGURES)

SR. NO.	CATEGORY of consumers as given in schedule No.1 of statement of Accounts.	ASSESEMENT	ELECTRICITY DUTY	Tax on Sale of Electricity
1 TO 17				
	TOTAL			

NOTE:-The figures should be tallied with Account i.e.Sch.1 (Revenue from Sale of Power)

PROFORMA -XX.

Statement showing the Additions to Assets during the year 2008-09 Account Headwise & Schemewise.

(Rs.in Lakhs)

Sr. No.	Name of The Scheme	Scheme No.	Date of Commissioning of Assets	Account Head Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Total Rs.
1											
2											
3											
4											
5											
6											
7											
8											

NOTE:-

- 1) Information should tally with the amount shown in col.5 of sch-19(A) and should be related to it only.
- 2) P.S. should mention in 'Name of scheme Col' the stage & unit for which Asset Add. is occurred during year.
- 3) Brief details i.e. Capacity etc. of Assets added during the year should be given in 'Name of Scheme Col.'
- 4) This information should relate with Generation/ Transmission/Distribution Assets.
- 5) Date of Commissioning of Asset should invariably be given which require for I.T. purpose.

PROFORMA -XXI**FUNCTIONWISE BREAKUP OF FIXED ASSETS AS ON 31-03-2009.****NAME OF THE OFFICE :-**

(Rs.in full figures as reflected in the Accounts)

LOCATION CODE :-

Sr. No.	Function	As at the end of previous year 31.03.2008			As at the end of this year 31.03.2009		
		Assets	Depreciation	Net Block	Assets	Depreciation	Net Block
1	Distribution (HV above 650 Volts but below 33KV)						
2	Distribution (M & LV) below 650 Volts						
3	Consumer Servicing						
4	Civil Maintenance						
5	Stores						
6	Administrative Offices						
	TOTAL						

The Total Fixed Assets & Depreciation should tally with the amount shown under Sch. 19(A) & 19 (B).

FUNCTIONWISE BREAK-UP OF REVENUE & EXPENDITURE AS ON 31-03-2009.

NAME OF THE OFFICE :-

(Rs.in full figures as reflected in the Accounts)

LOCATION CODE :-

Sr. No.	Sch. No.	Particulars	Total	Purchase of Power	Distri-bution H.V.	Distri-bution M & LV	Consumers Servicing	Civil Maint.	Stores	Admn. Office
1	2	3	4	5	12	13	14	15	16	17
A.		INCOME								
1	1	Rev.from Sale of Power								
2	5	Misc. Income								
		TOTAL OF (A)								
B.		EXPENSES								
1	6	Purchase of Power								
2	8	Repairs & Maintenance								
3	9	Employee' Costs.								
4	10	Adm.& Gen. Expenses								
5	11	Dep.& related Debit								
6	12	Int. & Finance Charges								
7	15	Other Debits								
8	16	Extra-ordinary Items								
9	18	Net Prior Period Charges / Credits								
		TOTAL OF (B)								
C		LESS:-Expenses Capitalised								
10	13	Interest Capitalised								
11	14	Other exp.Capitalised								
		Repairs & Maintenance								
		Employee Costs.								
		Adm. & Gen. Expenses								
		Dep.& related Debits (Net)								
		H.O. Super.charges (*)								
		TOTAL OF (C)								
		NET (B-C)								

NOTE:- Circle Office/Training Centre Exp. to be shown under Col. No.17 Admn. Office .

FUNCTIONWISE BREAK-UP OF WORK IN PROGRESS AS ON 31-03-2009.

NAME OF THE OFFICE :- (Rs.in full figures as reflected in the Accounts)
LOCATION CODE :-

Sr. No.	NAME OF FUNCTION	OPENING BALANCE AS ON 1.04.2008	ADDITIONS DURING THE YEAR 2008-09	TOTAL	CLEARANCE			CLOSING BALANCE AS ON 31-03-2009
					OUT OF O.B.	OUT OF ADDITION	TOTAL	
1	Distribution (HV above 650 Volts but below 33kv)							
2	Distribution (M & LV) below 650 Volts							
3	Consumer servicing							
4	Civil Maintenance							
5	Stores							
6	Administrative Offices							
7	O.R.C. Scheme							
	TOTAL							

The figures should tally with A/c head 14-100 (Sch.21) as reflected in the Final Accounts.

