

TAMIL NADU ELECTRICITY BOARD

ACCOUNTS MANUAL

TAMIL NADU ELECTRICITY BOARD
(ACCOUNTS BRANCH)

ACCOUNTS MANUAL

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TAMIL NADU ELECTRICITY BOARD.
ACCOUNTS BRANCH.

33

From : P.G. Padmanabhan, B.Com., ACA., The Superintending Engineers
Chief Financial Controller, Circles.
800, Anna Salai,
Madras - 600 002.

To

Lr.No. 013653/CAC/90 dt. 20-9-1990.

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Sir,

Sub: Uniform Commercial Accounting System - Accounts
Manual for Fixed Assets Accounting.

An Accounts Manual for accounting the transactions connected with 'Fixed Assets' is communicated. The accounting procedures of 'Fixed Assets' shall be in accordance with the provisions of this Manual with effect from 1-12-1990. To startwith, the existing books may be suitably modified adopting the new formats prescribed and made use of.

A report on the sufficiency or otherwise of the columns provided in the various formats may please be sent after maintaining the books in the revised formats for a period of 3 months.

The receipt of this Manual may please be acknowledged and action taken to implement the Manual confirmed.

L. G. B.
(P. G. PADMANABHAN.)
CHIEF FINANCIAL CONTROLLER.

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20/9/90

Encl: Sets of Manual.

Copy to Chief Internal Audit Officer with 5 copies of Manual.

Encl: 5 Sets of Manual.

Copy to all Chief Engineers with one copy of the Manual.

Encl: 1 Set of Manual.

Copy to Resident Audit Officer with 2 copies of the Manual.

Encl: 2 Sets of Manual.

Copy to Financial Controllers and all Deputy Financial Controllers in Chief Financial Controller's Office with a copy of the Manual.

Encl: 1 Set of Manual.

Copy to Chief Financial Controller, Chief Financial Controller/Revenue's table.

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kr. 21-9-1990.

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13. FIXED ASSETS ACCOUNTING

- 13.1 Accounting of Capital expenditure and capitalisation of Assets shall be governed by the provisions of this Manual.
- 13.2 Fixed Assets are those assets acquired by an organisation not with the intention of selling them, during the course of Business transactions.
- 13.3 All expenditures incurred towards Capital Assets, shall be accounted for initially under the Capital Work-in-Progress.
- 13.4 Apart from creation of a fresh asset or acquiring a new asset any expenditure incurred on the extension, addition, improvement of assets shall also be treated as Capital Expenditure.
- 13.5 In case of replacement, the value of old assets, together with accumulated depreciation thereof shall be removed from the books and the value of new assets charged to Capital.
- 13.6 When a part of the asset or a component of an asset is replaced, and if the replacement result in improvement of efficiency of the asset, the value of new component or part replacing the old part shall be charged to capital while the value of old part or component replaced shall be removed from Asset Account.
- 13.7 In cases where the replacement does not improve the efficiency of the asset, the accounting treatment can be as set out in the following paragraph.
- 13.8 When the part or component replaced is a major one the accounting treatment shall be as provided in the para 13.6 ante.
- 13.9 If the part or component is a minor one, the cost of replacement shall be charged to Repairs and Maintenance account.
- 13.10 In the case of loose tools and plant, if the value of each individual item does not exceed Rs.500/- (Rupees five hundred only) the expenditure shall be debited to Revenue. Commercial Accounts shall however be maintained for proper preservation of such tools.

- 13.11 Project Circles and General Construction Circles shall also maintain fixed assets account and depreciation there on shall be charged to ongoing capital works.
- 13.12 In respect of Project Assets three kinds of assets are used on Projects.
- a. Construction facilities.
 - b. Project Assets and
 - c. Fixed Assets used on Projects.
- 13.13 Heavy equipments used for Project Works, shall be classified as Construction Facilities. Construction facilities shall be accounted under Capital Work-in-progress only.
- 13.14 Depreciation shall be worked on construction facilities and charged to ongoing project works.
- 13.15 The depreciation so charged shall be accumulated in credit accounts under "Capital-work-in-progress".
- 13.16 The net value of construction facilities, shall only be shown in Balance Sheet.
- 13.17 Assets constructed or acquired during the course of construction of Dams and Power Houses and used within the Project for further construction activities shall be treated as "Project Assets".
- 13.18 These assets shall be capitalised immediately on bringing them into beneficial use.
- 13.19 Accounting of these Project Assets shall be on par with the manner in which Fixed Assets are accounted in Distribution Circles and Generation Circles, excepting that, the depreciation charged on these assets shall be debited to ongoing capital works.
- 13.20 Assets which are transferred from other circles to Project Circles shall be classified as Fixed Assets (used on Projects).

CAPITAL WORK-IN-PROGRESS:

- 13.21 Project codes in two digits shall be employed for identifying the capital works.

- 13.22 Project Codes shall be assigned by the Accounts Branch from time to time.
- 13.23 Major Projects such as construction of a Dam or Power House, shall be assigned a Project Code for collecting all Capital expenditures against that Project.
- 13.24 For construction of transmission lines and sub-stations common Project Codes shall be assigned for different capacities of transmission lines and sub-stations.
- 13.25 In respect of construction activities carried out by Distribution and Generation Circles, the construction activities shall be classified into:-

1. Fresh Construction 60, 61, 62
2. Extension, addition, improvement 63, 64, 65 replacement etc. and

The area of construction activity shall also be classified into

1. Generation - 60, 63
2. Transmission - 61, 64
3. Distribution and - 62, 65

Project Codes shall be assigned according to the classifications:-

- 13.26 Separate Project codes shall also be assigned for:-

1. Fabrication of materials - 66
 2. Rural Electrification Schemes - 67, 68
 3. Deposit Contribution Works - 69
- and any other work separately identifiable.

- 13.27 A Project code shall be assigned for, drawal of Tools and Plant, Vehicles, Furniture and office equipments by the circles other than specific projects.

- 13.28 The Account number for Capital work-in-progress shall consist of:-

1. The account group code
2. The Project code and
3. The Asset identification code.

- 13.29 Maintenance of work order ledger, and accounting of capital works, work order-wise, shall be done as provided in capital work order accounting manual.
- 13.30 All revenue expenses such as Repairs and Maintenance, Employee costs, Administration and General expenses shall be initially accounted for as Revenue expenses in Account group codes 74, 75, 76 etc. even though a portion or full of these expenses may be capitalised.
- 13.31 Capitalisation of Revenue expenses shall be made at the end of every year and journalised as per the provisions of Balance Sheet Accounting Manual.
- 13.32 In respect of Capital Projects and General Construction Circles the entire Revenue expenditures incurred in the Project or General Construction Circle shall be capitalised.
- 13.33 No loss incurred by the Projects or General Construction Circle shall be capitalised. Likewise no revenue earned by these circles shall also be reduced from the capital expenditures.
- 13.34 In respect of Generation and Distribution Circles capitalisation of Revenue expenses shall be done according to the percentage fixed by Accounts Branch from time to time.
- 13.35 The portion of Revenue expenses to be capitalised in respect of individual capital works shall be done at the time of closing the work order and bringing the asset into beneficial use.
- 13.36 The journal entry to be passed for the purpose of debiting the Revenue expenses to Capital Works shall be done as per the model journal entry given in Annexure-II.

CAPITALISATION:-

- 13.37 When an Asset is completed and brought into beneficial use, the expenditure incurred and collected under capital work-in-progress and work order shall be transferred to Fixed Asset Account. This is said to be capitalisation of Assets.
- 13.38 Immediately on completion of work, and on bringing the Asset into beneficial use, a certificate to that effect shall be sent to Central Office by the officials in charge of work based on which the journal entry for capitalisation shall be passed in Central Office.

13.39 Commissioning of an Asset shall not be postponed due to the following reasons, when the asset is put into use:

1. For want of any finishing touches which may not be significant in work and value. (Para-2.46 of Annexure-III of the Rules).
2. Mere disputes with contractors/suppliers regarding the fulfilment of terms and conditions of contract (Para 2.48 of Annexure-III of the Rules).
3. Non-finalisation of contractors' bills (Para 2.49 of Annexure-III of the Rules).

13.40 Eventhough an asset is completed and is in commissionable state it shall not be capitalised until it is actually put into use. (Para 2.44 of Annexure-III of the Rules).

13.41 Any expenditure incurred to maintain the asset in commissionable state shall also be added to the capital cost of the Asset concerned, until it is put into use. (Para 2.45 of Annexure-III of the Rules).

13.42 In respect of Rural Electrification Schemes, the infra-structure for the scheme shall be capitalised as soon as the infra-structure is first put to use. The individual service connections under the scheme shall be capitalised as and when the service connection is connected. (Para 2.51 of Annexure-III of the Rules).

13.43 If a particular Asset constitutes a common facility for more than one unit in a Power Station the full value of the Asset shall be capitalised immediately on commissioning the first unit (Para 2.52 of Annexure-III of the Rules).

13.44 Full value of an Asset shall be capitalised even if the Asset is under utilised initially. (Para 2.53 of Annexure-III of the Rules).

13.45 A generating plant shall be treated as "Commissioned" at the end of the trial stage run. (Para 2.54 (3) of Annexure-III of the Rules).

13.46 Beginning and ending of trial stage run in respect of generating stations shall be regulated according to the provisions of Para 1.18 of Annexure-V "Procedural Matters relating to Accounting transactions" of the "Electricity (1985) Annual Accounts Rules 1985".

- 13.47 The date of commissioning of Transmission lines and Sub-stations shall be regulated according to Para-1.19 to 1.21 of Annexure-V to the Rules.
- 13.48 When service lines are capitalised, both Board's Portion and Consumer's portion shall be taken to Fixed Assets.
- 13.49 Where consumer's portion of work is carried out by them, providing their own materials, the value of Asset relating to consumer's portion shall be assessed and accounted.
- 13.50 Consumer's portion of service lines shall be accounted as a Liability.
- 13.51 Capital Spares, purchased before commissioning of a generating station shall be capitalised along with the mother equipments when the generating station is commissioned. (Para-2.57 of Annexure-III of the Rules).
- 13.52 Capital Spares purchased subsequently shall be capitalised upon purchase. (Para 2.58 of Annexure-III of the Rules).
- 13.53 Stand-by units shall be capitalised when they are put into usable condition, regardless of whether they are actually used or not. (Para 2.59 of Annexure-III of the Rules).

COST OF CAPITAL ASSET:

- 13.54 Fixed Assets shall be accounted for at historical cost. No revaluation is permitted. (Para 2.2 of Annexure-III of the Rules).
- 13.55 In respect of Projects and General Construction Circles all expenditures are to be charged to Capital works. No loss shall however be charged to Capital Works.
- 13.56 In respect of Distribution Circles and Generation Circles, the material related cost and expenses chargeable to capital works shall be governed by Para 2.6 and 2.12, respectively of Annexure-III to the Rules.
- 13.57 In respect of employee cost incurred by Distribution and Generation Circles the method of charging such employee cost to capital works shall be governed by the orders issued from the Board from time to time. www.tnebes.org

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13.58 Cost of land and land rights shall be regulated as per para 2.18 and 2.19 of Annexure-III to the Rules.

13.59 Cost of building shall be regulated according to para 2.20 and 2.21 of Annexure-III to the Rules.

13.60 When a ready built building is purchased the land cost included in the building cost shall be assessed and accounted for separately under Fixed Assets Land.

TRIAL STAGE COST AND REVENUE:

13.61 The cost of running the Power House during the period of actual trial stage or three months from the beginning of Trial Stage whichever is shorter shall be added to the Capital Cost of the Power House.

13.62 The revenue earned during the same period, shall also be credited to the Capital Cost of the Power House.

DEPRECIATION:

13.63 Depreciation on the Fixed Assets shall be charged on straight line method.

13.64 90% of the cost of the Asset shall be depreciated over the life of the Asset. (Para 2.60 of Annexure-III of the Rules).

13.65 In respect of Capital spares the entire cost shall be depreciated over the life of the monther equipment. (Para 2.84 of Annexure-III of the Rules).

13.66 Depreciation charged on the new commissioned Asset shall start from the year following the year of commissioning. (Para 2.60 of Annexure-III of the Rules).

13.67 Depreciation shall cease to be charged on an Asset from the year following the year in which the asset is discarded. (Para 2.60 of Annexure-III of the Rules).

13.68 Depreciation shall also cease when the accumulated depreciation on an asset equals to 90% of the value of the Asset. (Para 2.60 of Annexure-III of the Rules).

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- 13.69 In respect of Lease hold Assets, full value of lease shall be depreciated over the period of lease. (Para 2.61 of Annexure-III).
- 13.70 If the life of the lease hold Asset is shorter than the period of Lease, the Lease value shall be depreciated over the life of the Asset. (Para 2.61 of Annexure-III).
- 13.71 Amount spent on developing or improving a Lease hold Asset shall be fully depreciated over the remaining period of lease after the date of Development/Improvement/or the remaining years of life of the Asset whichever is shorter. (Para 2.62 of Annexure-III).
- 13.72 For the purpose of depreciation, the life of Second Hand Asset shall be the remaining life left over, if the Asset is already used by the Board.
- 13.73 Assets which are inter-dependent and have to be used only as a group shall have common retirement date and depreciation shall be charged accordingly. (Para 1.26 of Annexure-I of the Rules).
- 13.74 If a second hand asset is acquired by the Board, the useful life is to be assessed according to the Rules.
- 13.75 In cases where such assessment is not possible, the estimated life shall be 50% of that for new asset of that class (Para 2.63 of Annexure-III of the Rules).
- 13.76 Depreciation on assets used in a Project shall be initially debited to depreciation account and capitalised at the year end.

ASSET CARD:

- 13.77 An "Asset Card" in Form No.FA.1 shall be maintained for each fixed asset to have complete history of each asset.
- 13.78 A subsidiary Fixed Asset ledger shall be maintained in Form No.FA.2 for giving break-up details of the value of the asset available in each account number for Fixed Asset.
- 13.79 A numerical Tools and Plant account shall be maintained in Form No.FA.3 for each item of Tools and Plant held by the officials for the purpose of proper safeguard of Tools and Plant entrusted with the officials.

- 13.80 The details contained in the Asset Card shall also be made available at the location of the assets either by painting on the asset or by displaying a board for this purpose.
- 13.81 The "Asset Card" shall contain the details of important and major components listed out.
- 13.82 Separate card shall be used for each category of Asset even though a particular asset may form part of a sub-station, a Power House etc.
- 13.83 The details of replacement of an asset/component shall be recorded in the Asset card in respective columns.
- 13.84 The components replacing an existing one shall be recorded separately in the column provided therefor.
- 13.85 Total value of capital spares relating to a particular asset shall also be recorded in the Asset Card in the respective columns.
- 13.86 Fixed Assets shall be verified periodically to ensure the physical availability as per the asset card.
- 13.87 If there is any excess found on physical verification of Fixed Assets, the same shall be valued at Re.1/- per unit (Para 1.36 of Annexure-V to the Rules). The excess shall be credited to Account No.62.906 - Excess found on physical verification of Fixed Assets.
- 13.88 In the case of write off of loss of this asset, the value to be written off will be written down value after deducting the accumulated depreciation from the cost of the Asset.
- 13.89 The actual loss of fixed asset while written off shall be debited to A/c.No.79.881 "Loss to Fixed Asset due to Flood, Cyclone, Fire etc.", when the loss is due to these causes.
- 13.90 When the loss of fixed asset is not due to Flood, Cyclone, Fire etc., the loss shall be debited to 77.720 - Write off of deficits to Fixed Assets observed upon physical verification.

REMOVAL OF ASSET:

- 13.91 When an asset is discarded the value of such asset shall be entered in Fixed Asset Removal Journal in Form No.FA.4 and removed from Asset base. At the

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end of each month a consolidated journal entry as indicated in Annexure-II-(7) shall be prepared and recorded in the Fixed Asset Removal Journal Book.

- 13.92 If the removal is on account of replacement, a four part estimate shall be prepared to cover original cost, accumulated depreciation, written down value and cost of new asset.
- 13.93 In the case of discarding an asset, without any replacement, a three part estimate shall be prepared excluding the cost of new asset.
- 13.94 The cost of dismantling an asset is to be debited to Revenue, as asset decommissioning cost.
- 13.95 When the discarded asset is devoluted to stores, it shall be credited to 16.1 - "Written down value of obsolete and scrapped assets" and such devolution shall be valued at written down value only.

TRANSFER OF ASSETS ON BIFURCATION OF CIRCLES:-

- 13.96 When a circle is bifurcated, the assets relating to the bifurcated circle shall be transferred thro' Inter Unit Account. Both, the original cost of asset available in group code-10, and accumulated depreciation available in group code-12 shall be transferred.
- 13.97 Along with the transfer of Fixed Assets, the concerned asset cards shall also be transferred.
- 13.98 The ledger accounts available in subsidiary ledgers relating to the transferred assets shall also be segregated and transferred.

ACQUISITION OF ELECTRICAL UNDERTAKINGS:-

- 13.99 When Electrical Undertakings are acquired, the provisional cost of assets taken over, shall be accounted under Fixed Assets in Account No.11.5. "Assets taken over from Licensees - pending final valuation" as indicated in Annexure-II-(9).
- *from licensees
- 13.100 The amount owing to the licensees on account of the taken over corresponding to the value of assets taken over provisionally shall be credited to Account No.46.6 "Amount owing to Licensees" under respective sub-account

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- 13.101 Any amount paid to the undertakings shall be debited to Account No.46.6.
- 13.102 On finalising the value to be paid, the amount payable shall be properly adjusted to the assets taken over so that, the balance in 46.6 gets wiped out.
- 13.103 The Assets under Account No.11.5 shall then be transferred to respective fixed assets account under Group Code-'10'.
- 13.104 While adjusting the value of Fixed Assets, payment of goodwill if any shall also be considered and accounted accordingly.

TRANSFER OF COMPLETED ASSETS:-

- 13.105 When General Construction Circles transfer completed Assets, such as sub-stations, transmission lines etc. to Distribution Circles, such assets need not be capitalised by General Construction Circle before transfer. Capitalisation will be done by Distribution Circles while accounting the transferred assets.
- 13.106 In the case of completed assets such as Dams Power Houses etc., transferred by Project Circles to Generation Circles, the accounting entry will depend upon the actual time of transfer. If an asset is not immediately transferred on completion but is commissioned, capitalisation shall be done by Project Circles.
- 13.107 The model journal entries for such transfer of assets shall be as indicated in Annexure-II of Accounts Manual for Inter-unit Accounting.

OTHERS:-

- 13.108 When there is a loss to a fixed asset, by Fire and if there is Insurance claim to be received against the loss, the accounting entries, shall be as indicated in Annexure-II. (10 and 11).


(P.G. Padmanabhan),
CHIEF FINANCIAL CONTROLLER.

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WORKING INSTRUCTIONS

1. Acquisition of an Asset such as Furniture, Vehicle, Office equipment Tools and Plant etc., which will not involve any Capital Work for the purpose of putting them into beneficial use, shall also be initially accounted under Capital Work-in-progress only.
2. As soon as, these assets are put into beneficial use they shall be capitalised, through Journal entry.
3. Construction facilities shall include, equipments like, earth-moving equipment, Bull dozers, Cranes, Concrete Mixers and other civil construction machinery.
4. PROJECT ASSETS SHALL INCLUDE:-
 - a. Buildings constructed during the initial stages and used for construction activities till Project is completed.
 - b. Plant and Machinery, Tools, Vehicles, Furniture office equipment etc., acquired during the course of Project and used for Construction of Assets in the Projects.
 - c. Electrical lines constructed and used for the Project Work etc.
 - d. Roads and Culverts formed during the initial stages and used for construction activities.
5. Fixed Assets used on Projects shall be assets such as Plant and Machinery, Vehicles, Furniture etc. diverted from other circles for being used in a particular project.

CAPITAL WORK-IN-PROGRESS:-

6. A list of Project codes assigned by the Board, is in Annexure-I.
7. Project Code '90' shall not be operated by Major Projects.
8. All expenditures incurred in a Major Project including drawal of vehicles and Tools and Plant etc. shall be booked only against the Project Code assigned for the purpose.
9. The Asset identification codes shall be as setout below:-

..2..

Land ..	1
Buildings ..	2
Hydraulic Works ..	3
Other Civil Works ..	4
Plant and Machinery ..	5
Lines Cable net work ..	6
Vehicles ..	7
Furniture and Fixtures ..	8
Office equipment ..	9

10. A few account numbers of Capital Work-in-Progress are illustrated below:-

a. Construction of building in Lower Mettur Hydro Electric Project:-

14.122

Where 14 is the Account Group Code for Capital work-in progress, 12 is the Project Code for the Lower Mettur Hydro Electric Project, and 2 is the Asset identification code for building.

b. Drawal of a Vehicle in Kadamparai Pumped Storage Hydro Electric Project

14.117

Where 14 is the Account group code for Capital Work-in progress, 11 is the Project code for Kadamparai Pumped Storage Hydro Electric Project, 7 is the Asset identification code for vehicle.

c. Drawal of vehicles by Distribution Circles, Generation Circles and General Construction Circles:

14.907

Where 14 is the Account group code for Capital Work-in progress, 90 is the Project code for drawal of Tools and Plant, Vehicle etc. and 7 is the Asset identification code for vehicles.

d. Construction of a 110-KV. Sub-Station building in a General Construction Circle:

14.532 20 of 365.

Where 14 is the Account Group code for Capital work-in progress, 53 is the Project code for

..3..

110-KV. SS. and 2 is the asset identification code for building.

Construction of a Residential building in 230-KV. SS. of a Distribution Circle:-

14.612

Where 14 is the Account Group Code for Capital work-in-progress. 61 is the Project code for construction of a building in a Distribution Circle and 2 is the Asset identification code for building.

1. The total amount debited to Account No.15.2 at the year end will be cleared by allocating the expenses to various capital works as and when work orders are closed.
12. In respect of Projects and General Construction Circle predetermined rate of absorption has to be arrived at for absorbing the entire Revenue expenses over capital works.
13. This predetermined percentage shall be applied to find out the Quantum of different Revenue expenses chargeable to individual work orders.
14. The percentage shall be revised every year depending upon the Capital Works proposed and the Revenue expenses to be absorbed.

SMALL AND LOW VALUE ITEMS:

15. The items of tools and Plant chargeable to Revenue shall be drawn against Account No.77.610 - "Small and low value items written off".
16. It must be noted that any Furniture items, office equipments, items of assets for which rate of depreciation must be specifically provided in the Act and individual house service connections, shall not fall under this category. These items shall be treated as capital only.
17. The limit of Rs.500/- is to be applied for any asset as a whole only and should not be applied to individual component of the Asset.

CAPITALISATION:-

18. - Model Journal entry for transferring capital work-in-progress to Fixed Asset is given in Annexure-II. (2-a to 2-g).

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19. Consumer's portion of Service Connection lines shall be shown as Fixed Asset with corresponding credit to "Consumers Contribution towards cost of Capital Asset". The related journal entries are shown in Annexure-II-(5) and (6).
20. Assets which serve two or three units in a Power House, for example, a coal handling plant, serving two or three generating units in a thermal station shall be capitalised on capitalising the first generating set.
21. Eventhough, the Asset is a common facility for future generating units also, the Asset is treated as "fully commissioned" on commissioning the first unit.
22. From the provisions of "the Rules" contained in Para-2.54 and 2.56 of Annexure-III, it is to be noted that the generating set is to be treated as commissioned only at the end of the Trial Stage irrespective of the three months period fixed for regulating the trial stage cost and Revenue.
23. A distinction has to be made between Capital spares and O&M Spares. Such of those spares whose replacement is treated as Major replacement in terms of Para 2.30 of Annexure-III of the Rules, shall be treated as Capital Spares. All other spares are O&M Spares.
24. Capital spares shall be capitalised and consequently the physical stock of these spares shall be kept at 'NIL' value in stores. These shall be regulated quantitatively at the time of issue.
25. O&M spares shall be treated as regular stock, and will be kept in stock with value.
26. The capital spares purchased when taken into stock shall be priced at 'NIL' Value. The value of these spares shall be journalised debiting Account No.11.3 - Capital spares at generating stations and crediting 42.110. Liability for supply of Materials - Capital.

TRIAL STAGE COST AND REVENUE:

27. The revenue earned by the Power Stations during the period of Trial Stage shall be determined as per the provisions in Para-1.22 of Annexure-V of the Rules.

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28. If the cost of generation exceeds the revenue earned during the capitalisable period, the revenue earned shall be deducted from the cost and the net cost shall be added to the Capital Assets on pro-rata basis..
29. If the revenue earned is more than the cost incurred, the cost shall be deducted from the revenue and the net revenue shall be credited to the capital assets on pro-rata basis.
30. The method of capitalising the trial stage revenue and cost of Generation during Trial stage shall be as indicated in Annexure-II-12-(a) and (b).
31. The revenue capitalised during the trial stage shall be shown in Schedule-I of Annual Statement of Accounts as a deduction from the revenue earned.

DEPRECIATION:

32. Depreciation shall be worked out on the opening balance of the asset irrespective of any transaction taking place during the year..
33. Depreciation on "Construction Facilities" shall be credited to the credit account numbers provided for this purpose under Account No.15.6 - 'Construction Facilities'.
34. Provision for depreciation on Project Assets and Fixed assets used on Project shall be accounted under group code '12'.
35. Capitalisation of depreciation by Project Circles, shall be done as per the provisions of Balance Sheet accounting Manual.
36. Charging of depreciation to individual works shall however be done only at the time of bringing the Asset into beneficial use, duly closing the work order.
37. In respect of General Construction Circles, the capitalisation shall be done before the completed Asset is transferred to Distribution Circles.
38. If one of the assets from a group of inter-dependent assets is replaced, the life of the new asset replacing the old one shall be limited

to the common retirement date of the group of assets.
(Para 1.26 of Annexure-V of the Rules).

39. If the useful life of an asset gets changed due to change in its use, any extended life of the asset shall be considered prospectively for the purpose of charging depreciation. (Para 1.27 of Annexure-V of the Rules).

40. In a Project any asset constructed at the beginning of the Project, but was kept idle until completion of other assets, no depreciation shall be charged on such assets even though there may be wear and tear.

(Para-1.28 of the Annexure-V of the Rules).

41. If an asset is transferred in between the Circles, during the year, depreciation on such asset shall be charged by the transferor circle only.

42. In Projects and General Construction Circles, charging of depreciation on assets used was not vogue, before the introduction of Uniform Commercial Accounting System. In order to implement the procedure of charging depreciation the question of charging arrears of depreciation arises. The same shall be done as provided for in the following paragraphs.

- 43.
- a. The arrears of depreciation chargeable on various assets shall be listed out.
 - b. A journal entry shall be passed for debiting arrears of depreciation as indicated in Annexure-II-(3) and (4).

ASSET CARD:

44. In the 'Asset Card' the name of a particular asset shall be entered in the specified column while the location of the asset shall be entered against "situated at". For (ex) if the asset is a sub-station building, name of the asset shall be entered as 'Building' and the name of the sub-station recorded at "situated at".
45. When a particular component of an asset, if replaced the date of replacement, reference to condemnation, the estimate number and details of journalisation, of cost and accumulated depreciation shall be recorded in the respective columns against the component concerned.

46. The new component replacing the old one, shall be recorded separately under "details of replacements".
47. A subsidiary ledger for each fixed asset shall also be maintained for recording the cost, Annual depreciation and the details of Final Adjustment when an asset is discarded.
48. Even when, a component alone of an asset is replaced, the subsidiary ledger will get the postings for such replacements.
49. The cost and the quantum of accumulated depreciation of a component relating to an asset shall be computed with reference to the entry in the asset card.
50. The balances available in the subsidiary ledgers for each asset shall be totalled up and tallied with the balance in the main ledger of the concerned asset, periodically.
51. A numerical Tools and Plant register shall be maintained in which the drawal of Tools and Plant items shall be shown on the receipt side against columns provided therefor.
52. Any asset devoluted or discarded shall be recorded in the "issue" column.
53. Closing balance may be struck at the end of the year, which may be carried forward to next year as opening balance.
54. All receipts and issues of an article shall be posted against the concerned item throughout the year. There is no need to arrive at closing balance every month as is being done now.
55. If there is verification of Tools and Plant during the course of a year, the quantity to be verified shall be ascertained from the Tools and Plant register by adding up receipts to opening balance and deducting the issues therefrom.
56. Fixed Assets shall be verified once in a year by the officers of concerned circles as is done in the case of Tools and Plant.
57. The scope of triennial verification of Tools and Plant shall be enlarged to cover all the fixed assets.

..8..

58. Any loss of Fixed Asset amounts to deletion of such asset from the Asset block. It is therefore necessary that the original cost and accumulated depreciation thereon are removed from accounts debiting the difference to Account No 16.1 written down value through a journal entry. It is this value which is to be written off to Revenue Account.

REMOVAL OF ASSET:

59. When there is loss of asset the accounting treatment is to be as for removal of asset with only exception that the written down value will be written off to Revenue Account as indicated in Annexure-II-(8). There will be no devolution of asset to stores.

L. G. P.
(P. G. PADMANABHAN)
CHIEF FINANCIAL CONTROLLER.

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ANNEXURE-IPROJECT CODES FOR CAPITAL WORK-IN-PROGRESSCONSTRUCTION OF POWER HOUSES

<u>Name of Project</u>	<u>Project Code</u>
Kundah-V. Additional Units (20 M.w.)	01
Pykara Dam Micro Hydel Scheme (2 M.W.)	02
Lower Bhavani Micro Hydel Scheme (8 M.W.)	03
Vaigai Dam Micro Hydel Scheme (6 M.W.)	04
Athikadavu Mini Hydel Scheme (2 X 2.25 M.W.)	05
Parsons Valley (1 X 30 M.W.)	06
Sandynallah Melkodum and Diversion Scheme	07
Punachi Micro Hydel Scheme	08
Maravakandi Hydro Electric Project	09
Servalar Hydro Electric Scheme (20 M.W.)	10
Kadamparai Pumped Hydro Electric Project (400 M.W.)	11
Lower Mettur Hydro Electric Scheme (4 X 2 X 15 M.W.)	12
Pykara Ultimate Stage	13
Sathanur Hydro Electric Project	14
Lower Bhavani Right Bank Canal Hydro Electric Scheme	15

THERMAL SCHEMES:

Mettur Thermal Power Project/Stage-I (2 X 210 M.W.)	20
North Madras Thermal Scheme (3 X 210 M.W.)	21
Tuticorin Thermal Power Project/Stage-II (1 X 200 M.W.)	22
Mettur Thermal Power Project/Stage-II (2 X 210 M.W.)	23
Ennore Thermal Power Station/Improvement Scheme (R&M) Central Plan/Stage-I	24
Ennore Thermal Power Station/Improvement Scheme/ (R&M) Central Plan/Stage-II	25
Tuticorin Thermal Power Station/Improvement Scheme	26
Tuticorin Thermal Power Station/Extension Scheme/Stage-III	27

<u>Name of Project</u>	<u>Project Code</u>
Cuddalore Thermal Power Project	28
Ennore Thermal Power Station/Renovation and Modernisation/Additional activities/Central Plan	29
Ennore Thermal Power Station/Renovation and Modernisation/State Plan/Stage-I	30
Ennore Thermal Power Station/Renovation and Modernisation/State Plan/Stage-II	31
Ennore Thermal Power Station/Renovation and Modernisation/Additional activities	32
Tuticorin Thermal Power Station/Improvement Scheme/Central Plan	33
Tuticorin Thermal Power Station/Improvement Scheme/State Plan	34
<u>GAS TURBINE PROJECTS:</u>	
Gas turbine at Basin Bridge Power House	35
Gas turbine at Kovilkalappal	36
Bhuvanagiri Gas turbine Project	37
<u>(WINDFARM PROJECTS/OTHERS)</u>	
Windfarm Projects	80
<u>CONSTRUCTION OF LINES:</u>	
400-K.V. lines	41
230-KV. lines	42
110-KV. lines	43
66-KV. lines	44
33-KV. lines	45
22-KV. lines	46
11-KV. lines	47
L. T. lines	48
<u>CONSTRUCTION OF SUB-STATIONS:</u>	
400-KV. Sub-station	51
230-KV. sub-station	52
110-KV. sub-station	53
66-KV. sub-station	54
33-KV. sub-station	55

...3...

OTHERS:

Other Construction Schemes .. Generation	60
Other Construction Schemes .. Transmission	61
Other Construction Schemes ... Distribution	62
Schemes for General Improvement, Additions and Replacements - Generation ..	63
Schemes for General Improvement, Additions and Replacements - Transmission ..	64
Schemes for General Improvement, Additions and Replacements - Distribution ..	65
Fabrication of Materials and Manufacture of R.C.C. Poles ..	66
Rural Electrification Corporation Schemes covered by plans. ..	67
Rural Electrification Corporation Schemes Non-plan ..	68
D.C.W. Works ..	69
Drawal of Tools and Plant, Vehicles, Furniture etc. ..	90
Pump-set energisation work not financed by R.E.C. ..	70

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27

A/c.No.10.563 Battery and Battery
Charger. Dr. ...

To

A/c.No.14.525 Capital work-in-
progress erection of
sub-station
equipments. ...

To

(Work Order 525/ / /).

(e) Journal entry for capitalising transmission lines
110-KV. Capacity

A/c.No.10.601 Overhead Lines
(Towers, Poles,
Fixtures, O.H.
Conductors and
devices) operating
at voltages higher
than 66-KVA. Dr. ...

To

A/c.No.14.536 Capital work-in-
progress, Erection
of 110-KV. line ...

To

(Work Order 536/ / /)

Note: When General Construction Circle transfers
completed Asset immediately on completion,
capitalisation of such Asset shall be made through
Inter Unit Account as illustrated in Inter Unit
Accounts Manual. Same is the case when a Project
transfers completed Asset immediately on
completion to Generation Circles.

(f) Journal Entry for Capitalisation of Service
Connections:

A/c.No.10.611 Underground Cables
including joint boxes
and disconnecting
boxes Dr. ...

A/c.No.10.612 Underground cables-
cable duct system Dr. ...

A/c.No.10.621 Service connections Dr. ...

...4...

A/c.No.10.625 Temporary Connection
for supply of power Dr. ...

A/c.No. 10.631 Metering equipments Dr. ...

To

A/c.No.14.626 Capital work-in-
progress service
connections ...

(g) Journal Entry for Capitalisation of Vehicles drawn
(Jeeps and Motor Cars in Distribution Circles)

A/c.No.10.730 Jeeps and Motor
Cars Dr. ...

To

A/c.No.14.907 Capital Work-in-
progress-
vehicles. ...

To

(Work Order No.907/ / /)

(3) Journal Entry for charging arrears of depreciation in
Projects and General Construction Circle (Para-37-(b)
of working instruction, s).

A/c.No.15.207 Revenue expenses
pending allocation
over Capital Works-
Depreciation Dr. ...

To

A/c.No. Provision for depreciation

A/c.12.2	Building	...
A/c.12.3	Hydraulic works	...
A/c.12.5	Plant and Machinery	...
A/c.12.6	Lines, Cables Net Work	...
A/c.12.7	Vehicles	...
A/c.12.8	Furniture	...
A/c.12.9	Office equipment etc.	...

Note: The debit in 15.207 will be cleared by
allocating to various Capital works at
the time of closure of such works.

(4) Journal Entry for charging arrears of depreciation on Construction facilities (Para-37-(b) of Working Instructions.

A/c.No.15.207 Revenue expenses
pending allocation .
over capital works
Depreciation Dr. ...

To Provision for depreciation

A/c.No.15.651 Earth moving equip-
ment and bull dozers ...

A/c.No.15.652 Cranes ...

A/c.No.15.653 Cement Mixers ...

A/c.No.15.681 Fabrication shop/
Construction workshop
equipment. ...

A/c.No.15.699 Other construction
equipment ...

(5) Journal Entry for treating the Deposits for Service Connections (Consumers' Contribution) (Para-14 of Working Instructions)

A/c.No.47.3 Deposit for Service
Connection Dr. ...

To

A/c.No.55.1 Consumers' Contri-
bution towards cost
of Capital Asset. ...

(6) Journal entry for accounting the Service Connection materials provided by the consumer (Para-14 of Working Instructions)

A/c.No.10.621 Service Connection Dr. ...

To

A/c.No.55.1 Consumers contri-
bution towards
cost of capital
Assets. ...

- (7) Journal Entry for removal of value from asset base on discarding of asset (Para-13.91).

Group Code-12 Provision for
Depreciation Dr. ...
(concerned A/c.
No.)

A/c.No.16.1 written down
value of
obsolete and
scrapped
Assets Dr. ...

To

Group Code, 10 Fixed Assets ...
(concerned A/c.No.).

- (8) Journal entry in case of Loss of Asset (Para-53 of Working instructions)

A/c.No.77.720 Write off of
deficits of
Fixed Assets Dr. ...
or

A/c.No.79.881 Loss to Fixed
Assets due to
Cyclone, Flood
Fire etc. Dr. ...

To

A/c.No.16.1 Written down value
of obsolete and
scrapped Assets

Note: This journal entry shall be passed in
addition to a journal entry for discarding
an asset at item.....7..above.

- (9) Journal entry for accounting the provisional value of assets taken over from undertakings (Para-13.99)

A/c.No.11.5 Assets taken over
from Licensees
pending final
valuation Dr. ...

To

A/c.No.13.5 Provision for
depreciation on
assets taken over ...

A/c.No.46.6 Amount owing to
licensees ...

10. Journal Entry for accounting loss to fixed assets by Fire. (Para-13.108)

A. For removing the lost asset from asset base

Group Code 12 Provision for Depreciation Dr. ...

(concerned A/c.No. with the accumulated depreciation)

A/c.No. 16.1 Written down value of obsolete/scrapped Assets. Dr.....

(concerned A/c.Nos. with the difference between original cost and accumulated depreciation).

To

Group Code 10 Fixed Assets
(Concerned A/c.No.s) (with the original cost of asset lost).

B. For writing off the loss

A/c.No.28.744 Claim for loss/damage to Capital Assets-Insurance Company. Dr. ...

(with the claim preferred with the Insurance company)

A/c.No.79.831 Loss to Fixed Assets due to fire. Dr.

(with the net loss after deducting the Insurance paid from written down value).

To

16.1 Written down value of obsolete/scrapped Assets.

C. When the claim amount is fully received from the Insurance Company.

A/c.No.24.110 Cash Dr. ...

To

28.744 Claim for loss/damage
.....Insurance Company

...8..

(D) When the claim is not accepted in full

A/c. No. 24.110 Cash Dr. ...
(with the amount accepted and received).

A/c. No. 79.801 Loss to Fixed Asset due to Fire. Dr. ...

(with the difference between amount claimed and amount accepted).

To
28.744 claim for loss/damage
..... Insurance
Company. ...

Note: Replacement of the Asset in place of lost one will be debited to Capital Work-in-progress.

11. When an Asset is partially damaged due to Fire

A. If the loss is covered by Insurance Claim
(Para 13.108)

A/c. No. 28.744 Claim for loss/damage
..... Insurance
Company Dr. ...

(with the cost of reconditioning or repair).

To
A/c. No. 24.110 Cash ...

Note: If it is not covered by Insurance claim the cost of reconditioning or repair shall be debited to Repairs and Maintenance.

12. (a) Journal entry for Capitalising Trial Stage expenses and Revenue during capitalisable period.

(Para-25 of working instructions).

...9...

A/c. No. 15.202 Revenue expenses pending
allocation over capital
work - Trial stage
expenses.

Dr. ...

To

A/c. No. 71.900 Cost of Generation

A/c. No. 74.900 Repairs and Maintenance

A/c. No. 75.900 Employee Cost

A/c. No. 76.900 Administration and
General expenses

A/c. No. 77.900 Depreciation

A/c. No. 78.900 Interest and other charges
capitalised.

(b)

A/c. No. 61.400 Revenue at Trial
stage capitalised

Dr. ...

To

A/c. No. 15.202 Revenue expenses
pending allocation
over capital works

Note: The net amount in 15.202 shall be allocated
to various Capital Work-in-Progress.

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PART-II

DETAILS OF REPLACEMENTS

Name of Component	Replaced on	Cost Rs.	Date of subsequent replacement	Details of journalisation.	Ref. to condemnation.	Estimate

PART-III

CAPITAL SPARES

Value	Capitalised on	Life	Rate of Depreciation	Year of first Depreciation.

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ASSET CARD

.....CIRCLE:

LOCATION CODE

ACCOUNT NO.

NAME OF ASSET:

SITUATED AT :

COMMISSIONED ON:

'USED AND

CONTROLLED BY :

PERIOD OF LIFE

AS PER THE ACT :

Cost Rs.

P.T. ~ I

Major components in terms of
Para 2.30 of Annexure-III
Basic Accounting Policies of
the Electricity (Supply)
Annual Accounts Rules 1985.

Name of Component	Cost Rs.	Date of Replacement	Details of journalistic condemnation.	Ref. to condemnation.	Estimate

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RE OF CANCELLED:

SUBSIDY BY LIQUOR FOR FILLED ASSETS

CATION, CODE:

Commissioned on.....

Account No.10

Name of Asset:

Situated at :

Date

Group Code-10

Group Code-12

Debit

Credit

Final adjustments

Debit

Credit

Journal Number

Value

Date

Journal Number

Value

Cumulative value

Journal A/c. No. Value

A/c. No.

Value

Name of Circle:

Location Code :

Tools and Plant Register

Form No. FA.3

Name of T&P Holder:

Designation:

Division :

Receipts

Sl. No. Name of Circle.

Opening Balance

Regn. No. & Qty. Date.

Regn. No. Qty. No.

Regn. No. Qty. No.

Issues

Regn. No. Qty. No.

Dev. No. & Qty.

& Date

Date

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Name of Client:

Month:

Location Code :

Name of Asset.	Situated at	Original Value	A/c. No.	Accumulated Deprecia- tion.	A/c. No.	Written down value.	A/c. No.	Cause of dele- tion	Esti- mate sanc- tion No.	Dev. No.	A/c. No.	Value	A/c. No.	Value	Write off
												79.881		77.720	
RS.				RS.		RS.						RS.		RS.	

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ACCOUNTS MANUAL6.0. Materials Accounting (other than fuel):

- 6.1. The transactions connected with the receipt and issue of materials (other than Coal & Oil used for Generation of Power) shall be accounted as outlined in Paras 6.2 to 6.227 of this Manual.
- 6.2. Receipts from the following sources shall be accounted in SRBs in form No: M 1.
1. Purchases
 2. Inter-Circle transfers.
 3. Inter-Stores transfers.
 4. Devolution by Contractors.
 5. Devolution from works.
 6. Return from internal fabrication.
- 6.3. Receipt from the following sources shall be recorded in Stores Receipt Note in form No: M 2
1. Return after repairs or test from Board workshops or MRT etc.
 2. Return after repairs or test from external agencies.
 3. Materials on loan returned.
- 6.4. Receipt of Materials from External Fabricators shall be accounted in External fabrication Receipt Note in form No: M 3.

CAPITAL AND OPERATION AND MAINTENANCE STOCK.

- 6.5. The distinction between Capital Materials and O&M materials shall be maintained only in Financial Ledgers.
- 6.6. Original copy of SRB shall be sent to Central Office/APS (Accounts Payable Section) by the Stores while the duplicate copy sent to S.P.S. (Stores Pricing Section)
- 6.7. SRBs shall be valued in APS with reference to the value furnished in the Bill of the Supplier if the materials are not covered by Standard Pricing. If bills are not received valuation may be done with reference to the value available in the Purchase Order.
- 6.8. If the items of the materials in the SRB are covered by Standard Pricing the standard value shall be furnished in SRB.

6.9. In Pricing the SRBs for indigenous materials the cost of materials, sales tax and excise duty if any shall only be taken into account. Freight and other incidental expenses shall not be added to the value of stock.

6.10 In respect of imported materials the price shall be the cost, Insurance freight plus customs duty (CIF value plus excise duty).

6.11. The valued SRBs shall then be sent to Stores Pricing Section for posting the Stores Priced Ledger.

6.12. After posting the Priced Ledger, SRBs shall be analysed in Stores receipt analysis I in form No: M 4.

6.13. After the months' transactions are closed original SRBs, together with stores analysis shall be sent to APS by SPS.

6.14. In APS, Purchase Day Book shall be prepared in form No: M 5

6.15. A consolidated journal entry shall be recorded in the Purchase Day Book as indicated in Annexure I (1).

6.16. Main Ledger Posting shall be made from the consolidated Journal entry only.

Inter-Unit (Circle) transfer of Materials - Receipt:

6.17. Separate SRBs are to be prepared for inter-unit transfers.

6.18. SRBs in duplicate shall be sent to Central Office/SPS.

6.19. The Inter-Unit SRBs shall be valued at Standard Price if the items are covered by Standard Pricing.

6.20 For items not covered by Standard Pricing valuation shall be done with reference to the valued copy of Stores Issue note received from the despatching circle.

6.21. The SRBs shall then be sent to APS together with an analysis in form No: M 4 for preparing Inter-Unit Receipt Journal.

6.22. In APS separate Inter-unit receipt journal shall be prepared for inter-unit transfer SRBs in form No: M 6.

6.23. Consolidated Journal Entry shall be prepared at the end of every month as indicated in Annexure I(2)

6.24. Main Ledger Postings shall be made from the consolidated Journal entry only.

DEVOLUTIONS:

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6.25 Devolution of materials shall be made in form No: M 8.

- 6.26. Devolutions shall be recorded in SRB in form No: M 1.
- 6.27. Two copies of devolution, together with SRB in duplicate shall be sent to Central Office.
- 6.28. In SPS the devolutions shall be valued based on the source, nature of receipt.
- 6.29. An analysis shall be prepared for the devolution in form No: M9 Stores Receipt Analysis II and the original copy of devolution, along with the analysis shall be sent to Accounts Section.
- 6.30. In Accounts Section a journal for material returned from works shall be prepared in form No: M 10 & M 11.
- 6.31. At the end of the month a consolidated Journal Entry shall be prepared as indicated in Annexure I(3) and I (4) and in the Journal itself.
- 6.32. Main Ledger postings shall be made from the consolidated Journal entry only.

EXTERNAL FABRICATION:

- 6.33. Material received from External Fabricators, shall be recorded in an external fabrication receipt note in form No: M 3.
- 6.34. A register for watching the material issued to fabricators shall also be maintained in form No: M 12.
- 6.35. Original copy of External Fabrication receipt note shall be sent to Central Office/APS together with the triplicate copy of connected stores issue note. The duplicate copy shall be sent to S.P.S.
- 6.36. The material receipted shall be valued by APS at the rate at which, the raw materials are issued to the fabricators plus the fabrication charges payable, if the material is not covered by Standard Pricing.
- 6.37. If the material is covered by Standard Pricing, Standard Rate shall be adopted.
- 6.38. APS shall send the valued copy of Receipt Note to SPS for posting in the Priced Ledger.
- 6.39. After posting the Stores ledger the original copy of external fabrication receipt note shall be sent back to APS for maintaining External fabrication receipt journal.
- 6.40. In APS, an External fabrication receipt journal shall be maintained in form No: M 13.
- 6.41. A consolidated Journal entry shall be prepared at the end of the month as indicated in Annexure I(5) and recorded in Journal itself.
- 6.42. Main Ledger postings shall be made from the consolidated Journal entry only.

- 6.43. When Bill for fabrication charges is payable the same may be entered in a Fabricators' bill journal in form No: M 14.
- 6.44. A Consolidated Journal entry shall be prepared at the end of the month as indicated in Annexure I(6) and recorded in this Journal itself.
- 6.45. Main Ledger postings shall be made from the consolidated Journal entry only.

INTERNAL FABRICATION:

- 6.46. The work of internal fabrication shall be treated as Capital Work, and accounted for accordingly against the project code allotted therefore, in accordance with the provision of Capital work order accounting Manual.
- 6.47. A devolution shall be prepared for the fabricated material handed over to Stores, by the respective Section Officers.

TEST & RETURN:

- 6.48. Material received after test shall be recorded in material receipt note in form No: M 2.
- 6.49. No devolution shall be prepared for this.
- 6.50. Material received duly tested within the Board, or outside agencies shall both be recorded in the Receipt Note.
- 6.51. Two copies of Receipt note together with connected Stores Issue Note copy (received from SPS duly valued) shall be sent to SPS.
- 6.52. The materials received after test shall be valued at the same value at which it was valued when issued for test.
- 6.53. Any charges incurred for test shall be treated as Revenue expenses and shall not be added to the value of Material.
- 6.54. Materials received duly repaired shall also be recorded in the same receipt note.
- 6.55. The repair charges shall also be treated as Revenue Expenses and shall not be added to the value of material unless there is improvement of efficiency of the material or there is major replacement involved.
- 6.56. If repairs involves major replacement of parts, the expenditure shall be regulated under Capital Expenditure.
- 6.57. Similarly if the repairs expenses improve the efficiency of the Asset(Material), the same shall also be treated as Capital Expenses.

-: 5 :-

- 6.58. In both the cases, at para 6.56 and 6.57, the expenses shall be added to the value of stock, by preparing an adjustment receipt note (for value only).
- 6.59. A Stores Receipt Journal (Miscellaneous) shall be maintained in form No: M 15.
- 6.60. A Consolidated Journal entry shall be prepared as indicated in Annexure I (7) at the end of the month and recorded in this Journal itself.
- 6.61. Main Ledger postings shall be made from the consolidated Journal Entry only.

INTER-STORES RECEIPTS:

- 6.62. Material received by one stores from another stores with in the same circle, shall be accounted for in SRB in form No: M 1.
- 6.63. Two copies of SRB shall be sent to Central Office SPS.
- 6.64. The receipts shall be priced at the same price at which the issues are priced.
- 6.65. An Inter-stores register shall be maintained in form No: M 16 for regulating the transaction.
- 6.66. SRBs for inter-stores transaction shall not be accounted for in Financial ledgers. They shall be recorded in SPS after posting the Stores Priced ledgers.

Materials on Loan Returned: (Receipt):

- 6.67. When materials are returned by the borrowers the same shall be recorded in Stores Receipt note in form No: M 2.
- 6.68. Two copies of Stores receipt note together with the triplicate copy of concerned Stores issue note (received from SPS duly valued) shall be sent to Central Office/SPS.
- 6.69. In SPS, the stores receipt note shall be priced at the same value at which it was originally issued.
- 6.70. The original copy of stores receipt note shall be sent to Ledger Accounts Section together with an analysis in form No: M 9.
- 6.71. In Ledger Accounts Section, this shall be entered in Stores receipt Journal Miscellaneous in form No: M 15.
- 6.72. A consolidated Journal entry shall be prepared at the end of the month as indicated in Annexure I (7) and recorded in the Journal itself.
- 6.73. Main Ledger postings shall be made from the Consolidated Journal Entry only.

ISSUES:

General:

- 6.74. Issue of materials from Stores can be classified under the following categories.
1. Works Capital
 2. Works O&M
 3. To Contractors Capital and O&M
 4. Inter Circle transfers
 5. Inter Stores transfers
 6. To fabricators
 7. For test and return and connected repairs
 8. Sale
 9. On loan
- 6.75. Requisition in form number M 17 shall be used for drawal of materials for
1. Capital Works
 2. O&M Works
 3. Issue to Contractors and
 4. Inter Stores transfers.
- 6.76. A Stores issue note in form No: M 18 shall be used for issue of materials,
1. On Inter Circle transfers
 2. To Fabricators
 3. For test and return and connected Repairs
 4. On Sale and
 5. On loan.
- 6.77. Requisition:
Requisition shall be prepared in quadruplicate. All the four copies shall be presented to Stores.
- 6.78. The fourth copy shall be returned to the drawer duly marked with issue by the Stores Custodian.
- 6.79. The remaining three copies shall be sent to Central Office SPS with SIB in form No: M 19.
- 6.80. After posting the Stores priced ledger, SPS shall return duplicate copy and send original copy to Ledger Accounts Section with Stores Issue analysis in form No: M 20.

- 6.81. The Triplicate copy shall be sent to the concerned Section Officer who will compare the quadruplicate and triplicate copies for ensuring the quantity drawn.

STORES ISSUE NOTE:

- 6.82. The Stores Issue note shall be prepared in quadruplicate. One copy shall be retained in stores and three copies sent to Central Office/SPS.
- 6.83. Stores Issue note shall not be copied in Stores Issued books.
- 6.84. In SPS after posting the ledger duplicate copy shall be retained and (original) copy sent to Accounts Section together with an analysis in Form No: M 20.
- 6.85. The disposal of triplicate copy of the Stores Issue note depends upon the purpose for which it is prepared.

Drawal of Materials for Capital Works:

- 6.86. Materials required for Capital works, shall be drawn using requisition, in form No: M 17.
- 6.87. These requisition shall be processed as per paras 6.70 to 6.74 ante.
- 6.88. In Ledger Accounts Section, a Capital Material issue Journal shall be prepared in form No: M 21.
- 6.89. A consolidated Journal entry shall be prepared as indicated in Annexure I (8) and recorded in the Journal itself.
- 6.90. Main Ledger postings shall be made from the consolidated Journal entry only.

Drawal of Materials for O&M Works:

- 6.91. Materials required for O&M works shall be drawn using requisition in form No: M 17.
- 6.92. These requisitions shall be processed as per paras 6.70 to 6.74 ante.
- 6.93. In Ledger Accounts Section an O&M Material issue Journal shall be prepared in form No: M 22.
- 6.94. A consolidated Journal entry shall be prepared as indicated in Annexure I (9) and recorded in the Journal itself.
- 6.95. Main Ledger postings shall be made from the consolidated Journal entry only.

Issue to Contractors Capital and O&M:

- 6.96. For issue of materials to contractors, requisition in form No: M 17 shall be used.
- 6.97. Three copies of requisitions shall be sent to Central Office SPS from Stores after issuing the material.

6.98. In SPS after posting the Stores ledgers, the triplicate copy of the requisition shall be sent to the Section officer concerned.

6.99. The original copy of the requisition duly valued shall be sent to Accounts Section together with Stores issue analysis in form No: M 20.

6.100. In Ledger Accounts Section a Material issue journal (Misc.) I shall be prepared in form No: M 23.

6.101. A consolidated Journal entry shall be prepared at the end of the month as indicated in Annexure I (10) and recorded in the Journal itself.

6.102. Main Ledger postings shall be made from the Consolidated Journal entry only.

INTER CIRCLE TRANSFERS:

6.103. Materials issued to other circles, shall be recorded in a Stores issue note in form No:M18 on the strength of Transport Note prepared.

6.104. After posting the Stores issue note in Priced Ledger, SPS shall send the triplicate copy of valued stores issue note to the circle to which the materials were issued, immediately.

6.105. The receiving circle shall adopt the same value given in the Stores issue note.

6.106. The original copy of Stores issue note together with Stores issue analysis in form No: M 20 shall be sent to Accounts Section for preparing inter-circle materials issue Journal.

6.107. In Accounts Section inter-circle Material issue Journal shall be prepared in form No: M 24.

6.108. A consolidated Journal entry as indicated in Annexure I (11) shall be prepared at the end of the month, and recorded in the Journal itself.

6.109. Main Ledger postings shall be made from the consolidated Journal entry only.

INTER STORES TRANSFERS:

6.110. Requisition in form No: M 17 shall be used for transfer of materials from one Stores to another within a circle.

6.111. Three copies of the requisition together with SIB shall be sent to Central Office SPS.

6.112. After posting the Priced ledger, the triplicate copy shall be sent to the Stores Custodian drawing the material.

- 6.113. The original copy of the requisition shall be sent to Accounts Section together with Stores Issue analysis in form No: M 20 for accounting.
- 6.114. In Accounts Section, a material issue Journal (Misc.) I shall be prepared in form No: M 23.
- 6.115. A Consolidated Journal entry shall be prepared at the end of the month as indicated in Annexure I (10) and recorded in the Journal itself.
- 6.116. Main Ledger postings shall be made from the consolidated Journal entry only.

TO FABRICATORS CAPITAL:

- 6.117. Materials issued to External Fabricators, shall be recorded in Stores Issue note in form No: M 18.
- 6.118. Three copies of the Stores Issue note shall be sent to Central Office/SPS.
- 6.119. After posting the priced ledger, the valued triplicate copy of issue note shall be sent back to the concerned stores.
- 6.120. The original copy shall be sent to Ledger Accounts Section with an analysis in form No: M 20.
- 6.121. In Accounts Section issue of material to fabricators shall be recorded in material issue Journal (Misc) II in form No: M 25 with the help of original copy of Stores issue note.
- 6.122. A consolidated Journal entry shall be prepared at the end of the month as indicated in Annexure I(12) and recorded in the Journal itself.
- 5.123. Main Ledger postings shall be made from the consolidated Journal entry only.

FOR TEST, RETURN AND CONNECTED REPAIRS:

- 6.124. Materials issued for test and return shall be recorded in Stores issue note in form No: M 18.
- 6.125. Three copies of Stores issue note shall be sent to Central Office/SPS.
- 6.126. After posting the priced ledgers, SPS shall send triplicate copy to the stores concerned.
- 6.127. The original copy shall be sent to the ledger accounts section together with an analysis in form No: M 20 for preparation of Journal.
- 6.128. In Accounts Section the issue note shall be copied in the Material Issue Journal (Misc. II) in form No: M 25.
- 6.129. A consolidated Journal entry shall be prepared at the end of the month as indicated in Annexure I (12) and recorded in the Journal itself.
- 5.130. Main Ledger posting shall be made from the consolidated Journal entry only.

SALE:

- 6.131. Material released on sale shall be recorded in Stores issue note in form No: M 18.
- 6.132. No transport note shall be prepared for the release of material.
- 6.133. Acknowledgement for receipt of material shall be obtained in all the copies of Stores issue note from the successful bidder or from his authorised agent.
- 6.134. Three copies of Stores issue note shall be sent to SPS/Central Office.
- 6.135. In SPS after posting the priced ledger, the triplicate copy shall be filed with copy of sale order.
- 6.136. The original copy of the Stores issue note, shall be sent to Accounts Section together with an analysis in form No: M 20.
- 6.137. In Accounts Section, the stores issue note shall be recorded in Material Issue Journal (Misc. II) in form No: M 25.
- 6.138. A Consolidated Journal entry shall be prepared at the end of the month as indicated in the Annexure I (12), and shall be recorded in the Journal itself.
- 6.139. Main Ledger postings shall be made from the consolidated Journal entry only.

ON LOAN:

- 6.140. Materials issued on loan to parties other than contractors but including other departments shall be recorded in Stores issue note in form No: M 18.
- 6.141. The cost of such materials is debitible to Account No: 22.730.
- 6.142. Three copies of Stores issue note shall be sent to Central Office/SPS.
- 6.143. In SPS after posting the ledgers the triplicate copy of the Stores issue note shall be sent to Stores concerned.
- 6.144. The original copy of Stores issue note shall be sent to Accounts Section together with an analysis in form No: M 20.
- 6.145. In Accounts Section the stores issue note shall be recorded in the Miscellaneous Column of material issue Journal (Misc. II) in form No: M 25.
- 6.146. A consolidated Journal entry shall be recorded at the end of the month as indicated in the Annexure I (12) and recorded in the Journal

- 6.147. Main Ledger postings shall be made from the consolidated Journal entry only.

STOCK VERIFICATION ADJUSTMENTS:

- 6.148. For making initial Stock adjustments for Excess or Shortage found on verification of Stores, a stock adjustment note in form No: M-26 & M-27 as the case may be shall be prepared.
- 6.149. No requisition or devolution shall be used for adjustment of stock.
- 6.150. Stock Adjustment notes shall be prepared in quadruplicate.
- 6.151. Three copies of Stock Adjustment note shall be sent to Central Office/SPS.
- 6.152. In SPS after posting the priced ledgers, the valued triplicate copy shall be filed with the concerned Stock Verification docket.
- 6.153. The duplicate copy shall be retained in SPS, while the original copy sent to Ledger Accounts Section together with an analysis in form No: M-9 for excess and in form No: M-20 for shortage.
- 6.154. In ledger Accounts Section the Stock adjustment note relating to shortage shall be entered in Material issue Journal Misc. I in form No: M-23.
- 6.155. The Stock Adjustment note relating to excess shall be entered in Stores Receipt Journal Misc. in form No: M-15.
- 6.156. At the end of the month a consolidated Journal entry shall be prepared as indicated in Annexure I (10) and recorded in the Journal itself.
- 6.157. Main Ledger postings shall be made from the Consolidated Journal entry only.

STOCK VERIFICATION FINAL ADJUSTMENT:

- 6.158. The final adjustment for the Stock excess or shortage shall be made in Stock Verification final adjustment Journal in form No: M-29.
- 6.159. Entries in this Journal shall be made as soon as orders on final adjustment are issued.
- 6.160. At the end of the month a consolidated Journal entry shall be prepared as indicated in Annexure I (13) and recorded in the Journal itself.
- 6.161. Main Ledger postings shall be made from the consolidated Journal entry only.

PAYMENT FOR SUPPLY OF MATERIALS:

ADVANCE PAYMENT:

- 6.162. When Advance Payment for supply of materials is made by the circles, the same shall be recorded in Cash Book. Where Advance Payment is authorised to Central Payment Window, such LOAs shall be recorded

- 6.163. Payment made to clear the despatch documents through Bank or payment made on simultaneous delivery of material shall not be treated as advance payment.
- 6.164. The debit advice received from Central Payment Wing towards advance payment made based on LOAs issued by Headquarters shall also be recorded in 'LOA Journal for advance payment' in form No: M 30.
- 6.165. At the end of the month, a consolidated Journal entry shall be prepared as indicated in Annexure I (14) and recorded in the Journal itself.
- 6.166. Main Ledger postings shall be made from the consolidated Journal entry only.

POST SUPPLY PAYMENT:

- 6.167. Suppliers bills duly passed shall be entered in suppliers bill Journal (Central Payment) in form No: M 31 & M 32 when payment is to be made by Central Payment Wing.
- 6.168. In respect of local payment the passed bills shall be recorded in suppliers bill Journal (Local Payment) in form No: M 33 & M 34.
- 6.169. A consolidated Journal entry shall be prepared at the end of the month as indicated in Annexure I (15)(16)(17) & (18).
- 6.170. Main Ledger Postings shall be made from the consolidated Journal entry only.
- 6.171. Subsidiary ledgers for individual suppliers shall be maintained as provided for in Para No: 6.219

PRICING:

- 6.172. Fast moving items shall be valued at the Standard Price fixed by the Board from time to time.
- 6.173. The Standard Price shall be applicable both for receipts and issues of materials.
- 6.174. The difference between Standard Price and purchase Order value shall be accounted as Price variance.
- 6.175. The materials not covered by Standard Pricing shall be valued at weighted average method as explained in Working instructions of this Manual.
- 6.176. The weighted average method of price is applicable only for issues.
- 6.177. Materials devoluted to Stores shall be priced as indicated in the following paragraphs:-
- 6.178. When discarded Asset is removed from Asset, and devoluted to Stores, it shall be valued at the written down value of the asset concerned.

- 6.179. When a portion of material issued to Contractor is returned the return shall be valued at the original price at which the material was issued.
- 6.180. When fabricated material is received back and taken into stock, such receipts shall be valued at the same price at which the material was issued for fabrication plus the fabrication charges, if it is not covered by Standard Pricing.
- 6.181. Any asset found in excess at places other than Stores shall be valued at Re. 1/- each at the time of receipting in stores.
- 6.182. When materials issued for test and return are received back they shall be priced at the same value at which they were issued originally.
- 6.183. Freight payable on materials purchased indigenously shall not be included in the cost of material.

STATIONERY STORES:

- 6.184. The receipt of Stationery articles shall be recorded in SRBs in form No: M 1.
- 6.185. The SRBs shall be valued with reference to the Purchase Order or the bill.
- 6.186. Individual ledger folios shall be maintained for each item of Stationery.
- 6.187. Issues shall be made through indents in form No:M 35.
- 6.188. The issues shall not be valued.
- 6.189. The Stationery stock shall also be subjected to stock verification as in the case of other materials.

MEDICAL STORES:

- 6.190. Purchase of all medicines shall be recorded in SRBs in form No: M 1.
- 6.191. The SRBs shall be valued with reference to the Purchase order or the bill.
- 6.192. Individual ledger folios shall be maintained for each item of medicine.
- 6.193. Issues shall be made through indents in form No: M 36.
- 6.194. The issues shall not be valued.
- 6.195. The medicine stock shall also be subjected to Stock verification as in the case of other materials.

FOREIGN CONSIGNMENT:

- 6.196. Documents with regard to imported consignments shall be retired by the Accounts Branch.

- 6.197. Sanction for the payment of Deposit towards Customs duty shall be accorded by the Accounts Branch. Deposit shall be made by the Audit Branch.
- 6.198. Clearance of deposit by adjustment of actual duty payable shall be done by the Audit Branch.
- 6.199. Clearance shall be recorded in a Journal for clearing Customs deposit in form No: M 37.
- 6.200. At the end of the month a consolidated Journal entry as indicated in Annexure I (19) shall be prepared.
- 6.201. Main Ledger posting shall be made from consolidated Journal entry only.
- 6.202. Payment of freight on imported equipment/materials shall be made by Accounts Branch.
- 6.203. Deposit with DGS&D towards clearing charges shall be authorised by the Accounts Branch. Deposit shall be made by the Audit Branch.
- 6.204. Clearance of deposit with DGS&D shall also be done by the Audit Branch and recorded in a Journal in form No: M 38.
- 6.205. At the end of the month a consolidated Journal entry shall be prepared as indicated in Annexure I (20).
- 6.206. Main Ledger posting shall be made from consolidated Journal entry only.
- 6.207. The circles shall record the imported material in a separate purchase day book in form No: M 39.
- 6.208. A consolidated Journal entry shall be prepared at the end of the month as indicated in Annexure I (21) and recorded in the Journal itself.
- 6.209. Main Ledger posting shall be made from the consolidated Journal entry only.
- 6.210. On receipt of TDA from Headquarters the details shall be recorded in a imported material bill Journal in form No: M 40.
- 6.211. A consolidated Journal entry shall be prepared at the end of the month as indicated in Annexure I (22) and recorded in the Journal itself.
- 6.212. Main Ledger postings shall be made from the consolidated Journal entry only.

STOCK RECONCILIATION CERTIFICATE:

- 6.213. The Stock value as per the individual Stock ledgers maintained in Stores Pricing Section shall be reconciled at the end of the month with the Stock value as per financial ledgers.

- 6.214. A Stock reconciliation Certificate shall be prepared at the end of every month and sent to Headquarters with a copy to Resident Audit Officer.
- 6.215. The Stock reconciliation shall be made as per the instructions contained in working instructions of this Manual.

SUBSIDIARY LEDGERS:

- 6.216. The following Subsidiary Ledgers shall be maintained in support of the Main account concerned.
1. Sundry Creditors Ledgers
 - A/c No. 42-110
 - A/c No: 25-500
 - A/c No: 43-110
 - A/c No: 26-500
 2. Personal account for sale of Stores.
 - A/c No: 46.922 &
 - A/c No: 28-103
 3. Fabricators' Personal accounts
 - A/c No: 22-720
 4. Job account for Internal Fabrication.
 - Project code 66 under Group Code 14.
 5. Contractors' account (for materials)
 - A/c No: 25-700 &
 - A/c No: 26-700
 6. Test and return (outside agency)
 - A/c No: 25-700 &
 - A/c No: 26-700
 7. Materials issued on loan
 - A/c No: 22-730
- 6.217. All the balances available in individual accounts in the Subsidiary ledgers shall be listed out and tallied with the concerned Main ledger balance every month.
- 6.218. A Certificate to the effect that the balance has been tallied shall be recorded in the ledger itself. The last few pages of the ledger shall be so designed as to prepare the list.

SUNDRY CREDITORS LEDGER:

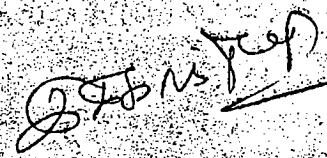
- 6.219. Supplier-wise personal ledger for the supply of Materials, shall be maintained in form No:M 41.
- 6.220. This ledger shall be a combined one both for advance payment and post supply payment.

PERSONAL ACCOUNTS FOR SALE OF STORES:

- 6.221. A subsidiary ledger for personal accounts for sale of Stores shall be maintained in form No: M 42.
- 6.222. Amount received towards Sale of Stores and Issue of materials to parties concerned shall be combined in one account.

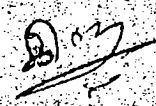
Fabricators Personal Account:

- 6.223. A subsidiary ledger for personal accounts of different fabricators shall be maintained in Form No: M 43.
- 6.224. Job Account for internal fabrication:
Work order-wise account shall be maintained as contemplated in the Capital Work Order Accounting Manual.
- 6.225. Contractors account for Material & Test & Return (outside agency):
A subsidiary ledger to control the issue of materials to each Contractor/Agency shall be maintained in form No: M 44.
- 6.226. No distinction need be made between Capital Materials and O&M materials in this account.
- Materials Issued on Loan:
- 6.227. A personal ledger for materials issued on loan shall be maintained in form No: M 45.



(I.S. KANTHIMATHI)
Chief Financial Controller,
for Accounts Member,

gsm 21.4



MATERIALS ACCOUNTING

WORKING INSTRUCTIONS

Purchase SRB:

1. In Projects and General Construction Circles all materials are to be classified as Capital materials.
2. A distinction has to be made between Capital Materials and O&M Materials, with reference to their end uses, in Distribution and Generation Circles.
3. Certain materials can be classified exclusively as Capital Materials, as they can be used only for Capital purposes. Examples are Transformers, Plant and Machinery, Vehicles, Tools and Plant, Scientific instruments, Office equipments, Furnitures etc.
4. Like-wise certain other materials can be only O&M materials. Examples are Cotton waste, Bulbs, Oils and Grease etc.
5. There is a third group of materials which can be used both for Capital and O&M purposes. Examples are Conductors, Insulators, Steel, Cement etc.
6. In respect of materials that can be used for both the purposes, the purpose shall be mentioned in the Purchase Order itself.
7. If one Purchase Order contains materials for both Capital and O&M uses, the percentage of quantity ordered for Capital use shall be specified in the Purchase Order.
8. In cases where the end use is not foreseeable of ascertaining the material shall be treated as O&M material.
9. At the time of issue of materials from Stores, the materials issued to Capital works, shall be accounted in Capital Stock.
10. No distinction shall be maintained between Capital Stock and O&M stock in stacking the materials.
11. Both Capital and O&M stock shall be kept in one folio only intended for that particular material.

Purchase SRB Analysis:

12. While analysing purchase SRBs if any SRB contains Capital as well as O&M purchase included in it, Capital portion shall be shown in column 6 and O&M portion in column 7 with reference to the percentage of Capital portion mentioned therein.

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PDB shall be maintained separately for each stores, www.tnebes.org

Creditors Ledger:

Column 11 to 14 of creditors ledger shall be posted from PDB.

Advance paid to Suppliers shall be posted in column 4 while the adjustment of advance against receipt of materials in column 16.

Column 4 and column 16 of the ledger shall be balanced periodically and reconciled with the balance of advance available in Financial ledger in account No: 42.110 and 43.110.

No two folios shall be maintained for a single creditor even if he supplies both Capital materials and O&M materials. Column Nos. 6 to 10 are intended to record the details of bill passed.

In SRBs Account No. 42.110 for Capital Supplies and 43.110 for O&M shall be furnished as Account to be credited. Debit Account numbers shall be 22.200 - Capital 22.220 -O&M

14. If the value of materials includes freight also, the amount of freight included shall be separately shown in SRB and the freight in separately indicated in PDB in the respective column.

Inter Unit Transfers of Material - Receipt:

15. In these SRBs the account to be credited shall be Inter-unit Account - Material 31 followed by the location code of the despatching circle. Debit Account number shall be 22.400 Capital and 22.410 O&M
16. In SPS inter circle transfer register shall be maintained in form No: M 7.
17. In Inter circle transfer register separate folios shall be allotted for different circles.
18. All the copies of Stores issue note received from other circles shall be entered immediately in column 2, 3 and 5 to 7 of this register.
19. When SRBs are received the same shall be linked with the Stores issue note and the register is posted.
20. In rare cases where copies of stores issue note is not being received, SRBs shall be valued at assessed value.
21. In such cases adjustment SRB shall be prepared when correct value is known.
22. These adjustment SRBs shall also be included in Inter-unit Receipt Journal for inter unit transfer of materials.

24. While entering the SRBs care must be taken to link the Stores Issue note number and date in column No: 2.
25. The main purpose of maintaining this register is to control the value on Inter circle transfer of materials. Hence the register must be posted then and there.
26. This register will also help accepting the TDAs as soon as they are received.

DEVOLUTIONS:

27. Devolutions shall be valued as indicated below:
 1. When the materials are covered by Standard pricing at Standard price.
 2. When the materials represent assets discarded and devoluted, at the writtendown value.
 3. When the materials are returned by contractor or returned after test and return etc., the price at which it was originally issued.
 4. When the material is an item of Asset, found excess during verification at Re.1/- per unit.
 5. In all other cases at the issue rate pertaining to the month in which devolution is accounted.
28. The journal for materials returned from works shall be maintained for Capital and O&M separately.
29. Materials returned by contractors shall also be recorded in the same Journal.
30. Assets discarded and devoluted shall also be recorded in this Journal (Form No: 10).
31. Blank columns have been provided for recording receipts from frequently operating account numbers which may vary month to month.
32. A Miscellaneous column has been provided for recording other receipts.
33. Before preparing consolidated Journal entry the receipts recorded in Miscellaneous column shall also be analysed account number-wise.
34. If the exigencies demand, the number of columns in the Journal can be increased to accommodate all receipts which are to be recorded in separate columns.
35. Amount to be debited to Account No: 22.360 and 22.370, shall be the value of Materials returned by Contractors (Capital and Materials).

EXTERNAL FABRICATION:

36. In order to arrive at the value of fabricated materials, the Raw materials content for the fabricated material is to be known.

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37. The orders awarding contract of fabrication shall specify the raw material content of the fabricated material taking into account the dimensions and other details of raw materials issued.
38. The Quantity of raw material issued should be reconciled with the raw material content of fabricated material together with unused raw material returned by the fabricators.
39. The Register for watching the materials issued to Fabricators, shall be maintained in Stores in Form No: M 12.
40. In the External Fabrication Receipt Journal, the value to be posted in column 9 is the value applicable to Raw Material content of the fabricated quantity.
41. The difference between column No: 5 & 6 shall be entered in column 10 or 11 as the case may be. The difference between column No: 7 & 8 shall be entered in column 12 or 13 as the case may be.
42. From the fabricators bill Journal the net amount payable to fabricators shall be credited to account No: 42.150 or 43.150 as the case may be.
43. Actual payment through Cash book shall be debited to Account No: 42.150 or 43.150 as the case may be.
44. Two columns have been provided in fabricators' Bill Journal for recording any recovery to be made from the fabricators.
45. The account No. to be furnished in these columns will depend upon the nature of recovery.
46. All bills shall be entered in the Journal even if there is no recovery in order to maintain uniformity.

INTERNAL FABRICATION:

47. The procedure of accounting internally fabricated material will be the same as for devolutions.

TEST AND RETURN:

48. Material issued for test and return shall be regulated through transport notes. The issuing Stores should prepare stores issue note at the time of issue and should prepare the Stores receipt note when it is returned. The Section Officers taking the material shall not give any requisition or devolution.
49. Material issued to outside agencies for test and return shall be accounted in account No: 22.730. Materials issued to HMT Special Maintenance etc. for test and return shall be accounted in Account No: 22.710.
50. The value exhibited in column 4 of the Stores Receipt Journal (misc.) shall also be posted in column 6 if

51. The value in column 4 shall also be recorded in column 8 if the material received is Capital and in column 9 if it is O&M.

INTER STORES RECEIPTS:

52. The inter-stores register prescribed is a link register for linking the receipt of materials by one stores with the issue of materials by other stores.
53. This register shall have receipt side and issue side.
54. The Register shall be maintained by the Assistant/ Pricing the stores from where the materials are issued.
55. The receipt side of this register shall be filled in by the Assistant, Pricing the Stores, which receives the materials.

ISSUES:

56. A distinction has been made in the Manual between the materials issued based on specific indents through requisitions, and those issued without such indents. Requisitions shall be used for the former, while, Stores Issue note used for the latter.
57. The format for SIB has been changed. When copies of requisitions are available there is no need to have columns for value in SIB.
58. The intention of SIB is only to keep a record of materials issued from Stores in quantity, through requisitions, as no copy of requisition is available in stores.
59. SIB shall be prepared in duplicate and one copy sent to Central Office together with requisitions.
60. In Stores separate serial numbers shall be used for requisitions and Stores Issue notes.

DRAWAL OF MATERIALS FOR CAPITAL WORKS:

61. In the requisition for material for Capital works, the relevant Account No. in group code Nos. 14 and also Work order No. shall be furnished.
62. Separate requisitions shall be used for drawal of materials against each work order.
63. Separate Journal shall be used for different stores.
64. In the Capital Material Journal columns have been provided for different sub account numbers under Capital Work in Progress.

65. Separate columns shall be used for Sub account numbers against which, more number of drawals have been made, so that the total value of materials drawn against these sub Account numbers can be easily ascertained.
66. One Miscellaneous column has been provided to accommodate sub Account numbers having less frequency of transactions.
67. To provide flexibility some blank columns have been provided for use according to exigencies.
68. The Miscellaneous column shall also be analysed before preparing the consolidated Journal entry.
69. After preparing the consolidated Journal entry the Capital work order ledger shall be posted from the original copy of the requisitions in accordance with the provisions of Accounts Manual for Capital Work Order Accounting.

DRAWAL OF MATERIALS FOR O&M WORKS:

70. In requisition for O&M material concerned Account numbers as, also work order numbers (wherever they are available) shall be furnished.
71. The duplicate copy of the requisition shall be recorded in SPS for future reference.
72. No value shall be posted in SIB. Posting of Stores Ledgers shall be made only from requisitions.
73. In the O&M materials issue Journal separate columns have been provided for Account numbers which are expected to be operated frequently.
74. A few blank columns are also provided for to accommodate account numbers which may be required to be operated frequently in any particular month.
75. A Miscellaneous column has been provided for other Account numbers
76. The Miscellaneous column shall be analysed before preparing consolidated Journal entry.
77. Posting of work orders shall be done independently from the original copy of requisition.

ISSUE TO CONTRACTORS CAPITAL AND O&M:

78. In the requisition for issue of materials to contractors, Account number 25.700 (Capital), 26.700 (O&M) shall be furnished.
79. Name of contractor and nature of work shall also be furnished in the requisition.

81. This requisition shall not be posted in the work order ledger.
82. The duplicate copy of the requisition shall be recorded in SPS for future reference.
83. No. value shall be posted in SIB. Posting of Stores ledgers shall be made only from the requisitions.
84. If there is any difference between issue rate adopted in the requisition and the recovery rate provided for in the agreement the difference shall be treated as gain or loss in sale of materials at the time of passing the bill.
85. A contractor-wise subsidiary ledger shall be maintained as per paras 224 to 227

INTER CIRCLE TRANSFERS:

86. The number of copies of Stores issue note to be prepared and its disposal etc., shall be as provided for in para 6.82 to 6.85. of this Manual.
87. Triplicate copy of Stores issue note shall be sent, to the circle concerned immediately on pricing the issue note. Sending of issue note shall not wait till closure of accounts for the month.
88. In the Journal for Inter Circle material transfer, blank columns have been provided.
89. The name of the circles to which, more number of issues have been made may be accommodated in the blank columns for the purpose of analysing the total issues made to each circle.
90. A Miscellaneous column has been provided for accommodating the issues to other circles.
91. The Miscellaneous column shall be further analysed before preparing consolidated Journal entry.

INTER STORES TRANSFERS:

92. Inter Stores requisitions shall be entered in an Inter-stores register, as per para 6.65 of this Manual. The inter-Stores register shall be posted immediately on pricing the requisitions so that the same value can be adopted for the SRBs of receiving Stores, by referring to this register.
93. Maintenance of inter-stores register is essential for clearing stock reconciliation excesses.
94. In the Material Issue Journal Miscellaneous I the inter-stores issues for Capital and O&M Material shall be entered in column number 9 and 10 (Account nos. 22.400 & 22.410).

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95. It must be ensured that there is no difference in value between inter-stores requisition and connected SRB by suitably linking the transactions through inter-stores register.

To Fabricators/Capital:

96. Materials issued to fabricators shall immediately be recorded in a Register for Watching the material issued to fabricators in form No: M 12.
97. The purpose of this register is to control the material issued to fabricators quantitatively.
98. Raw material content of the Fabricated Material in column number 10 shall be arrived with reference to the data available in the order for fabrication.
99. While placing orders for fabrication the full details of raw material to be issued and the return of raw material expected as also the raw material content of each unit of fabricated material shall be furnished.
100. In material issue Journal (Misc. II) the cumulative debit in Account No: 22.720, 22.710, Capital, 28.103 (Capital) and 25.700 shall be equal to the credit against Account No: 22.300.
101. Similarly, the cumulative debits against Account No. 22.710 (O&M) 28.103(O&M), 26.700 (O&M) together should be equal to the credit in Account No: 22.320.

FOR TEST & RETURN & CONNECTED REPAIRS.

102. No requisition shall be used for issue of material for test and return in MRT section or Special Maintenance Section.
103. Stores Issue note shall be prepared in Stores supported by T.Note.
104. For test and return by external agency the same procedure shall be adopted.
105. In Accounts section stores issue note connected with internal test and return (within the Board) shall be recorded in column No: 8 & 9 (against Account No: 22.710) of the material issue Journal Misc. II.
106. Issue of material to external agencies shall be recorded in column 12 of the same Journal.
107. While preparing consolidated Journal entry, the total of column 8 & 9 shall be debited to Account No: 22.710
108. The total of columns 7, 8, 10 & 12 shall be credited to Account No: 22.300

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110. If there is any posting in Miscellaneous column the same shall also be suitably analysed and included in consolidated Journal Entry.

SALE:

111. In SPS, a register for Sale of material shall be maintained in form No: M 26.
112. Postings shall be made in the register from Sale order and Stores issue notes.
113. Separate page shall be allotted for each successful bidder under each specification.
114. Same bidder may bid in two different specifications still separate folios shall be maintained under each specification for him.
115. The purpose of this register is to link the deposit collected from the bidders with the release of materials so as to adjust the balance under Sundry debtors and 'deposit' account.
116. Sufficient space may be left judiciously under each material if the quantities are expected to be released in two or more consignments.
117. In material issue Journal (Misc. II) sale of material shall be posted in column No: 10 or 11 for Capital and O&M stock as the case may be.
118. In the consolidated Journal entry the debit to Account No: 28.103 shall be the total of column 10 & 11.
119. Separate subsidiary ledger for each bidder shall be maintained in Ledger Accounts Section, as per provisions in para 219 to 222 of this Manual.

ON LOAN:

120. Subsidiary ledger for watching the return of material shall be maintained as per provisions of paras 230 to 233 of the Manual.

STOCK VERIFICATION ADJUSTMENTS:

121. The Stock adjustment note shall give reference to verification (whether Stock verification or Surprise verification).
122. In respect of Stock Verification, the year of verification shall be given.
123. In respect of Surprise verification, the designation of the verifying officer shall be given.
124. The value of Shortage or Excess shall be analysed into Capital and O&M stock and recorded in column Nos. 9 & 10 of the Stock Adjustment Note.