Purchase/Issue & Stock of materials as on 31-03-2009 (Statement-V Item 19)

NAME OF THE OFFICE :-

LOCATION CODE :-

SR. NO.	Particulars	Opening stock (Capital A/c Code 22.601 to 22.619) O&M A/c Code 22.621 to 22.639)	Purchase (Capital A/c Code 22.201 to 22.219) O&M C.C. Code No.22.221 to 22.239)	Transfer Inward A/c Code 22.401 to 22.419	Total Stock (Col. 3+4+5)	Issue for consumption (Capital A/c Code 22.319) (O&M A/c Code 22.321 to 22.339)	Issue to contra-actors. (A/c Code 22.421 to 22.439).	Trans-fer Outward (A/c Code 22.421 to 22.439).	Total issue (Col. 7+8+9)	Stock Adjust A/c Capital A/c Code 22.501 to 22.519 (O&M A/c Code 22.521 to 22.539)	Closing stock (Capital A/c Code 22.601 to 22.619) (O&M A/c Code 22.621 to 22.639) (Col.6-Col.10)
1	2	3	4	5	6	7	8	9	10	11	12
A)	CAPITAL MATERIALS										
1	Steel										
2	Cement										
3	Transformers										
4	Metering S/Stn.equip.										
5	Cables & Conductors										
6	Poles										
7	Service Connection materials/elect.fittings										
8	Spares										
9	Others										
	TOTAL OF (A)										
B)	O&M MATERIALS										
1	Steel										
2	Cement										
3	Transformers										
4	Metering S/Stn.equip.										
5	Cables & Conductors										
6	Poles										
7	Service Connection materials/elect.fittings										
8	Spares										
9	Others										
	TOTAL OF (B)										

Note. 1 Opening Stock shown in Col.No.3 should be tallied with the closing stock for the year 2007-2008 (Itemwise).
 2 It is observed that materialwise opening stock plus purchases plus transfer inward minus issued and transfer outward is not tallied with the closing balance in the Account,schedule 26 (a), it should be ensured that the figures shown in Col.No. 12 should tally with the itemwise / Account headwise figures shown in Schedule 26 (a)

Statement showing total number of theft cases where supplementary bills were issued and disputed by the consumers in the court but interim/final order of the court, Electrical Inspector etc. are not passed/ received by 31.03.2009 & which were not accounted for as income till the final outcome of the court cases. (Information for the year 2008-09)

Name of Accounting Unit : _____.

(L.C. No. _____)

(Amount in Lakhs)

Sr. No.	Name of Consumer	Supplementary Bill issued but not accounted for as on 31.03.2009			Nature of Dispute	Present Status as on 31.03.2009
		Date	Bill Amt. (Breakup) (I.e. Elec.chgs, Demand Chgs., FCA,Elec.Duty etc. (Rs.)	Total Amount of Bill (Rs.)		

PROFORMA - XXXI

Statement Showing Details of Assets Received/Transferred from/to other accounting units

Name of Accounting Unit : _____.

(L.C. No. _____)

(a) Assets Received from Other Accounting Units

Raising Unit Location Code No.	Raising Unit's Circle Location Code No.	Raising Circle's		Details of Assets received from other accounting circle		Accepting Unit Location Code No.	Accepting Unit's Circle Location Code No.	Accepting Circle's	
		J.V. No.	J.V. Date	Account Code/Head wise breakup	Amount (Rs.)			J.V. No.	J.V. Date

(b) Assets Transferred to Other Accounting Units

Raising Unit Location Code No.	Raising Unit's Circle Location Code No.	Raising Circle's		Details of Assets transferred to other accounting circle		Accepting Unit Location Code No.	Accepting Unit's Circle Location Code No.	Accepting Circle's	
		J.V. No.	J.V. Date	Account Code/Head wise break up	Amount (Rs.)			J.V. No.	J.V. Date

- Note:-
- 1) Details of each IBA accepted/raised shall be given separately
 - 2) The accepting unit shall accept the IBA & account for the same to the account code, to which the transferor unit has accounted while raising IBA
 - 3) Reconciliation as below should tally with Col.No.6 of Schedule 19(A)

	Reconciliation with Col No.6 of Schedule 19(A)	
	As per Statement above	As per Col.No.6 of Sch. 19(A)
Assets Received	_____	_____
Less : Assets transferred	_____	_____
Net	_____	Net _____

PROFORMA - XXXII

Statement Showing Details of Depreciation Reserve Received/Transferred from/to other accounting units

Name of Accounting Unit : _____

(L.C. No. _____)

(a) Depreciation Reserve Received from Other Accounting Units

Raising Unit Location Code No.	Raising Unit's Circle Location Code No.	Raising Circle's		Details of Depreciation Reserve received from other accounting circle		Accepting Unit Location Code No.	Accepting Unit's Circle Location Code No.	Accepting Circle's	
		J.V. No.	J.V. Date	Account Code/Head wise breakup	Amount (Rs.)			J.V. No.	J.V. Date