-: 10 :-

125. The name of the Stores Custodian shall be given in the last column.
126. Column 9 of the Stock Adjustment note (Shortage) shall be entered in column 11 of material issue Journal (Misc. I)
127. Like-wise, column 10 of the Stock Adjustment note (Shortage) shall be entered in column 12 of Material Issue Journal (Misc. I).
128. While preparing consolidated Journal entry, for material issue Journal (Misc. I) the total debit in column 11 shall be credited to Account No. 22.500
129. Like-wise, the total debit in column 12 shall be credited to Account No: 22.520.
130. Column 9 of Stock Adjustment Note (Excess) shall be entered in column 10 of Stores Receipt Journal (Miscellaneous).
131. Column 10 of Stock Adjustment Note (Excess) shall be entered in column 11 of Stores Receipt Journal (Miscellaneous).
132. In consolidated Journal entry for Stores Receipt Journal (Miscellaneous) the total of column 10 & 11 shall be credited to account No: 22.810.

STOCK VERIFICATION FINAL ADJUSTMENTS:

133. The final Adjustment of Shortages and Excesses has to be made after the causes are investigated and final decision is taken.
134. The balance amount standing in Account Nos: 22.830 and 22.810 has to be cleared to final heads.
135. The final adjustments has to be entered in the stock verification final Adjustment Journal after the cases are finalised.
136. The gross value of shortage of Excess which are under adjustment shall be recorded in column No: 4 & 5.
137. When the Excess is decided as absolute Excess the connected value shall be entered in column 6 and column 7.
138. When like nature adjustment is involved, and after giving effect of the same there is net excess, column No: 6, column No: 7 and 8 shall be filled in.
139. The excess under adjustment is entered in column No. 6, the shortage under adjustment in column 8 net excess after adjustment is entered in column 7.
140. When like nature adjustment is involved and there is net shortage, after giving effect to the adjustment, the excess under adjustment is entered in

-: 11 :-

141. In the case of shortage if the value of shortage is allowed to be recovered from the Stores Custodian, the value shall be entered in column 8, and Column. 9.
142. If the shortage is ordered to be written off the connected value shall be recorded in column 8 and 10.
143. In the Consolidated Journal entry to be prepared at the end of the month, the totals of columns 6 to 10, shall be considered.
144. When the value of shortage is ordered to be recovered subsidiary ledger for accounts of each stores Custodian shall be maintained for watching the recovery.
145. In the Pay roll Journal Account No. for amount recovered is to be given as 28.401.
146. When the Stores Custodian is transferred the amount to be recovered from him shall be transferred to the concerned circle, in accordance with the provisions of Pay Roll Accounting Manual.

PAYMENT FOR SUPPLY OF MATERIALS: ADVANCE PAYMENT

147. Separate Dockets shall be maintained with the Purchase Order for linking the Advance payment with the supplies.
148. Party-wise Advance Payment ledger shall also be maintained in form No: M 41
149. Adjustment of advance against actual supply received shall be made immediately on receipt of SRB.

POST SUPPLY PAYMENT:

150. In suppliers bill Journal all the bills, including bills relating to Advance Payment shall be recorded.
151. In respect of bills relating to Advance Payment the gross amount of the bill and advance already made shall be recorded in the respective columns and net amount if any, to be paid shall be recorded in column No: 10.
152. Recoveries which may not occur frequently shall be recorded in column for other recoveries (column 7 to 9)
153. If the materials are covered under Standard Pricing, the difference between SRB value and gross amount of the bill, shall be entered under 'Variance' column.
154. If SRB value is more than Bill value, the

155. If the Bill value is more than SRB value Variance will be debit balance.(Column 14)
156. In respect of supplies not covered by Standard Pricing, the difference if any, between SRB Value and Bill value shall be adjusted in Stock through adjustment SRBs.
157. These adjustment SRBs shall be accounted for through Purchase Day Book after posting the priced ledger.
158. Cheque number and Cash book folio No. shall be recorded in the Journal after the payment is made.
159. In respect of Advance Payments as soon as the supply is received and accounted for, the concerned bill shall be recorded in this Journal.
160. At the end of every month, the purchase day book of the month concerned shall be reviewed and bill numbers shall be entered against all SRBs.
161. While entering the bill numbers as stated above, all such bills shall also be recorded in the suppliers bill Journal.
162. There shall be no omission in entering the bills in suppliers bill Journal.
163. In suppliers bill Journal for Central Payment, LOA number shall be recorded as soon as LOA is prepared and sent to Headquarters.
164. The column for cheque number shall be filled in as soon as the duplicate copy of LOA containing the details of payment is received back from Central Payment after making payment.
165. In Suppliers bill Journal (Local Payment) the net amount payable shall be credited to Account No: 42.200. or 43.200 for capital and O&M as the case may be. While making payment through cash book the account number to be debited shall be only Account No: 42.200 or 43.200 and not 42.110 or 43.110.

PRICING:

166. For arriving at the issue price under weighted average method, the closing value of the materials concerned in a particular month shall be divided by closing stock in quantity and rate per unit is arrived. This rate is adopted for all issues in the subsequent month.
167. If there is no closing stock and closing value for the purpose of arriving the issue rates the first receipt of the month shall be taken for the purpose of arriving at the issue price, for the same month.

66 69

-; 13 :-

168. For valuing the receipts of the Inter circle transfers the circle despatching the material should send a copy of Stores issue note to the receiving Circle immediately on pricing the issue.
169. In respect of materials covered by Standard pricing all the receipts and issues at both ends shall adopt Standard Price only.
170. The Stores Wing of the Accounts Branch in Head quarters shall arrange to fix Standard Price for all the materials which are classified as fast moving category.
171. In purchase orders accepting the rate inclusive of freight, the quantum of freight included in the price shall be separately shown while pricing such SRBs the cost and freight shall be separately indicated. Cost alone should be posted as value of material in the Priced ledger.

STATIONERY STORES:

172. The procedures outlined for accounting of Stationery are applicable to all the offices, even if there is no separate Stores Custodian incharge of Stationery Stores.

MEDICAL STORES:

173. The medicines required for day-to-day use shall be drawn from the main stores using indents in form No: M 36 and kept in the Dispensing room.
174. Stock registers shall be maintained for the Stock kept in dispensing room.
175. The Stock register maintained in dispensing room shall be attested daily by the Medical officer in charge of the dispensary.

FOREIGN CONSIGNMENT:

176. In order to have a Centralised Control it is necessary that the entire work of payment of cost, freight, clearing charges, and Customs duty is entrusted with a Single Section in Accounts Branch. The Accounts Branch shall take suitable action in this regard.
177. The payment and raising of TDA towards Cost of Materials and freight shall be done by the Central Payment Wing of the Accounts Branch.
178. Issue of cheques towards Customs duty and clearing charges and raising of TDA towards these shall be attended to by the Audit Branch.
179. The deposit towards Customs duty shall be debited to Account No. 7328, 3651 - Deposits with Customs Authorities.
180. On ascertaining the quantum of duty payable...

181. The 'deposit' account with Customs authorities shall be reconciled periodically both by the Accounts Branch and Audit Branch independently.
182. The 'deposit' with DGS&D shall be debited to Account No: 28.915 - Deposit with DGS & D.
183. On receipt of passed vouchers from DGS&D the 'deposit' shall be cleared and necessary debits raised to the concerned circles by the Audit Branch.
184. While preparing consolidated Journal entry, in the imported material bill Journal value in column 6 shall be debited to Account No: 42.110 and that in column 7 to Account No: 43.110.
185. If the Freight paid is against Capital material the same shall be recorded in column 11 and debited to Account No: 22.200
186. If the freight paid is for O&M materials, the same may be recorded in column 12 and debited to Account No: 22.220.
187. If the Customs duty paid is for Capital material, the same shall be entered in column 13, and debited to Account No: 22.200.
188. If the Customs duty paid is for O&M materials the same shall be entered in column 14 and debited to Account No: 22.220.
189. If by the time the TDA for Customs duty is received and if the stock has already been issued out then the customs duty both on Capital and O&M stock shall be entered in column 15, and debited to Account No: 14. Capital Work in Progress concerned to which the materials are issued.
190. Clearing charges paid on Capital materials and on L&M material shall be recorded in column 16 and column 17 respectively.
191. The total of column 16 and 17 shall be debited to Account No: 76.271 - clearing charges on imported material in the consolidated Journal entry.
192. The total in column 16 shall be debited to Capital work in Progress by giving credit to Account No: 76.900 in a separate Journal.
193. For the difference in column No: 9 and 10 plus or minus SRB respectively shall be prepared and accounted for through purchase day book.

STOCK RECONCILIATION CERTIFICATE:

74 of 365.

194. The total Stock balances as per Financial ledger and Physical ledger shall be compared in form No: SFC 1

195. Since Stock ledgers are maintained Store-wise and financial ledgers for stock are maintained source-wise for receipts and issues the postings in stock ledgers have to be first analysed to fall in line with financial ledgers.
196. An analysis of Priced ledger balances-receipts in form No: SRC 2 (a) and Issues in form No: SRC 3 (a) shall be prepared.
197. The analysis mentioned in para 196 above shall be for the postings during the month only.
198. The figures as per Priced ledger as arrived at, shall be compared with the financial ledger balances in form No: SRC 2 (a) & 3. (a).
199. The comparative statement in form No: SRC 2 (a) and SRC 3 (a) will reveal the differences from each source of Receipt and Issues separately.
200. The total Financial Ledger Excess and Priced Ledger excess arising from the differences in individual source of Receipt and Issues shall be balanced to arrive at the net difference (i.e.) either Financial Ledger excess or Priced Ledger excess.
201. It shall be noted that while taking figures from the financial ledgers, only during the month receipts and Issues shall be considered.
202. The transactions constituting the difference between financial ledger and Priced Ledger during the month shall be listed in Statements in form No: SRC 4 and SRC 5.
203. The differences shall be separately listed for financial ledger excess and Priced ledger excess.
204. The differences so listed out and entered in column 2 of the Statement SRC 4 & 5 shall be tallied with the columns 4 & 5 of statements SRC 2. (a) & 3 (a) respectively.
205. Generally, there will be no difference between financial ledger and priced ledger on issues of stock.
206. In the statements mentioned in para 202 above the excesses in column 2 shall be linked with the previous excesses suitably. For (example) if there is an inter stores SRB booked during the month, the inter-stores Requisition connected to this would have been accounted for in previous months. Hence, the value of SRB now booked will only be Financial ledger clearance and not Priced ledger excess. Such linking details shall be furnished both for Financial Ledger excess and Priced Ledger excess in Statement Nos. SRC 4 and SRC 5.
207. An abstract may be prepared in column 6 with the Statement of clearance segregating the Financial Ledger excess into Financial ledger excess and priced ledger clearance and tallied with the total F.L. excess in column No: 2 (SRC 4).

208. Like-wise the Priced ledger excess shall also be segregated into Priced ledger excess and Financial Ledger clearance and tallied with the total Priced Ledger excess in column 2 (SRC 5)
209. A Statement showing details of additions, and clearances of Financial Ledger and Priced ledger excesses shall be shown in form No: SRC 6.
210. The details of additions and clearance of this Statement shall be taken from Statement of clearance (SRC 4 & 5).
211. The gross closing Balance of Financial ledger excess shown at column No; 8 and 9 and the gross closing Balance of Priced Ledger excess shown at column 16 and 17 shall be abstracted and the net Financial ledger excess or Priced ledger excess as the case may be shown in the abstract.
212. This net Financial Ledger Excess or Priced ledger excess should tally with the closing balance at column No: 4 or 5 as the case may be of the statement of comparison of Stock (SRC 1).
213. The year-wise details of the excesses shall be prepared in form No: SRC 7.
214. The age-wise analysis of the differences shall be shown separately for Financial Ledger excess and Priced Ledger excess in form No: SRC 8 and SRC 9 respectively.

Sundry Creditors Ledger:

215. In the ledger columns 3 & 4 relate to Advance Payment only column Nos. 6 to 10, 15 & 17 shall be posted from Suppliers' Bill Journal. Column Nos 11 to 14 shall be posted from Purchase Day Book. Column Nos; 3 to 5 shall be posted from cash book or LOA Journal as the case may be.
216. Columns 5 & 17 of the account shall be balanced every month and the balances from all the personal accounts shall be listed and tallied with the balance available in the main ledger (Account Nos: 25.500; 26.500; 25.100; 26.100 all put together) Like-wise, columns 10 & 16 shall also be balanced and tallied with the balance of Sundry Creditors in Main ledger (Account No: 42.110 & 43.110 put together),

Personal Accounts for Sale of Stores:

217. Amount received from Party towards Sale of Stores shall be credited in Column No: 6. This is posted from Cash Book.
218. Materials issued to the party shall be posted in Column 3. This is posted from Material Issue Journal (Misc. II).

219. When the sale amount is adjusted against book value of Materials issued, the corresponding debit and credit shall be posted in columns 4 & 5 respectively.
220. At the end of every month column 3 & 5 shall be balanced to tally with the Main ledger balance. Similarly, column 4 & 6 shall also be balanced and tallied with the Main ledger balance.

Fabricators Personal Accounts:

221. The value of Materials issued to Fabricators shall be posted in column No: 4 of the account posting shall be made from Material Issue Journal Misc II (Column 7).
222. The value of Fabricated Materials received back shall be credited to column No: 5. Posting shall be made from External Fabrication Receipt Journal (Column 9).
223. Balance in this account will reflect the value of materials to be accounted for by any individual Fabrication.

Contractors' account for Materials & Test and returned (outside agencies)

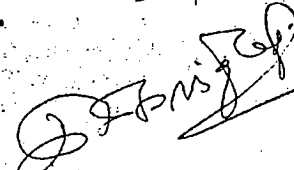
224. In this subsidiary ledger, separate folios shall be allotted for each contract and each Agency.
225. Debit Postings shall be made from Material issue Journal Miscellaneous I (Vol. 7 & 8).
226. Credit Postings shall be made from Journal for material returned from works and contractors Bill Journal.
227. Column 4 & 8 of the account shall be balanced at the end of every month & tallied with the combined balance of Main ledger account No. 25.700 & 26.700.

Personal Ledger for Materials Issued on loan:

228. In this subsidiary ledger separate folios shall be allotted for each party.
229. Debit postings shall be made from Materials Issue Journal Miscellaneous II (Miscellaneous column).
230. Credit postings shall be made from Stores Receipt Journal Miscellaneous (Column 12).
231. The balances in these accounts shall be totalled up and tallied with the balance in account No: 22.730 in the Main Ledger at the end of every month.

Others:

232. No monthly postings can be made in account No: 22.600 & 22.620 Capital Material Stock Account and O&M material Stock account respectively as receipts and issues are posted to different account Nos. such as, 22.200; 22.300, 22.400 etc.
233. At the end of the year all the balances available in different stock accounts shall be transferred to account Nos. 22.600 & 22.620 as the case may be through a Journal entry and closing balance of stock arrived at.
234. Some of the provisions of the Electricity Supply Annual Accounts Rules, 1985 concerning Materials are reproduced in Annexure II.



(I.S. KANTHIMATHI)
Chief Financial Controller
for ACCOUNTS MEMBER.

gsm 25.4



ANNEXURE I

1. Consolidated Journal entry to be recorded in Purchase Day Book (M5) (Para 6.15)

Account No:

22.200	Capital Material Purchase A/c Dr.	...
76.210	Freight on Capital equipment A/c Dr.	
22.220	O&M Material Purchase A/c Dr.	...
76.220	Other Freight Dr.	...
42.110	To Liability for supply of materials Capital	
43.110	To Liability for supply of Materials O&M	

2. Consolidated Journal entry for inter Circle Transfers:-
(M 6) (Para 6.23).

22.405	Transfer (Inward)	
	Capital Material	Dr.....
22.410	Transfer (Inward)	
	O&M Materials	Dr.....

To

Inter-Unit Account/Materials.

31.	 Circle	
31.	 Circle	
31.	 Circle	

3. Consolidated Journal entry to be recorded in Journal for Materials returned from works (Capital) (M 10) (Para 6.31).

22.300	Material Issues (Capital)	Dr.....
22.360	Materials returned by contractor (Capital)	Dr.....

To

14.626	Capital Work in Progress	
14.666	-do- -do-	
14.602.	-do -do-	
14.622	-do- -do-	
16.100	Written Down value of obsolete/Scrapped Assets	
25.700	Contractor Material Control A/c Capital etc. etc.	

4. Consolidated Journal entry to be recorded in Journal for materials Returned from Works (O&M) (M 11) (Para 6.31).

22.320	Material Issues (O&M)	Dr.....
22.370.	Material returned by Contractor (O&M)	Dr.....

To

74.100	Repairs & Maintenance	
74.200	etc. etc.	
74.500		
74.160	79 of 365.	
74.260		
26.700	Contractor Material Control A/c (O&M)	

5. Consolidated Journal Entry to be passed and recorded in External Fabrication Receipt Journal (M 13) (Para 6.41).

a. Items not covered by Standard Pricing:

22.300	Materials Issue (Capital)	Dr..	
22.320	Materials Issue (O&M)	Dr..	
22.720	To Materials issued to Fabricators		
76.282	To Fabrication Charges absorbed in Fabrication		

b. Items covered by Standard Pricing:
Standard Price (Less than actual cost):

22.300	Materials Issued (Capital)	Dr..	
79.110	Materials cost variance Capital	Dr..	
22.320	Materials Issue (O&M)	Dr..	
79.120	Material cost Variance(O&M)	Dr..	
22.720	To Materials Issued to Fabricators		
76.282	To Fabrication Charges absorbed in Fabrication		

c. Items covered by Standard Pricing:
Standard Price (More than actual cost):

22.300	Material Issue (Capital)	Dr..	
22.320	Material Issue (O&M)	Dr..	
22.720	To Material Issued to Fabrications		
76.282	To Fabrication Charges absorbed in Fabrication		
79.110	To Material Cost Variance (Capital)		
79.120	To Material Cost Variance (O&M)		

6. Consolidated Journal Entry to be recorded in Fabricators Bill Journal (M 14) (Para 6.44):

76.281	Fabrication Charges	Dr..	
	To any Recovery		
42.150	To Liability for Works (Capital)		
	or		
43.150	To Liability for Works (O&M)		

7. Consolidated Journal Entry to be prepared and recorded in Stores Receipt Journal (Misc.) (M 15) (Para 6.60)

22.300	Materials Issue (Capital)	Dr..	
22.320	Materials Issue (O&M)	Dr..	
22.500	Stock Adjustment (Capital)	Dr..	

8. Consolidated Journal Entry to be prepared and recorded in Capital Material Issue Journal (M 21) Para 6.89).

Account No:

14.626 Capital Work in Progress Dr.
14.656 | etc. etc. Dr.
14.666 | etc. etc. Dr.

22.300 To Material Issues (Capital)

9. Consolidated Journal Entry to be prepared and recorded in O&M material Issue Journal (M 22) (Para 6.94).

A/c No: Repairs & Maintenance

74.100 On Plant & Machinery Dr.
(Material Issued from Stores)

74.200 On Buildings (Materials Dr.
Issued from Stores)

74.500 On Lines, Cables, Network Dr.
(Materials issued from Stores)

74.600 Vehicles - Repairs and Dr.
Maintenance.

76.136 Vehicle running expenses Dr.
(Petrol & Oil - other than
trucks & Delivery Van.

76.240 vehicle running expenses Dr.
Trucks & Delivery Vans.
etc. etc.

22.320 To Material Issues (O&M)

10. Consolidated Journal entry to be prepared for materials Issue Journal (Misc I) (M23) (Para 6.101, 6.115 & 6.156)

25.700 Contractors' Material Acontrol Dr.
A/c(Capital)

26.700 Contractors' Material Control Dr.
A/c (O&M)

22.405 Material Transfer inward Dr.
(Capital)

22.410 Material Transfer inward (O&M) Dr.

22.830 Stock shortage pending Dr.
Investigation etc.

22.340 To Material Issues to Contractors
(Capital)

22.350 To Material issued to Contractors
(O&M)

22.420 To Material transfer-outward
(Capital)

22.430 To Material transfer outward (O&M)

22.500 To Material Stock adjustment
(Capital)

22.520 To Material Stock Adjustment (O&M
etc.

11. Consolidated Journal entry to be prepared for Inter-Circle Transfer of materials and recorded in Inter-circle Material Transfer Journal (M 24) Para 6.108).

Account No:

31.... Inter Unit Transfer Dr.
(Materials)
..... Circle

31.... Inter Unit transfer Dr.
(Materials)
..... Circle

31.... Inter Unit Transfer Dr.
(Materials)
..... Circle

22.420 To Transfer outward (Capital) : : : : :
22.430 To Transfer outward (O&M) : : : : :

12. Consolidated Journal entry to be prepared for Materials Issue Journal (Misc II) (M 25) (Para 6.122, 6.129, 6.138 & 6.146).

22.720 Material issued to fabricators Dr.
22.710 Workshop Suspense materials Dr.
28.103 Sundry Drs. for Sale of Stores Dr.
22.715 Materials issued for Test and Dr.
Return (Outside agency)
22.730 Materials Issued on loan Dr.
etc. etc.

22.300 To Material Issues (Capital) : : : : :
22.320 To Material Issues (O&M) : : : : :

13. Consolidated Journal entry to be prepared and recorded in Stock Verification Final Adjustment Journal (M 29) (Para 6.160).

22.810 Stock Excess pending investi- Dr.
gation
28.401 Amount recoverable from Dr.
employees
79.510 Shortages on Physical verifi- Dr.
cation of Stock

62.905 To Excess found on Physical : : : : :
Verification of Stock : : : : :
22.830 To Stock shortage pending : : : : :
investigation

14. Consolidated Journal Entry to be prepared and recorded in LOA Journal for Advance Payment (M 30) (Para 6.165)

25.100 Advance to Suppliers/Contra- Dr.
ctors Capital (Interest bearing)
25.500 Advance to Suppliers/Contra- Dr.
ctors Capital (Interest free)
82 of 365. contrac- Dr.

15. Consolidated Journal entry to be prepared in Suppliers' bill Journal (Central Payment) Capital: (M 31) (Para 6.169).

Account No:

- a. 42.110 Liability for Supply material Dr.
(Capital)
- 25.100 To Advance for supply of material (Capital)
(Interest bearing)
- 25.500 To Advance for supply of Material (Interest free)
- 46.924 To Income Tax deducted at source
etc. etc.
- 34.100 To Interunit A/c
Central Payment
- b. 42.110 Liability for supply of material (Capital) Dr.
- 79.110 To Material cost Variance (Capital)
- c. 79.110 Material Cost Variance Dr.
(Capital)
- 42.110 To Liability for Supply of Material (Capital)

16. Consolidated Journal entry to be prepared in Suppliers' bill Journal Central Payment (O&M) (M 32) (Para 6.169).

- a. 43.110 Liability for Supply of Material (O&M) Dr.
- 26.100 To Advance for supply of materials (O&M) Interest bearing
- 26.500 To Advance for supply of materials (O&M) (Interest free)
- 46.924 To Income Tax deducted at source
etc. etc.
- 34.100 To Interunit Account -
Central Payment.
- b. 43.110 Liability for supply of materials (O&M) Dr.
- 79.120 To Material Cost Variance (O&M)
- c. 79.120 Material Cost Variance (O&M) Dr.
- 43.110 Liability for supply of materials A/c (O&M)

17. Consolidated Journal Entry to be prepared in Suppliers Bill Journal (Capital) (Local Payment) (M 33) (Para 6.169).

Account No:

- a. 42.110 Liability for supply of material (Capital) Dr.
- 25.100 To Advance for supply of materials (Interest bearing)
- 25.500 To Advance for supply of materials (Interest free)
- 46.924 To Income Tax deducted at source etc. etc.
- 42.200 To Suppliers/Contractors Control A/c (Capital)
- b. 42.110 Liability for supply of materials (Capital) Dr.
- 79.110 To Material Cost Variance (Capital)
- c. 79.110 Material Cost Variance (Capital) Dr.
- 42.110 To Liability for supply of materials (Capital)

18. Consolidated Journal entry to be prepared in Suppliers bill Journal (Local Payment (O&M) (M 34) (Para 6.169).

- 43.110 Liability for supply of materials (O&M) Dr.
- 26.100 To Advance for supply of materials (Interest bearing)
- 26.500 To Advance for supply of Materials (Interest free)
- 46.924 To Income Tax deducted at Source etc. etc.
- 43.200 To Suppliers/Contractors Control account (O&M)

Also Journal numbers (b) and (c) as for item 16 (b) & (c).

19. Consolidated Journal entry to be prepared for clearing Customs Deposit (M 37) (Para 6.200).

- 34..... Circle Dr.
- 34..... Circle Dr.
34. . . Circle Dr.
- 34..... 84 of 365 Circle Dr.
etc. etc.
- 28.915 To Deposits with Customs Authorities.

20. Consolidated Journal Entry to be prepared for clearing the deposit with DGS&D (M 38) (Para 6.205)

Account No:

34.....	Circle	Dr.
34.....	Circle	Dr.
34.....	Circle	Dr.
34.....	Circle	Dr.

28.915 To Deposit with DGS&D

21. Consolidated Journal entry to be recorded in Purchase Day Book for Imported Materials (M 39) (Para 6.208).

22.200	Capital Material Purchase a/c	Dr.
22.220	O&M Materials Purchase A/c	Dr.
42.110	To Liability for supply of materials (Capital)	
43.110	To Liability for Supply of Materials (O&M)	

22. Consolidated Journal entry to be prepared in Imported Material Bill Journal (Form 40) (Para 6.211).

42.110	Liability for supply of materials (Capital)	Dr.
43.110	Liability for supply of materials (O&M)	Dr.
22.200	Materials Purchase (Capital)	Dr.
22.220	Materials Purchase (O&M)	Dr.
14.	Capital Work in Progress etc.	Dr.
76.271	Clearing charges on imported materials.	Dr.
34.100	To Inter Unit Account - Central Payment	
34.120	To Inter Unit Account - C.I.A.O.	

ANNEXURE II

Some of the important provisions of the Electric (Supply) Annual Accounts Rules 1985 relating to Material accounting.

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- 2.5. All materials related costs recorded at an accounting unit under which only Capital Construction activities are carried out shall be charged to Capital works.
- 2.6. At a location under which Capital Construction as well as O&M activities are being carried out only the following shall be charged to works.
1. Inland freight on imported Capital equipment
 2. Freight on local Capital equipment
 3. Testing charges - Capital equipment
 4. Incidental Stores expenses - Capital equipment.
 5. Octroi on Capital equipment.
 6. Advertisement for tenders etc. for purchase of Capital equipment.
- 2.7. Capital equipments, spares and other materials imported by the Board shall be valued as follows for receipts and Issues accounting.
- | | | |
|------------|---|-----------|
| 1. Cost | † | CIF value |
| Freight | † | |
| Insurance. | † | Plus |
2. Customs duty
- 2.109. Accounting for all materials transactions shall be in the same period in which the physical event of receipts, issues etc. takes place. Similarly liability for all materials received and accepted by the Board shall be created in the month in which the materials are accepted.
- 2.110. Incidental expenses incurred shall not be linked to the actual materials receipts/issues and therefore shall not be treated as materials cost. These expenses shall be treated as a period cost and shall be charged to the Revenue Account of the period in which these expenses are incurred.
- 2.111. Accounting for consumption shall closely follow the physical transactions. Issues of materials in respect of specific works shall be forth treated as consumption. Where there are lumpsum withdrawal of materials consumption shall be recognised only when the exact end use is established.

ANNEXURE V

- 2.18. Fuel stocks at the year end shall be physically verified to ascertain the quantity of stock to be considered for valuation and disclosure in financial statements. Fuel stock as per accounting

records shall be adjusted for the shortage or excess, if any observed on Physical Verification of Stocks. Valuation of Shortage or excess if any shall be at the rate to be applied to the Closing Stocks for the month in which the shortage or excess has been observed.

2.20. Accounting Procedures relating to materials cost are laid down herein below:-

1. Stores which are exclusively catering to the requirements of Construction projects shall be treated as 'Capital Stores'.
2. Stores which are providing materials for both Capital and O&M purposes shall book purchase related transactions basically as an O&M stores except that the value of issues on Capital Jobs shall be booked separately.
3. Fast moving items shall be covered by a Standard rate system in which receipts issues and stocks shall be valued at scientifically determined standard rate and the variance between actual costs and Standard rate shall be collected in a separate account called 'Materials Cost Variance'.
4. In case of items not covered by Standard rate System, the receipts shall be valued at basic price plus excise duty plus Sales tax. In such cases the issues shall be valued at the weighted average rate applicable to the closing stock of the previous month. Where the closing stock of the previous month is 'NIL', the valuation of issues shall be at the rate of first receipt of the month.
5. Subsequent increase/decrease in the cost of receipts shall be adjusted in the issue rate prospectively and no retrospective adjustment shall be made to the value of past issues made out of concerned receipts or to the assets constructed out of such issues.
6. Freight on materials purchased (whether incurred or billed by supplier or incurred by the Board) shall not be treated as materials cost and shall be recorded in the separate account provided for this purpose.
7. All other incidental costs such as packing charges, octroi etc. shall also not be treated as materials cost and shall be recorded in separate accounts provided for this purpose.
8. Returns from out of the materials issued in the past shall be valued at the issue rate applicable for the month in which the materials are returned.

9. The prescribed basis of valuation of issues and returns may lead to certain anomalies in stock values. Such anomalies if any shall be removed at the end of every quarter and the amount by which the stock values required adjustment shall be accounted for in a separate account prescribed for this purpose.
10. The liability to be created on the receipt of materials shall be made
 - at the Standard rate in case of fast moving items and
 - at the Purchase order rate in case of other items.
11. Accounting for advance adjusted and recoveries and deductions made from a suppliers bill passed by the Board and recognition of the liability for the net amount due on that bill shall not be deferred till the actual discharge of the net liability
12. Loss on shortage in materials stock shall be provided for in the period in which the shortages are observed.
- 2.21. Under the Standard rate system referred to above, materials cost Variance if any in respect of receipts at Construction locations or at C&M locations shall not be charged to Revenue Account or to Capital works.
- 2.22. The balance in the 'Materials Cost Variance Account' at the year-end shall be treated as follows:-
 1. Credit balance shall be credited to a Reserve called 'Reserve for Materials Cost Variance'.
 2. Debit balance shall be debited to the 'Reserve for materials Cost Variance', if as a result of such debit the net balance in this reserve account is a debit balance the amount of debit balance shall be charged to Revenue Account for the year.
- 2.23. Accounting treatment for materials cost variance prescribed above assumes that the standard rates are fixed appropriately and that a system exists for periodic revision of rates whenever significant variance are being observed.
- 2.24. The amount of materials cost variance recorded by construction divisions and circles and treated on the above lines shall be shown by way of note in the Fixed Assets Schedule in the Board's Annual Accounts.

Name of Clerks:

Location Code:

Name of Stores:

FAMIL NADU ELECTRICITY BOARD

STORES RECEIVED BOOK

FORM NO: M 1

MONTH

PURCHASE/INTER CIRCLE/INTER STORES/ DEVOLUTION

Debit Account No.

Date Stores From Whom Received F.C.No.& Date Challan No. Description Unit Quantity Rate Value Credit Account L.F. Balance Remarks.

Issue Note & Date of material (in figures & words) Late: Revolution No.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100.

Counter signed

Signature of Stores Custodian

TAMIL NADU ELECTRICITY BOARD

STORE RECEIPT NOTE (TEST AND RETURN AND LOAN)

NAME OF CIRCLE

Month:

LOCATION CODE:

NAME OF STORES:

Debit Account No.:

Date Received from T. Note No. Description of materials

Quantity Value Stores Ledger Folio

Reference to Credit Account No. under which this was originally issued.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

Counter Signed

Stores Supervisor/S.O.

Stores Custodian.

FORM NO: M 3

MONTH

Name of Stores:

for raw materials issued.

Equivalent quantity of Raw material content.

1. $\frac{1}{2}$
2. $\frac{1}{3}$
3. $\frac{1}{4}$
4. $\frac{1}{5}$
5. $\frac{1}{6}$
6. $\frac{1}{7}$
7. $\frac{1}{8}$
8. $\frac{1}{9}$
9. $\frac{1}{10}$
10. $\frac{1}{11}$

TAMIL NADU ELECTRICITY BOARD

STORES RECEIPT ANALYSIS - I.

Month:

Name of Circle:

Location Code :

Name of Stores.

ANALYSED

Inter-Circle

Inter-Circle

Inter-Circle

Inter-Circle

Inter-Circle

Inter-Circle

Inter-Circle

SRB No: /

External

Fabrication

Receipt

Note No.

Amount

Capital

Purchase

Capital

Inter-Circle

Inter-Circle

Inter-Circle

Rs.

Rs.

Rs.

Rs.

Rs.

Rs.

Rs.

Rs.

Rs.

94 of 95.

TAMIL NADU ELECTRICITY BOARD

INTER UNIT RECEIPT JOURNAL.

Name of Circle:

Location Code:

Month:

Name of Stores:

| Sl. No. | SRB No. | Name of Circle | Description of Materials | Amount Rs. | Capital | O&M | Account No. | Account No. | Account No. | Account No. |
|---------|---------|----------------|--------------------------|------------|---------|-----|-------------|-------------|-------------|-------------|
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. |
| | | | | | | | 31..... | 31..... | 31..... | 31..... |
| | | | | | | | | | | 12. |
| | | | | | | | | | | 13. |

Form No: M-

Name of Despatching Circle:

[illegible]

TAMIL NADU ELECTRICITY BOARD

Form No: M 8

Stores Serial No:

Circle Location Code :

DEVOLUTIONS:

Division:

vision:

To

Store Custodian

Debit Account No:

| Serial Description
No. of materials | Unit | Quan-
tity | Rate | Value | W.O. No. &
Credit
Account No. | L.F. | Balance | Reason for
Devolution/
Description
of Work. | Original Requisition No./
Asset withdrawal
Journal No. |
|--|------|---------------|------|-------|-------------------------------------|------|---------|--|--|
| 1. | | | | | | | | | |
| 2. | | | | | | | | | |
| 3. | | | | | | | | | |
| 4. | | | | | | | | | |
| 5. | | | | | | | | | |
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| 8. | | | | | | | | | |
| 9. | | | | | | | | | |
| 10. | | | | | | | | | |
| 11. | | | | | | | | | |
| 12. | | | | | | | | | |

89 94

Received items

. items

STORES CUSTODIAN

SECTION OFFICER

Counter signed

Asst. Executive Engineer.

Form No: M 9

Month:

Name of Stores:

| Serial No. | S.R.B. No: | Stores Receipt | Amount | Inter stores Capital | Inter Stores O&M | Devolution Capital | Devolution O&M | Others |
|------------|------------|----------------|--------|----------------------|------------------|--------------------|----------------|--------|
| 1. | 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. |

Form No. 10

JOURNAL FOR MATERIAL RETURNED FROM WORKS (CAPITAL)

Month:

Name of Stores :

| Devolution | Stores Serial No. | From Whom received | Brief description of Materials | SRB No. | Value | 14.626 | 14.666 | 14.622 | Misc. | Account Amt | No. | | |
|------------|-------------------|--------------------|--------------------------------|---------|-------|--------|--------|--------|-------|-------------|-----|-----|-----|
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. | 12. | 13. | 14. |

TAMIL NADU ELECTRICITY BOARD

Form No: W 11

JOURNAL FOR MATERIAL RETURNED FROM WORKS (OEM)

Name of stores:

MTSC.

MITSC:

| Devolution No. | Stores Serial | From Whom received | Brief description of material | SRB No. | Value Rs. |
|----------------|---------------|--------------------|-------------------------------|---------|-----------|
| | | | | | |

| Account | Value |
|---------|-------|
| No. | |

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14.

TAMIL NADU ELECTRICITY BOARD

Form No: M 12

REGISTER FOR WATCHING THE MATERIALS ISSUED TO

FABRICATORS.

Name of Circle:
Location Code:

Name of Stores:

| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. | 12. | 13. | 14. | 15. |
|-----------------------|------------|-------------------------------------|------|--|--|------|-------------------------------------|-------------|------|---------------------------------------|------|------------------------|---------------------------------------|---------|
| Stores Issue Note No. | Serial No. | Description of Raw materials issued | Qty. | External Fabrication receipt No. & Date. | Description of finished products received. | Qty. | Equivalent of Raw material content. | Description | Qty. | Description of Raw materials returned | Qty. | Total of Col. 12 & 13. | Difference between Col. 14 & Col. 13. | Remarks |

99

TAMIL NADU ELECTRICITY BOARD

EXTERNAL FABRICATION RECEIPT JOURNAL

Form No: M 13:

Name of Circle:

Month:

Location Code :

Name of Stores:

| Sl. No. | External Fabrication Receipt No. and Date. | Name of Fabricator | Fabrication or der No. | Capital | Actuals including fabrication charges | Std. DGM | Actuals including fabrication charges. | Value adopted for issue of raw materials | Material Cost Capital | Variance OSM | Bill No and Date | |
|---------|--|--------------------|------------------------|---------|---------------------------------------|----------|--|--|-----------------------|--------------|------------------|-----|
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. | 12. | 13. |
| | | | | 22.300 | | 22.320 | | 22.720. | Dr. (79.110) | Cr. (79.120) | | |

100365.

www.thebes.org

Name of Circle:

TAMIL NADU ELECTRICITY BOARD

Form No. 1

Location Code:

STORES RECEIPT JOURNAL(MISC)

Month:

Name of Stores:

| Serial No. | Received from | Brief Description of materials. | Value | Stores Receipt Note No. | Test and Return Credit A/c No. | Debit Account No. | Stock Excess |
|------------|---------------|---------------------------------|-------|-------------------------|--------------------------------|-------------------|--------------|
| 1. | | | Rs. | | Rs. | Rs. | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |
| 5. | | | | | | | |
| 6. | | | | | | | |
| 7. | | | | | | | |
| 8. | | | | | | | |
| 9. | | | | | | | |
| 10. | | | | | | | |
| 11. | | | | | | | |

Name of Circle:

TAMIL NADU ELECTRICITY BOARD

Form No: M 16

Location Code:

INTER-STORES REGISTER.

Name of Store:

| Requisition | | Stores | | Issues | | Receipts | | | | |
|-------------|------------|--------|-----------------|-----------|----------|----------|--------|------|----------|----------|
| Month | No. & Date | Serial | Name of Stores | Descrip- | Quantity | Value | quan- | SRB | Month | Differ- |
| | | No. | to which issued | tion of | issued | Value | tity | No & | of | ence |
| | | | are made | materials | | | recei- | date | Account- | ment SRE |
| | | | | issued. | | | ved | | ting | No. & |
| | | | | | | | | | | month. |

10 of 365.

NAME OF SECTION:

CIVIL WORKS/OPERATION/REPAIRS & MAINTENANCE /CONTRACTOR/

FORM NO: M 17

SUB-DIVISION:

ACQUISITION FOR DRAWT OF MATERIALS

Stores Serial No:

DIVISION:

CIVIL WORKS/OPERATION/REPAIRS & MAINTENANCE /CONTRACTOR/

TO
The stores Custodian

Credit account No.

| Serial No. | Description of materials | Debit W.O. No. & Account Number | Qty. indented (in words & figures) | Qty. issued (in words & figures) | Rate | Value | Stores Ledger Balance | SIB No: | Brief description of works |
|------------|--------------------------|---------------------------------|------------------------------------|----------------------------------|------|-------|-----------------------|---------|----------------------------|
|------------|--------------------------|---------------------------------|------------------------------------|----------------------------------|------|-------|-----------------------|---------|----------------------------|

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|-----|--|--|--|--|--|--|--|--|--|
| 1. | | | | | | | | | |
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| 9. | | | | | | | | | |
| 10. | | | | | | | | | |
| 11. | | | | | | | | | |

No. of items indented. Received Items Issued Items

Signature & Designation of the Section Officer

Signature of Messenger

Counter signed

Signature of
Receiving Official

Signature of
Stores Custodian.

TRAIL NADU ELECTRICITY BOARD

Circle:

Stores Serial No:

STORES ISSUE NOTE

Code :

Inter Circle Transfer/Fabricator/Test& Return/Sale/Repair/Loan.

Stores:

| Description of Materials | Debit W.O.No: Account No. | Quantity issued | Rate | Value | Stores Ledger Folio | To Whom Issued | Authority for issue (wherever diversion order/sale order/etc. | Note No: (whenever necessary) |
|--------------------------|---------------------------|-----------------|------|-------|---------------------|----------------|---|-------------------------------|
|--------------------------|---------------------------|-----------------|------|-------|---------------------|----------------|---|-------------------------------|

| | | | | | | | | |
|----|----|----|----|----|----|----|----|-----|
| 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. |
|----|----|----|----|----|----|----|----|-----|

Signature of Stores Custodian

Counter signature of
DSO/SC/ JBE

Signature of receiving party

Received... items

Name of Circle:

TAMIL NADU ELECTRICITY BOARD

FORM IN

Location Code

STORES ISSUED BOOK

Stores Serial No:

Name of Stores:

Month:

| ----- | | | | | | | | | |
|-------|------------------------|-------------------|----------------|---------------------------------|--------------------|-----------------|---------|---|------------------|
| Date | Store
Serial
No. | Regulation
No. | To whom issued | Description
of
materials. | Quantity
issued | Ledger
folio | Balance | Debit Work
order No./
Account No. | Cre
Acc
No |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10 |
| ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- | ----- |

TAMIL NADU ELECTRICITY BOARD

STORES ISSUE ANALYSIS.

| Name of Stores. | | ANALYSED INTO | | | | | | | | | | | | Others | | | | |
|-----------------|--|---------------|--|--|-------------|--|--|--------------|--|--|---------------|--|--|-----------------------|--|--|------|--|
| | | Works | | | Contractors | | | Inter-stores | | | inter-circles | | | Issued to Fabricators | | | Sale | |
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102
109

Serial No. Location Code:

TRAIL AND ELECTRONIC BOARD
CAPITAL MATERIAL ISSUED JOURNAL

Name of Stores:

Month :

| analysed in to | | | | | | | | | | | | Others |
|----------------|-----------------|-------------------|------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|------------|
| Serial No. | Requisition No. | Stores Serial No. | Amount Rs. | Account No. | Account No. | Account No. | Account No. | Account No. | Account No. | Account No. | Account No. | Amount Rs. |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. | 12. | |
| | | | | 14.626 | 14.666 | | | | | | | |

Month:

Name of Stores:

[illegible]

TAMIL NADU ELECTRICITY BOARD

INTER-CIRCLE MATERIALS ISSUE JOURNAL

Name of Circle:

Location Code:

Month:

Name of Stores:

| Sl. No. | Name of Circle to which materials are issued. | Issue Note No/Stores Serial | Amount Capital | D&M | Analysed into | | | Others |
|---------|---|-----------------------------|----------------|--------|---------------|---------|---------|--------|
| | | | | | Circle | Circle | Circle | |
| | | | 22.420 | 22.430 | 31..... | 31..... | 31..... | Rs. |
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |
| 5. | | | | | | | | |
| 6. | | | | | | | | |
| 7. | | | | | | | | |
| 8. | | | | | | | | |
| 9. | | | | | | | | |
| 10. | | | | | | | | |
| 11. | | | | | | | | |
| 12. | | | | | | | | |
| 13. | | | | | | | | |

Form No: M 25

Month:

10

1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. s.org

TAMIL NADU ELECTRICITY BOARD

REGISTER OF SALE OF MATERIALS.

Name of Circle

Month:

Location Code:

| Month | Specification | Name of Stores | Name of Stores | Description | Quantity | Value | Gain | Loss | Adjusted | | | | |
|-------|---------------|----------------|----------------|-------------|----------|-------|------|---------|----------|-----|-----|-----|-----|
| Date | No. | No. & Party | of materials | Issued | relea- | sed | in | (month) | | | | | |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. | 12. | 13. | 14. |
| | | | | | | | | | | | | | |

Name of Circle:

TAMIL NADU ELECTRICITY BOARD

Location Code

STOCK ADJUSTMENT NOTE (SHORTAGE)

Form N

Name of Stores:

Month:

Stock Verification:

Surprise Verification by:

| Sl. No. | D.R. Serial No. | Name of material | Stores Ledger folio | Quantity verified | Balance as per ledger | Shortage Quantity | Value | Analysed into Credit A/c No. | Debit Account No. |
|---------|-----------------|------------------|---------------------|-------------------|-----------------------|-------------------|-------|------------------------------|-------------------|
|---------|-----------------|------------------|---------------------|-------------------|-----------------------|-------------------|-------|------------------------------|-------------------|

| | | | | | | | | | | |
|----|----|----|----|----|----|----|----|--------|--------|--------|
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. |
| | | | | | | | | 22.500 | 22.520 | 22.630 |

Countersigned

Stores Supervisor

Signature of Stores Custodian

TAMIL NADU ELECTRICITY BOARD

Stock verification:
surprise verification by:

Month:

Stores:

[illegible]

counter signed

stores supervisor

signature of Stores Custodian

Location Code:

STOCK AND INVENTORY FINAL ADJUSTMENT JOURNAL

FORM NO. 1. 29
Month:

DATE OF STOCK:

| Sl. No. | Stock Verification Adjustment | Shortage Value | Excess Value | Debit A/c No. | Credit A/c No. | Credit Account No. | Debit Account No. | Debit Account No. | Reference to Final Order |
|---------|-------------------------------|----------------|--------------|---------------|----------------|--------------------|-------------------|-------------------|--------------------------|
| 1. | | | | | | | | | |
| 2. | | | | | | | | | |
| 3. | | | | | | | | | |
| 4. | | | | | | | | | |
| 5. | | | | | | | | | |
| 6. | | | | | | | | | |
| 7. | | | | | | | | | |
| 8. | | | | | | | | | |
| 9. | | | | | | | | | |
| 10. | | | | | | | | | |
| 11. | | | | | | | | | |

Name of Circle:

TAMIL NADU ELECTRICITY BOARD

Form No: M 30

Location Code:

L.O.A. JOURNAL FOR ADVANCE PAYMENTS

| Sl. No. | Date | Name of Supplier | Purchase Order No. | Brief Description of materials | Proforma Bill No. & Date | Interest bearing | Interest free | LOA No. | Debit Advice No. | Cheque No. & Date | Amount |
|---------|------|------------------|--------------------|--------------------------------|--------------------------|------------------|---------------|---------|------------------|-------------------|--------|
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. | 12. |

Name of Office:

TAMIL NADU ELECTRICITY BOARD

Form No: M 31

Location Code:

SUPPLIERS BILL JOURNAL (CAPITAL) CEMENTAL PAYMENT

Month:

| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. | 12. | 13. | 14. | 15. | 16. | 17. |
|--|----|----|----|----|----|----|----|----|-----|-----|-----|-----|-----|-----|-----|-----|
| Name Bill F.O.No: Gross Advance Interest Other recoveries Net Amount LOA Cheque Value under stan- difference in ment | | | | | | | | | | | | | | | | |
| Date of Sup- & Date Amount free Nature A/c paya- No. No. (Grossdared pri- value SRB | | | | | | | | | | | | | | | | |
| plier Date recovery of No. Amount ble No. No. ing Dr. Cr. not cov- No. | | | | | | | | | | | | | | | | |
| freigh- ding- ing- Cr. erd by standard pricing. Fol | | | | | | | | | | | | | | | | |

Name of Circle:

FIMIL NEDU ELECTRICITY BOARD

Form NO: M 3

Location Code:

SUPPLIERS BILL JOURNAL (CAPITAL) LOCAL PAYMENT

Month:

121

25

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Name of Circle:

TAMIL NADU ELECTRICITY BOARD

Form No: M 34

Location Code.

SUPPLIERS BILL JOURNAL(C&M) LOCAL PAYMENT.

Month:

| Name of Bill | F.C. | No. | Gross Advance | Interest | Other Recoveries | Net amount | Cheque No. | SRB No. | Variance | Difference | Adjustment | | | | | | |
|-------------------|------|--------|---------------|---------------------|------------------|----------------|------------|---------------------------------|--|---------------------------|------------|-----|-----|-----|-----|-----|-----|
| Date of sup-plier | Date | Amount | free | Nature of reco-very | A/c No. | Amount payable | No. | (Gross standard inclu- pricing) | value not co- vered by standard pricing. | SRB di- tar lec- ger Fol: | | | | | | | |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. | 12. | 13. | 14. | 15. | 16. | 17. | 18. |

126 of 365

115
122

STATIONERY INDENT

To

Requisition for stationery articles for the month of: . . .

Name of Section

| Sl. No. | Description of Articles | Quantity
indented | Quantity
passed &
supplied | reference
to ledger
folio |
|---------|-------------------------|----------------------|----------------------------------|---------------------------------|
| 1. | 2. | 3. | 4. | 5. |

1. Signature of the Indentor

Countersigned

Designation

AAO, SO, A.O. D.F.C.

2. Quantities as indicated in
column (4) may be supplied

Signature

AAO

3. Quantities as indicated in
col. 4 have been received

Signature

Designation

4. Posted in Stock Book as
indicated in column (5)

Indent No.

Dated.

117
124

Form No: M 36

TAMIL NADU ELECTRICITY BOARD
MEDICINE INDENT

To

.....
.....

Name of Hospital/
Dispensary:

| Sl.
No. | Description of
Medicines | Quantity
indented | Quantity
issued | Reference
to ledger
folio |
|------------|-----------------------------|----------------------|--------------------|---------------------------------|
| 1. | 2. | 3. | 4. | 5. |
| ----- | ----- | ----- | ----- | ----- |

Signature of the
Pharmacist

Received

Pharmacist

Countersignature of
the Doctor

Issued

Stores Custodian.

TAMIL NADU ELECTRICITY BOARD

Form No. 1

JOURNAL FOR CLIPPING CUSTOMS DEPOSIT.

Month:

Amount

34

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REC'D BY: M 38

JOURNAL FOR CLEARING THE DEPOSIT WITH D.G.S. & D.

Amount

late, particulars

appeared

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15

27

10

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5

2

119
126

TAMIL NADU ELECTRICITY BOARD

FORM 1

Name of Circle:

LOCATION CODE :

Month

Serial No.

S.R.B. No.

Name of Suppliers /

Brief Description of materials

Value

Capital

Rs.

Rs.

C&M

Purchase Order No.

1. 2. 3. 4. 5. 6. 7.

TAMIL NADU ELECTRICITY BOARD

IMPORTED MATERIAL BILL JOURNAL

Month:

Station Code :

| P.C. Brief | | SRB TDA | | SRB No. | | Actual value | | Difference | | Freight | | Customs Duty | | Works | | Clearing Charges | |
|------------------|--|---------|--|---------|--|--------------|--|------------|--|---------|--|--------------|--|-------|--|------------------|--|
| P.O. Description | | No. | | SRB | | O&M value | | Plus Minus | | Capit | | O&M stock | | Capit | | O&M stock | |
| of materials | | No. | | SRB | | O&M value | | Plus Minus | | Capit | | O&M stock | | Capit | | O&M stock | |

32 of 65

JAMES MADU ELECTRICITY BOARD

Location Code :

CREDITORS LEDGER (SUPPLIERS LEDGER)

Name of Supplier:

DIEB IT!

CREDIT

[illegible]

Name of Circle:

TAMIL NADU ELECTRICITY BOARD

Form No: 14

Location Code:

PERSONAL LEDGER FOR SALE OF STORES

| Date | Material Issue
Journal No:
C.B. No:
Journal No. | DEBIT | CREDIT |
|--------|--|--------|--------|
| 1. | 2. | 3. | 4. |
| 28.103 | 46.922 | 28.103 | 46.922 |
| 5. | 6. | | |

Name of Circles:

TAMIL NADU ELECTRICITY BOARD

Form No: M 43

Location Code:

PERSONAL LEDGER FOR EXTERNAL FABRICATION

Name of Fabricator:

Material Issue
Journal No:

Brief Description

Value

Value

External Fabrication
Receipt Journal.

of

(Debit)

(Credit)

materials

Rs.

Rs.

1.

2.

3.

4.

5.

133

Name of circle:

Location Code :

TAIL MADU ELECTRICITY BOARD

COMPARISON OF STOCK AS PER FINANCIAL LEDGER
AND PRICED LEDGER

Form No: S

Month:

| Financial | | Priced | | DIFFERENCE | |
|-----------|--|---------|--|---------------|------------|
| Ledger | | Ledger | | | |
| Balance | | Balance | | Net Financial | Net Priced |
| | | | | Ledger Excess | led |
| 1. | | 3. | | 4. | 5. |
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Form No: SAC2(a)
Month:

tion Code :

[illegible]

MEMO OF CIRCLES:
Location Code:

LYMIL NAOU ELECTRICITY BOARD
COMPARISON OF FINANCIAL LEDGER AND PRICED LEDGER
BALANCES - RECEIPTS.

Form No: SNC
Month

| | 1. | 2. | 3. | 4. | 5. |
|--------------|---------------------------------|----------------------------|-------------------------|----------------------------------|--------------------|
| | | Financial
Ledger
Rs. | Priced
Ledger
Rs. | DIFFERENCE
P.L. Excess
Rs. | P.L. Excess
Rs. |
| Purchase | Capital
CEM 22.200
22.220 | | | | |
| Inter Circle | Capital
CEM 22.400
22.410 | | | | |
| Inter Stores | Capital
CEM 22.400
22.410 | | | | |
| Works | Capital
CEM 22.300
22.320 | | | | |
| Contractors | Capital
CEM 22.360
22.370 | | | | |
| Adjustment | Capital
CEM 22.500
22.520 | | | | |

Total

Net:

PAUL MAMU ELECTRICITY BOARD

ANALYSIS OF PRICED LEDGER BALANCES - ISSUES.

Month:

NAME OF CIRCLE:

LOCATION CODE

| | Works | | Contractors | | Inter-circle | | Inter-Stores | | Stock Adjustment | |
|-------------------|---------|--------|-------------|--------|--------------|--------|--------------|--------|------------------|--------|
| | Capital | O&M | Capital | O&M | Capital | O&M | Capital | O&M | Capital | O&M |
| 1. Name of Stores | 22.300 | 22.320 | 22.340 | 22.350 | 22.420 | 22.430 | 22.420 | 22.430 | 22.500 | 22.520 |
| 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. | 12. |
| 1. | | | | | | | | | | |

Total:

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Form No: SK

COMPARISON FINANCIAL LEDGER AND PRICED LEDGER BALANCES -- ISSUES

| | | | |
|-----------|--------|-----------|--------|
| Financial | Priced | Financial | Priced |
| Ledger | Ledger | Ledger | Ledger |
| Rs. | Rs. | Excess | Excess |

7.

| | |
|---------|--------|
| Capital | 22.300 |
| Worjs | |

Contractors

| | |
|---------|--------|
| Capital | 22.340 |
| C&M | 22.350 |

| | | |
|--------------|---------|---------|
| Inter Circle | Capital | 22.4200 |
|--------------|---------|---------|

| | |
|---------|--------|
| Capital | 22.420 |
| CEM | 22.430 |

| | | |
|--------------|---------|--------|
| Inter Stores | Capital | 22.420 |
|--------------|---------|--------|

| | |
|---------|--------|
| Capital | 22.420 |
| C&M | 22.430 |

| | |
|------------------|--------|
| Stock Adjustment | 22.500 |
| Capital | 22.500 |

| | |
|---------|--------|
| Capital | 22.500 |
| CEM | 22.520 |

Re of Circle:

CLEARANCE DETAILS-FINANCIAL LEDGER EXCESS

Month:

Location Code:

Linking with previous Priced Ledger Excess

| Value Rs. | SRB No. | Value Rs. Month of Accounting |
|-----------|---------|-------------------------------|
| 1. | 3. | 5. |
| 2. | 4. | 6. |

Abstract

No. of items

Value Rs.

142

F.L. Excess

P.L. clearance

Total

Enter Stores Requisition No:

Enter Circle/Stores Receipt Note:

Others:

Total:

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11

Name of Circle:

TAMIL NADU ELECTRICITY BOARD

Form No: SMC

Location Code:

CLEARANCE DETAILS - PRICED LINGER EXCESS

Month:

Linking with Previous F.L. Excess

| Value | Rs. | Month of Accounting |
|-------|-----|---------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |

S.R.B.No:

Inter Store: Requisition No:

Abstract:

Stores Receipt Note No:

Cash Book Voucher No:

P.L. Excess

F.L. clearance

PDB/SRB No:

Inter Circle Receipt Note No:

Total

TAMIL NADU ELECTRICITY BOARD

DETAILS OF ADDITIONS AND CLEARANCES OF PROCESSES

Name of collector

Location Code :

[illegible]

www.tnebes.org

of

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Circle
number

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our no.

Casin Book

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Name of Officer :
Location Code :

TAMIL NADU ELECTRICITY BOARD

YEAR-WISE DETAILS

Form No: SR
Month:

145

Total:

1985

1986

1987

1988

etc.

Name of Circles:

TAMIL NADU ELECTRICITY BOARD

Form No: SRC 8

Location Code :

FINANCIAL LEDGER EXCESS - AGE-WISE ANALYSIS

Month

| | | Less than 3 months | | 3 months and above but less than 6 months | | 6 months and above but less than a year | | One year and above | |
|----|----|--------------------|-----|---|-----|---|-----|--------------------|-----|
| | | Nos. | Rs. | Nos. | Rs. | Nos. | Rs. | Nos. | Rs. |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | |

150

Enter Stores

Enter 30

Enter Circle

Enter

D.B.

Devolution

Journal

Cash Book

Total:

7MIL NADU ELECTRICITY BOARD

Form No: SPG 9

Name of Circle:
Location Code :

PRICED LEDGER MEMO - AGE-WISE ANALYSIS

Month:

Less than 3 months 3 months and above 6 months and above one year and above

| NOS. | RS. | NOS. | RS. | NOS. | RS. | NOS. | RS. |
|------|-----|------|-----|------|-----|------|-----|
| 1. | | 2. | | 3. | | 4. | |
| 5. | | 6. | | 7. | | 8. | |
| 9. | | | | | | | |

Inter Stores

Inter Circle

F.D.E.

Devolution

Journal

Cash Book

Tot al:

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13-4-1937
Circular No. 800-Anna Salai, Madras-2 addressed to all Superintending
Engineers.

Introduction of Uniform Commercial
Accounting System - Amendment to Capital
Work Order Accounting.

Ref. This Office Lr.No.33282/CAC/37, dt.23.9.'37.

It has been represented by certain systems/circles that the two digits allotted for estimate serial number is not sufficient, since the number of estimates sanctioned in a year by Divil. Engineers and Asst. Divil. Engineers under certain Sub Account Codes, such as 626 and 656 representing service connections and extension of lines, exceed 99 Nos. Hence, three digits instead of two digits are necessary for estimate serial number. Further there are more than one Divil. Engineer or Asst. Divil. Engineer sanctioning the estimates. If suitable identification code for each Divil. Engineer or Asst. Divil. Engineer is not assigned, cases may arise where same estimate number is assigned by two or more Divil. Engineers or Asst. Divil. Engineers. In the circumstances, it has been considered necessary to revise the coding structure for assigning estimate number and work order number. In the revised code, the 4th digit will be an alpha letter instead of an numeral.

2. Accordingly, the estimate number and work order number shall be codified as set out below:

Estimate No.:

The estimate to be sanctioned by the Board, CEs and SEs will bear a seven digit code as follows:-

1. The first three digits will be sub account code namely Project code followed by asset identification code. The fourth digit will indicate the authority sanctioning the estimate (ie) Board or Chief Engineer or Superintending Engineer. The three digits following will be the estimate serial number to be assigned by the sanctioning authority.

3. In regard to estimates to be sanctioned by Divil. Engineers, the system or circle will assign a number for each D.E. sanctioning the estimate as D.E.-I, D.E.II; and D.E.III and so on for identification. The estimate number in this case will be an eight digit code in which the first three digits will be sub account code, the fourth digit will be "D" indicating that it is sanctioned by the Divil. Engineer. The fifth digit will be the number to identify as to which D.E. has sanctioned the estimate, such as DE-1, DE-2, DE-3 and so on. The fifth digit will be 1, 2, 3 and so on depending upon which Division sanctions the estimates. The last three digits will be estimate serial number to be assigned by the sanctioning authority.

4. In regard to estimates to be sanctioned by Asst. Divil. Engineers, each sub division under a Division will be assigned with a number as 1, 2, 3 and so on for identification. The estimate number in this case will be a nine digit code in which

.....2

120
is "A" indicating it is sanctioned by Asst. Div. Engineer and the next digit will identify the Division. If the 1st digit is attached and the 8th digit will be the sub division identification number. The last three digits will be the estimate serial number, to be assigned by the sanctioning authority.

5. Some of the illustrations given in working instructions of the Manual will stand changed as below under the revised coding system.

1. Illustration-I of working instructions.

Construction of a Permanent building for a DE's Office in a Distribution System-Estimate to be sanctioned by R.C.E..

A/c. No. 14.612 Estimate No.612/CO10

(For explanation see the working instructions)

(The work order serial No. has been made as three digit number).

2. Illustration 3 of Working instructions:

Domestic Service Connection to be sanctioned by ALE (Say ADE 3 attached to Division 2).

A/c. 14.626 Estimate No.626/A23/O35.

62 is the Project Code.

6-is the Asset identification code-Lines.

A. Indicates it is to be sanctioned by ADE.

2. indicates this ALE is attached to Division-2.

3. indicates he is termed as "ADE" 3" in that division.

O35 is the Estimate Sl.No. to be assigned by the Sanctioning Authority.

3. Illustration 6 of Working instructions:

Casting of RCC poles in Distribution system to be sanctioned by the Divisional Engineer : Say DE 2.

A/c. No. 14.556 Estimate No. 666/D.2/O42

66 - is the project code.

6 - is the Asset identification code-Lines.

D. indicates to be sanctioned by Divil. Engineer.

2 indicates, he is DE 2 in the system/circle.

O42 is the Estimate serial No. to be assigned by the sanctioned authority.

In all the above cases, the work order No. will be one digit more than the estimate number. For example, the work order number for the estimates sanctioned by the Board Chief Engineers & Superintending Engineers will be an eight digit code.

Those against estimates sanctioned by Divil. Engineers, will be nine digit code.

Those against estimates sanctioned by Asst. Divil. Engineers will be a ten digit code.

Under the Uniform Commercial Accounting System Sub-account numbers under Capital Work in progress have to contain the asset identification code as provided for in the U.C.A. Since estimates and work orders have to be linked to the account number, these codes will also contain Asset identification code therein. Accordingly, separate estimates have to be sanctioned for the construction of Assets under the following groupings:

1. Land
2. Building
3. Hydraulic Works.
4. Other Civil works.
5. Plant and Machinery.
6. Lines, Cables, Net work etc.
7. Vehicles.
8. Furniture & Fixtures.
9. Office Equipment.

In this connection it may please be noted that any civil works connected with erection of machinery such as erection of plinth should be classified under Plant and Machinery only.

7. Necessary amendment to the Manual for Capital work orders Accounting will be issued separately.

Yours faithfully,

Sd/- ARJUNAN GNANOLIVU,

ACCOUNTS MEMBER.

//TRUE COPY//

Office of the Superintending Engineer,
Kamarajar Elec. System, Virudhunagar.

Encl. No. SE/KES/VDR/AAJ/Accts./AS.I/A.9/F.Cir D.No.VV /88,
dated: 13-1-1988.

Copy Communicated to all Divil. Elecl. Engineers and Asst. Divil. Engineers of this system for information and necessary action for strict adherence of the instructions contained therein.

for SUPERINTENDING ENGINEER/IES., 1/1/2017

To

All Civil. Engineers.

All Asst. Divil. Engineers

Copy to Accounts Officer/Expenditure and

Accounts Officer/Revenue.

Copy to Asst. Accounts Officer/Accounts/AS.I, AS.II & AS.III.
Spare 10 copies.

Spare 10 copies.

KARAIKAL ELECTRICITY BOARD :

Office of the Superintending Engineer,
Kamarajar Elec. Distr. Circle/Virudhunagar.

Memorandum No. AAO/Accts/AS. I/A9/F. Cir/D. 635 /88 dated 29.04.88.

Sub: Introduction of uniform commercial
accounting system - identification for each
Division and codification for assigning
estimate No. Reg.

Ref: This office Endt. No. AAO/Accts/A. I/A9/D. 10112
and 13/88 dated 18.1.88.

In continuation of this office endorsements cited,
the Executive Engineers are informed that the estimates
to be sanctioned by the Executive Engineers will have
eight digit code in which first 3 digits will be sub
account code, the fourth digit indicating 'E' that it is
to be sanctioned by the concerned Executive Engineer. The
fifth digit will be the number allotted by the Central Office
now for each division. The last 3 digits will be estimate
serial number to be assigned by the Executive Engineer.

In regard to estimates to be sanctioned by Asst.
Executive Engineer, the estimate No. in this case will be
a nine digit code in which the first 3 digits will be sub
account code, 4th digit indicating 'A' that it is to be
sanctioned by Asst. Exe. Engineer and the next digit will
identify the division to which the Asst. Executive Engineer
is attached and the 6th digit will be the sub-division
identification now allotted. The last three digits will be
the estimate serial number to be assigned by the Asst.
Executive Engineers.

IDENTIFICATION NUMBER ALLOTTED FOR EACH DIVISION AND
SUB DIVISION OF THIS DISTRIBUTION CIRCLE OF KAMARAJAR
ELECTRICITY DISTRIBUTION CIRCLE/VIRUDHUNAGAR.

| Sl.
No. | Name of Division | Identifi-
cation
No. | Sub-
Division | Identifi-
cation
No. |
|------------|------------------|----------------------------|--------------------------------|----------------------------|
| 1. | 2. | 3. | 4. | 5. |
| 1. | Virudhunagar | E1 | 1. Sub-station
Virudhunagar | A 11 - Town - A11 |
| | | | 2. Rural/Thulukkapatti. | A 12 - R - A12 |
| | | | 3. Town/Sivakasi | ~~A 13 -~~ |
| | | | 4. Rural/Sivakasi | ~~A 14~~ |
| | | | 5. Constn./Virudhu-
nagar | A 15 -
16 - TKPT - A16 |
| 2. | Arupukottai | E2 | 1. Distn./Arupukottai | * 21 - Town - A21 |
| | | | 2. Rural/ | A 22 - Rural - A22 |
| | | | 3. O&M/Sattur | A 23 |
| | | | 4. Constn./Arupukottai | ~~A 24~~ |
| | | | | A 25 - A23. |

// 2 //

| 1. | 2. | 3. | 4. | 5. |
|----|----------------|----|--|-----------------|
| 3. | Srivilliputhur | E3 | 1. ^T North/Srivilliputhur | A 31 |
| | | | 2. ^R South/Srivilliputhur | A 32 |
| | | | 3. O&M/Watrap | A 33 |
| | | | 4. ~~Constn/Srivilliputhur~~ | ~~A 34~~ |
| 4. | Rajapalayam | E4 | 1. ^T ~~Dista./Rajapalayam~~ | A 41 |
| | | | 2. ^{SS} ~~Oper./Rajapalayam~~ | ~~A 42~~ |
| | | | 3. ^{Alangulam} ~~Rural/Rajapalayam~~ | A 45 |
| | | | 4. ~~Constn/Rajapalayam~~ | ~~A 44~~ |

The above procedure may be followed immediately in respect of Capital Work Orders while sanctioning estimates according to this powers delegated to them. In this connection, the attention of the Executive Engineers/Asst. Executive Engineers is drawn to this office memo No. CE/KPS/VDR/Frd.comml.Accounting/dt. 2.1.88 wherein Project code Nos. (Capital work in Progress) have been communicated.

[Signature]
SUPERINTENDING ENGINEER/KED VDR.

To
All Executive Engineers.
All Asst. Executive Engineers.

Copy to Asst. Exe. Engineer/Technical for similar action in respect of estimates to be sanctioned by Superintending Engineer.

Copy to Asst. Executive Engineer/MM/Vandhanagar for similar action in respect of T&P Estimates to be sanctioned by Superintending Engineer

MKL/29/4.

[Signature]

E5.

T/SUKS - 51 -

R/SUKS - 52 -

T/SUKS - 53 -

N.S. program - 54 -

Const - 55 -

MRT

E6.

Appl. note

A61

MRT.

A62

6

:: TAMIL NADU ELECTRICITY BOARD ::

Office of the Superintending Engineer,
Kamarajar Electricity System/Virudhunagar.

Memo. No. SE/KES/AAO/accts./AS.I/ROC 754/87 DT. 6.11.87 .

Sub: Introduction of Uniform Commercial Accounting
System Accounts Manual for Capital work order Accounting
communicated.

Ref: CFC's letter No. 38282/CAC/87 DT. 28.9.87.

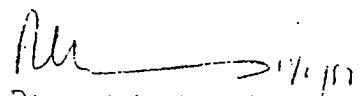
...

As per Chief Financial Controller's letter dated
above Accounts Manual regulating the Capital work in progress
accounts has been issued and the copy of the same is sent
along with the Chief Financial Controller's letter under reference
for adoption.

The proceeding of this manual may please be
adopted with effect from 1.11.87 onwards.

The receipt of the manual may please be
acknowledged and a report on the action taken to implement the same
may be sent early.

Encl.: 1 copy of CFC's
letter dt. 28.9.87.
Capital work in
progress-Accounts
Manual.


SUPERINTENDING ENGINEER/KES/VOR.

To
All Divisional Electl. Engineers.

All Asst. Divl. Engineers and Asst. E. Engineer (Civil) Virudhunagar.

Copy to Accounts Officer/Expenditure and Accounts Officer/Revenue
with enclosures.

Copy to Asst. Accounts Officer/Accounts with enclosures.

Copy to Accountants/AS.I, AS.II & AS.III. for adoption
instructed by the Chief Financial Controller with
enclosures.

ss9.11.

7

Copy of Lr.No. 33232/CAC/87 Date: 28.9.1987. from
M. S. Kanthimathi, B.Com., M.C.A., Chief Financial Controller,
300 Anna Salai, Madras - 2. To the Superintending Engineer/Kannur
Electricity System/Virudhunagar.

...

Sub: Introduction of Uniform Commercial Accounting System
Accounts Manual for Capital work order accounting.

...

In accordance with the provisions of the Electricity
(Supply) Annual Accounts Rules, 1985 an Accounts Manual Regulating
the Capital work in Progress accounts has been issued. A copy of this
manual is sent herewith for adoption. The provisions of this manual
may please be adopted with effect from 1.11.87.

It may be seen from the manual that the Capital work
in Progress account number, estimate number and work order number
have been linked together, in a seven digit code. This is necessary to
regulate the capital expenditures that are to be booked both in
Capital work in Progress account numbers in the Financial ledgers and
Work order number in Work order Ledger. In order to facilitate posting
the Work Order Ledgers in the new pattern it is necessary that, the
existing work orders are also assigned with new numbers as per the
manual. The posting in the ledgers may be verified every month by
the concerned Assistant Accounts Officer and reviewed by the Accounts
Officer/Deputy Financial Controller in order to ensure that the
concerned ledger assistants follow and note the correct account numbers.
This would facilitate prompt rectification of omissions, misclassifi-
cation etc.

The receipt of the manual may please be acknowledged
and a report on the action taken to implement the same be sent early.

Encl.: 2 copies.

Sd. K. K. K. K.
CHIEF FINANCIAL CONTROLLER.

(True Copy)

ACCOUNTS MANUAL4. CAPITAL WORK ORDER ACCOUNTS

4.1 Maintenance of work order Accounts for capital work order shall be done as under

4.2 In order to link the expenditure booked in the various work orders with those booked under capital work in progress as per chart of accounts, the estimate and work orders have been codified as explained in the following paragraphs.

4.3 A six digits code shall be used for the estimate and an seven digit code for work order.

4.4 In this coding structure, the first two digit will denote the project code, adopted for ascertaining capital work in progress.

4.5 When the third digit is added, which is the code for different category of asset, as per chart of accounts the sub-account code under each project will emerge.

4.6 The first three digits will link the estimate and work order to the financial Accounts under chart of accounts as illustrated in the working instructions.

4.7 The fourth digit will be to indicate the authority sanctioning the estimate.

4.8 The fifth & sixth digits will be the serial number to be assigned while sanctioning the estimate.

4.9 The seventh digit will be the serial number to be assigned at the time of issue the work order.

4.10 Thus, the first three digits will be the sub-account code for under work in progress.

4.11 When the next three digits are added, the six digit estimate number will appear.

4.12 When the last digits is added, the seven digit work order number will emerge.

4.13 While writing the estimate number, a stroke may be employed after the first three digits.

4.14 While writing the work order, the strokes may be applied one after the first three digits and the second after the next three digits.

4.15 Some illustrations are given in the working instructions for the better understanding of the coding structure.

4.16 No printed number shall be adopted for work orders.

4.17 The code number for sanctioning authority referred to in para 4.7 shall be as follows.

Code.1 - Board

Code.2 - Chief Engineer

Code.3 - Superintending Engineer

Code.4 - Executive Engineer

Code.5 - Asst Exe.Engineer

- 4.18 A register in form no CWO/1 shall be maintained for sanctioning estimate in which separate folios shall be allowed for each sub-account code (based on first three digit)
- 4.19 Separate serial numbers shall be assigned for the estimate sanctioned under each sub account codes.
- 4.20 A register for issue of work orders in form no. CWO/2 shall be maintained with separate folios for each estimate.
- 4.21 Separate work order number shall be assigned for the work orders under different estimates.

WORK ORDER LEDGER

- 4.22 Work order ledger shall be maintained in form No CWO/3. The work order ledger shall be divided into different sections, each section representing one sub account code (first digits)
- 4.23 Under each section, the pages may be sub divided so as to accomodate the all the estimate sanctioned under the sub-account code.
- 4.24 Sufficient pages shall be allotted for each estimate to incorporate all the work orders under that estimate.
- 4.25 The arrangement will be such that the expenditure posted in different work orders under an estimate can be abstract to as certain the total expenditure booked under each estimate.
- 4.26 Similarly the expenditure incurred against all the estimates under a sub account code can be abstract to given the total bookings against each sub-account code.
- 4.27 This monthly total for each sub account code reconcilled with the postings made in the financial ledger under that particular sub account code.
- 4.28 Suitable number of pages shall be left at appropriate places in the ledger for the purpose of abstracting the expenditure booked as mentioned in paras 4.25 and 4.26.
- 4.29 The position has been illustrated in the working instructions to have a clear understanding.

POSTING THE LEDGER

- 4.30 The expenditure from the various documents shall be individually posted in the work order ledger under each work order.
- 4.31 No summary shall be made for the various source documents such as requisitions, journals & cash books for the purpose of posting the work order ledger.

4.32 The work order ledger should have the details of expenditure booked under each work order.

4.33 The monthly total of the bookings made against each work order will be entered in a work order abstract in form CWO/4 at the end of the allotted pages for an estimate.

4.34 The totals of work order abstract for each estimate will be entered in an estimate abstract in form no CWO/5 at the end of the pages allotted for the sub account code.

4.35 The totals of the estimate abstract will given the total expenditure booked against that sub account code which will be reconcilled with the booking in the financial ledger.

4.36 A certificate shall be recorded in the estimate abstract to the effect that "the figures have been reconcilled with the financial ledger".

ESTIMATE

4.37 Estimate shall include the a percentage charges of employees cost, Depreciation, and Head Quarters expenses chargable to capital works, as fixed by the board from time to time.

4.38 Two different percentage shall be fixed one for projects and general construction circles and another, for operation and maintenance system and generation circles.

4.39 Every estimate shall be accomplished with estimate cards in quadriplicate in form CWO/6 for the materials included in the estimate.

4.40 No material shall be issued from the stores for capital works without production of estimate cards.

4.41 The estimate sanctioning authority shall authenticate the estimate cards while sanctioning the estimate.

4.42 One copy of this authenticated estimate card shall be sent to stores, the second copy shall be sent to the central office Accounts Branch, and the third copy to the section officer executing the work. The fourth copy will be recorded along with the office copy of estimate.

4.43 While issuing materials, the store keeper should enter the issue in the estimate card presented by the drawing officer.

4.44 If there is any necessity to draw extra materials other than those included in the estimate and estimate card, supplemental estimate card shall be issued by the estimate sanctioning authority duly authenticated by him, pending sanction of revised estimate if required.

4.45 These supplemental estimate cards shall bear the same estimate number and will be distributed in the same manner as the original estimate card.

4.46 As soon as the work order closed the section officer should devolute the surplus materials if any, to the stores and furnish the date of devaluation in the estimate card at the end. Then he should send the completed the estimate card together with the certificate to the Central Office Accounts Branch.

4.47 Immediately on receipt of this, the central office should call the copy of the estimate card available in stores, where in all the issues to the section offices and devaluation from section office have been incorporated by the Stores Custodian.

4.48 On receipt, the central office should arrange to compare the quantities entered in the estimate cards. Comparison should be made first between the estimate card available with central office and the one received from the section office (indent side). Then the estimate card received from the Stores and that received from Section office should compared (issue Side).

4.49 For any deviation suitable action must be taken.

4.50 The central office shall then pass a journal entry for charging employees cost, depreciation, and Head Quarters charges etc., debitale to the work order, to the given percentage as applied from time to time.

4.51 If there is excess of expenditure over estimate, it should be suitably analysed and regularised by the competent authority obtaining field reports.

4.52 Then the work order will be closed and the assets capitalised debiting concerned asset account and credited capital work in progress.

4.53 The expenditure is booked against a work order by way of

- i) Drawal of materials from Stores
- ii) Payment to contractors bill
- iii) transfer of percentage of employees cost, depreciation and Head Quarters charges.
- iv) Imprest payments

Item (i) is a major part of the estimate and is controlled by estimate cards.

Item (ii) is controlled by agreements

Item (iii) is only transfer of expenditure in central office.

Item (iv) is the only item not controlled by any other documents. But it occupies minor percentage of the total estimate. hence it is enough, if estimate card which plays a major roll in a section office takes the place of initial accounts in section.

The expenditure on transport charges is also booked on the work order which is also not controlled.

Sd. xxxxxxxx
Accounts Member

WLRK_ORDER_ACCOUNTINGWORKING INSTRUCTIONS:
CODIFICATION:

The structure of codification of estimate and work orders has been explained below with some illustration

Illustration: 1

Construction of a permanent building for Divisional Engineer's Office in a distribution system, Estimate to be sanctioned by Regional Chief Engineer.

Account No.14-61-2 Estimate No.612/C10

Work Order No.612/C10/5 where

61-

61-is the project code assigned.

20- is the category of Assets-Building (612 is the Sub-Account code under Account group code.14)

C 1- Indicates., it is to be sanctioned by Chief Engineer.

10-Estimate Serial number to be assigned.

5- Work order serial number to be assigned.

Illustration-2.

Improvement work to existing transformer yard at a110 KV/SS To be sanctioned by the Superintending Engineer.

Account No.14-64-5 Estimate No.645/315.

Work Order No.645/315/2-where,

64-is the Project Code.

5- is the Asset identification code-Plant and Machinery.

315- Indicates it is to be sanctioned by Superintending Engineer.

15- is the estimate serial number to be assigned.

2- is the work order serial number to be assigned.

Illustration-3

Domestic Service connection-To be sanctioned by Assistant Divisional Engineer.

/2/

Account Number 14-62-6 Estimate No. 626/585

Work order No. 626/585/1-where

62- is the project code.

6- is the Asset Group Code- 'Lines'

A 8- Indicates, it is to be sanctioned by Asst. Divl. Engineer.

85- is the Estimate serial number to be assigned.

1- is the work order serial number to be assigned.

Illustration-4.

Drawal of a vehicle for Tuticorin Thermal Power Station-
To be sanctioned by Chief Engineer.

Account No. 14-90-7/Estimate No. 907/215

Work order No. 907/215/1-Where

90- is the project code.

7- is the Asset Group code-Vehicles.

C 8- indicates to be sanctioned by the Chief Engineer.

15- is the Estimate Serial number to be assigned.

1- is the work order serial number to be assigned.

Illustration-5

Erection of Boiler Plant in Tuticorin Thermal Power
Station for IIInd Stage.

Construction works:-

Account Number: 14-22.5 Estimate Number: 225/118

Work order No. 225/118/4-where.

22- is the Project code.

5- is the asset identification code for plant and machinery.

B 8- Indicates to be sanctioned by the Board.

18- Estimate Serial number.

4- Work order serial number to be assigned.

/3/

Illustration-6

Costing of RCC Poles in distribution System-To be sanctioned
by Divisional Engineer.

Account Number 14-66-6 Estimate Number 666/442.

Work order Number: 666/442/2-where

66- is the Project code

6- Lines (Asset identification Code)

E 4- To be sanctioned by the Divisional Engineer.

42-Estimate serial number.

2-work order serial number to be assigned.

2) From the above illustrations it could be seen that the work order contains three parts.

3) The first three digits of the work order indicates the Sub-Account code of the work in progress in financial Account, to which the work order relates.

4. The first ~~6~~ digits of the work order indicates the sub-Account code of the work in progress in financial Account, to which ~~the~~ work order relates.

4. The first 6 digits of the work order will show the Estimate under which the work order is sanctioned.

5. Thus the expenditures booked under different work orders of an estimate, can be abstracted to arrive at the expenditures incurred against an estimate.

6. Similarly an abstract can be prepared consolidating Estimatewise figures for the total expenditures booked under a particular Sub-Account code.

7. This total expenditure for a Sub-Account code can be reconciled with the bookings in the financial ledger.

WORK ORDER LEDGER

8. The design of the work order ledger is illustrated below:-

1. Let us assume that there are eight sub-Account codes and 40 Estimates with 120 work orders under a project code, as illustrated below:-

Sub-Account Code. 2-5 Estimates.

Sub-Account Code. 3-2 Estimates.

Sub-Account Code 4-1 Estimate.

Sub-Account Code-5-5 Estimates.

/4/

Sub-Account Code 6-10 Estimates.

Sub-Account Code 7-7 Estimates.

Sub-Account Code 8-6 Estimates.

Sub-Account Code 9-4 Estimates.

9. For the sake of simplicity let us assume that these work orders are uniformly issued under each estimate.

10. Let us also assume that two pages on an average will be required for each work order.

11. On the basis of these assumptions, the work order ledger will be divided and sub-divided as illustrated below:-

a. Six pages will be needed for three work orders plus say one page for abstracting the expenditures posted under each work order. Thus say 7 pages may be allotted for each estimate.

b. Since Sub-Account code 2 contains 5 estimates, 35 pages may be earmarked for that Sub-Account Code with these 35 pages one page may be allotted for abstracting the expenditures under each estimate making to 36 pages. 4 pages may be left as spare.

12. On the above basis, the pages required under different Sub-Account codes will be as below:-

Sub-Account Code 3 -20 pages.

Sub-Account Code 4 -10 pages.

Sub-Account Code 5-40 pages.

Sub-Account code 6-75 pages.

Sub-Account Code 7-55 pages.

Sub-Account Code 8-50 pages.

Sub-Account Code 9-35 pages.

13. While writing the work order No. in all basic documents such as requisition, Journal etc. the year of issue of work order shall also be added.

...

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165

TAMIL NADU ELECTRICITY BOARD
REGISTER FOR SANCTIONING ESTIMATE.

Form No. CWO/1.

NAME OF SYSTEM/CIRCLE :

LOCATION CODE :

DIVISION/SUB DIVISION :

NATURE OF WORK :

SUB ACCOUNT CODE :

Serial Number

Date of sanction

Description of work

Estimate value

No. of work orders issued.

FORM NO. C-10/2.

STANDARD ESTIMATE NO.

1

Value of work order

Description of Work.

Value of work order

Work Order No.

Values: 35.

Month

Reference to Requir-

tion
journal
etc.

British
des-
cription:

invernal

Lebonur

式
の
。

79

Contract
payment.
Rs.

25
6)

5.