(b) Depreciation Reserve Transferred to Other Accounting Units

Raising Unit Location Code No.	Raising Unit's Circle Location Code No.	Raising Circle's		Details of Depreciation Reserve transferred to other accounting circle		Accepting Unit Location Code No.	Accepting Unit's Circle Location Code No.	Accepting Circle's	
		J.V. No.	J.V. Date	Account Code/Head wise break up	Amount (Rs.)			J.V. No.	J.V. Date

Note:-

- 1) Details of each IBA accepted/raised shall be given separately
- 2) The accepting unit shall accept the IBA & account for the same to the account code, to which the transferor unit has accounted while raising IBA
- 3) Reconciliation as below should tally with Col.No.7 of Schedule 19(B)

Reconciliation with Col No7
of Schedule 19(B)

As per Statement above	As per Col.No.7 of Sch. 19(B)
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Depreciation Reserve received

Less : Depreciation Reserve transferred

Net _____ Net _____

						PROFORMA - XXXIII
						(Rs in Lakh)
INFORMATION OF SUNDRY DEBTORS						
Sr.No	Account Code	Amount Outstanding for				
		More than 6 Month	Less Than 6 Months	Total		
	23.1					
	23.5					
	23.6					
	23.7					
	23.8					
	Total (26 b)					
Note : Total should be tailed as per sch. 26(b)						

Refer : Ann.'B' Item No.A (ii)

Proforma for working unbilled revenue

- NOT 1) This proforma is to be prepared for each P.C.
 2) Unbilled portion of each P.C.to be booked as income
 3) Amount of unbilled revenue to be calculated using following proforma

Model Journal Entry for Unbilled Revenue for Residential Category

23.400
A/c Dr.

TO

Sr. No.	P.C. No.	Billing period of PC i.e 25th Feb to 24th march	No. of days in billing period	Balance unbilled period for march 2009 in days	Monthly Assessment Rs.	Unbilled revenue
1	2	3	4	5	6	7=(Col. 6*Col.5/Col.4)

61.210.3

61.211.1

61.212.0

61.213.8

61.216.2

61.219.7

Being the entry passed to provide unbilled revenue

DETAILS OF UNBILLED REVENUE FOR ALL OFFICES DURING THE F.Y.2007-08

Sr.No.	Name of the Office	Billing Unit No. allotted by the IT	JV No.	Month	Amount of unbilled revenue
				TOTAL	A'

A' This figure should tally with figure as shown in the Final Accounts

Refer : Ann.'B' Item No.B (i)

PROFORMA FOR MAKING GRATUITY PROVISION

Sr.No.	Details	Amount	Remarks
1	Amount as per GAD Proforma 'I'		
2	Amount as per GAD Proforma 'II'		
3	SUB TOTAL (1+2)		
4	Gratuity paid during the year		Gratuity paid amount should tally with information furnished in the proforma given below
5	SUB TOTAL (3+4)		
6	Opening Balance of A/c 44.110 as on 1/4/08		
7	Less : Gratuity withdrawal IBA received from HO		
8	SUB TOTAL (6-7)		
9	Provision to be made during the F.Y. 2008-09 (Sr.No. 5 minus 8)		

JOURNAL ENTRY FOR MAKING PROVISION FOR GRATUITY

75.840
 To
 44.110

RECONCILIATION FOR GRATUITY i.e. for Account Code 44.110


Sr.No.	Details	Amount	Remarks
1	Opening Balance as on 1/4/2007		
2	Less : Gratuity withdrawal IBA received from HO		
3	SUB TOTAL (1+2)		
4	Add : Provision done during the year FY 07-08		Gratuity paid figure should tally with details given in the proforma given below
5	Less : Amount paid during the year		
6	Less : Amount transferred to A/c Code 46.432 (if any)		
7	CLOSING BALANCE (Sr.No.3+4-5-6)		

DETAILS OF GRATUITY PAID DURING THE F.Y. 2008-09

Sr.No.	Name of the Employee	Designation	C.V.No.	Date	A/c Code debited	Amount paid
					TOTAL	

DETAILS Details of Gratuity paid to employees retired before 31/03/2009 but payment of Gratuity not made upto 31/03/2009

Sr.No.	Name of the Employee	Designation	C.V.No.	Date	A/c Code debited	Amount paid
					TOTAL	