RAJL NADU ELECTRICITY BOARD
WORK ORDER LEDGER
OF WORK:

1000

Location of the

AMOUNT

○
○
○
○
○
○

Total

ESTIMATE NO.

VALUE Rs.

TAMIL NADU ELECTRICITY BOARD

WORK ORDER ABSTRACT

FORM NO. CWO/4

Name of System/Circle :

Month Work order Number

Location Code

Amount

Total amount

Material

Labour

Contract Payment

Others

Rs.

Rs.

Rs.

Rs.

SUBACCOUNT CODE :

Month Estimate No.

Amount
Material Labour Contract Payment Others Total

ESTIMATE

Name of System/Circle :
Location Code

FORM NO. CWO/5

CERTIFICATE :
Certified that the total bookings for the month have been
tallied with the Sub-account Code total.

kV/9.11.

TAMIL NADU ELECTRICITY BOARD ::

Name of System/Circle :

ESTIMATE CARD.

FORM NO. CWO/6/

Location Code

Work Order No.

NAME OF WORK :

| Sl. No. | Description of materials | Quantity | Requisition number and Date | Balance | Quantity | Balance |
|---------|--------------------------|----------|-----------------------------|---------|----------|---------|
|---------|--------------------------|----------|-----------------------------|---------|----------|---------|

O/o: The S. E.,
Kamarajar Elec. Distribution
Circle, Virudhunagar
CR. No.
19 JUN 1989
PA/EE/GL. SP/KENC
Tamil Nadu Electricity Board //-
Accounts Branch ::

22
171

From

To

I.S. Karthimathi, B.Com., ACA., The Superintending Engineer,
Chief Financial Controller, Electricity
800, Anna Salai, Distribution Circle,
Madras 600 002.

Lr.No: 020915/CAC/89 dated 27.5.1989

Sir,

Sub: Introduction of Uniform Commercial Accounting
System - Accounts Manual for Operation and
Maintenance.

--oOoOo--

An Accounts Manual for Operation and Maintenance
Accounting is communicated. The accounting of Operation and
Maintenance transactions by the circles shall be made in
accordance with the provisions of this Manual with effect
from 1.7.1989. To start with, the existing books may be
suitably modified adopting the new format prescribed and the
accounts maintained using the existing books and stationery.
Printing of Books can be taken up later.

A report on the sufficiency or otherwise of the
columns provided in the format may please be sent after
maintaining the books in the revised format for a period
of 3 months.

The receipt of this reference may please be acknow-
ledged and the action taken to implement the Manual confirmed.

Encl: sets of Manual.

(I.S. KARTHIMATHI)
Chief Financial Controller.

Copy to Chief Internal Audit Officer with 5 copies of Manual.
Encl: 5 sets of Manual

Copy to the all Superintending Engineers/General Constn.Circles/
Generation Circles, Project Circles and Workshop circle/Mettur
with 3 sets of manual for information.
Encl: 3 sets of Manual.

Copy to all Chief Engineers with a copy of Manual for
information.

Encl: 1 set of Manual.

Copy to Resident Audit Officer with 2 sets of Manual
Encl: 2 sets of Manual.

Copy to the Financial Controllers and to all Deputy Financial
Controllers in CFC's offices a copy of Manual.
Encl: 1 set of Manual.

Copy to the Chief Financial Controller and Chief Financial



TAMIL NADU ELECTRICITY BOARD.10. Accounts Manual on Operation and Maintenance:

- 10.1. Accounting transactions relating to operation, (excluding Generation of Power) Repairs and Maintenance shall be regulated as per the provisions of this Manual.
- 10.2. Fuel used for operating machines, vehicles etc. shall be treated as Operation expenses.
- 10.3. Any expenditure incurred to maintain the original efficiency of Plant and Machinery, Vehicles etc. shall be treated as Maintenance expenditure.
- 10.4. Any expenditure incurred to bring back the original efficiency of Plant and Machinery, Vehicles etc. shall be treated as Repairs expenditure.
- 10.5. Repairs and Maintenance expenditure shall be classified into:-
 1. Normal Repairs and Maintenance
 2. Special and Foreseen Repairs and Maintenance.
 3. Special and unforeseen Repairs and Maintenance.

OPERATION AND ROUTINE REPAIRS & MAINTENANCE:

- 10.6. Annual estimates shall be prepared for these expenditures.
- 10.7. The Annual estimates shall cover, materials and contract labour only.
- 10.8. Estimates shall be prepared for each section, Sub-division, Division and Other Administrative offices separately.
- 10.9. Every identifiable area of independent activity shall be treated as sections.
- 10.10. These Annual Estimates shall form the basis for preparation of Budget.
- 10.11. At the point of revising the Budget, the Estimates shall also be revised.
- 10.12. Estimate Cards shall be prepared for controlling the usage of materials quantitatively.

- 10.13 No work orders shall be issued for these estimates.
- 10.14 The expenditure shall be booked against the concerned Account Numbers only.
- 10.15 Control of these expenditures shall be effected through Budgetary control.
- 10.16 No Annual estimates are necessary for employee cost and Administration and General Expenses such as, Rent, Rate, Taxes, Insurance etc.
- 10.17 The Account numbers to be operated shall be separate for;
1. The Materials drawn from Stores
 2. The Materials directly purchased and used
 3. Contract payments.
- 10.18 The Repairs and Maintenance expenditures of different forms of Fixed Assets such as, Plant and Machinery, lines, vehicles, furniture etc. shall be booked in separate Account Numbers.
- SPECIAL AND FORESEEN REPAIRS AND MAINTENANCE
- 10.19 The Scheduled Repairs and Maintenance Works which are not of routine nature shall be classified in this category.
- 10.20 Separate Estimates shall be prepared for individual Repairs and Maintenance works scheduled.
- 10.21 Work order shall be issued for these works, and the expenditures shall be controlled through work order.
- 10.22 Material, and contract labour portions only, shall be booked against this work order. No departmental labour charges shall be booked against this work order.
- 10.23 The expenditures shall be booked against the Account numbers allotted in Chart of Accounts under Group Code 74.
- 10.24 In addition, individual work order-wise accounts shall also be maintained in a subsidiary ledger in form No: .O.G.M. 1.

- 10.25 In order to compare the total expenditure in different work orders with the Main Account number, a tallying sheet shall be prepared as indicated in Annexure at the end of every month.
- 10.26 The estimate and work order shall be codified to facilitate comparison with the main account numbers.
- 10.27 At the time of closing the work order, no journal entry is necessary as the expenditures have already been accounted for in main account numbers.
- 10.28 Before sanctioning the estimates, the expenditures shall be properly classified as Capital or O&M.
- 10.29 If any replacement of Parts results in improvement of efficiency or decreasing operation cost, such expenditures shall be classified as 'Capital'.
- 10.30 If the parts replaced are those which are mentioned in the Asset register, then even though there is no improvement of efficiency the expenditures shall be classified as 'Capital'.
- 10.31 When the expenditures are classified as 'Capital' such repairs shall be regulated under the provisions of Capital, Work order Accounting Manual and fixed Assets Manual and the expenditure shall be treated as 'Capital Work-in-Progress'.
- REPAIRS AND MAINTENANCE SPECIAL UNFORSEEN
- 10.32 All breakdown repairs, shall come under this category.
- 10.33 Paras 10.20 to 10.31 ante shall be applied for this kind of Repairs also.
- CODIFICATION OF ESTIMATE NOS. & WORK ORDER NOS.
- 10.34 The estimates and work orders under Repairs and Maintenance shall be codified as indicated in Paras 10.36 to 10.39 follow.
- 10.35 The estimates to be sanctioned by Chief Engineers and Superintending Engineers shall be in eight digits.

10.36 The first four digits will be as follows for Repairs and Maintenance, connected with different categories of fixed Assets.

| | Special & foreseen Repairs & Maintenance | Special & unforeseen Repairs & Maintenance |
|--------------------------|--|--|
| | A/c No. | A/c No. |
| 1. Plant & Machinery | 74.16 | 74.19 |
| 2. Building | 74.26 | 74.29 |
| 3. Civil Works | 74.36 | 74.39 |
| 4. Hydraulic Works | 74.46 | 74.49 |
| 5. Lines, Cables Network | 74.56 | 74.59 |
| 6. Vehicles | 74.66 | 74.69 |
| 7. Furniture | 74.76 | 74.79 |
| 8. Office equipment | 74.86 | 74.89 |

10.37 The fifth digit will indicate the sanctioning authority which will be as below:-

- B Board
- C Chief Engineer
- S Superintending Engineer.

10.38 The next three digits will be estimate serial No. to be assigned by the sanctioning authority.

10.39 When work orders are issued work order serial number will be added to estimate number to indicate work order number.

WORK ORDER LEDGER:

10.40 Work order ledger shall be maintained in form No: O&M 1. The Work order ledger shall be divided into different sections, each section representing one Account No.

10.41 Under each Section the pages may be so sub-divided as to accommodate all the estimates sanctioned under the Account number concerned.

10.42 Sufficient pages shall be allotted for each estimate to incorporate all the work orders under that Estimate.

10.43 The arrangement will be such that the expenditure posted in different work orders under an estimate can be abstracted to ascertain the total expenditure booked under each estimate.

10.36

The first four digits will be as follows for
Repairs and Maintenance, connected with different
categories of fixed Assets.

| | Special &
foreseen
repairs and
maintenance | Special &
unforeseen
repairs &
maintenance |
|--------------------------|---|---|
| 1. Plant. & Machinery | 7416 | 7419 |
| 2. Building | 7426 | 7429 |
| 3. Civil Works | 7436 | 7439 |
| 4. Hydraulic Works | 7446 | 7449 |
| 5. Lines, Cables Network | 7456 | 7459 |
| 6. Vehicles | 7466 | 7469 |
| 7. Furniture | 7476 | 7479 |
| 8. Office equipment | 7486 | 7489 |

... the total expenditure ...

10.44

Similarly, the expenditure incurred against all the estimates under one account number can be abstracted to give the total bookings against each account number.

10.45

This monthly total for each account number shall be reconciled with the postings made in the financial ledger under that particular account number.

10.46

Suitable number of pages shall be left at appropriate places in the ledger for the purpose of abstracting the expenditure booked as mentioned in paras 10.43 and 10.45.

POSTING THE LEDGER:

10.47

The expenditure from the various source documents shall be individually posted in the work order ledger under each work order.

10.48

No summary shall be made for the various source documents such as, requisitions, Journals and Cash books for the purpose of posting the work order ledger.

10.49

The work order ledger shall have the details of expenditure booked under each work order.

10.50

The monthly total of the bookings made against each work order shall be entered in an abstract at the end of the allotted pages for an estimate.

10.51

The totals of work order abstract for each estimate will be entered in an estimate abstract at the end of the pages allotted for an account number.

10.52

The totals of the estimate abstract will give the total expenditure booked against that account number which will be reconciled with the booking in the financial ledger.

10.53

A Certificate shall be recorded in the estimate abstract to the effect that the figures have been reconciled with the financial ledger.

-: 6 :-

ESTIMATE CARD

- 10.54 Every estimate shall be accompanied with estimate cards in quadruplicate in form No.C.W.O.6, for materials included in the estimate.
- 10.55 No material shall be issued from the Stores without production of estimate Card.
- 10.56 The authority who sanctioned the estimate shall authenticate the estimate cards while sanctioning the estimates.
- 10.57 One copy of this authenticated Estimate Card shall be sent to Stores, the second copy shall be sent to the Central Office Accounts Branch and the third copy to the Section Officer executing the work. The fourth copy shall be recorded, along with the office copy of the estimate.
- 10.58 While issuing materials, the Stores Custodian shall enter the issue in the estimate card available with him as well as in the Estimate Card presented by the drawing officer.
- 10.59 If there is any necessity to draw extra materials than those included in the estimate and estimate card a supplemental estimate card shall be issued by the estimate sanctioning authority duly authenticated by him, pending sanction of revised estimate if required.
- 10.60 These supplemental estimate cards shall also bear the same estimate number and will be distributed in the same manner as the original estimate card.
- WORK ORDER CLOSING:
- 10.61 As soon as the work is closed the Junior Engineer/Assistant Engineer shall devolute the surplus materials if any, to the Stores and furnish details of devolution in the Estimate Card at the end. Then he shall send Certificate of closure of work order and send the completed Estimate Card, together with the certificate to the Central Office Accounts Branch.
- 10.62 Immediately on receipt of the same the Central Office shall call for the copy of the Estimate Card available in Stores, wherein all the issues to Section office and devolution from Section Office have been incorporated by the Stores Custodian.

10.63

On receipt, the Central Office shall arrange to compare the quantities entered in the different copies of Estimate Cards. Comparison shall first be made between the copy available with the Central Office and the one received from the Section Officer (indent side). Then the copy of Estimate Card received from the Stores and that received from the Section Officer shall be compared (issue side).

10.64

For any deviation suitable action shall be taken

10.65

If there is excess of expenditure over estimate it shall be suitably analysed and regularised by the competent authority obtaining field reports.

OTHERS:

10.66

If an item borne in stock is sent for repairs the repairs expenses shall be regulated according to the nature of asset, irrespective of the fact that it is a stock materials.

10.67

When Project circles or General Construction Circles undertake special repairs and maintenance work of revenue nature in respect of Distribution or Generation Circles the expenditure shall be accounted in the Project or General Construction Circle only. Budget provision for the same shall also be made by the Project Circle and General Construction Circle only.

10.68

The expenditures incurred by Project Circles and General Construction Circle on repairs of assets belonging to Distribution or Generation Circle shall not be transferred to the concerned circles through Inter-unit transfer. These expenditures shall be shown in the Revenue Statement of Annual Statement of Accounts by Project and General Construction Circles. Care shall be taken not to capitalise these expenditures.

10.69

No part of employee cost of special maintenance or M.R.T sections shall be allocated to Repairs and Maintenance works carried out by these sections.

10.70

All costs connected with dismantling and decommissioning the Asset shall be charged to Revenue only.

10.71

The Project Circle and General Construction Circles shall not capitalise any loss incurred. They shall not deduct from Capital expenditure any gain realised.

10.72 The operation cost of vehicles and Stores handling charges shall not be allocated to any works, Capital or Revenue.

10.73 Para Numbers from 2.22 to 2.30 of Annexure III(2) Accounting policies of 'The Electricity (Supply) Annual Accounts Rule 1985 shall be read concurrently with this Manual.


(I.S. KANTHIMATHI)
Chief Financial Controller
for Accounts Member.

gsm 11.5



WORKING INSTRUCTIONSOPERATION AND ROUTINE REPAIRS AND MAINTENANCE

1. Operation Expenditures shall be booked as follows:

| | <u>A/c No:</u> |
|--|----------------|
| a. Expenditure on Operation of Machines | 76.108 |
| b. Expenditure on Operation of Vehicles
(Other than Trucks & Delivery Vans) | 76.136 |
| c. Expenditure on Operation of Vehicles
(Trucks and Delivery Vans). | 76.240 |
2. Employee cost of operators and other personnel connected with the operation of Plant and Machinery and Vehicles shall be booked to employee cost only.
3. Like-wise, Repairs and Maintenance expenditures on Plant and Machinery and Vehicles shall be booked to Repairs and Maintenance expenditure only.
4. Drawal of regular consumables shall be treated as Maintenance expenditure.
5. Annual estimates shall be prepared by Stores, Hospitals, laboratories, and other such areas also.
6. Materials directly purchased and used on Repairs and Maintenance works without passing through stores shall also be entered in the estimate cards against the indented quantity.
7. The authority passing the expenditures for direct purchase shall ensure that the entries have been made in the Estimate Cards.
8. The expenditures booked under various work. orders shall be totalled up and tallied with the balance in main account numbers.
9. For the purpose of tallying, the expenses booked against three account numbers mentioned in Para No:10.17 of this Manual should be taken together.
10. The Codification of estimates are illustrated with a few examples.
 1. Special and Foreseen repairs to building to be sanctioned by Superintending Engineer.
 Estimate No: 7426/S/005 of 88-89
 Work Order No: 7426/S/005/1
 7426 - Denotes Account No: for repairs
 (to be read as 74.26)
 S - Denotes it is to be sanctioned by
 the Superintending Engineer
 005 - Denotes ~~186 of 365~~ estimate Serial number
 to be assigned under 7426.
 1 - is the work order No. to be assigned.

-: 2 :-

2. Special and Foreseen Repairs to Hydraulic works to be sanctioned by Chief Engineer.:

Estimate No: 7446/C/004 of 88-89

Work order No: 7446/C/004/1

7446 Denotes Account No. for Repairs
(to be read as 74.46).

C Denotes it is to be sanctioned by the
Chief Engineer.

004 is the Estimate serial No. to be assigned
under 7446.

1 is the Work order number to be assigned.

3. Special and Unforeseen repairs to a Generator to be sanctioned by Chief Engineer:

Estimate No: 7419/C/002 of 88-89

Work Order No: 7419/C/002/1

7419 Denotes Account number for repairs
(to be read as 74.19)

C Denotes it is to be sanctioned by
Chief Engineer.

002 is the Estimate serial number to be
assigned under 7419 at the time of
sanction.

1 Work order Serial Number to be
assigned.

4. Special and Unforeseen repairs to vehicle to be sanctioned by the Superintending Engineer:

Estimate No: 7469/S/003 of 88-89

Work order No: 7469/S/003/1

7469) Denotes Account No.
(to be read as 74.69)) for repairs.

S Denotes, it is to be sanctioned by
the Superintending Engineer.

003 is the estimate serial number to be
assigned at the time of sanction.

1 is the Work order serial No. to be
assigned.

- 3 -

-: 3 :-

OTHERS:

11. When Stock materials are sent for repairs the repaired material shall not include the cost of repairs.
12. Any worn-out parts released at the time of repair, shall be devoluted crediting to 'Miscellaneous Receipts A/c No: 62.949'.
13. Accounting of material for repairs and maintenance shall be made according to the provisions of 'Material Accounting Manual'.
14. All Contractors bills for Repairs and Maintenance shall be journalised as indicated in Annexure.
15. Drawal of consumables for Stores maintenance shall be debited to incidental Stores expenses.
16. Subsidiary ledger for Repairs and Maintenance work orders shall be independently posted from requisition and Journal, for contract labour.
17. Separate Estimate serial numbers shall be assigned for each account numbers namely 7416, 7426 etc.
18. Since workorder number is also codified, no printed work order numbers shall be used.

(I.S. KANTHIMATHI)
Chief Financial Controller
for Accounts Member.

20/1

TAMIL NADU ELECTRICITY BOARD

WORK ORDER LEDGER

Form No: O&M 1

Work Order No: _____

Value : Rs. _____

Name of Circle: _____

Location Code : _____

| Reference to
Month Requisition/
Devolution/
Journal/Etc. | Brief
Description | Material | | Contract | | Others | | Total | |
|---|----------------------|--------------|---------------|--------------|---------------|--------------|---------------|--------------|---------------|
| | | Debit
Rs. | Credit
Rs. | Debit
Rs. | Credit
Rs. | Debit
Rs. | Credit
Rs. | Debit
Rs. | Credit
Rs. |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | |

Name of Circle :

TAMIL NADU ELECTRICITY BOARD

Form No: CWO/6.

Location Code :

ESTIMATE CARD

Work Order No :

Name of Work:

Sl. Description of
No. Materials

Quantity

Requisition
number and
Date

Quantity

Balance

Requisition
number and
Date

Quantity

Balance

1. 2. 3. 4. 5. 6. 7. 8. 9.

MODEL JOURNAL ENTRY FOR JOURNALISING CONTRACTORS

BILL FOR REPAIRS AND MAINTENANCE.

Para 14 of Working
instructions.Account No:

74.170 .. Repairs and Maintenance -
Plant and Machineries -
Payment to contractors.

Dr.

46.923 To
Income Tax deducted at
source on payment to
contractors.

46.124 To
Retention Money from
Contractors O&M
etc. etc.

43.150 To
Liability for work
O&M

ABSTRACT FOR TALLING THE EXPENDITURE
WITH MAIN ACCOUNT NUMBER.

Paras 10.25, 10.43 & 10.44
of the Manual.

| | | | | |
|----------------|------------------|------------------------|------------|-------|
| Estimate No: / | Materials issued | Materials specifically | Payment to | total |
| Work Order No. | from Stores | purchased and received | contractor | |
| | | at site. | and other | |
| | | | parties. | |

1. 2. 3. 4. 5.

-// Tamil Nadu Electricity Board //-
 :: Accounts Branch ::

From

To

I.S. Kanthimathi, B.Com., ACA.,
 Chief Financial Controller,
 800, Anna Salai,
 Madras 600 002.

The Superintending Engineer,
 O/o: The S. Electricity
 Distribution Circle
 Circle Vondhonnagar.

CR. No.....

-3- 11/88

PAID BY CASH

Letter No: 97385/CAC/88 Dated 22.5.1989

Sir,

Sub: Introduction of uniform Commercial
 Accounting System - Accounts Manual
 for Inter-Unit Accounting.

---000000---

An Accounts Manual for Accounting the Inter Unit Transactions between the circles as also between Headquarters and Circles is communicated. The accounting of Inter Unit Transactions by the circles shall be made in accordance with the provisions of this Manual with effect from 1.7.1989. To start with, the existing books may be suitably modified adopting the new formats prescribed and the accounts maintained using the existing books and stationery. Printing of Books can be taken up later.

A report on the sufficiency or otherwise of the columns provided in the various formats may please be sent after maintaining the books in the revised formats for a period of 3 months.

The receipt of this reference may please be acknowledged and the action taken to implement the Manual confirmed.

(Signature)

(I.S. KANTHIMATHI)

Chief Financial Controller.

Encl: sets of Manual.

Copy to Chief Internal Audit Officer with 5 copies of Manual
 Encl: 5. Sets of Manual.

Copy to All the Chief Engineers, with a copy of the Manual for information.

Encl: 1 set of Manual.

Copy to the Resident Audit Officer (2 copies) of the Manual.
 Encl: 2 sets of Manual.

Copy to the Financial Controllers and to all the Deputy
 Financial Controllers in CEC's office with
 a copy of Manual.

Encl: 1 set of Manual

ACCOUNTS MANUAL7.0. Inter Unit Account

- 7.1. Transactions between any two Account rendering Circles of the Tamil Nadu Electricity Board shall be accounted in accordance with the provisions of this Manual.
- 7.2. Each Accounting Circle shall be assigned with a three digit "Location" code. This Location code shall be suffixed to the Group code 30 to 37.
- 7.3. Inter unit transactions shall be segregated under the following categories based on the nature of transactions.
- 30 - Fuel
 - 31 - Materials
 - 32 - Fixed Assets & Capital Expenditure
 - 33 - Remittances to Head office
 - 34 - Funds transfer from Head office
 - 36 - Personnel
 - 37 - Others
- 7.4. Debit or Credit to Inter unit account shall be made as soon as a transaction takes place without waiting for acceptance of the same.
- 7.5. Acceptance shall however be watched and obtained.
- 7.6. For watching the acceptance a register in form No. I.U. 1 shall be maintained.
- 7.7. Likewise for giving acceptance for incoming transfers a register in form No. I.U.2 shall be maintained.
- 7.8. For monitoring the prompt acceptance of Inter unit transactions, periodical meetings shall be convened.
- 7.9. At the end of each year before preparation of Annual statements of Accounts, the balance available in all the Inter Unit Accounts shall be transferred to a common account "37.110". "Inter unit Pairing account", through Journal entries as indicated in Annexure I.

} Not necessary

.. 2 ..

- 7.10. Any balance left in the Inter unit pairing account shall be Material in transit, and cash in transit.
- 7.11. These shall accordingly be transferred to Material in-transit and cash in transit account through a Journal entry as indicated in Annexure I.
- 7.12. Consequently, the Inter Unit Pairing account will show a "nil" balance.
- 7.13. Inter unit account shall not appear in the Board's Balance Sheet. (C) *Schulze*
36237
- 7.14. All the circles and Head quarters accounting units shall send an abstract of Inter unit pairing account from the Journals prepared to Board office Accounts Branch (Balance Sheet section) along with the Annual statement of Accounts as indicated in Annexure IV.
- 7.15. Balance Sheet section of Board office Accounts Branch shall prepare a Broad sheet based on the abstract mentioned in Para 7.14, as indicated in Annexure V.
- 7.16. From the Broad sheet mentioned in Para 7.15 the balances in Group code 33 & 34 shall be treated as "Cash in transit". Balance in Group code 31 shall be treated as "Material in transit". All other Groups shall show only "nil" balance.
The
- 7.17. Journal entry for accounting cash in transit and Material in transit shall be made as indicated in Annexure I by the Balance Sheet section of Board office Accounts Branch. These entries shall be reversed at the beginning of the succeeding year.

[Signature]
for ACCOUNTS MEMBER.

a.s.raaj/18.3.89

INTER UNIT ACCOUNTSWorking Instructions

1. Location codes assigned to each Accounting circle the Tamil Nadu Electricity Board (each unit) together with the Account Code of different transactions are indicated in Annexure III.
2. Transfer of Fuel from one circle to another shall be accounted under Group code 30. Coal & Furnace oil alone used for Generation of Power in Thermal Station will fall under this Group.
3. Payment of coal bills by one circle on behalf of other circle shall not be accounted under this Group. Such payments shall be regulated as transfer of Funds and accounted under Group code 34.
4. Payment of Bills on behalf of circles by the central payment wing of Accounts Branch shall be accounted under Group code 34.
5. Transfer of completed Assets by General Construction Circles to Distribution circles and transfer of completed Power House by Project circles to Generation circles shall be accounted under Group Code 32.
6. Transfer of Assets from one circle to another through the stores shall be accounted only under Group Code 31.
7. Mail transfer of Revenue collections from different Branch Banks to Head quarters Bank shall be accounted under Group code 33.
8. Transfer of Funds from Head quarters to different circles shall be accounted under Group code 34.
9. Transfer of outstanding Loans and Advances from employees shall be accounted under Group Code 36.
10. All other transactions not falling under any of the specified Groups shall be accounted under Group code 37.
11. Some of the Inter Unit transactions are illustrated in Annexure, II.
12. The overall effect of Inter Unit transactions of the Tamil Nadu Electricity Board will be "Nil". This is possible only when acceptance is promptly given.

.. 2 ..

13. For ensuring prompt acceptance of Inter Unit debits and credits a Monthly meeting of all the circles falling under a particular Region shall be conducted at the Headquarters of Chief Engineer/Distribution.
14. All the Deputy Financial Controllers and Accounts Officers of the region shall attend this meeting and clear all the outstanding T.D.As.
15. This meeting shall be presided over by the Deputy Financial Controller to be nominated by the concerned Chief Engineer/Distribution.
16. The General Construction Circles, Project Circles and Generation circles within the region shall also participate in this meeting.
17. All Inter unit transactions between any two circles within the region concerned shall be cleared by this arrangement.
18. For Inter region transfers, (ie) the transactions between two circles falling in different regions, the Accounts Officer attached to the Chief Engineer/ Distribution office of different regions shall meet once in a quarter to clear the outstanding Inter unit transactions.
19. These Accounts Officers shall collect the required details from all the circle offices including Projects, General Construction Circles and Generation circles well in time.
20. If there are heavy transactions between two adjoining circles belonging to different regions, the Deputy Financial Controller/Accounts Officer of those circles may also be invited to participate in this meeting.
21. The venue for the Inter regional meeting shall be fixed in each headquarters of Chief Engineer/Distribution on rotation.
22. The Accounts Officer attached to the concerned Chief Engineer/Distribution office shall convene and co-ordinate the meetings.

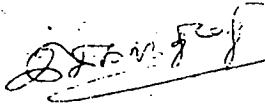
.. 3 ..

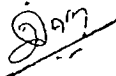
23. In respect of central payment wing of the Accounts Branch at Headquarters, the Deputy Financial Controller/Central Payment shall convene the meeting of Deputy Financial Controller/Accounts Officers of circles with the approval of Chief Financial Controller.
24. In respect of Inter unit transfer of cash, the Deputy Financial Controller Funds shall convene the meeting of Deputy Financial Controllers/Accounts Officers of circles with the approval of Chief Financial Controller.
25. The periodicity, details of participants, venue etc of the meetings to be convened by Deputy Financial Controller, central payment and Deputy Financial Controller/Funds of Chief Financial Controller's office shall depend upon the exigencies.
26. Brief report on the outcome of all these meetings shall be submitted to Chief Financial Controller within a week of the date of meeting.
27. Separate Register shall be maintained for each category of Inter unit transfers under Group codes 30, 31, 32, 33, 34, 36, 37 etc.
Register for watching acceptance
 - a. Separate folio shall be maintained for each circle.
 - b. Independent serial No. shall be maintained for each year for each circle.
 - c. Common advice No. shall be maintained for all the advices.
 - d. Col. Nos 6, 7 and 8 of this register shall be posted immediately on receipt of acceptance.
 - e. If there is any difference between col. 5 and col. 8 the difference shall be noted in col. 9 and adjustment of difference with journal No.etc shall be given in col. 10
28. The monthly total of col.5 shall be tallied with the debit posted in the respective Inter unit account so as to ensure that all the transactions have been included.

.. 4..

....4..
Register for giving acceptance

29. This register shall also be maintained in the same manner as the Register for watching acceptance is maintained.
30. As soon as an advice is received, the same is posted in the respective register, in column No. 1 to 6 of the register.
31. When acceptance is given column No. 7 to 10 shall be posted.
32. For any difference in value between col. 6 & 7 the reason therefor shall be recorded in col. 12 while the difference in value recorded in col. 11.
33. The nature of adjustment made shall be shown in col. 13.
34. For the transfer of Inter unit balances to Inter unit pairing account the balances under different Group codes starting from "30" shall be taken.
35. Two Journal entries may be necessary for each Group code. One for all the debit balances and the other for all the credit balances.
36. These Journal entries shall be made in I Supplemental accounts.
37. These Journal entries shall be made by Board office Audit Branch, Central Payment Wing, Funds and Resources wing of Accounts Branch also.


for ACCOUNTS MEMBER.



ANNEXURE-I

Model Journal entries for transferring the balances from various Inter Unit accounts to Inter unit Pairing account:

1. Group code 31:

a) Interunit account - Materials -

31.400 M.E.D.C./South Dr. ...

31.411 Chingleput Circle Dr....

31.420 Dharmapuri Circle Dr....
etc. etc.

37.110 To Inter Unit Pairing a/c

b) 37.110 Inter unit Pairing a/c Dr.....

To Inter unit account-
Materials.

31.404 M.E.D.C./North

31.414 Tiruvannamalai Circle

etc. etc.

2. Group Code 32In G.C.C. and Projects

a) 37.110 Inter unit Pairing a/c Dr.

To Inter unit account -

Capital expenditure &
Fixed Assets

32.430 Coimbatore Electricity
Distribution Circle/North

32.434 Udumalpet Electricity
Distribution Circle

etc. etc.

(b) In Generation Circles:

Inter Unit account--capital expenditure and
Fixed Assets.

32.620 General Construction
Circle, Coimbatore Dr...

32.700 K.P.H.E.P. Kadambarai
etc etc Dr...

37.110 To Inter unit Pairing a/c

3. Group code 33(a) In Funds & Resources Wing - Board Office Accounts
Branch.Inter Unit Account - Remittance to Headquarters

33.422 Mettur Electricity Distribution
Circle Dr...

33.452 Madurai Electricity Distribution
Circle Dr...

33.446 Pudukottai Electricity Distribution
Circle Dr...

37.110 To Inter Unit Pairing a/c

(b) In Circles

37.110 Inter unit Pairing a/c Dr...

33.110 To Inter Unit a/c
Remittance Head office

(4) Group Code 34(a) In Circles

..... Inter Unit Account

34.110 Funds transfer from H.O. Dr...

37.110 To Inter Unit Pairing a/c

(b) In Board Office - Funds & Resources
Wing

37.110 Inter Unit Pairing a/c Dr...

To Inter Unit account-
Funds transfer from H.O.

.. 3 ..

34.462 Kamarajar Electricity Distribution Circle
 34.210 Kunlah Construction Circle
 34.640 General Construction Circle, Salem etc etc.

Such Journal entries are necessary for Group 30, 36 & 37 also.

S) Journal entries to be passed by the Balance Sheet section of Accounts Branch for transferring Goods in transit and cash in transit.

22.680 Capital Material in transit Dr....
 22.690 O & M Materials in transit Dr....
 37.110 To Inter unit Pairing a/c
 24.551 Remittance from circles in transit Dr....
 24.601 Transfer from H.O. in transit Dr....
 37.110 To Inter unit Pairing a/c

2x

Year end

34.110 - (2x)

34.110 Dr

To 37-110 Cr

H.

Excess in

34.00- Dr

Year end

37.110 Dr

To 34.110 Cr

ANNEXURE-IIInter Unit transactions (Illustrations)

1. Transfer of O & M Materials from say Udumalpet Circle to Pudukottai Circle. Value Rs.5000/-.

In Udumalpet Electricity Distribution Circle:

| <u>A/c No.</u> | | Rs. | Rs | |
|----------------|---|----------|------|--------------------------------|
| 31.446 | Inter unit Account-
Materials - Pudukottai
Circle | Dr. 5000 | | } Through Stores
Issue Note |
| 22.430 | To Materials Transfer
outward | | 5000 | |

In Pudukottai Electricity Distribution Circle:

| | | | | |
|--------|---|----------|------|---|
| 22.410 | Material Transfer Inward | Dr. 5000 | | } Through SRB &
Inter Unit
Receipt
Journal |
| 31.434 | To Inter unit Account -
Material-Udumalpet
Circle | | 5000 | |

Udumalpet Circle shall send the debit advice with copy of Stores Issue Note and watch for the acceptance.

Pudukottai Circle shall give the acceptance. No Journal entry is necessary either at the time of acceptance by Pudukottai Circle or at the time of receipt of acceptance by Udumalpet Circle.

2. In the above illustration if Pudukottai circle has adopted lesser or more value initially (this should not normally happen) adjustment S.R.B. for minus or plus value as the case may be/shall be prepared at the time of giving acceptance and accounted through Inter unit Receipt Journal.
3. If the amount debited by Udumalpet circle is abnormally high, Pudukottai circle shall give acceptance only for correct value. On receipt of acceptance Udumalpet circle shall withdraw the excess debit through a minus Stores Issue Note.
4. Cases of quantity difference shall also be treated as illustrated in (3) above

5. Transfer of completed Assets by General Construction Circle/Trichy to Trichy Electrical Distribution Circle/ North say Rs. 10 lakhs.

A/c No. (a) Transmission line 230 K.V.
In GCC/Trichy.

32.440 Inter Unit Account (Fixed Assets)
Trichy Electricity Distribution
Circle (North)

Rs.

Rs.

Dr. 10 lakhs

14.426 To Capital work in Progress-
230 K.V. Lines

10 lakhs

(Through Fixed Asset transfer
Journal)

In Trichy Electricity Distribution
Circle (North)

10.601 Overhead Lines above 66 KVA
230 K.V. Lines

Dr. 10 lakhs

32.600 To Inter Unit account (Fixed
Assets) General Construction
Circle - Trichy

10 lakhs

(Through Fixed Asset Transfer Journal)

6. Transfer of a 66 K.V. Sub-station from General Construction Circle, Madurai to ~~Kamarajar~~ Kamarajar Electricity Distribution Circle.

Rs.

a) Sub-station Building

15 lakhs

b) Transformers

50 lakhs

c) Switch Gears

10 lakhs

d) Overhead Lines

8 lakhs

e) Other Sub-station equipment

5 lakhs

(i) In General Construction Circle/
Madurai.

32.462 Inter unit account (Fixed Assets)
Kamarajar Electricity Distribu-
tion Circle

Rs.

Rs.

Dr. 88 lakhs

14.542 To Capital work in Progress-
66 K.V. Sub station Building

15 lakhs

.. 3 ..

| | | |
|--------|-------------------|----------|
| 14.545 | Plant & Machinery | 65 lakhs |
| 14.546 | Over head Lines | 8 lakhs |

(Through Fixed Asset transfer Journal)

VIRUDHUNAGAR

(ii) In ~~Kannanajar~~ Electricity Distribution Circle.

| | | |
|--------|---|--------------|
| 10.207 | Building containing Transmission installations - 66 K.V. Sub-station | Dr. 15 lakhs |
| 10.541 | Transmission Plant - Transformer (100 KVA & above) | Dr. 50 lakhs |
| 10.561 | Switch Gear including cable connections | Dr. 10 lakhs |
| 10.602 | Overhead Lines (66 KVA) | Dr. 8 lakhs |
| 10.543 | Other Sub-station Equipments | Dr. 5 lakhs |
| 32.610 | To Inter unit account (Fixed Assets) - G.C.C./Madurai
(Through Fixed Asset transfer Journal) | 88 lakhs |

If the classification of Assets could not be readily done, the transaction will be accounted by ~~Kannanajar~~ circle as below:

VIRUDHUNAGAR

(iii)

| | | |
|--------|--|--------------|
| 11.4 | Asset transfer in | Dr. 88 lakhs |
| 32.610 | To Inter unit account (Fixed Asset) G.C.C. Madurai | 88 lakhs |

After classifying the Assets, the various Asset accounts as indicated in 5(ii) above shall be debited crediting A/c No. 11.4.

COPY OF

:TAMIL NADU ELECTRICITY BOARD:
(ACCOUNTS BRANCH)

From Thiru I.S. Kanthimathi, B.Com., A.C.A.,
Chief Financial Controller,
Electricity Avenue,
No.800 Anna Salai,
Madras 600 002. To The Superintending Engineers.

LETTER NO.004390/CAC/89-447/dated 3.8.1989.

Sir,

Sub: Uniform commercial Accounting System -
Accounts Manual for cash accounting -
clarifications.

Ref: This Office LR.NO.004390/CAC/89
dt.17.4.1989.

In the above Manual, a revenue cash book in Form No. 'C1' for recording all the revenues connected with Sale of Power, in Revenue Branches, and a remittance cash book in Form No. 'C3' for incorporating the details of remittances to Head Quarters were prescribed. It has been represented by some of the circles that, the present pattern of recording Revenue & Remittance widely differ from the revised procedure and also different agencies are involved in maintaining the cash books. The present arrangement is covered by workload settlement with the unions and hence changing of procedures at this stage will not be feasible. Further, in this office letter No.004390/CAC/89-349 dt.6.6.89 furnishing tariff wise details was temporarily dispensed with for the same reasons.. In view of this there will be more space in the cash book "C1" to accommodate Remittance details also.

Considering the difficulty in combining the two cash books now being maintained in Revenue Branch, the Revenue cash book "C1" may be maintained in two volumes separately by the two different agencies for the related revenue. The columns provided in 'C1' may please be followed incorporating the columns for corresponding remittance details taken from Form No. "C3". Accordingly Form No. 'C3' Remittance cash book will not be operated for the present. The consolidated journal entry prescribed for Revenue cash book 'C1' shall be recorded in both the cash books for the respective receipts. The consolidated Journal entry prescribed for Remittance cash book in form No. 'C3' shall also be recorded in both the cash books in as much as remittance details are also furnished in these cash books. In view of the

...2...

...2...

above instructions, there is no need for incorporating the receipt of one cash book in another, as is now being done.

Encl: 2

Sd/ xx xx xx
(S. KANTHIMATHI)
CHIEF FINANCIAL CONTROLLER.

//True Copy//

:TAMIL NADU ELECTRICITY BOARD:

O/o the Superintending Engineer,
Kamarajar Elec. Distn. Circle,
Virudhunagar.

Encl.No. SE/KELC/VDR/RAO/Accts./AS.I/A1/CA/69 dt.12.8.89.

Copy communicated to all Executive Engineer's of the Circle.

-do- Assistant Accounts Officers -do-
-do- Deputy Financial Controller & Accounts
Officer/Revenue. & Cash Section.

The Revenue Cash book
"CI" may be maintained in Volumes as per the provisions
of the Manual with effect from 1.10.89 without fail.
The confirmatory report may be sent to this office
by 3.10.89 positively.

[Signature]
for SUPERINTENDING ENGINEER/KELC/VDR.

To
All Exe. Engineers of this Circle.

All Asst. Accounts Officers of the Rev. Branches.

Copy to the Deputy Financial Controller, Asst. Accounts
Officers in Central Office.

M.4-12.9.

NAME OF CIRCLE:

CLASSIFICATION CODE :

[illegible]

2.

| | Misc. | REMITTANCES | | | MAIL TRANSFER |
|--------|--------|-------------|--------|------|---------------|
| 61.906 | 61.909 | Date | Bank | M.T. | Bank |
| | | A/c Amt. | Branch | No. | Branch |
| | | No. | | 23. | 24. |
| | | | | 22. | |
| | | | | 21. | |

MILL TRAIN SEER

| | |
|--------|----|
| Bank | 25 |
| Branch | 26 |

NAME OF REVENUE BRANCH:

MCNTH

Each Cheque

Dr. Dr.

| ECB No. | Amount collected | Credit 23.1 | Distn. Amount | Distn. amount | Distn. amount | Distn. amount | No. |
|---------|------------------|-------------|---------------|---------------|---------------|---------------|-----|
| | | | | | | | |

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.

MAIL TRAIL SHEET

| | | | | | | | | | | |
|----|------|--------|------|--------|------|------|--------|------|------|--------|
| 15 | Bank | Branch | Bank | Branch | W.I. | Bank | Branch | W.I. | Bank | Branch |
| 15 | Bank | Branch | Bank | Branch | W.I. | Bank | Branch | W.I. | Bank | Branch |

.....DIAUCH
16. 17. 18. 19. 20. 21. 22. 23.

Bank
Branch
24.

57
2106

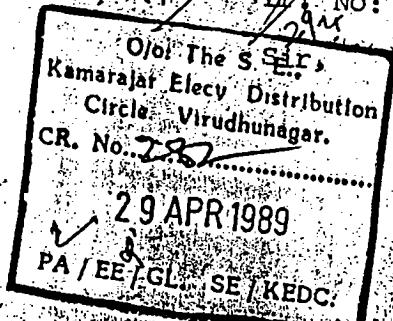
-// Tamil Nadu Electricity Board //-
:: Accounts Branch ::

From

To

I.S. Kanthimathi, B.Com., ACA/, The Superintending Engineer,
Chief Financial Controller,
800, Anna Salai,
Madras 600 002. **KAMARAJAR ELEC.**
Distribution Circle,

No: 004390/CAC/89 dated 17.4.1989



Sub: Introduction of Uniform Commercial
Accounting System - Accounts Manual
for Cash Accounting.

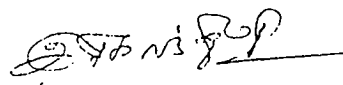
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An Accounts Manual for Accounting Cash and Bank
transactions in Distribution Circles, General Construction
Circles, Generation Circles, Project Circles and Workshop
Circle/Mettur is communicated. The accounting of Cash transac-
tions by the circles shall be made in accordance with the
provisions of this Manual with effect from 1.6.1989. To
start with, the existing books may be suitably modified
according to the new formats prescribed and Accounts main-
tained using the existing books. Printing of Cash Books
and other Books can be taken up later.

A report on the sufficiency or otherwise of the
column provided in various formats may please be sent after
maintaining the books in the revised formats for a period
of 3 months.

The receipt of this reference may please be
acknowledged and the action taken to implement the
Manual confirmed.

Encl: 5 sets


(I.S. KANTHIMATHI)
Chief Financial Controller.

Copy to all the Chief Engineers with a copy of the manual
Encl: /for information.

Copy to Resident Audit Officer (2copies) with a copy
of Manual.
Encl:

Copy to Chief Internal Audit Officer with 5 copies of
Manual.
Encl:

Copy to the Financial Controllers and to all the Deputy
Financial Controllers in CFC's office with
a copy of Manual
Encl:

210 of 365.

Copy to Chief Financial Controller and Chief Financial
Controller (Revenue) 's table.

TAMIL NADU ELECTRICITY BOARD
ACCOUNTS MANUAL

9.0. CASH ACCOUNTING

9.1. Accounting of cash transactions by the Circles shall be regulated in accordance with the provisions of this Manual.

9.2. RECEIPTS. All cash receipts shall be recorded in Cash books.

9.3. The following cash books shall be maintained for recording cash receipts and remittance of Revenue collections.

- (a) Revenue cash book
- (b) Receipts cash book
- (c) Remittance cash book

Revenue cash book

9.4. A Revenue cash book for recording the receipt of money from Sale of Power, to L.T. consumers, shall be maintained in form No. C1.

9.5. This cash book shall be maintained in Revenue Branches.

9.6. The receipt recorded in this cash book shall be analysed into different sources in the columns provided therefore.

9.7. At the end of the month, the columns shall be totalled and a consolidated journal entry as indicated in annexure I (1) shall be prepared and recorded in the cash book itself.

9.8. Main ledger postings shall be made from the consolidated journal entry only.

Receipt cash book:

9.9. A receipt cash book in form No. C2 shall be maintained, in central office.

9.10. All cash receipts from H.T. consumers and other sources directly received in circle office (Central office) shall be recorded in this cash book.

9.11. This cash book shall exhibit receipt of cash, remittance of cash into Bank as also, transfer of balance to Head Quarters Bank.

2108

9.12. Receipts shall be recorded in the different columns provided therefor.

9.13. At the end of the month the columns shall be totalled and a consolidated journal entry prepared, as indicated in annexure I (2) and recorded in the cash book itself.

9.14. Main Ledger postings shall be made from the consolidated journal entry only.

Remittance cash book

9.15. A remittance cash book for remittance of collection by Revenue Branches and mail transfer of such collections shall be maintained in form No.C3.

9.16. This cash book shall record the cash remitted into different branches of banks and also, the transfer of bank balances to Head Quarters office.

9.17. At the end of the month the columns shall be totalled and a consolidated journal entry prepared as indicated in annexure I (3) and recorded in the cash book itself.

9.18. Main ledger postings shall be made from the consolidated journal entry only.

PAYMENTS

Payment cash book (cash)

9.19. All payments made by cash by central office shall be recorded in payment cash book (cash) in form No. C4.

9.20. Specific columns have been provided for expenditures recurring frequently.

9.21. A Misc. column has been provided for accommodating other payments.

9.22. Amount recovered from employees towards dues to co-operative societies etc and their remittance shall be recorded in this cash book.

9.23. At the end of the month the columns shall be totalled up and a consolidated journal entry prepared as indicated in Annexure I (4).

.. 3 ..

9.24. Main ledger postings shall be made from the consolidated journal entry only.

PAYMENT CASHBOOK (BANK)

9.25. All payments made by cheque, shall be recorded in payment cash book (Bank) in form No. C5.

9.26. Specific columns have been provided for payments of frequent nature.

9.27. A Misc. column has been provided for accommodating other items.

9.28. At the end of the month the columns shall be totalled up and a consolidated journal entry prepared as indicated in Annexure I (5).

9.29. Main Ledger postings shall be made from the consolidated journal entry only.

IMPREST CASH BOOK

9.30. The Expenditure incurred by a imprest holders, shall be recorded in an Imprest Cash book in form No. C6.

9.31. This cash book shall be written from the Petty cash book supported by connected vouchers and presented by the Imprest holders.

9.32. Specific columns have been provided for items of expenditures which are commonly in nature.

9.33. At the end of the month, the columns have to be totalled and a consolidated Journal Entry as indicated in Annexure I(6) shall be prepared.

9.34. Main ledger postings shall be made from consolidated Journal Entry only.

9.35. A subsidiary ledger shall also be maintained for showing individual imprest account of each imprest holder.

9.36. This subsidiary ledger shall be posted from the cash books both for rendering of accounts and recoupment of imprest.

9.37. All the imprest holders shall maintain a petty cash book in duplicate in form No. C7.

.. 4 ..

- 9.38. Original copy of Petty cash book shall be sent along with vouchers for recoupment.

TEMP. ADVANCE CASH BOOK.

- 9.39. A Temporary advance cash book shall be maintained in form No. C8.

- 9.40. In this cash book, the monthly abstract of Division office transactions as also, the closure of the other temporary advances shall be recorded.

- 9.41. At the end of the month the columns in the cash book shall be totalled and a consolidated journal entry prepared as indicated in Annexure I (7).

- 9.42. Main ledger postings shall be made from the consolidated journal entry only.

TEMPORARY ADVANCE WITH EXECUTIVE ENGINEERS

- 9.43. Funds given to Executive Engineers, shall be treated as Temporary Advance.

- 9.44. The usual rule that each temporary advance shall be closed and accounts rendered shall not apply in this case.

- 9.45. A temporary advance sub cash book, shall be maintained in Division office in form No. C9.

- 9.46. The receipt of cheque from circle office, the deposit of cheque into Bank, issue of cheque for various payments etc shall be recorded in this cash book.

- 9.47. The amount recovered from employees towards, co-operative dues etc and the remittance thereof to the respective institutions shall also be recorded in this cash book.

- 9.48. At the end of every month, the columns in the cash book, shall be totalled and an abstract of various expenditure shall be sent to central office.

- 9.49. In the Temporary Advance sub cash book, an abstract shall also be recorded as indicated in Annexure I (8).

9.50. Temporary Advance opened with officers, for some specific purposes shall be recorded in Petty cash book in form No. C7.

9.51. Such Temporary Advances shall be closed immediately when the purpose is over.

VERIFICATION OF DAILY CASH BALANCE

9.52. The daily cash balance shall be verified and a certificate for verification recorded in a Register of daily cash balance in Form No. C.10. The cash balance as recorded on the last day of a month, shall also be reconciled with the cash balance in cash Account in the Main ledger.

BANK RECONCILIATION

9.53. Every month, the closing Bank balance, as per the Bank Account in main ledger shall be reconciled with the bank balance shown in the Bank scroll.

9.54. This reconciliation shall be done for every bank account individually.

9.55. A certificate of reconciliation shall be recorded in a register as indicated in Annexure I (9).

MISCELLANEOUS:

9.56. Dishonoured cheques or any other adjustments connected with Bank transactions, shall be accounted thro' journal only.

9.57. Adjustment of Bank charges, interest etc shall also be accounted thro' Journal only.

9.58. The cash books shall show only the net payments. Recoveries to be made from Bills, shall be made only thro' journal.

9.58. There shall be no splitting or bunching of vouchers.

9.59. The document acknowledging the receipt of an amount signed by the recipient shall be treated as 'voucher'. Any bill or any other document in support of the payment shall be treated as supporting document.

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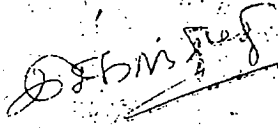
9.60. A Liability for unissued cheques shall be created at the year end as per Para 4.4 of Annexure V of the Electricity Supply Annual Accounts Rules 1985.

9.61. If cheques issued are not encashed before the period of validity, the amount covered by such cheques shall be credited to "Stale cheque" account through a Journal entry as indicated in Annexure I (10).

9.62. Issue of second cheque in lieu of stale cheque shall be debited to Stale cheque account only through cash book.

9.62. If cheques drawn are cancelled before issue but after accounting, a reverse Journal entry shall be prepared debiting bank and crediting the concerned account.

9.64. Cash in transit shall be regulated as per the provisions of Inter unit accounting Manual.


for ACCOUNTS MEMBER.

a.s.raj/9.3.89

CASH ACCOUNTING
WORKING INSTRUCTIONS

Revenue cash book:

1. In this cash book separate columns have been provided for recording the amount received against such tariff which are in frequent operation.
2. Two blank columns have been provided to accommodate any receipt which may be seasonal and with considerable frequency.
3. Separate column has been provided for Security Deposit. Additional Security Deposit shall also be entered in the same column.
4. A Misc. column has been provided in which all the receipts for which specific columns are not operated shall be recorded, with Account number.
5. The Misc. column shall be further analysed before writing consolidated journal entry.
6. Column 7 and column 9 of the Revenue cash book shall be taken together, for debiting the cash account in consolidated journal entry since cheque is also treated as cash.

Receipt cash book

7. In this cash book three blank columns have been provided for recording the receipt of cash from H.T. consumers. These columns shall be used for the tariffs under which the frequency of cash receipt is more.
8. All the receipts for which no specific columns are necessary shall be entered in column Nos. 12 & 13.
9. Columns No. 12 & 13 shall be analysed into different account numbers before preparing consolidated journal entry.
10. Columns No. 14 to 16 are meant to record the remittance made to Bank on a particular date.

.. 8 ..

11. Fund cheque received shall be recorded in Misc. columns 12 & 13.
12. Fund cheques deposited into bank shall be entered in column 16.
13. The remittance to be recorded has no bearing on the receipts recorded in columns No.5 and 6 on a particular date.
14. Column No. 17 & 18 are meant to record the amount mail transferred to Head Quarters on a particular date.
15. For consolidated Journal entry 2(a) the totals in columns No.5 to 13 shall be taken.
16. For consolidated journal entry 2(b) the totals in columns No.15 & 16 shall be considered.
17. For consolidated journal entry 2(c) the total in column 18 shall be taken.

Remittance Cash Book

18. Seven columns have been provided for accommodating the remittance in different branches.
19. The name of the Bank and branch as applicable to particular accounting unit shall be entered in these column.
20. Likewise, the mail transfer portion of the cash book, shall also be written up.
21. Column Nos 5 to 11 shall be considered for consolidated Journal entry 3(a).
22. Column Nos. 12 to 19 shall be considered for consolidated Journal entry 3(b).

PAYMENTS

Payment cash book (cash)

23. In this cash book, columns have been provided for Net Salary payable, Advance of T.A., T.A., etc.
24. Two blank columns have been provided for accommodating seasonal payments such as, arrears of D.A., Festival Advance, Bonus, etc.

25. A 'Misc' column has been provided to accommodate all other payments.
26. The 'Misc' column has to be analysed further, before preparing the consolidated journal entry.
27. Payment of Imprest or Temporary Advance including recoupment, when made in cash shall be recorded in this cash book.
28. Amount recovered from employees towards co-operative Society etc dues shall be recorded in column 16 of the cash Book.
29. When remitted to the concerned institution the same shall be recorded in column 17.

PAYMENT CASH BOOK (BANK)

30. In this cash book, columns have been provided for payment made to suppliers, contractors and cheques issued towards imprest and Fund cheques issued to Division offices.
31. The Misc. column has to be analysed further, before preparing the consolidated journal entry.
32. Self cheque drawn for office cash shall also be recorded in this cash Book.

Imprest cash book

33. In the imprest cash book, vouchers presented for recoupment shall be recorded in columnar form.
34. Specific columns have been provided for frequently operating items of expenditures.
35. A blank column has been provided for accommodating any other item of expenditure according to the need.
36. A Misc. column has been provided for recording items which are not of frequent nature.
37. The Misc. column shall also be analysed before preparation of consolidated journal entry.
38. Recoupment of imprest shall be recorded in payment cash book only.

.. 10 ..

39. The imprest Petty cash book to be maintained by individual imprest holders shall be in such a form that the original copy is detachable for sending to central office.
40. The petty cash book shall be written in carbon process.
41. The expenditures shall be analysed on the reverse of each sheet so as to limit the size of the petty cash book.
42. Receipt of imprest cheque shall be entered in column 3 of PCB.
43. At the time of closing the imprest for recoupment the balance of imprest on hand shall also be entered in col. 3 after balancing the debit in column 3 and credit in col. 7.
44. An abstract of expenditure shall be recorded in petty cash book at the time of sending the imprest for recoupment.
45. The value of disallowed voucher if any, shall also be recorded in column 3 raising the balance on hand.

Temporary Advance cash book.

46. In the Temporary advance cash book specific columns have been provided for items of frequent occurrence.
47. Some blank columns have been provided for items of seasonal nature.
48. All other items shall be recorded in Misc. column.
49. Misc column shall also be analysed before preparing consolidated journal entry.
50. While recording the vouchers, the vouchers given by other Temporary Advance holders (other than Executive Engineers) shall be recorded in separate columns.
51. The total expenditures as per the abstract of Executive Engineers, shall be credited to 24.221.
52. The expenditures made by other Temporary Advance holders and recorded in P.C.B. shall be credited to 24.220.

.. 11 ..

Temporary Advance with Executive Engineers.

53. In the temporary advance sub-cash book, Fund cheque received from Central office shall be recorded in column Nos 3 & 4.
54. When the cheque is deposited into the Bank, the same shall be entered in col. 15 to 17. No account No. need be given in col. 16.
55. The expenditures shall be recorded in Col. 6 to 14.
56. The co-operative society recoveries deducted at the time of disbursement of Salary by all the disbursing officers in the Division shall be recorded in col. 5.
57. The pay disbursing officers, shall remit the amount recovered from the employees to the concerned institutions and produce copies of the receipts to the Division office.
58. Based on the copies of receipts, mentioned above, the amount remitted shall be recorded in col. 18.
59. The monthly total of column 5 and column 18, shall always tally.
60. All the undisbursed pay shall be remitted into the disbursement Bank Account of the Executive Engineer, and recorded in column Nos. 15 to 17. The Account Number to be given in column No. 16 shall be 44.210.
61. Unspent advance of travelling allowance with in the Division shall also be remitted into the Disbursement Bank Account of the Division concerned and recorded in Column Nos. 15 to 17. Account No. to be recorded in column No. 16 shall be 27.201.
62. While sending abstract of payment to central office, the payments recorded in column 6 to 14 and the remittance recorded in column 15 to 17 shall be incorporated in the abstract.
63. While Incorporating column 15 to 17, the remittance for which account numbers are furnished in column 16, shall only be included.

VERIFICATION OF DAILY CASH BALANCE.

64. In the register of daily cash balance, the cash received as per receipt cash book of (col. 5 & 6) upto the date of verification from the beginning of the month shall be totalled and recorded in col. 5.

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65. The recovery of dues to co-operative society etc recovered from employees and recorded in column 16, shall also be totalled and from this total the remittance recorded in column 17 shall be deducted and the balance, if any, recorded in column 3.
66. The cash payments made as per payment cash book (cash) in column 6, shall be totalled and recorded in column 4.
67. The remittance of collections as also, remittance of undisbursed amounts etc recorded in column 15 & 16 Receipt cash book shall also be totalled and recorded in column 4.
68. Balance cash on hand shall be arrived at by adding, column 3 to column 2 and deducting column 4.
69. For reconciling with the cash balance as per ledger, at the end of the month, any unremitted portion of recoveries relating to co-operative society if any etc shall not be included in the cash balance.

BANK RECONCILIATION.

70. Bank reconciliation with regard to the Bank account maintained by the Executive Engineer shall be done by them and a certificate sent to central office every month.
71. The existing procedure of Bank reconciliation shall continue in respect of other Bank accounts.

Miscellaneous

72. Furnishing two or more voucher numbers in a bill when payment is made to different parties and accounted for individually in the cash book, shall not be treated as splitting of vouchers.
73. Different voucher No shall be assigned for different payments under the same bill.
74. When, a pay bill contains claims of different employees, and the amount is booked in the cash book in one lumpsum, although, separate acquittances are received from each employee, it should be treated as 'one voucher'.
75. In the case of pay bills, drawn for 2 or more officers in one bill, and individual cheques and issued to each officer, separate voucher No shall be assigned for each payment.

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76. When a single cheque is issued covering different payments chargeable to different heads of account, the amount debitable to different accountsshall be separately shown in cash book one below the other, giving the same cheque no.

for ACCOUNTS MEMBER.

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ANNEXURE-ICash Accounting

1. Consolidated Journal entry to be prepared for Revenue cash book. C1/Para 9.7.

24.110 Cash A/c Dr. . . .

To Sundry Debtors for Sale
of Power (LT)

23.101 Domestic . . .
23.104 Industrial . . .
23.107 Others . . .
48.100 Security Deposit etc etc . . .

2. Consolidated journal entry to be prepared and recorded in Receipt cash book. C 2/Para 9.13

(a) 24.110 Cash A/c Dr. . . .

To

Sundry debtors for Sale
of Power (HT)

23.111 - Industrial general . . .
23.112 - Industrial Power intensive . . .
23.113 - Educational institutions . . .
46.103 - E.M.D. . . .
48.100 - Security Deposit . . .
34.110 - Funds from Headquarter etc etc . . .

(b) 24.3 Collecting Bank A/c)
----- branch) Dr. . .

24.4 Disbursement bank A/c)
----- branch) Dr. . .

To

24.110 Cash A/c . . .

(c) 33.110 Remittance to Head office) Dr. . .

To

24.3 Collecting bank A/c)
----- branch) . . .

... 2 ...

3. Consolidated Journal entry to be prepared for Remittance cash book. C 3/Para 9.17

(a) 24.3 Bank Branch Dr.
 24.3 Bank Branch Dr.
 24.3 Bank Branch Dr.
 etc. etc.

To

24.110 Cash

(b) 33.110 Remittance to Head office) Dr.

To

24.3 Bank branch
 24.3 Bank branch
 24.3 Bank branch

4. Consolidated journal entry to be prepared for payment cash book (cash) c 4/Para 9.23

44.305 Net Salary Payable (Provincial)) Dr...
 44.310 Net Salary Payable (RWE)) Dr...
 27.201 Advance of T.A. Dr...
 76.132 Travelling Allowance Dr...
 75.611 Medical Reimbursement Dr...
 etc. etc.

To

24.210 Cash

5. Consolidated journal entry to be prepared for payment cash book (Bank) C 5/Para 9.28

42.200 Suppliers Control A/c Capital) Dr....
 43.200 Suppliers Control A/c O&M Dr.
 42.150 Liability for works capital Dr.

43.150 Liability for works
O&M Dr....

24.210 Permanent Imprest
with Staff Dr....

24.221 Temporary advance
with Division
office Dr....

24.110 Cash Dr....

etc etc

To

24.4 Disbursement Bank)
... Bank)
... Branch)

6. Consolidated Journal entry to be recorded in Imprest
Cash Book C 6/Para 9.33

76.131 Conveyance A/c Dr....

74.650 Normal Repairs &
Maintenance-Jeeps A/c Dr....

74.660 Normal Repairs &
Maintenance
Other Vehicles
etc etc A/c Dr....

24.210 To Permanent Imprest
with staff

7. Consolidated Journal entry to be recorded in Tempo-
rary Advance cash book: C 8/Para 9.41

A/c 44.305 Net Salary Payable
(Provincial) A/c Dr....

44.310 Net Salary Payable
(RWE) A/c Dr....

27.201 Advance of T.A. Dr....

76.132 T.A. A/c Dr....

76.210 Freight on Capital
equipment Dr....

76.220 Freight on other
materials etc etc Dr....

To

A/c 24.221 Temporary Advance
with E.Es

A/c 24.220 Temporary Advance
with others

8. Abstract to be recorded in the Temporary Advance Sub-cash book. (Para 9.49)

Balance in Disbursement Bank
A/c as on first of (month)

Add Fund cheques received and
deposited

Total

Add remittances recorded with A/c Nos

Total

Less expenditures incurred as per
col. 6 to 14

Balance

Note: Details of expenditure to be given.

9. Bank reconciliation statement to be recorded every month. (Para 9.53)

Balance as per Bank A/c in
Main ledger

Add

a. Cheques issued but not
paid by the bank

b. Remittances directly
made to bank and not
incorporated in
Board's Accounts.

c. Amount collected by
bank on behalf of
Board and credited

d. Interest credited by
the bank

.. 5 ..

Less:

- e. Cheques deposited but
not collected by the bank
- f. Interest and Bank charges
debited by the Bank
- g. Amount remitted into Bank
but not credited by the
Bank

Balance as per Bank scroll

- Note: 1. The above illustration of items of discrepancies
are only illustrative and not exhaustive.
2. Discrepancy at item (g) shown above should be
immediately investigated.

10. 24.4 Bank a/c Dr.

46.910 To Stale cheque a/c

REVENUE CASH BOOK

Month:

Branch:

Cash book of Thiru

| No. | Amount |
|-----|--------|
| 1 | 100 |
| 2 | 200 |
| 3 | 300 |
| 4 | 400 |
| 5 | 500 |
| 6 | 600 |
| 7 | 700 |
| 8 | 800 |
| 9 | 900 |
| 10 | 1000 |
| 11 | 1100 |
| 12 | 1200 |
| 13 | 1300 |
| 14 | 1400 |
| 15 | 1500 |
| 16 | 1600 |
| 17 | 1700 |
| 18 | 1800 |
| 19 | 1900 |
| 20 | 2000 |
| 21 | 2100 |
| 22 | 2200 |
| 23 | 2300 |
| 24 | 2400 |
| 25 | 2500 |
| 26 | 2600 |
| 27 | 2700 |
| 28 | 2800 |
| 29 | 2900 |
| 30 | 3000 |
| 31 | 3100 |
| 32 | 3200 |
| 33 | 3300 |
| 34 | 3400 |
| 35 | 3500 |
| 36 | 3600 |
| 37 | 3700 |
| 38 | 3800 |
| 39 | 3900 |
| 40 | 4000 |
| 41 | 4100 |
| 42 | 4200 |
| 43 | 4300 |
| 44 | 4400 |
| 45 | 4500 |
| 46 | 4600 |
| 47 | 4700 |
| 48 | 4800 |
| 49 | 4900 |
| 50 | 5000 |
| 51 | 5100 |
| 52 | 5200 |
| 53 | 5300 |
| 54 | 5400 |
| 55 | 5500 |
| 56 | 5600 |
| 57 | 5700 |
| 58 | 5800 |
| 59 | 5900 |
| 60 | 6000 |
| 61 | 6100 |
| 62 | 6200 |
| 63 | 6300 |
| 64 | 6400 |
| 65 | 6500 |
| 66 | 6600 |
| 67 | 6700 |
| 68 | 6800 |
| 69 | 6900 |
| 70 | 7000 |
| 71 | 7100 |
| 72 | 7200 |
| 73 | 7300 |
| 74 | 7400 |
| 75 | 7500 |
| 76 | 7600 |
| 77 | 7700 |
| 78 | 7800 |
| 79 | 7900 |
| 80 | 8000 |
| 81 | 8100 |
| 82 | 8200 |
| 83 | 8300 |
| 84 | 8400 |
| 85 | 8500 |
| 86 | 8600 |
| 87 | 8700 |
| 88 | 8800 |
| 89 | 8900 |
| 90 | 9000 |
| 91 | 9100 |
| 92 | 9200 |
| 93 | 9300 |
| 94 | 9400 |
| 95 | 9500 |
| 96 | 9600 |
| 97 | 9700 |
| 98 | 9800 |
| 99 | 9900 |
| 100 | 10000 |

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.

13. 14.

Miscellaneous

S.D.

48.100

| Account Number | Amount |
|----------------|--------|
|----------------|--------|

15. 16. 17.

Name of circle:
Location Code:

TAMIL NADU ELECTRICITY BOARD
RECEIPT CASH BOOK

Form No. C2
Month:

Name of Revenue Branch Cash book of Thiru

| Date | Receipt No. | Received From | Particulars | Ledger folio | Amount | 23.1 | 23.1 | 23.1 | EMD |
|------|-------------|---------------|-------------|--------------|---------|------|------|------|-----|
| | | | | | 24.110 | | | | |
| | | | | | Cash | | | | |
| | | | | | Cheques | | | | |

| | | | | | | | | | | |
|----|----|----|----|------|----|----|----|----|----|-----|
| 1. | 2. | 3. | 4. | 4(a) | 5. | 6. | 7. | 8. | 9. | 10. |
|----|----|----|----|------|----|----|----|----|----|-----|

227

| S.D. | Remittance | | Mail Transfer | |
|------|------------|-------------|-----------------------|----------|
| | Misc. | Challan No. | Disbursement Bank A/c | M.T. No. |
| | A/c No. | Amount | Rs | Amount. |
| 11. | 12. | 13. | 14. | 15. |
| | | | | 16. |
| | | | | 17. |
| | | | | 18. |

Name of Circle:
Location code:
Name of Revenue Branch:

TAMIL NADU ELECTRICITY BOARD
REMITTANCE CASE BOOK

Form No. C3
Month

228

| Date | Challan No. | Remitted by | Amount | Remittance into Bank | | | | | | | | | | |
|------|-------------|-------------|--------|----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | | | | Rs | Rs | Rs | Rs | Rs | Rs | Rs | Rs | Rs | Rs | Rs |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. | | | | |
| | | | | Rs | Rs | Rs | Rs | Rs | Rs | Rs | Rs | Rs | Rs | Rs |
| | | | | .. Bank .. branch | .. Bank .. branch | .. Bank .. branch | .. Bank .. branch | .. Bank .. branch | .. Bank .. branch | .. Bank .. branch | .. Bank .. branch | .. Bank .. branch | .. Bank .. branch | .. Bank .. branch |
| | | | | Rs | Rs | Rs | Rs | Rs | Rs | Rs | Rs | Rs | Rs | Rs |
| 12. | 13. | 14. | 15. | 16. | 17. | 18. | 19. | | | | | | | |
| | | | | Rs | Rs | Rs | Rs | Rs | Rs | Rs | Rs | Rs | Rs | Rs |
| | | | | .. Bank .. branch | .. Bank .. branch | .. Bank .. branch | .. Bank .. branch | .. Bank .. branch | .. Bank .. branch | .. Bank .. branch | .. Bank .. branch | .. Bank .. branch | .. Bank .. branch | .. Bank .. branch |

(Amount transferred By)

Form No. C4
Month :

NAME OF AGENCY: DISCOCH:

CASH BOOK OF THIRD

| Date | Voucher No. | To whom paid | Brief description | I. F. | Amount |
|------|-------------|--------------|-------------------|-------|--------|
| | | | | | |

Analyse into

| | | | | |
|--------|--------|--------|--------|--------|
| 44.305 | 44.310 | 27.201 | 76.132 | MI |
| | | | | 75.511 |

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.

Miscellaneous

Co-operative recoveries

[illegible]

14. 15. 16. 17.

Form No. C5

TAMIL NADU ELECTRICITY BOARD

PAYMENT CASH BOOK (BANK)

Month:

Name of the Bank:

Branch:

Cash book of Thiru

Location Code:

ANALYSED INTO

| Voucher No. | Cheque No. | To whom paid | Brief description | Amount |
|-------------|------------|--------------|-------------------|--------|
| 42.200 | 43.200 | 42.150 | 43.150 | 24.210 |
| 24.221 | | | | |

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Miscellaneous

Account Amount

No.

13. 14. 15. 16.

TAMIL NADU ELECTRICITY BOARD
 IMPREST CASH BOOK

Form No. C6
 Month:

Name of Circle:
 Location Code:

CASH BOOK OF THIRU

| Date | P.C.B. No. | Name of Imprest holder | Nature of payment | Voucher No. | Amount | Analysed into | | | |
|------|------------|------------------------|-------------------|-------------|--------|---------------|--|--|--|
| 1. | | | | | | | | | |
| 2. | | | | | | | | | |
| 3. | | | | | | | | | |
| 4. | | | | | | | | | |
| 5. | | | | | | | | | |
| 6. | | | | | | | | | |
| 7. | | | | | | | | | |
| 8. | | | | | | | | | |
| 9. | | | | | | | | | |
| 10. | | | | | | | | | |
| 11. | | | | | | | | | |
| 12. | | | | | | | | | |

Miscellaneous

Amount
 14.

TAMIL NADU ELECTRICITY BOARD Form No. C 7
 Temporary Advance/Imprest Petty Cash Book. Name and Designation
 of Imprest Holder :

..... Circle

Location Code:

Receipts

Payments

Date 236 of 865. Date Amount Date Particulars Voucher Amount 76.135 76.240 76.131 74.650 74.660 76.190

No. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13.

Miscellaneous

Account Amount

14. 15. 16. 17. 18. 19.

Temporary Advance cash book

Transaction Code: Cash Book of

| Date | Particulars | Voucher No. | Amount | Net Salary payable (Provincial) | Net Salary payable (RWE) | Advance of T.A. | T.A. |
|------|-------------|-----------------|--------|---------------------------------|--------------------------|-----------------|--------|
| | | Division office | | 44-305 | 44-310 | 27.201 | 76.132 |
| | | Abstract No. | | | | | |
| 1. | | 3. | 4. | 5. | 6. | 7. | 8. |
| 2. | | | | | | | |

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Miscellaneous

| | Account
No. | Amount |
|----|----------------|--------|
| 9. | 10. | 11. |
| | 12. | 13. |

Name of Circle:

FAMIL NADU ELECTRICITY BOARD
TEMPORARY ADVANCE SUB CASH BOOK

Form No. C 9

Location Code :

Name of Division:
Month

(TO BE MAINTAINED BY EXECUTIVE ENGINEERS)

| Date Particulars | Receipt | | Payment | | | | Others | |
|---|---------------|-----------------|----------------|------------|---------------|---------|--------|--|
| | Cheque Amount | Co-op etc. | Voucher Amount | Net Salary | MRI T.A. adv. | A/c No. | Amount | |
| 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. | No. receipt | Reco-
veries | No. paid | | | | | |
| 15. 16. 17. 18. | | | | | | | | |
| 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. | | | | | | | | |
| 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. | | | | | | | | |
| 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. | | | | | | | | |
| 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. | | | | | | | | |
| 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. | | | | | | | | |

Form No. C 10

TAMIL NADU ELECTRICITY BOARD
REGISTER OF DAILY CASH BALANCE

Name of Circle:

Location Code:

Date:

Opening Balance As on Total Receipts Total Balance on hand
the 1st day of the To Date payments (Col. 2+3) -
month to date (Col. 4)

1. 2. 3. 4. 5.

Amount received as per
Col. 5 & 6 of Receipt cash book.

The difference between
col. 16 and 17 of payment
cash book (cash)

The payment recorded in
col. 6 of payment cash
book (cash)

The remittance recorded
in col. 15 of the receipt
cash book.

The remittance recorded
in col. 16 of Receipt
cash book.

.... Verification of
Balance

.... Cash
.... Cheque
Total

.... Verified

Total

Sa/-x x

2136

TAMIL NADU ELECTRICITY BOARD

ACCOUNTS BRANCH

சென்னை மின்சாரப் பராமரிப்புத் துறைமுகம்
காணொளிப் பிளவுப் பிளவு வட்டம்,
பதிவு எண்.
24 JAN 1990
உ.ப.அ. ச.சு.அ. / சூ.அ. அ.அ. அ.அ. அ.அ.

FROM

TO

Thiru P.G. Padmanabhan, B.Com., ACA., The Superintending Engineers
Chief Financial Controller, Distribution
No. 800, Anna Salai, Circle,
Madras - 600 002.

Int. No. 053090/CAC/89-- Dated 19.12.1989.

Sir,

Sub:- Introduction of Uniform Commercial
Accounting System - Accounts Manual
for Balance Sheet Accounting.

An Accounts Manual for 'Balance Sheet'
accounting is communicated.

The provisions of the Manual in so far as they
relate to the maintenance of accounts shall be implemented
with immediate effect. The provisions relating to the
preparation of Annual Statement of Accounts shall be
implemented while preparing the Annual Statement of
Accounts for the year 1989-90.

The receipt of this communication with
enclosures may please be acknowledged in the first
instance and a report on the action taken sent
separately.

(P.G. PADMANABHAN),
CHIEF FINANCIAL CONTROLLER.

Encl:- Sets of Manual.

Copy to CIAO with 5 copies of the Manual.

Copy to All Chief Engineers with a copy of the Manual.

Copy to RAO/Madras with two sets of Manual.

Copy to Financial Controller/Purchase & Finance with a
copy of the Manual.

Copy to all DFCs in CFC's office with a copy of the Manual.

Copy to CFC(Revenue) and CFC's table.

Jak/3.1.

Tamil Nadu Electricity Board
Accounts Branch

11.0. Accounts Manual - Balance Sheet Accounting

- 11.1 The process of accounting starting from recording the Board's transactions and ending with preparation of Annual Statement of Accounts shall be covered by this Manual.
- 11.2 Detailed accounting procedures, pertaining to different accounting areas, have been outlined in the respective Manuals of accounting areas already issued.
- 11.3 This Manual covers the broad principles of recording, classifying, analysing and summarising the Board's transactions.
- 11.4 The process of accounting has been exhibited in a flow chart in Annexure-I.
- 11.5 Board's transactions identified through the basic accounting documents such as Cash Receipts, Payment Vouchers, Invoices, S.R.Bs, Requisitions etc. shall be analysed under the double entry system of book-keeping before recording them.
- 11.6 The transactions shall be recorded in the books of prime entries such as Journal, Cash Book, Day Books etc.
- 11.7 From the books of prime entries, the transactions shall be classified in main ledgers.
- 11.8 Subsidiary ledgers shall be maintained for detailed analysis of the balances in main ledgers wherever such details are required.
- 11.9 Books of prime entries shall be designed in columnar form so as to group the transactions even at the time of recording them.
- 11.10 Consolidated journal entries with the totals of each column shall be recorded every month in the books of prime entries.
- 11.11 Main ledger posting shall be made only from the consolidated journal entries recorded in various books of prime entries.
- 11.12 Posting of subsidiary ledgers shall be made either from the individual entries in the books of prime entries or from basic Accounting documents such as Receipts, Requisition etc. No consolidated figure shall be posted in subsidiary ledger.
- 11.13 Main ledgers shall be maintained according to the accounts group code as per chart of Accounts. Depending upon the volume of transactions falling under different group codes, two or more group codes can be accommodated in one volume of ledger.

..2..

- 11.14 Subsidiary ledgers shall be maintained for each account number in the main ledger, wherever details are required. Depending upon the volume of transactions and number of subsidiary accounts concerned two or more account numbers can be clubbed in one volume of ledger.
- 11.15 The accounts in main ledger shall be balanced every month.
- 11.16 A trial balance shall be prepared with the balances in main ledgers and tallied.
- 11.17 The accounts in subsidiary ledgers shall also be balanced every month.
- 11.18 A list of balances from different folios in subsidiary ledger, pertaining to one account number shall be prepared and the total shall be tallied with the balance in the concerned account in main ledger.
- 11.19 A monthly statement of accounts shall be prepared in the format prescribed by the Accounts Branch and submitted to Head-Quarters every month.
- YEAR END:-**
- 11.20 At the year end all the accruals both revenue and expenditure as also any other outstanding liabilities shall be brought into account through journal entries in I Supplemental accounts.
- 11.21 These adjusting journal entries shall be posted in the main ledger accounts concerned (in old ledgers). The ledger accounts shall be kept open for this purpose.
- 11.22 A final trial balance shall then be taken and tallied.
- 11.23 Closing journal entries shall then be prepared for transferring all the balances in Nominal Accounts in main ledgers to the respective Revenue schedules in the Annual Statement of Accounts.
- 11.24 These closing journal entries shall also be posted in the main ledgers so as to close the ledger accounts concerned (in the old ledgers).
- 11.25 All the remaining ledger accounts which will represent balances to be exhibited in the Balance Sheet schedules shall be balanced.
- 11.26 All the balances shall be taken to the respective Balance Sheet Schedules.

...3..

11.27 The balances appearing as closing balance in all the ledger accounts shall be taken as opening balance in the new ledgers of the subsequent year.

11.28 Simultaneous with the preparation of adjusting journal entries as per para 11.20 all the adjusting entries that are to be reversed shall be reversed through journal entries.

11.29 These reversal journal entries shall be posted in the new ledgers, in red ink, in the month in which they are prepared. For the purpose of balancing the ledger account for the month concerned these "red ink entries" shall also be taken into account.

11.30 The entries that are authorised under second supplemental accounts after the preliminary Annual Statement of Accounts is audited shall be made.

11.31 These journal entries shall be posted in the old ledgers.

11.32 Consequent to these postings, any balance that has appeared in the nominal accounts shall be transferred to Revenue Statements of the final Annual Statement of Accounts thro' closing journal entries.

11.33 Balances appearing in real and personal accounts consequent to the posting of journal entries of second supplemental accounts, shall be taken to the final balance sheet.

11.34 In the new ledgers, the opening balances that are affected due to the adjusting entries in second supplemental accounts shall be suitably corrected by adding or subtracting the balances, but without scoring the original balance.

11.35 Subsequent balances in the ledger accounts concerned shall also be corrected suitably.

11.36 Any reversal journal entries that are to be prepared consequent to the adjusting entries in the 2nd supplemental accounts shall also be prepared simultaneously.

11.37 These reversal journal entries shall be posted in the new ledger in the concerned month in "red ink".

PREPARATION OF ANNUAL STATEMENT OF ACCOUNTS:

11.38 All the balances of Revenue and Expenditure shall be transferred and incorporated in the schedule numbers 1, 4 and 5 to 12 thro' closing journal entries. By this all the nominal accounts in the ledgers will be closed.

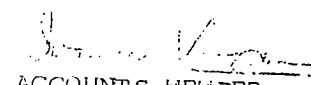
..4..

- 11.39 Capitalisation of interest based on the Head-Quarters instructions shall be journalised in supplemental accounts and shall be incorporated in the Schedule-13, from Account No.78.9.
- 11.40 The amount standing to the credit of Account No.71.9, 74.9, 75.9, 76.9 and 77.9 shall be shown in Schedule No.14.
- 11.41 All the debits appearing in group code 79, shall be shown in the Schedule-15 other debits.
- 11.42 Any extraordinary items such as those arising out of flood, cyclone, fire etc. which are not included in the regular expenditure and loss-schedules shall be shown in Schedule-16.
- 11.43 Schedule-17 shall be prepared by Balance Sheet Section in Head-Quarters.
- 11.44 Prior period credit charges shall be incorporated in schedule-18.
- 11.45 The totals of the schedules 1 to 18 except schedule-2 and 3 shall be incorporated in Statement-I.
- 11.46 Surplus or deficit from Statement-I shall be transferred to Statement-II.
- 11.47 Balance in Statement-II shall be incorporated in Statement-III straight (without including in any schedule).
- 11.48 Statement-III is prepared from Schedules No.19 to 35.
- 11.49 Schedule 19 is the gross value of the assets under "Gross Block".
- 11.50 These values ~~create~~ be taken from ledgers with group code 10 and 11.
- 11.51 From the above 'Gross Block' provision for depreciation available in the respective account numbers under group code 12 shall be deducted to arrive at net balance.
- 11.52 The provision for depreciation which is an accumulated credit balance arising from charging Annual Depreciation will be shown under "Provision for Depreciation".
- 11.53 In Schedule 20 function-wise break up of fixed assets, shall be given.

..5..

..5..

- 11.54 In Schedule 20 one more functional classification namely "Construction" shall be added as fifth item.
- 11.55 Statement-4: Statement of accounting policies.
This statement shall be prepared in Head-Quarters.
- 11.56 The Statement shall contain the details of any departure from the basic accounting principles and accounting policies made by the Board.
- 11.57 Statement-5: Notes to Accounts.
This statement shall be prepared in Head-Quarters.
- 11.58 The details required from other agencies, shall be specifically obtained by Balance Sheet Section of Accounts Branch.
- 11.59 Statement-6: Function-wise analysis of Revenue and Expenses.
This statement shall also be prepared in Head-Quarters.
- 11.60 Statement-7: Sources and uses of Funds:
This statement shall also be prepared in Head-Quarters.
- 11.61 Annexure-II/Statement-7: Project-wise analysis of Capital Expenditure:
This Statement shall be prepared in Head-Quarters.
- 11.62 Statement-8: Statement of Capital base and Surplus:
This statement shall be prepared in Head-Quarters.
- 11.63 Statement-9: Statement of Technical particulars:
This statement shall be prepared in Head-Quarters. The details required shall be obtained by Balance Sheet Section by a specific reference to the concerned agencies.


FOR ACCOUNTS MEMBER.

ksl.12/9/89.