FINAL ACCOUNTS FOR THE F.Y. 2008-09				ANNEXURE :C	
Information for Tax on Sale of Electricity					
Sr.No.	Details			Amount	Remarks
1	2			3	4
1	Opening Balnace of Liability for Tax on Sale of Elect.under A/c 46.302 in Sch.No.28				
2	Amount of Tax on Sale assessed during the year i.e. as per A/c Code 61.502 in Sch.No.(1)				
3	SUB TOTAL (1+2)				
4	Less IBA received from WM during the year for payment/adjustment to GoM (details below)				
	Acceptance JV.No.	Month	Amount of IBA received from WM		
		<u>Total</u>			
5	Closing Balnace under A/c Code 46.302 under Sch.No. (28) (3 minus 4)				
MONTHIWSE DETAILS OF TAX ON SALE OF ELECT. ASSESSED AND INFORMED TO WM FOR PAYMENT					
Sr.No.	Month	Amount as per A/c Code 61.502	Informaed to WM vide letter & Date		
1	2	3	4		
1	Apr-08				
2	May-08				
3	Jun-08				
4	Jul-08				
5	Aug-08				
6	Sep-08				
7	Oct-08				
8	Nov-08				
9	Dec-08				
10	Jan-09				
11	Feb-09				
12	Mar-09				
	TOTAL				

FINAL ACCOUNTS FOR THE F.Y. 2008-09

Information for Electricity Duty

Sr.No. 1	Details 2			Amount 3	Remarks 4
1	Opening Balnace of Liability for Electricity Duty under A/c 46.300 in Sch.No.28				
2	Amount of Electricity Duty assessed during the year i.e. as per A/c Code 61.501 in Sch.No.(1)				
3	SUB TOTAL (1+2)				
4	Less IBA received from WM during the year for payment/adjustment to GoM				
	Acceptance JV.No.	Month	Amount of IBA received from WM		
		Total			
5	Closing Balnace under A/c Code 46.300 under Sch.No. (28) (3 minus 4)				

MONTHIWISE DETAILS OF ELECTRICITY DUTY ASSESSED AND INFORMED TO WM FOR PAYMENT

Sr.No. 1	Month 2	Amount as per A/c Code 61.501 3	Informaed to WM vide letter & Date 4
1	Apr-08		
2	May-08		
3	Jun-08		
4	Jul-08		
5	Aug-08		
6	Sep-08		
7	Oct-08		
8	Nov-08		
9	Dec-08		
10	Jan-09		
11	Feb-09		
12	Mar-09		
	TOTAL		

Refer : Annexure 'B' Item F (g)						Annexure 'C'	
Provision as well as reconciliation of Interest Payable on Consumers' Security Deposit						MODEL JV'S	
						AMOUNT	
1)	Opening Balance of Interest Payable under A/c Code 48.300						1) For making provision
2)	Out of opening balance divisionwise amount of provision adjusted through energy bill and or withdrawn during the year as per details below					78.850.2	Dr.
	a)	Interest adjusted through energy bills				To	
		Sr.No.	Name of the Divn	JV No. & Month	Amount		
						48.300.1	
							2) For adjustment through energy bill/s
	b)	Interest provision withdrawn during the year				48.300.1	Dr.
		Sr.No.	Name of the Divn	JV No. & Month	Amount		
						To	
						23.xxx	
3)	SUB TOTAL 2(a) plus 2(b)						3) For withdrawal of provision for previous year/s
4)	Net amount outstanding out of opening balance (1 minus 3)					48.300.1	Dr.
5)	Provision made during the year as per IT Reports as per details below					To	
		Sr.No.	Name of the Divn	JV No. & Month	Amount		
						65.700.0	
							4) For withdrawal of provision out of provision for current year
						48.300.1	Dr.
6)	SUB TOTAL (4+5)					To	
7)	Out of current year provision divisionwise amount of provision adjusted through energy bill and or withdrawn during the year as per details below					78.850.2	
	a)	Interest adjusted through energy bills					
		Sr.No.	Name of the Divn	JV No. & Month	Amount		
	b)	Interest provision withdrawn during the year					
		Sr.No.	Name of the Divn	JV No. & Month	Amount		
8)	SUB TOTAL 7 (a) plus (b)						
9)	Closing Balance of 48.300 as on 31/3/2009 duly tallied with Final Accounts (6 minus 8)						

ANNEXURE C						
						(Rs.in Lakhs)
INFORMATION OF SECURED- UNSECURED LOAN AS ON 31/03/2009						
Sr.No	Account Head	Particulars	Amount of Secured Loan	Amount of Unsecured Loan	Total	
1	2	3	4	5	6	