WORKING INSTRUCTIONS

1. White meter card for assessment of Low Tension Revenue will fall under the basic accounting document "Sale Invoice".
2. No transactions shall generally be directly entered in either the main ledger or the subsidiary ledger without being recorded in the books of prime entry.
3. Subsidiary ledgers shall be maintained for all personal accounts dealing with debtors, creditors, contractors, employees etc.
4. Work Order ledgers shall also fall under subsidiary ledgers.
5. At the end of every month, after tallying the balances as per subsidiary ledger accounts with the main ledger account concerned, a certificate shall be recorded in the subsidiary ledger concerned.

YEAR END:

6. According to the Commercial Accounting, all the expenditures incurred to earn a revenue, should be matched to that revenue. (Matching concept). For this purpose, all the accrued income and expenditures as also, income received in advance, if any and expenses prepaid should be brought into account (accrual concept).

ACCRUED REVENUE:

7. Under the bi-monthly system of assessment on Low Tension consumers, the assessment made, during the month of January and 50% of the assessment for February (excluding agricultural consumption) can be taken as unassessed Low Tension Revenue.
8. As for High Tension Consumption, one months' consumption based on past records, can be taken as unassessed revenue.
9. It shall be ensured that all assessments made and due for accounting have been accounted for.
10. The journal entry for unassessed revenue shall be reversed at the beginning of next year.

EXPENDITURE DUE:

11. No provision need be made for March salary as the pay bills for the month of March will be journalised in the month of March itself.

12. Interest on Security Deposit on Low Tension consumers although creditable to Security Deposit Account once in two years only, the interest payable every year shall be accounted on accrual basis.
13. In the year in which interest is not due to be credited the interest payable shall be approximately calculated and accounted for as indicated in the Annexure.
14. This provision shall be reversed in the beginning of next year.
15. In the year in which, interest is due to be credited, the interest liability for two years shall be calculated correctly and accounted for as indicated in the Annexure. This adjusting entry shall not be reversed in the beginning of next year.
16. A few adjusting entries that are to be passed have been illustrated in Annexure-I.
17. The illustrations are only indicative and not exhaustive. All the adjusting entries that are necessary must be made.

CLOSING ENTRIES:

18. It is necessary that closing journal entries are prepared for transferring all the revenue and expenditure balances with the respective schedules in the Annual Statement of Accounts. A few model journal entries have been given in the Annexure to explain the points.

ANNUAL STATEMENT OF ACCOUNTS:

19. Excess and shortage on physical verification of Coal and Oil shall be shown in the Schedule-7.
20. The shortage written off under group code 71.4 'minus' the excess credited to group code 62.7 shall be shown, as a net figure in this schedule.
21. In Schedule 14, Repairs and Maintenance cost capitalised shall be added as item-2 with account No.74.9. Other items shall be suitably renumbered.
22. Account No.78.9 Interest and other charges capitalised shall be shown in Schedule 13.
23. In Schedule 20, the assets held by Thermal Generating Stations, shall be shown against "Thermal Generation". For these stations all other items will be 'NIL'.
24. Similarly, the Generation Circles of Hydel Generation shall exhibit all their assets under "Hydel Generation".

25. In respect of Distribution Circles, the assets have to be classified under "Transmission and Distribution". Assets relating to Sub-Station and transmission lines shall be shown under "Transmission". All other assets shall be shown under Distribution.
26. The assets employed by Project Circles and General Construction Circles accounted under group code 10 shall be shown against "Construction".
27. In Schedule 21 against Construction facilities, the net value of assets (Gross value less accumulated depreciation) shall be shown against Account No.15.6, by Project Circles and General Construction Circle.
28. The advance for supply of material as also, advance to contractors for Capital Works shall be shown in Schedule 21. The corresponding advances relating to O&M Materials and O&M Works shall be shown in Schedule 26-(d).
29. In Schedule-26-(a) closing stock of materials under Account No.22.60 and 22.62 shall be shown after transferring all the balances from various stock accounts under Account No.22.2, 22.3, 22.4 and 22.5 and after adjusting journal entry indicated in the Annexure.
30. The net excess or shortage of fuel stock and other stock pertaining to shortage and excess pending investigation, shall be shown in Schedule-26-(a).
31. In Schedule No.27, the Security Deposit from consumers received in the shape of securities and Bonds (other than cash) shall be shown against Account No.48.2. The corresponding debit exhibiting the value of securities held, shall be shown in Schedule-26-(e) against Account No.28.9.
32. In Statement-3 net assets, are shown under two categories, net fixed assets and net current assets and other capital expenditure.
33. Against net fixed assets, the gross block in schedule-19 and accumulated depreciation shall be shown in under column, and the difference extended to outer column as the net fixed assets.
34. Schedules-21 to 25 shall be recorded in Outer column.

..4..

35. Against net current assets, the total current assets as per schedule-26 shall be recorded in the inner column.
36. Total current liabilities against schedule 27 and 28 shall be totalled and recorded in the inner column below the total current assets.
37. The difference shall be extended to outer column as net current assets.
38. Schedule 29 shall be recorded in outer column.
39. The total of outer column will now give net assets.
40. The Schedules 30 to 35 shall be recorded under "Financed by".
41. The surplus or deficit as revealed in Statement No.2 shall be recorded in Statement No.3 surplus/deficit.
42. The total will give the total funds.
43. The net assets and total funds shall be the same figure indicating that the Balance Sheet is tallied.

STATEMENT-5 - Notes to Accounts:

44. Against item-19 of this statement the details of stock receipts and issues shall be obtained from different circles and furnished in head-quarters.
45. The figures against item No.(h) and (i) of 19 shall be same since transfer inward should always be equal to transfer outward.
46. Schedule No.1 shall be applicable only to Distribution Circles.
47. Schedule No.2 and 3 shall also be applicable only to Distribution Circles.
48. Schedule No.4 shall be prepared in Head-Quarters by Funds and Resources wings.
49. Schedule No.5 shall be applicable to all Circles and the Head-Quarters units.
50. Schedule No.6 shall be prepared in Head-Quarters by Central payment wing.
51. Schedule No.7 shall be applicable only to Hydel and Thermal Generation Circles.

52. Schedules No.8,9,10 and 11 shall be applicable to all Circles and Board Office Audit Branch.
53. Schedule No.12 shall be applicable to all account rendering units.
54. Schedule No.13 and 14 shall be applicable to all Circles.
55. Schedule No.15 and 16 shall be applicable to all Circles and Board Office Audit Branch.
56. Schedule No.17 shall be prepared in Head-Quarters/Balance Sheet Section.
57. Schedule No.18 shall be applicable to all Circles and Head-Quarters units.
58. Schedules No.19,20,21,22 and 23 shall be applicable to all Circles and Board Office Audit Branch.
59. Schedule No.24 shall be applicable to Distribution Circles and Board Office Audit Branch.
60. Schedule No.25 shall be applicable only to Funds and Resources Wing/Head-Quarters.
61. Schedule No.26-(a) shall relate to all Circles.
62. Schedule No.26-(b) shall relate to Distribution Circles only.
63. Schedule No.26-(c) shall relate to all Circles and Head-Quarters units.
64. Schedule No.26-(d) shall relate to all Circles and Board Office Audit Branch.
65. Schedule No.26-(e) shall relate to all Circles including Head-Quarters units.
66. Schedule No.27 shall relate to Distribution Circles only.
67. Schedule No.28 shall relate to all Circles, Board Office Audit Branch and Central Payment Wing.
68. Schedules No.29,30,31,32 and 33 shall relate to Funds and Resources wing of Head-Quarters.
69. Schedule No.34 shall relate to all Distribution Circles and Funds and Resources wing of Head-Quarters.
70. Schedule No.35 shall relate to all Circles, Board Office Audit Branch and Funds and Resources Wing.

ANNEXUREMODEL JOURNAL ENTRIES FOR RECORDING ALL THE ACCRUALS AND OTHER ADJUSTMENTS BEFORE PREPARATION OF ANNUAL STATEMENT OF ACCOUNTS:1. Unassessed Revenue

Account No.23.4 Provision for unbilled revenue Dr.

To

Account No.61.31 Domestic

Account No.61.32 Public Lighting

Account No.61.33 Public Water Supply

Account No.61.34 Power loads (Industrial) etc.

Account No.61.35 Agricultural

Account No.61.36 Educational Institutions, Hostels etc.

Account No.61.37 Other Categories

Account No.61.21 Revenue from Sale of Power - Industrial General High Tension Tariff-I (1)

Account No.61.211 Energy Charges

Account No.61.212 Demand Charges

Account No.61.213 Power Factor Surcharge

Account No.61.22 Revenue from Sale of Power, Industrial Power intensive High Tension Tariff-I (2)

Account No.61.221 Energy Charges

Account No.61.222 Demand Charges

Account No.61.223 Power Factor Surcharge

Note-1: Similar journal entries shall be made in respect of other categories of High Tension consumers as also for Inter-state sale of power.

Note-2: The above journal entries shall be reversed at the beginning of subsequent year.

2. Interest on Security Deposit of consumers (a) in the year in which the interest is not to be credited to Security Deposit account:

Account No.78.6 Interest to Consumers on Security Deposits

Dr.

To

Account No.48.3 Interest Payable on Consumers deposits

Note: This journal entry shall be reversed at the beginning of next year.

..2..

(b) In the year in which it is due to be credited to Security Deposit Account:Account No.78.6 Interest to Consumers
on Security Deposits Dr. ...

To

Account No. 48.1 Security
48.300 Deposit from
Consumers. ...Note-1 This journal entry shall not be reversed.Note-2 In case of Low Tension consumers, the
interest shall be calculated for 2 years
under the rules in force.3. Interest on Provident Fund:

Account No.78.352 Interest on G.P.F. Dr. ...

To

Account No.57.120 G.P.F. ...

Note-1 The interest shall be correctly calculated
and accounted for as above in the
supplemental accounts.Note-2 The above shall not be reversed.4. Creation of Pension Reserve: 3.742% of Pay + DA.Account No.75.830 Terminal Benefits (Pay & DA for the Employer
superannuation - CPS should be
Boards' Contribution Dr. ... excluded)

To

Account No.57.140 Staff Pension
Fund ...Note-1 This journal entry shall not be reversedNote-2 Actual payment of pension shall be
debited to Account No.57.140 only.5. Expenses outstanding:

Concerned Expenses Account Dr. ...

To

Account No.46.430 Provision
for liability for
expenses. ...Note: This journal entry shall be reversed at the
beginning of the next year.

..3..

6. Expenses Prepaid:

Account No.28.820 Prepaid Expenses Dr. ...
To
Concerned expenses Account ...

Note: This journal entry shall be reversed.

7. Income Accrued:

Account No.28.290 Income accrued
and due Dr. ...

Account No.28.390 Income
accrued but not due Dr. ...

To
Concerned income account ...

Note: This journal entry shall be reversed.

8. Depreciation:

Account No.77.120 Depreciation on
Building Dr. ...

Account No.77.150 Depreciation on
Plant and Machinery Dr. ...

Account No.77.160 Depreciation on
Lines and Cables
net work Dr. ...

Account No.77.170 Depreciation on
Vehicles Dr. ...

Account No.77.180 Depreciation on
Furniture Dr. ...

Account No.77.190 Depreciation on
office equipment Dr. ...

Account No.77.220 Depreciation on
Spare Units/
Service Units Dr. ...

Account No.77.230 Depreciation on
Capital Spares
at generating
stations Dr. ...

To

Account No.12.2 Provision for depreciation
Building ...

Account No.12.5 Provision for Depreciation
Plant and Machinery ...

Account No.12.6 Provision for Lines and
Cable net work ...

A/c.No.12.7 Provision for Vehicles ...

A/c.No.12.8 Provision for furniture ...

A/c.No.12.9 Provision for Office Equipment ...

A/c.No.13.2 Provision for Spare Units/Service
Units ...

A/c.No.13.3 Provision for Spares at generating Stations ...

Note: The above journal entry shall not be reversed.

...4...

9. CAPITALISATION OF REVENUE EXPENSES:

| | |
|---|---------|
| Account No.15.204 Revenue expenses
pending allocation over
Capital Works - Repairs
and Maintenance | Dr. ... |
| Account No.15.205 -do- Employee Cost | Dr. ... |
| Account No.15.206 -do- Administration
and General
Expenses | Dr. ... |
| Account No.15.207 Depreciation and
other costs relating to
Fixed Assets | Dr. ... |
| Account No.15.208 Interest and Finance
Charges | Dr. ... |
| Account No.15.220 - Head Office
Supervision Charges | Dr. ... |

To

| | |
|--|-----|
| Account No.74.9 Repairs and
Maintenance Expenses
charged to capital works | ... |
| Account No.75.9 Employee Cost
charged to Capital works | ... |
| Account No.76.9 Administration
and General Expenses
charged to capital works | ... |
| Account No.77.9 Depreciation and
related cost charged to
capital works | ... |
| Account No.78.9 Interest and
other Finance Charges charged
to Capital works | ... |
| Account No.76.9 Head Office Supervision
charges capitalised | ... |

- Notes: 1. This journal entry shall not be reversed.
2. At the time of bringing the asset into beneficial use the proportionate charges debitable to different work orders shall be debited to concerned capital work-in-progress accounts, crediting the concerned accounts under Account No.15.2

...5...

10. Capitalisation of Interest on Funds:

Account No.15.208 Revenue expenses pending
allocation over capital
works interest and
Finance Charges Dr. ...

To
Account No. 78.9
Interest and other finance charges
charged to capital works. ...

Note: 1. This journal entry shall not be reversed.

2. Individual work orders should be debited
as indicated in item-(9) above.

11. Journal entry for transferring the stock balances from
different stock accounts to main stock account:

Account No.22.610 Capital Material
Stock Account Dr. ...

Account No.22.620 O&M Material stock
Account Dr. ...

To

Account No.22.200 Capital Material
Purchase Account ...

Account No.22.220 - O&M Material
Purchase Account ...

Account No.22.360 Materials returned
by contractors -
Capital ...

Account No.22.370 Material returned
by contractors -
O & M ...

Account No.22.405 Materials trans-
ferred inward
capital ...

Account No.22.410 Materials trans-
ferred inward O&M ...

Account No.22.500 Material Stock
Adjustment Account -
Capital (if there is
debit balance) ...

Account No.22.520 Material Stock
adjustment Account
O & M ...

..6..

..6..

12. Account No.22.300 Material issues
Capital Dr. ...
- Account No.22.320 Material issues
O & M Dr. ...
- Account No.22.340 Material issued
to contractors
capital Dr. ...
- Account No.22.350 Material issued
to contractors
O & M Dr. ...
- Account No.22.420 Material transfer
outward capital Dr. ...
- Account No.22.430 Material transfer
outward O&M Dr. ...
- Account No.22.500 Material Stock
Adjustment
A/c. - Capital Dr. ...
- Account No.22.520 Material Stock
Adjustment
To A/c. - O&M Dr. ...
- Account No.22.600 Capital Material
Stock A/c. Dr. ...
- Account No.22.620 O&M Material
Stock A/c. Dr. ...

13. All the journal entries as per Annexure-I of
Accounts Manual for Inter Unit Accounting.

14. Model Closing journal entries:

Revenue Schedule-8 Repairs & Maintenance Dr. ...

To Normal Repairs & Maintenance (Plant and
A/c.No.74.100 Material issued from Machinery)
Stores ...

A/c.No.74.120 Material specifically
purchased and received at site ...

A/c.No.74.140 - Payment to contractors
etc. etc. ...

Revenue Schedule-9 Employee Cost Dr. ...

To

Account No.75.110 - Salary -
Provincial ...

Account No.75.120 - Salary-RWE ...

Account No.75.310 - Dearness
Allowance -
Provincial ...

Account No.75.320 - Dearness
Allowance-RWE
etc. etc. ...

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// Tamil Nadu Electricity Board //-
:: Accounts Branch ::

(4)

From

To

I.S. Kanthimathi, B.Com., ACA.,
Chief Financial Controller,
800, Anna Salai,
Madras 600 002.

The Superintending Engineer,
Electricity
Distribution Circle,

Letter No: 00012/CAC/89 dated 22.5.1989

Sir,

Sub: Introduction of Uniform Commercial
Accounting System - Accounts Manual
for Personnel Accounting.

--ooC00oo00oo--

An Accounts Manual for the Personnel Accounting transactions in Distribution Circles, General Construction Circles, Generation Circles, Project Circles and Workshop Circle/Mettur is communicated. The accounting of Personnel Account transactions by the circles shall be made in accordance with the provisions of this Manual with effect from 1.7.1989. To start with, the existing books may be suitably modified adopting the new formats prescribed and the Accounts maintained using the existing books and stationery. Printing of Books can be taken up later.

A report on the sufficiency or otherwise of the columns provided in the various format may please be sent after maintaining the books in the revised format for a period of 3 months.

The receipt of this reference may please be acknowledged and the action taken to implement the Manual confirmed.

(I.S. KANTHIMATHI)
Chief Financial Controller.

Encl: sets of Manual

Copy to Chief Internal Audit Officer with 5 copies of Manual.

Encl: 5 sets of Manual.

Copy to all the Chief Engineers with a copy of the manual for information.

Encl: 1 set of Manual

Copy to the Resident Audit Officer with 2 copies of Manual

Encl: 2 sets of Manual

Copy to the Financial Controllers and Deputy Financial Controllers in CEC's office with a copy of Manual.

Encl: 1 set of Manual.

Copy to the Chief Financial Controller and Chief Financial Controller (Revenue)'s table.

257 of 365.

-// Tamil Nadu Electricity Board //-
:: Accounts Branch ::

800, Anna Salai,
Madras 600 002.

Circular No: 00012/CAC/89-611-Dated 6.10.1989

Sub: Uniform Commercial Accounting System -
Accounts Manual for Personnel Accounting -
Amendment.

Ref: This office Lr. No: 00012/CAC/89
dated 22.5.1989.

--000000--

The following amendments are issued to the Accounts
Manual for Personnel Accounting.

AMENDMENT

1. Reference to Journal entry noted in para 8.23 and 8.24 of the Accounts Manual for Personnel Accounting shall be read as Annexure 1(6) and 1(5) respectively. The reference to para numbers noted in the Annexure 1(5) and 1(6) shall be read as 8.24 and 8.23 respectively.
2. The phrase 'for transferring the balance in Provident fund Account to another circle' in item 5 of Annexure I and 'for accounting the balance in Provident fund account' in item 6 of Annexure I shall be interchanged.

L/2.6
(P.C. P. MANABHAN)
Chief Financial Controller.

To

All Superintending Engineers/
circles.

Copy to Superintending Engineer/Tirunelveli Kattabomman
Elcyc. Distn. Circle/Tirunelveli with reference
to D.O. Lr. No: AAO I/BAS/A1/F UCA/D261/89
dt. 28.8.89.

Copy to Superintending Engineer/Villupuram Elcyc. Distn.
Circle/Villupuram with reference to Lr. No: SE/VEDC/VPIV/
GA/F UCA/PR/89 dt. 26.9.89.

Copy to all Chief Engineers/Distribution.
Copy to Chief Internal Audit Officer/Madras
Copy to Resident Audit Officer/Madras (2 copies)
Copy to all Deputy Financial Controllers in CFC's office.
Copy to all Financial Controllers/CFC's office.
Copy to stock file.

gsm 1110

TAMIL NADU ACCOUNTS BRANCH

18 OCT 1989

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TAMIL NADU ELECTRICITY BOARD

ACCOUNTS BRANCH

FROM

TO

S. THANGARATHNAM, M.COM., AICWA.,
Chief Financial Controller/General,
800 Anna Salai,
C H E N N A I - 2.

ALL SUPERINTENDING ENGINEERS,

Lr. No.DFC/BS/AO/CAC/98 Dt.30.3.'98.

Sir,

SUB: Uniform Commercial Accounting - Accounting
of Loans and Advances relating to transferred
Employees - Reg.

A perusal of the Annual statement of Accounts for 1996-97 and monthly statement of Accounts of few circles revealed that outstanding under Loans and Advances are exhibited in credit balances.

It is presumed that this is due to non-journalisation of outstanding loans and advances of transferred employees as per the L.P.C. Also the interest on advances recovered is credited to loan account.

Instructions have already been issued that whenever an employee is transferred, the loan and advances pending to be recovered from him should be transferred to the transferee circle and reference to journal noted in the L.P.C. itself. The transferee circle is also required to bring the loans and advances into Account and record the reference to journal in the L.P.C. besides intimating the fact to the transferer circle.

The Accounts Manual for Personnel Accounting has also prescribed the following procedure.

Para 8.44 : When an employee is transferred from one account rendering unit to another, the balances outstanding in various loans and advances account of the employee should be transferred through a journal entry as indicated in Annexure I (10).

Para 8.45 : The fact of journalisation shall be recorded in last pay certificate. No. separate advice and acceptance is necessary.

..2..

Para 8.46 : The transferee unit shall also pass a journal entry as indicated in Annexure I (11) and record the fact in LPC.

Para 8.47 : Interest on Interest bearing Loans and Advances shall be calculated and accounted through a journal entry as indicated in Annexure I (12) immediately on instatement of interest becoming due.

The journals proposed are furnished below for ready reference.

Journal entry to be proposed for transferring the balance in Loans and Advances to transferee circle.

At the time of issue of LPC

36 (Location code of the transferee circle). IU
 account DR.

To

| | |
|--------|---------------------|
| 27.101 | HEA |
| 27.104 | Marriage Advance |
| 27.102 | Car Advance |
| 27.110 | Two wheeler advance |
| 27.103 | Festival Advance |

II Journal entry to be prepared by transferee circle for accounting the Loans and Advances of employees transferred. (On receipt of LPC)

| | | |
|--------|---------------------|-----|
| 27.101 | HEA | Dr. |
| 27.102 | Car advance | Dr. |
| 27.104 | Marriage advance | Dr. |
| 27.110 | Two wheeler advance | Dr. |
| 27.203 | Festival advance | Dr. |

To

36. (Location code of the transferred circle).

..3..

| | | |
|--------|---------------------|-----|
| 27.101 | HBA | Dr. |
| 27.102 | Car advance | Dr. |
| 27.104 | Marriage advance | Dr. |
| 27.110 | Two wheeler advance | Dr. |
| 27.203 | Festival Advance | Dr. |

62.210 Interest on staff Loans and Advances.

Receipt of this letter may be acknowledged and action taken reported.

CHIEF FINANCIAL CONTROLLER GENERAL.

CS.30.3.

ACCOUNTS BRANCH8.0. PERSONNEL ACCOUNTING

- 8.1. Accounting for staff entitlement and recoveries shall be regulated in accordance with the provision of this Manual.

Staff entitlements:

- 8.2. Staff entitlements can be classified into:

1. Monthly entitlements for Service rendered
2. Annual entitlements like Bonus
3. Terminal Benefits.
4. Staff Welfare expenses
5. Loans and Advances to staff
6. Travelling Allowance

8.3.1. Monthly entitlements for Service rendered:

Pay Rolls prepared for monthly entitlements shall be recorded in a Pay Roll Journal in form No.P.A.1.

- 8.4. This Journal shall be prepared in three parts.

(a) In the first part all entitlements shall be recorded in columnar form.

(b) In the second part all recoveries shall be recorded in columnar form.

(c) The third part will contain a consolidated Journal entry for all entitlements and recoveries - Annexure I (1).

- 8.5. Main ledger postings shall be made from the consolidated Journal entry only.

- 8.6. The Pay Roll Journal shall be prepared in the same month for which the pay and allowances are due.

2. Annual entitlements:

- 8.7. Bonus and ex-gratia payments shall be accounted through cash book.

- 8.8. At the end of every year, Bonus payable shall be provided for through a Journal entry as indicated in Annexure I(2).

- 8.9. At the beginning of subsequent year, this Journal entry shall be reversed.

(3 & 4) Terminal Benefits and Staff Welfare expensesPension and D.C.R. Gratuity

- 8.10. Provision towards Pension and D.C.R. Gratuity shall be made at a percentage to be fixed by the Board from time to time.
- 8.11. A Journal entry shall be passed at the end of each year for this purpose as indicated in Annexure I(3).
- 8.12. Actual payment of Pension and Gratuity shall be debited to the provision (Staff Pension Fund) account only.
- 8.13. Detailed accounting procedures have been given in the Accounts Manual for Board office Audit Branch for accounting the payment of Pension monthly.
- 8.14. Payment of commuted value of Pension and family pension shall also be debited to staff pension fund account.

General Provident Fund

- 8.15. Monthly deduction of subscription shall be credited to General Provident Fund account.
- 8.16. Annual interest payable on accumulated balance on G.P.F. shall be calculated at a percentage of interest to be fixed by the Board from time to time and credited to the General Provident Fund account.
- 8.17. A Provident Fund Interest Journal shall be prepared in the I supplemental account in form No. PA 2.
- 8.18. A consolidated Journal entry as indicated in Annexure I (4) shall be prepared then the total of the Journal and recorded in the Journal itself.
- 8.19. Main ledger posting shall be made from the consolidated Journal entry only.
- 8.20. An employee-wise subsidiary ledger either in card form or in ledger form shall be maintained in form No. P A3.
- 8.21. The balances at the end of every month in the individual G.P.F. account of employees shall be totalled up and tallied with the balance of G.P.F. as shown in account No. 57.120 in the Main ledger.

8.22. Advances and part final withdrawal sanctioned against Provident fund balances shall also be accounted in the same General Provident Fund account No. 57.120.

8.23. When an employee is transferred from one account, rendering unit to another the balance outstanding in his account shall be transferred through a Journal entry as indicated in Annexure I.(5). His Provident Fund card shall also be transferred. The fact of Journalisation shall be recorded in L.P.C.

8.24. The transferee shall also pass a Journal entry as indicated in Annexure I(6). and record the fact in L.P.C.

FAMILY BENEFIT FUND, F.B.F. SUBSIDIARY SCHEME AND SPECIAL PROVIDENT FUND CUM GRATUITY SCHEME

8.25. Monthly subscription deducted and accounted through Pay Roll Journal shall be credited to account No. 57.155 and 57.135 as the case may be.

8.26. At the time of making payment of claim a Journal for Family Benefit Schemes shall be prepared in form No. PA 6.

8.27. At the end of the month the column of the Journal are totalled up and a consolidated Journal entry as indicated in Annexure I (7) shall be recorded in the Journal.

8.28. Main ledger posting shall be made from the consolidated Journal entry only.

8.29. No employee-wise subsidiary ledger need be maintained as the rate of recovery is fixed and a constant figure for all the employees.

8.30. Payment of claim shall be decided with reference to the date of commencement of first recovery entered in Service Book of the Employee.

8.31. Payment of claim shall be debited to 57.155 for Family Benefit Scheme and F.B.F. Subsidiary scheme and 57.135 for Special P.F. cum Gratuity Scheme.

8.32. When an employee is transferred from one circle to another the outstanding balance recovered from him shall also be transferred through a Journal as indicated in Annexure I (5) & (6).

HOUSE BUILDING ADVANCE SPECIAL FAMILY BENEFIT FUND SCHEME

8.33. Monthly deduction accounted through P.R. Journal shall be credited to account No. 57.160.

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8.34. Outstanding amount of House Building Advance written off on the death of an employee shall be debited to account No. 75.855 through a Journal entry as indicated in Annexure I(8).

REIMBURSEMENT OF MEDICAL EXPENSES

8.35. Reimbursement of Medical expenses of the employees shall be debited to account No. 75.611 through cash book.

ENCASHMENT OF LEAVE (SURRENDER LEAVE SALARY)

8.36. Payment against encashment of leave (1) during the service and (2) at the time of retirement shall be accounted through P.R. Journal.

LABOUR WELFARE FUND

8.37. Deductions from employees towards Labour Welfare Fund shall be accounted through Pay Roll Journal.

8.38. Payments of subscription to Labour Department Receipt of Benefits from Labour Department and payment of such benefits to the employees, if routed through the Board, shall be accounted through cash Book.

(5) Loans and Advances to Staff:

8.39. Staff Loans and Advances are of two kinds - Interest bearing and interest free.

8.40. Payment of Loans and Advances shall be accounted through Cash Book.

8.41. Monthly recoveries of Loans and Advances shall be accounted through Pay Roll Journal.

8.42. A subsidiary ledger in a card form to record employee wise payment, and recovery of various Loans and Advances shall be maintained in form No. PA 7.

8.43. The balances at the end of every month in the individual Loans and Advances accounts shall be totalled up and tallied with the balances in various Loans and Advances account in the Main ledger.

8.44. When an employee is transferred from one account rendering unit to another, the balances outstanding in various loans and advances account of the employee shall be transferred through a Journal entry as indicated in Annexure I (10). His Loans and Advances card shall be transferred to other circle.

.. 5 ..

8.45. The fact of Journalisation shall be recorded in Last Pay Certificate. No separate advice & acceptance is necessary.

8.46. The transferee unit shall also pass a Journal entry as indicated in Annexure I (11) and record the fact in L.P.C.

8.47. Interest on interest bearing Loans and Advances shall be calculated and accounted through a Journal entry as indicated in Annexure I (12) immediately on instalment of interest becoming due. //

(6) Travelling Allowance

8.48. Advance of Travelling Allowance shall be accounted under "Loans and Advances".

8.49. On passing of T.A. Bill of employees, the advance shall be recovered through a Journal in form No. PA 9.

8.50. A consolidated Journal entry shall be prepared at the end of each month as indicated in Annexure I (13) and recorded in the Journal itself.

8.51. Main Ledger posting shall be made from consolidated Journal entry only.

8.52. Payment of Travelling Allowance Bill shall be accounted through cash Book.

8.53. Advance paid towards travel under Leave Travel concession shall also be treated as Advance of Travelling Allowance.

7. Others

8.54. Payment of Leave Salary contribution to staff deputed, shall be treated as payment of Leave Salary.

8.55. Payment of Pension contribution shall be treated as payment of pension.

8.56. Receipt of Leave Salary contribution against staff on deputation from other Department shall be treated as Misc. income.

8.57. Receipt of Pension contribution against staff on deputation from other department shall be credited to staff pension Fund.

.. 6 ..

.. 6 ..

8.58. Recoveries from the employees towards dues of co-operative Societies, etc shall be accounted in accordance with the provision of "cash Accounting" Manual.

8.59. In respect of Telephone charges etc due to be recovered from the employees, the amount recoverable shall be debited to account No. 28.804 "Amount recoverable from employees" at the time of incurring such expenditures.

8.60. All the employee costs shall be initially accounted in various account numbers under Group code "75" by the circles. No direct debit to any works is permitted.

[Signature]
for ACCOUNTS MEMBER.

[Signature]

PERSONNEL ACCOUNTINGWORKING INSTRUCTIONSMONTHLY ENTITLEMENTS AND RECOVERIES

1. Separate Pay roll journal shall be prepared for Provincial Establishment (including officers) and R.W. Establishment.
2. Payment of overtime and Surrender leave Salary shall also be recorded in Pay roll journal.
3. Surrender leave salary shall be recorded in one lumpsum against the respective account number, without splitting into pay, D.A. etc.
4. Double Wages or any other payment analogous to overtime shall be booked under overtime wages.
5. For all the claims recorded in Pay roll Journal the account to be debited thro' cash book will be 'Net Salary payable' only.
6. Any recovery towards excess claim shall be shown as "minus" figures against the respective column in Pay Roll journal if it relates to current year.
7. Recovery towards excess claim of previous years shall be treated as prior period income and accounted for accordingly.
8. Pay rolls relating to March shall also be journalised in the month of March itself. Consequently no provision need be made for outstanding salary.
9. Unpaid Salary shall be remitted in Disbursement Bank account and credited to unpaid salary account.

Annual Entitlements:

10. Unpaid Bonus and ex-gratia payments shall be remitted in Disbursement Bank account and credited to unpaid Bonus account.
11. Bonus payable to staff on Deputation shall also be debited to Bonus account.

75.617
TO
44.340.

.. 2 ..

Terminal Benefits and Staff Welfare expensesPension and DCR Gratuity:

12. The present practice of creating a Pension Fund and making payment of DCR Gratuity on cash Basis shall continue till a percentage is fixed for DCR Gratuity and revision of percentage for Pension.

Tamil Nadu Electricity Board General Provident Fund:

13. For posting the monthly recoveries in the individual G.P.F. account, a schedule in form No. PA 4 shall be prepared from Pay Roll Journal.
14. The total of the schedule shall be tallied with the total of G.P.F. deductions as per Pay Roll Journal.
15. On posting the individual G.P.F. account the corresponding ledger folio shall be recorded in the column provided therefor in the schedule.
16. For the purpose of calculating interest on G.P.F. a register in form No. PA 5 shall be maintained.
17. In this register provision has been made for withdrawals twice (Col. 12 to 17) and for revision twice (Col. 6 to 11) in the rate of subscription.
18. The rate of subscription mentioned in col. 5 & 9 shall include the repayment of advance also.
19. Interest on the balance as on 1st April of each year shall be directly calculated (Col. 3 to 5).
20. Interest on additions during the year less withdrawals during the year shall be calculated on product method (Col. 18 to 20).
21. Total interest payable shall then be totalled (Col. 21).
22. The posting of Subsidiary ledger for G.P.F. showing individual G.P.F. balance of each employee shall be made from the following sources.
- (a) Monthly deductions shall be posted from the schedule mentioned in Para 12 ante
- (b) Withdrawals shall be posted from Cash Book.
- (c) Interest on G.P.F. shall be posted from the schedule mentioned in Para 12 ante

.. 3 ..

Family Benefit Fund, F.B.F. Subsidiary Scheme and Special
Provider's Fund cum Gratuity Scheme.

23. A schedule shall be prepared in form No.P.A.(4) from the Pay Roll Journal.
24. As constant monthly subscription is collected from the employees there is no need to post the individual ledger account every month.
25. Total amount of subscription collectable shall be calculated with reference to the number of employees for whom the pay bill is drawn and tallied with the total of the schedule referred to at Para 22 ante.
26. In respect of Family Benefit Fund and F.B.F. Subsidiary schemes, in the Journal for Family Benefit schemes, the balance standing at the credit of the employee shall be recorded in Col.5, interest calculated on the balance in col.5 is entered in col.6, the Board's contribution wherein payable is entered in col.7 and Family Benefit Fund subsidiary scheme amount wherever payable shall be recorded in Col.8.
27. In respect of Spl. P.F. cum-Gratuity scheme, in the Journal for Family Benefit schemes, the balance standing at the credit of the employee shall be recorded in col.9, interest calculated on the balance in col.9 is entered in col.10, Board's contribution wherever payable is entered in col.11.

Labour Welfare Fund

28. Deduction from employees, payment to Labour Department receipt of benefits from Labour Department and payment of such benefit to employees shall be accounted in account No. 44.415 - "Labour Welfare Fund".
29. Board's contribution to Labour Welfare Fund shall be accounted through a Journal entry as indicated in Annexure I (9).

Loans and Advances

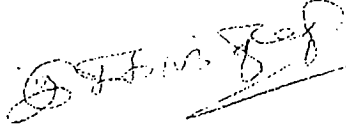
30. For posting the monthly recoveries in the individual Loans and Advances card, a schedule in form No. PA 8 shall be prepared from Pay Roll Journal.
31. The total of the schedule for different kinds of Loans and Advances shall be tallied with the totals of respective columns in Pay Roll Journal.

.. 4 ..

32. After posting the Loans and Advances card the fact shall be recorded in the schedule against each item.

Travelling Allowance:

33. An employee-wise subsidiary ledger shall be maintained for watching the recovery of Advance.
34. Monthly balances extracted from this subsidiary ledger shall be tallied with the main ledger balance in account No. 27.201.


for ACCOUNTS MEMBER



ANNEXURE-I1. Consolidated Journal entry to be recorded in Pay Roll Journal (Part III) - P.A. I (c) - (Para 8-3)

| | | | |
|--------|---|--------|-------|
| 75.110 | - Salaries Provincial | Dr.... | |
| 75.310 | - DA Provincial | Dr.... | |
| 75.401 | - HRA | Dr.... | |
| 75.402 | - C.C.A. | Dr.... | |
| 75.403 | - Other allowance | Dr.... | |
| 75.617 | - E.L. encashment | Dr.... | |
| 57.140 | To Staff pension Fund | | |
| 57.155 | To Family Benefit Fund | | |
| 57.135 | To T.N.E.B. Spl. Provident Fund cum-gratuity scheme | | |
| 27.101 | To House Building Advance | | |
| 27.104 | To Marriage Advance | | |
| 27.202 | To Advance of Pay | | |
| 27.203 | To Festival Advance | | |
| 44.406 | To L.I.C. Premium (S.S.S.) etc, etc. | | |
| 44.305 | To Net Salary Payable - Provincial | | |
| 44.310 | To Net ^{OR} Salary Payable - RWE | | |
| 44.340 | | | |

2. Journal entry for creating year end provision for Bonus and ex-gratia - (Para 8.8)

| | | | |
|--------|----------------------|--------|-------|
| 75.501 | Bonus | Dr.... | |
| 75.502 | Ex-gratia payment | Dr.... | |
| 44.320 | To Bonus payable a/c | | |

3. Journal entry for creating provisions for liability towards Pension and D.C.R. Gratuity (Para 8.11)

| | | | |
|--------|---|-------|-------|
| 75.830 | Terminal Benefits (Superannuation) Board's contribution | Dr... | |
| 57.140 | To Staff Pension Fund | | |
| 75.840 | Terminal Benefits (gratuity) | Dr... | |
| 57.130 | To gratuity Fund | | |

4. Consolidated Journal entry to be recorded in the Provident Fund Interest Journal. (Para 8.18)

78.852 Interest on G.P.F. a/c Dr.....

57.120 To General Provident Fund

5. Journal entry to be prepared by transferee circle for transferring the balance in Provident fund account to another circle.
(Para 8.23 and Para 8.32)

36. ... Interunit account - Personnel
..... circle Dr...

57.120 To General Provident Fund a/c
(Name of employee)

57.155 To Family Benefit Fund

57.135 To Special Provident Fund cum-
Gratuity scheme

6. Journal entry to be prepared by transferor circle for accounting the balances in Provident Fund Account (Para 8.24 & Para 8.32)

57.155 Family Benefit Fund Dr...

57.135 Spl. P.F. cum Gratuity Scheme Dr...

57.120 General Provident Fund a/c Dr...
(Name of employee)

36 To Inter unit account -
Personnel circle

7. Consolidated Journal entries, to be prepared and recorded in the Journal for Family Benefit Fund Schemes (Para 8.27)

(a) 78.854 Interest on FBF contribution Dr...

75.825 Terminal Benefits - FBF Board's
contribution Dr...

75.835 Terminal Benefits-FBF
subsidy 274 of 6365 Dr...

.. 3 ..

57.155 To Family Benefit Fund Scheme

Note: In respect of retirement claims, debit to A/c No. 75.835 & 75.825 will not arise.

(b) 78.855 Interest on Spl. P.F. cum Gratuity

Dr.

75.845 Spl. P.F. cum Gratuity - Board's contribution

Dr.

57.135 To Special P.F. cum-Gratuity scheme

8. Journal entry to be made for writing off of outstanding balance of House Building Advance under H.B.A: Special F.B.F. Scheme (Para 8.34)

75.855 HBA - Special F.B.F. Scheme Loan written off

Dr.

27.101 To Loans & Advances to staff H.B. Advance

9. Journal entry for Board's contribution to Labour Welfare Fund (Para 29-W 1)

75.760 Other Labour Welfare expenses - Labour Welfare Fund - Board's contribution

Dr.

44.415 To Labour Welfare Fund

10. Journal entry to be prepared for transferring the balances in Loans & Advances to transferee circles (Para 8.44)

36. .. Inter unit Account

(location code of Personnel - Electricity Circle transferee circle)

Dr.

27.101 To House building Advance

27.104 To Marriage Advance -

27.102 To conveyance

11. Journal entry to be prepared by transferee circle for accounting the Loans & Advances of employees transferred (Para 8.46)

| | | |
|--------|---|-------|
| 27.101 | Loans and Advances to employees
House Building Advance | Dr... |
| 27.104 | Marriage Advance | Dr... |
| 27.102 | Conveyance Advance | Dr... |
| 27.203 | Festival Advance
etc. etc. | Dr... |
| 36. -- | To Inter unit Account-
Personnel Circle | |

12. Journal entry to be prepared for accounting the interest accrued on Loans and Advances (Para 8.47)
Interest on Loans and Advances to staff

| | | |
|--------|--|-------|
| 27.101 | House Building Advance | Dr... |
| 27.104 | Marriage Advance | Dr... |
| 27.102 | Conveyance Advance
etc. | Dr... |
| 62.210 | To Interest on staff Loans
and Advances | |

Note: (Names of employees must also be given in the Journal)

13. Consolidated journal entry to be recorded in Journal for recovery of Advance of Travelling Allowance (Para 8.50)

| | | |
|--------|---------------------------------------|--------|
| 76.132 | Travelling Expenses | Dr.... |
| 27.201 | To Advance of Travelling
Allowance | |

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132

LOCATION, CODE:

PAY ROLL JOURNAL PAGE 1

Form No. PA 1(a)

ENTITLEMENT

Month:

| 1. | Name of Disbursing unit | Nature of Entitlement | Pay | Spl. | D.A. | H.R.A. | C.C.A. | O.H. | Supervi- | S.L.S. | O.I |
|-----|-------------------------|-----------------------|--------|------|--------|--------|--------|------------------|----------|-----------|--------|
| 2. | Reference to pay bill | Account Number | 75.110 | pay | 75.310 | 75.401 | 75.402 | (Allow-
ance) | story | Allowance | 75.517 |
| 13. | | | | | | | | | | | |
| 14. | | | | | | | | | | | |
| 15. | | | | | | | | | | | |
| 16. | | | | | | | | | | | |
| 17. | | | | | | | | | | | |

OFHMS

Total

PAY ROLL JOURNAL - PART II

Form No. PA 1(b)

(RECOVERIES AND NET SALARY PAYABLES)

Month:

LOCATION CODE:

| Sl. No. | Name of Disbursing unit | Nature of Recovery | P.F. | F.B.F. | SBL.P.F. | HBA | Convey-
ance | Cycle | Marri-
age | Festi-
val | L.I.C. |
|---------|-------------------------|--------------------|--------|--------|----------|--------|-----------------|--------|---------------|---------------|--------|
| 1. | Reference to Paybill | coveries | 57.120 | 57.150 | 57.135 | 57.160 | 27.101 | 27.103 | 27.104 | 27.203 | 44.406 |
| 2. | Account No. | 3. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 3. | Account No. | 4. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 4. | Account No. | 5. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 5. | Account No. | 6. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 6. | Account No. | 7. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 7. | Account No. | 8. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 8. | Account No. | 9. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 9. | Account No. | 10. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 10. | Account No. | 11. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 11. | Account No. | 12. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 12. | Account No. | 13. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 13. | Account No. | 14. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 14. | Account No. | 15. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 15. | Account No. | 16. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 16. | Account No. | 17. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 17. | Account No. | 18. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 18. | Account No. | 19. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 19. | Account No. | 20. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 20. | Account No. | 21. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 21. | Account No. | 22. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 22. | Account No. | 23. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 23. | Account No. | 24. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 24. | Account No. | 25. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 25. | Account No. | 26. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 26. | Account No. | 27. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 27. | Account No. | 28. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 28. | Account No. | 29. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 29. | Account No. | 30. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 30. | Account No. | 31. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 31. | Account No. | 32. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 32. | Account No. | 33. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 33. | Account No. | 34. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 34. | Account No. | 35. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 35. | Account No. | 36. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 36. | Account No. | 37. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 37. | Account No. | 38. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 38. | Account No. | 39. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 39. | Account No. | 40. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 40. | Account No. | 41. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 41. | Account No. | 42. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 42. | Account No. | 43. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 43. | Account No. | 44. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 44. | Account No. | 45. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 45. | Account No. | 46. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 46. | Account No. | 47. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 47. | Account No. | 48. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 48. | Account No. | 49. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 49. | Account No. | 50. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 50. | Account No. | 51. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 51. | Account No. | 52. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 52. | Account No. | 53. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 53. | Account No. | 54. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 54. | Account No. | 55. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 55. | Account No. | 56. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 56. | Account No. | 57. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 57. | Account No. | 58. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 58. | Account No. | 59. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 59. | Account No. | 60. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 60. | Account No. | 61. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 61. | Account No. | 62. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 62. | Account No. | 63. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 63. | Account No. | 64. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 64. | Account No. | 65. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 65. | Account No. | 66. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 66. | Account No. | 67. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 67. | Account No. | 68. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 68. | Account No. | 69. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 69. | Account No. | 70. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 70. | Account No. | 71. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 71. | Account No. | 72. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 72. | Account No. | 73. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 73. | Account No. | 74. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 74. | Account No. | 75. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 75. | Account No. | 76. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 76. | Account No. | 77. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 77. | Account No. | 78. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 78. | Account No. | 79. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 79. | Account No. | 80. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 80. | Account No. | 81. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 81. | Account No. | 82. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 82. | Account No. | 83. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 83. | Account No. | 84. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 84. | Account No. | 85. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 85. | Account No. | 86. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 86. | Account No. | 87. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 87. | Account No. | 88. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 88. | Account No. | 89. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 89. | Account No. | 90. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 90. | Account No. | 91. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 91. | Account No. | 92. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 92. | Account No. | 93. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 93. | Account No. | 94. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 94. | Account No. | 95. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 95. | Account No. | 96. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 96. | Account No. | 97. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 97. | Account No. | 98. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 98. | Account No. | 99. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |
| 99. | Account No. | 100. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |

P.L.I.
44.407

Total Recoveries
Net Salary Payable

Nature of recovery
Amount

14. 15. 16. 17. 18. 19. 20.

Rs. P. Rs. P. Rs. P. Rs. P. Rs. P.

134
274

NAME OF CIRCLE:
LOCATION CODE:

TAMIL NADU ELECTRICITY BOARD
PROVIDENT FUND INTEREST JOURNAL

FOR - No: PA 2
YEAR:

| Sl. No. | G.P.F. No. | Name | Designation | L.F. | Amount of Interest | Balance as on 1st April | Balance as on 31st |
|---------|------------|------|-------------|------|--------------------|-------------------------|--------------------|
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. |

Name of Circle:

Location code :

PROVIDENT FUND ACCOUNT

Name of Employee:

Designation: Form No. PA3

P.F. A/c No.

Month & Year Reference to
Schedule No.Cash Book
Folio

Debit

Amount with-
drawn

1.

2.

3.

4.

Rs.

Credit

Repayment of
Advance

5.

Rs.

Interest

6.

Rs.

Balance at credit

7.

NAME OF CIRCLE:
LOCATION CODE :

FAMILY WADU ELECTRICITY BOARD
SCHEDULE FOR GPF AND FAMILY BENEFIT FUND

Form No. PA 4
Month

| Sl. No. | GPF A/c No. | Name | Designation | L.F. | GPF Amount | F.B.F. Amount | Sp1. P.F. cum-Gratuity scheme | H.B.A. special F.B.F. Scheme. |
|---------|-------------|------|-------------|------|------------|---------------|-------------------------------|-------------------------------|
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |
| 5. | | | | | | | | |
| 6. | | | | | | | | |
| 7. | | | | | | | | |
| 8. | | | | | | | | |
| 9. | | | | | | | | |

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LOCATION CODE : EDCO NOTVCO

TAMIL NADU ELECTRICITY BOARD

Form No. PA5

Register for calculation of Interest on G.P.F.

| Sl. No. | G.P.F. No. | Opening Balance | Balance as on 1st April | % of interest | Interest amount on opening balance | Rate of subscription | No. of months | Product | Rate of subscription | No. of months | Product | Additions |
|---------|------------|------------------|-------------------------|---------------|------------------------------------|----------------------|---------------|---|----------------------|------------------------------|---------|-----------|
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. | | |
| 282 | | Amount withdrawn | No. of Month | Product | Amount with No. of Months drawn | Withdrawals | Net Product | Percentage interest multiplied by 1/12 (Col. 8 + Col. 11 minus Col. 14 + Col. 17) | Amount of interest | Total interest (Col. 5 + 20) | | |
| 12. | 15. | 14. | 16. | 17. | 18. | 19. | 20. | 21. | | | | |

Form No. PA6

| Total
Amount
of
claim | Cheque
number &
Date |
|--------------------------------|----------------------------|
| | |

| | |
|--------|---|
| 57.155 | Employees' Contribution |
| 78.854 | Interest on Employees Contribution |
| 75.825 | Board's Contribution |
| 75.835 | Terminal Benefits-FBF Sub-Scheme Board's contribution |
| 57.135 | Employees Contribution |
| 78.855 | Interest on Employees Contribution |
| 75.845 | Board's Contribution. |

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www.tnebes.org

Name of Circle:
Location Code :

LAWL NADU ELECTRICITY BOARD
SCHEDULE FOR STAFF LOANS AND ADVANCES

Form No. PA 3
Month:

| Sl. No. | Name | Designation | L.F. | H.B.A. | Marriage Advance | Conveyance Advance | Festival Advance. | | | | |
|---------|------|-------------|------|--------|------------------|--------------------|-------------------|----|-----|-----|-----|
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. | 12. |
| | | | | Rs. | Rs. | Rs. | Rs. | | | | |

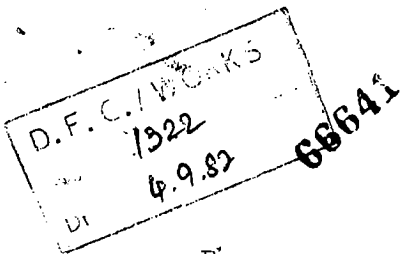
TAMIL NADU ELECTRICITY BOARD
JOURNAL FOR RECOVERY OF ADVANCE OF T. A. Form No. PA 9

Name of Circle:
Location code:
Month:

| Sl. No. | Name of employee | Designation | T. A. bill for the month of | Gross amount admitted | Advance deducted | Net amount payable | Date of payment |
|---------|------------------|-------------|-----------------------------|-----------------------|------------------|--------------------|-----------------|
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |
| 5. | | | | | | | |
| 6. | | | | | | | |
| 7. | | | | | | | |
| 8. | | | | | | | |

- Note: 1. The net amount payable in Col. 7 will be debited to 76.132 through cash book.
2. The total at col. 6 shall be taken for consolidated Journal Entry.
3. Other Columns need not be considered for consolidated Journal Entry.

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TAMIL NADU ELECTRICITY BOARD

ACCOUNTS BRANCH

From

To

Thiru I.S.Kanthimathi, B.Com., ACA., The Superintending Engineer,
Chief Financial Controller,
No.800, Anna Salai,
MADRAS - 600 002.

Lr.No.23179/CAC/87, Dated 19.8.1987.

Sir,

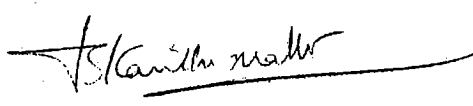
Sub:- Introduction of Uniform Commercial
Accounting System - Accounts Manual
for Funds and Resources wing CFC's
office.

-0-0-

A copy of Accounts Manual pertaining to the
functions of Funds and Resources Wing of this office is
forwarded herewith. It may be seen that a System level
weekly remittance report in Form No. F&R 2 is to be sent
by all the Systems and Circles to the Financial Controller/
Finance vide Para 3.9 of the Manual.

Please arrange to send this report on the due
dates promptly.

ENCL: One manual


CHIEF FINANCIAL CONTROLLER.

- Copy to all the Deputy Financial Controllers in
Chief Financial Controller's Office.
Copy to Resident Audit Office (2 copies).
Copy to Chief Internal Audit Office (3 copies).
Copy to Financial Controller/Finance.

DFC/works

Jak/21.8.

ACCOUNTS MANUAL
FUNDS AND RESOURCES WING
 (ACCOUNTS BRANCH)

- 3.1 This wing at the Headquarters is incharge of Funds and Resources Management.
- 3.2 This Wing ^{carried} out the following activities:-
1. Raising of loans.
 2. Allotment and Transfer of funds to various systems, circles and Central Payment division and Chief Internal Audit Office for making payments.
 3. Accounting for the Revenue collections deposited by the various Superintending Engineers in the Banks and reconciling the bank balances.
 4. Payment of interest periodically on the loans.
 5. Repayment of loans on the due date.
- 3.3. This Wing shall maintain accounts as outlined in paras 3.4 to 3.86 following:-
- 3.4 The Board maintains Bank Accounts with the following Banks:-
1. Canara Bank
 2. Indian Bank
 3. Indian Overseas Bank
 4. Syndicate Bank
 5. State Bank of India
 6. T.N.S.C. Bank.
- 3.5 The Revenue collections shall be remitted into the Branches of the Banks mentioned in para 3.4 above by the Section Officer of each system/circle in respect of all section under its control.
- 3.6 Each section officer should watch that these amounts are immediately transferred to the Head Office Bank Accounts at Madras by the respective branches of the Banks.
- 3.7 Each Revenue Unit shall send a weekly Remittance Report in form No. F&R1 to the system office.
- 3.8. These weekly Remittance Report shall be for the weeks ending on 7th, 14th, 21st and the last date of the month.
- 3.9 Each System/Circle shall send a system level weekly Remittance Report in Form No. F&R 2 to the Financial Controller/Finance with a copy to FC/Revenue.
- 3.10 These reports shall be for the Weeks ending on 7th, 14th, 21st and the last date of the month
- 3.11 The system level weekly Remittance Report shall be in a columnar form accommodating all the Banks.

- 3.12 These reports shall be incorporated in a Weekly Remittance Journal in Form No.F&R 3 which ~~should~~ should be in a columnar form accommodating all the Banks.
- 3.13 At the end of the month, the columns of the Weekly Remittance Journal shall be totalled and a consolidated Journal Entry prepared as indicated in the Annexure-I(1)
- 3.14 The ledger postings shall be made from the Consolidate Journal Entry only.
- 3.15 The amount remitted by the systems into the branch Banks as furnished by them in their weekly remittance reports shall be debited to Remittance in transit Account through the consolidated Journal entries in the Weekly Remittance Journal.
- 3.16 Every bank at the Headquarters will be requested to render a Weekly Statement of remittances in Form No.F&R 4.
- 3.17 The present procedure of getting bank scrolls for the purpose of Bank Reconciliation shall also continue, in addition to the Weekly statements.
- 3.18 A Receipt cash Book in Form No.F&R 5 shall be maintained.
- 3.19 This Receipt Cash Book shall be written from the Weekly Statement of Remittances received from the Banks(Col.1 to 8)
- 3.20 This Receipt Cash Book shall also be in columnwar form accommodating all the Banks.
- 3.21 At the end of the month, the columns of the Cash Book shall be totalled and a consolidated journal entry prepared as indicated in the Annexure-I(2)
- 3.22 The ledger postings shall be made from the consolidated journal entry only.
- 3.23 The Remittance in transit Account will be cleared by transferring the balances to respective bank accounts through the consolidated Journal entry in the Receipt Cash Book based on the report of the Bankers at the Headquarters.
- 3.24 Any Balance remaining in the Remittance in transit Account at the end of the month shall be reconciled.

FUND TRANSFER:

- 3.25 The cheques issued for transfer of funds to the systems/circles shall be entered in a Funds transfer Cash Book in form No.F&R 6
- 3.26 The cash book has been provided with columns to accommodate each system/circle.
- 3.27 Sufficient number of cash books as to cover all the systems and circles shall be used.
- 3.28 The cash books shall be maintained Bank-wise
- 3.29 The details of systems/circles to be included in each cash book and an identification number of the Cash Book have been given in Annexure-II
- 3.30 At the end of the month, the totals of the columns in the Cash book shall be incorporated in a consolidated Journal Entry as indicated in Annexure-I(3)
- 3.31 Ledger postings shall be made from the consolidated journal entry only.
- 3.32 At periodical intervals say monthly once, the balance available in cash-book shall be reconciled by obtaining Bank-Scrolls from the concerned Banks.

LOANS:

- 3.33 When a loan is availed either by receipt of a cheque or by getting an intimation of credit to our Bank Account the same shall be entered in the Miscellaneous column of the Receipt Cash Book in form No.F&R 5 with the Account code of the respective loan account and Name of Bank given in the next columns(Col.9 to 11)
- 3.34 The Miscellaneous column will be analysed at the end of the month and included in the consolidated Journal Entry. A few pages at the end of the cash book shall be left for this purpose.
- 3.35 Ledger Postings shall be made from the consolidated Journal Entry.

PAYMENT OF INTEREST ON LOAN

- 3.36 In respect of REC Loans: The LOAs prepared by Superintending Engineer/Rural Electrification shall be routed through the Funds and Resources Division.

- 3.37 These LOAs shall be entered by the Funds and Resources Division in an Interest Payment Journal in form No.F&R 7 the interest amount being entered in column No.5 & 9
- 3.38 On payment of interest, the cheque number will be intimated by the Central Payment division by returning a copy of LOA duly noting the cheque number.
- 3.39 The cheque number shall then be entered in the interest payment journal in column No.7.
- 3.40 At the end of the month the columns shall be totalled and incorporated in a consolidated journal entry as indicated in the Annexure-I(4)
- 3.41 Ledger postings shall be made from the consolidated journal entry only.
- 3.42 At the year end, if any LOA has not been paid by Central Payment, the concerned amount should be withdrawn from Inter Unit account, Central Payment as indicated in Annexure-I(8).
- 3.43 At the beginning of the next year the Journal entry at Para 3.42 shall be reversed.

INRESPECT OF L.I.C.LOAN

- 3.44 The LOAs prepared by Resources Division shall be entered in the interest payment journal in form No.F&R 7 the interest amount being entered in column No.4 to 9.
- 3.45 On payment of interest, the cheque No. will be intimated by the Central Payment division by returning a copy of LOA duly noting the cheque number
- 3.46 The cheque number shall be then entered in the interest payment journal in column No.7
- 3.47 At the end of the month, the columns shall be totalled and incorporated in a consolidated journal entry as indicated in the Annexure-I(4)
- 3.48 Ledger postings shall be made from the consolidated journal entry only.
- 3.49 At the year end, if any LOAs has not been paid by Central Payment, the concerned amount should be withdrawn from Inter Unit account - Central Payment as indicated in Annexure-I(8)

..5..

- 3.50 At the beginning of the next year the Journal entry at para 3.49 shall be reversed.

IN RESPECT OF OPEN MARKET LOAN:

- 3.51 The interest warrants issued shall be entered in the interest payment journal in form No.F&R 7 the interest being entered in column No.6.
- 3.52 The amount to be recorded in column No.6 is the net interest payable after deducting the income tax if any.
- 3.53 The income tax so deducted, shall be entered in column.8.
- 3.54 The total gross interest payable(Col.6 + col.8) shall be entered in column 9
- 3.55 At the end of the month the columns shall be totalled and incorporated in a consolidated journal entry as indicated in the Annexure-I(4)
- 3.56 Ledger Postings shall be made from the consolidated journal entry only.
- 3.57 When the Bank Scroll is received for the payment of interest, the Bank Scroll number and date of payment shall be filled up in col.No.7.
- 3.58 The amount of interest paid shall also be recorded in a Interest Warrant payment journal, in Form No.F&R 8.
- 3.59 At the end of the month, the column of this journal shall be totalled and a consolidated journal entry prepared as indicated in Annexure-I(5)
- 3.60 Ledger Postings shall be made from the consolidated journal entry only.
- 3.61 At the year end, a list of interest warrants pending payment shall be taken from the interest payment journal and tallied with the balance outstanding in "Interest Warrant issued for payment of interest account".
- 3.62 The balance in the "Interest Warrant issued for payment of interest account" shall then be withdrawn through a journal as indicated in Annexure-I(9). This journal entry shall be reversed at the beginning of the next year.

LOAN REPAYMENT:

- 3.63 Schedule of Repayment of loan shall be watched through the existing arrangements.

..6..

..6..

- 3-64 All the loans shall be repaid only through Central Payment Division.
- 3.65 When repayment of loan becomes due, the amount of loan due for repayment shall be withdrawn from the loan account and credited to "Payment due on Capital liability Repayment due" account through a Journal entry as indicated in the annexure I(6).
- 3.66 Necessary LOAs shall be prepared and entered in a loan repayment journal in form No.F&R 9.
- 3.67 In respect of REC/loan, the LOAs shall be routed through Funds and Resources division by SE/REC.
- 3.68 The LOAs received from Superintending Engineer/Rural Electrification shall be entered in Loan Repayment Journal and then sent to Central Payment division.
- 3.69 The Central Payment division shall return one copy of LOA to Funds and Resources division duly noting the cheque No. and date.
- 3.70 The cheque Number shall then be entered in col.7 of the loan repayment journal.
- 3.71 At the end of the month, the columns of the journal shall be totalled and incorporated in a consolidated journal entry as indicated in the Annexure-I(7)
- 3.72 Ledger Postings shall be made from the consolidated Journal Entry only.
- 3.73 At the year end, any LOA remaining unpaid shall be ascertained and Inter Unit account- Central Payment withdrawn through a journal prepared as indicated in Annexure-I(10).
- 3.74 At the beginning of the next year, the entry passed at para 3.73 shall be reversed.

YEAR END ADJUSTMENTS:

- 3.75 According to para 2.112 of the Annexure-III of the Electricity(Supply) Annual Accounts Rules 1985, provision should be made every year for the interest accrued on all borrowings including State Government loans, whether such interest is due or not and whether it is actually payable or not. The interest liability on all loans including Government Loans shall be assessed at the year end and the Journal entry prepared as indicated in the Annexure-I(12) for the interest accrued due but not paid.

GOVERNMENT LOANS, SUBSIDIES, GRANTS, SUBVENTIONS ETC.

- 3.76 When the Government loans, grants, subsidies etc, are received in cash, they shall be accounted for in Receipt Cash Book under other Misc.receipts.
- 3.77 When the Government subsidy is adjusted against interest on Government Loans, the transaction shall be jourhalised as indicated in Annexure.I(12)
- 3.78 When Government subsidy is adjusted against repayment of Government loan, the transaction shall be journalised as indicated in Annexure-I(13)

SOME IMPORTANT PROVISIONS OF THE ELECTRICITY (SUPPLY)
ANNUAL ACCOUNTS RULES 1985

- 3.79 Total interest cost for the year including interest on State Government loans less interest Capitalised shall be charged to Revenue Account for the year (2.133) of Annexure-III.
- 3.80 The cost of borrowing such as guarantee charges, legal charges, stamp duty discount on issue of loans, issue of bonds, premium on redemption of bonds etc. shall be charged to Revenue Account of the year concerned (Paras 2.115 to 2.117 of Annexure.III)
- 3.81 Income from investment shall be credited to Revenue Account on accrual basis (2.118 of Annexure-III)
- 3.82 Yearend provision shall be made for the income due from investment (2.119 of Annexure.III)
- 3.83 Investments shall be recorded in the books of account at actual cost of acquisition including stamp duty etc. No adjustment shall be made for cost Fluctuation (2.120 of Annexure.III)
- 3.84 Gain on sale of investme... and loss on sale of investment shall be accounted for in net revenue appropriation account (2.121 of annexure.III)
- 3.85 Any debenture or debt certificate issued as collateral Security, shall not be recorded in the books but be disclosed by way of a note (Para 3.3 of Annexure-V)
- 3.86 No provision need be made for the depreciation in the Market Value of Securities (3.4 of Annexure. V)

rps.

[Signature]
for ACCOUNTS MEMBER.

ANNEXURE-I

Consolidated journal entry to be recorded in weekly remittance journal at the end of the month-Para(3.13 of Manual)

1. Account Code: Remittance in transit-

| | | |
|--------|-------------------------|----------|
| 24.551 | .. Canara Bank | Dr. |
| 24.552 | .. Indian Bank | Dr. |
| 24.553 | .. Indian Overseas Bank | Dr. |
| 24.554 | .. Syndicate Bank | Dr. |
| 24.555 | .. State Bank of India | Dr. |
| 24.556 | .. TNSC Bank | Dr. |

To Inter Unit Account-

Remittance to H.O.

| | | |
|--------|-----------------------------|-------|
| 33.441 | .. Chingleput System(South) | |
| 33. | .. System | |
| 33. | .. System | |
| 33. | .. System | |

etc.

2. Consolidated journal entry to be recorded in Receipt Cash Book (Para 3.21 and 3.34 of the Manual) At the end of the Month

| <u>A/c.Code</u> | <u>Collecting Bank Account</u> |
|-----------------|--------------------------------|
| 24.301 | Canara Bank Dr. |
| 24.302 | Indian Bank Dr. |
| 24.303 | Indian Overseas Bank Dr. |
| 24.304 | Syndicate Bank Dr. |
| 24.305 | State Bank of India Dr. |
| 24.306 | TNSC Bank Dr. |

To remittance in transit-

| | | |
|--------|----------------------|-------|
| 24.551 | Canara Bank | |
| 24.552 | Indian Bank | |
| 24.553 | Indian Overseas Bank | |
| 24.554 | Syndicate Bank | |
| 24.555 | State Bank of India | |
| 24.556 | T.N.S.C.Bank | |

To

Other Misc.items
(Name each item separately)

.....

3. Consolidated journal entry to be passed in each funds transfer cash book at the end of the Month

(Para 3.30 of the Manual)

| Account Code. | Inter Unit account Funds transfer from Head Office. | | |
|---------------|---|----------|-------|
| 34.430 | Coimbatore System (North) | Dr. | |
| 34. | System | Dr. | |
| 34. | System | Dr. | |
| 34. | System | Dr. | |
| 34. | System | Dr. | |
| 24.3 | To. Bank)
(Name of Bank) | | |

4. Consolidated journal entry to be recorded in Interest Payment journal (Para 3.40,3.47,&3.55 of the Manual)

Account Code.

| | | | |
|--------|---|----------|--|
| 78.2 | Interest on Bonds | Dr. | |
| 46.914 | To Interest warrant issued for payment of Interest Account..... | | |
| 34.100 | To Inter Unit Account-Central Payment... | | |
| 46.923 | To Income Tax deducted at source | | |

5. Consolidated journal entry to be recorded in Interest Warrant payment journal (Para 3.59 of Manual)

| | | | |
|--------|--|----------|-------|
| 46.914 | Interest Warrant issued for payment of Interest. | Dr. | |
| 24.3 | To..... Bank
(Name of Bank) | | |

6. Journal entry to be prepared when the repayment of loan is due (Para 3.65 of Manual)

| | | | |
|--------|--|----------|-------|
| 52.501 | Loan from L.I.C. | Dr. | |
| 53.300 | Loan from R.E.C. | Dr. | |
| 53.750 | Loan from open market (as the case may be) | Dr. | |
| | To Repayment due on Capital Liabilities | | |
| 51.101 | L.I.C. | | |
| 51.113 | R.E.C. | | |
| 51.150 | Open Market Loan | | |

..3..

7. Consolidated journal entry to be recorded in loan repayment journal at the end of the Month (Para 3.71)

Repayment due on Capital Liability:

Account Code:

51.101 LIC Dr.

51.113 R.E.C. Dr.

51.150 Open Market Loan Dr.

34.100 To Inter Unit Account-Central Payment

Year end adjustments:

8. Journal entry to be prepared for the LOAs on interest payment remaining unpaid at the year end in the Central payment Division (Para 3.42 and 3.49)

Account Code

34.100 Inter Unit A/c. Central Payment Dr.

To Interest accrued & due

51.201 L.I.C.

51.213 R.E.C.

9. Journal entry to be passed for withdrawing the amount outstanding in Interest warrant issued for payment of Interest account (Para 3.62)

Account Code

46.914 Interest Warrant issued for payment of Interest Account Dr.

51.250 To interest accrued and due open market loan

10. Journal entry to be prepared for withdrawing Inter unit A/c. Central Payment, for LOAs on loan repayment remaining unpaid (Para 3.73)

Account Code

34.100 Inter Unit Account-Central Payment Dr.

To Repayment due on Capital Liability

51.101 LIC

51.113 REC

51.150 Open Market Loan

..4..

..4..

11. Journal entry for year end provision of Interest
accrued due but not paid on loans including Govt.Loans
 (Para 3.75 of the Manual)

78.1 Interest on State Govt.Loans Dr.

78.3 Interest on Bonds Dr.

46.710 To interest accrued due on
 borrowing but not paid

12. Journalisation of adjustment of interest on Govt.
laons against Government subsidy(Para 3.77 of Manual)

46.710 Interest accrued due on borrowing
 but not paid Dr.....

63.130 To Revenue subsidies and
 Grants from the Government

13. Adjustment of repayment of Government Loans against
Government Subsidies(Para 3.78 of Manual)

54.1 State Government loans under
 section 60 of the Elec. Dr.
 (supply) Act 1948

or /

54.2 State Govt.Loans under sec.64
 of the Elec.(Supply)Act1948 Dr.

To

65.130 Revenue subsidies and
 Grants from the Government

rps/13.7.87.


 stores official

ANNEXURE - II

Details of Name of Systems/Circles to be included in each Fund Transfer Cash Book. (Para 3.29 of the Manual).

CANARA BANK

- FT CB 1. 1. M.E.S./Distribution/South/Madras.
2. M.E.S./Distribution/Central/Madras.
3. C.I.A.O./Madras.
4. Central Payment Division/Madras.
5. D.E./Basin Bridge.
- FT CB 2. 1. Generation/Kundah.
2. Generation/Tirunelveli.
3. Tuticorin Thermal Power Station.
4. Lower Mettur Hydro Electric Project.
5. G.C.C./Coimbatore.
6. Project Circle/South/Tirunelveli.
- FT CB 3. 1. Coimbatore Electricity System/North.
2. Coimbatore Electricity System/South.
3. Periyar Electricity System.
4. Udumalpet Electricity System.
5. Madurai Electricity System/South.
6. Anna Electricity System/Dindigal.
- FT CB 4. 1. Kamarajar Electricity System.
2. Ramnad Electricity System.
3. Chidambaram Electricity System/Tuticorin.
4. Tirunelveli Kattabomman Elec. System/Tirunelveli.
5. Kanyakumari Electricity System.

INDIAN BANK

- FT CB 5. 1. Chingleput Electricity System/North.
2. Chingleput Electricity System/South.
3. Dharmapuri Electricity System.
4. Vellore Electricity System.
5. Tiruvannamalai Electricity System.
6. Central Payment Division.
- FT CB 6. 1. Thanjavur Electricity System/East.
2. Thanjavur Electricity System/West.
3. South Arcot Electricity System/North.
4. South Arcot Electricity System/South.
5. Salem Electricity System.
6. Mettur Electricity System.
- FT CB 7. 1. E.T.P.S./Ennore.
2. Generation/Erode.
3. G.C.C./Madras.
4. Mettur Workshop Circle.
5. M.T.P.P./Mettur Dam.

.. 2 ..

STATE BANK OF INDIA

- FT CB 8. 1. Tiruchy Electricity System (North)
2. Tiruchy Electricity System (South)
3. Pudukottai Electricity System.
4. G.C.C./Trichy.
5. Kadamparai Pumped Storage Scheme.
6. Central Payment/Division/Madras.
-

INDIAN OVERSEAS BANK

- FT CB 9. 1. G.C.C./Madurai.
2. North Madras Thermal Project.
3. M.E.S./Distribution/North.
4. Central Payment Division/Madras.

SYNDICATE BANK

5. Chingleput Electricity System/North.
-

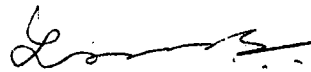
Jak/23.7.

[Signature]
Stor sin

FUNDS AND RESOURCES DIVISIONWORKING INSTRUCTIONS:

1. The Registers books and records that are necessary for the purpose of smooth recording of transactions shall be maintained as at present.
2. The procedural and legal matters with regard to and raising of loans shall be followed in accordance with the instructions already available.
3. If any of the registers or records have become redundant or Superfluous with the introduction of this Accounts Manual, they shall be dispensed with under the orders of competent Authority.
4. The existing procedures with regard to the reconciliation of Bank balances available in Board's Accounts with those shown in the Bank Scroll shall continue.
5. The Bank reconciliation machinery should ensure that, the Board does not lose any thing by way of interest due to either the delay in transfer of remittances by the different branches or delay in accounting the transfers by the Head Quarters units of the concerned Banks.
6. The due dates for sending the weekly remittance Report by the Revenue Units to Central Office shall be 10th, 17th, 24th and 3rd of next month.
7. The due dates for sending the system level weekly Remittance Report by Central Office to Head Quarters shall be 12th, 19th, 26th and 5th of succeeding month.

Jak/23.7.



Stores Officer

NAME OF SYSTEM:
LOCATION CODE:

FORM NO. F&R.1

| DATE | Canara Bank | Indian Bank | Indian Overseas Bank | Syndicate Bank | State Bank of India | TNSC Bank | Total |
|------|-------------|-------------|----------------------|----------------|---------------------|-----------|-------|
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |
| 5. | | | | | | | |
| 6. | | | | | | | |
| 7. | | | | | | | |
| 8. | | | | | | | |

302

Form No. F&R-2

: TAMIL NADU ELECTRICITY BOARD :
SYSTEM LEVEL WEEKLY REMITTANCE REPORT.

MONTH :
WEEK ENDING :

NAME OF SYSTEM:

LOCATION CODE :

| Date of
Remittance | Name of
Revenue
Unit/
Remittance
by C.O. | Canara
Bank | Indian
Bank | Indian
Overseas
Bank | Syndicate
Bank | State
Bank
of India | TNSC
Bank | Total |
|-----------------------|--|----------------|----------------|----------------------------|-------------------|---------------------------|--------------|--------|
| 1- | 2. | amount | amount | amount | amount | amount | amount | amount |
| | | 3. | 4. | 5. | 6. | 7. | 8. | 9. |

FUNDS AND RESOURCES DIVISION:

: TAMIL NADU ELECTRICITY BOARD
WEEKLY REMITTANCE JOURNALFORM NO. F&R -3
MONTH

| LOCATION CODE: 110 | | | | | | | | |
|--------------------|---------------------------|----------------|----------------|-------------------------|-------------------|------------------------|--------------|----------|
| 1. Week ending | 2. Name of System/ Circle | 3. Canara Bank | 4. Indian Bank | 5. Indian Overseas Bank | 6. syndicate Bank | 7. State Bank of India | 8. TNSC Bank | 9. Total |
| | | A/c. Code | | | | | | |
| | | 24.551 | 24.552 | 24.553 | 24.554 | 24.555 | 24.556 | |
| | | Rs | Rs | Rs | Rs | Rs | Rs | Rs |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. |
| | | | | | | | | |

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: TAMIL NADU ELECTRICITY BOARD :

FORM NO. F&R: 4.

Name of Bank

WEEKLY STATEMENT OF REMITTANCES BY T.N.E.B. FOR THE WEEK ENDING

| Date | Amount received on Transfer from Branches. | |
|------|--|---------|
| | Name of Branch | M.T.No. |
| | | Amount |
| | | Rs. |

FUNDS & RESOURCES DIVISION:

TAMIL NADU ELECTRICITY BOARD :

FORM NO.F&R:5

LOCATION CODE: 110

RECEIPT CASH BOOK

MONTH:

| Credit
a/c.
Code | Parti-
culars. | REVENUE RECEIPTS | | | | | | Other Misc. Receipts | | |
|------------------------|-------------------|------------------|----------------|----------------------------|-------------------|---------------------------|--------------|----------------------|-----------|--------------|
| | | 24.551 | 24.552 | 24.553 | 24.554 | 24.555 | 24.556 | Amount | a/c. Code | Name of Bank |
| Debit
a/c.
Code | | 24.301 | 24.302 | 24.303 | 24.304 | 24.305 | 24.306 | | | |
| Date | | Canara
Bank | Indian
Bank | Indian
Overseas
Bank | Syndicate
Bank | State
Bank of
India | TNSC
Bank | | | |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. |
| | | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. | Rs. |

310

: TAMIL NADU ELECTRICITY BOARD :
FUNDS TRANSFER CASH BOOK

Form No. F&R-6

LOCATION CODE: 110

| Date | Ref. to Funds Transfer order. | To whom issued | Cheque No. | Amount | Indian Overseas Bank analysed into | Syndicate Bank |
|------|-------------------------------|----------------|------------|--------|---|-------------------|
| | | | | | GCC/Madurai North Madras MES/D North P.P. | Chingleput/ North |
| | | | | | A/c. 34.610 34.810 | 34.410 |
| | | | | | Code | |
| 1 | 2. | 3. | 4. | 5. | 6. | 7. |
| | | | | | | 8. |
| | | | | | | 9. |
| | | | | | | 10. |

342

FUNDS&RESOURCES DIVISION:

TAMIL NADU ELECTRICITY BOARD
FUNDS TRANSFER CASH BOOK

form No.F&R-6
BANK MONTH:

LOCATION CODE NO.110

| | | | | | ANALYSED INTO | | | | |
|------|----------------------------|----------------|------------|------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Date | Ref.to Fund Transfer Order | To whom issued | Cheque No. | Amount Rs. | System A/c.Code Rs. | System A/c.Code Rs. | System A/c.Code Rs. | System A/c.Code Rs. | System A/c.Code Rs. |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. |

314

FORM NO. F&R:7
MONTH:

:.TAMIL NADU ELECTRICITY BOARD:.
INTEREST PAYMENT JOURNAL

FUNDS AND RESOURCES DIVISION:

LOCATION CODE:110

Date Ref.to Payment order /
LOA /Warrant

Name of the Loan

On

I.I.C.Loan

On

REG Loan

On

Open Market Loan

Cheque No./

Bank Scroll No.

Income Tax deducted at source.

Total Gross Interest.

1.

2.

3.

4.

5.

6.

7.

8.

9.

FUNDS AND RESOURCES DIVISION:

: TAMIL NADU ELECTRICITY BOARD :

FORM NO. F&R:8

INTEREST WARRANT PAYMENT JOURNAL

MONTH
NAME OF BANK :

LOCATION CODE:110

| Date | Bank Scroll
No. & Date | Name of the loan | Interest
Warrant
No. | Amount of
net interest
paid. | Income Tax
deducted. |
|------|---------------------------|------------------|----------------------------|------------------------------------|-------------------------|
| 1. | 2. | 3. | 4. | 5. | 6. |

28

FORM NO. F&R:9

MONTH:

TAMIL NADU ELECTRICITY BOARD :
LOAN REPAYMENT JOURNAL

FUNDS AND RESOURCES DIVISION:

LOCATION CODE:110

| Date | Reference to
Payment order | To whom
payable | L.I.C.
Loan | R.E.C.
Loan | Open Market
loan. | Cheque No. &
date |
|------|-------------------------------|--------------------|----------------|----------------|----------------------|----------------------|
| 1. | 2. | 3. | 4. | 5. | 6. | 7. |

FUNDS AND RESOURCES DIVISION:

: TAMIL NADU ELECTRICITY BOARD :
LEDGER

NAME OF ACCOUNT HEAD:

FORM NO. F&R: 10

ACCOUNT CODE:

LOCATION CODE: 110

DEBIT

CREDIT

Date Particulars

Ref.to
BOE

Amount

Date

Particulars

Ref.toBOE

Amount

(ACCOUNTS BRANCH)

D.F.C. WORKS

No. 835

Dt. 26.12.90

From
 Thiru P.G. Padmanabhan, B.Com.,
 A.C.A.,
 Chief Financial Controller,
 800, Anna Salai, Madras-2.

To
 The Superintending Engineers
 Generation Circles/

Letter No. 001695/CAC/90- dated 9.10.1990.

Sir,

Sub: Uniform Commercial Accounting System--
 Accounts Manual for Fuel Accounting.

--:oOo:--

An Accounts Manual for accounting the trans-
 actions connected with receipts, stocking and issue of
 Coal and oil is communicated. The accounting aspects of
 the above, other than the procedural matters of Coal
 Management shall be as per the provisions formulated in
 this Manual. The Manual shall be given effect from
 1.12.1990.

To startwith, the existing books may be suitably
 modified adopting the new formats prescribed and made use of.

A report on the sufficiency or otherwise of the
 Columns provided in the formats may please be sent after
 maintaining the books in the revised formats for a period
 of 3 months.

The receipt of the Manual may please be
 acknowledged and action taken to implement the Manual
 with effect from 1.12.1990 confirmed.

Recd

26/12/90

AAK/COS

and
 26/12

(P.G. PADMANABHAN)
 CHIEF FINANCIAL CONTROLLER.

Encl:

Copy to all Superintending Engineers/Circles for
 information.

Encl:

Copy to all Chief Engineers/Distribution,

Copy to all Chief Engineers,

Copy to Chief Internal Audit Officer/Madras,
 Encl: 5 copies.

p.t.o

C

323:: 2 :

Copy to all Chief Engineers/Distribution,

Copy to all Chief Engineers,

Copy to Chief Internal Audit Officer/Madras,
Encl: 5 Copies.

Copy to Resident Audit Officer/Madras-2, with two
sets of Manual,

Copy to Manager/Computer Division,

Copy to Superintending Engineer/Coal,

Copy to Deputy Financial Controller/Coal,

Copy to Financial Controllers/Deputy Financial
Controllers in Chief Financial Controller's
Office,

Copy to Chief Financial Controller and
Chief Financial Controller/Revenue's table.

mv.11.10.

ACCOUNTS MANUAL2. FUEL ACCOUNTING MANUAL

2. This Manual covers the accounting aspects of receipt, issue and stocking of coal and oil used in Thermal Generating Stations. The procedural aspects of coal management not connected with accounting are outside the purview of this Manual.

COALReceipt of Coal:

- 2.1 Coal is received by the Thermal Stations through any one of the following modes of transport.
1. All rail route
 2. Rail - Sea - Rail route
 3. Rail - Sea - Road route
 4. Rail - Sea - Conveyor belt
- 2.2 When coal is received, through all rail route or Rail- Sea - Rail route, the Wagons placed in the siding, shall be immediately recorded in a 'placement register' in form No. F1
- 2.3 The Railway receipts (RRs) received for the despatch of coal shall be recorded in 'RR Register' in form No. F2
- 2.4 The wagons placed in the siding as recorded in the placement register, shall be linked with R.R. register immediately on day to day basis.
- 2.5 The Coal received shall then be recorded in SRB in Form No. F3. Separate SRBs shall be prepared for wagons linked with R.Rs and those not linked namely unconnected wagons.
- 2.6 The receipt shall be accounted at actual weight basis as recorded in placement register.
- 2.7 The unconnected wagons from the placement register shall be entered in unconnected wagon register in Form No. F4
- 2.8 Whenever fresh RRs are received the wagon numbers in RRs shall be compared with the unconnected wagons and linked.
- 2.9 When the Railways match-adjust the unconnected wagons against the wagons due as per R.R., the wagon numbers shall be properly linked both in RR Register and in the unconnected wagon register.

..2..

- 2.10 At the end of every month, a list of unconnected wagons linked with RRs either in the usual course or through match-adjustment, shall be prepared and sent to Central Office for accounts adjustment.
- 2.11 When coal is received by Rail-Sea-Road route the coal received shall be recorded in a "Register of coal transported by Road" in Form No.F5.
- 2.12 When coal is received through rail-sea-belt conveyor, the receipt shall be recorded in a register of "Coal receipt through conveyor" in Form No.F6.
- 2.13 The Coal shall then be taken into stock in SRB in Form No.F3.
- 2.14 Cost of coal includes not only the cost payable to suppliers, and the freight to be incurred in transporting the coal from colliery to the Power Station but also the handling expenses incurred from the colliery of loading to Generating Stations.
- 2.15 Advance paid to coal suppliers shall be debited to A/c.No.26.801. Clearance of this Advance depends upon the coal received by different Power Stations.
- 2.16 Where it is definitely known even at the time of making the advance that the supply relates to a particular thermal station, the advance made shall be transferred to the concerned Thermal Station through inter unit account. In this case the advance shall not be debited to 26.801 at the Headquarters.
- 2.17 The Thermal Station receiving the debit advice from Central Payment shall debit to advance to Coal suppliers and credit inter unit account.
- 2.18 Once in a month, the Thermal Stations concerned shall intimate the accumulated credit in advance to coal suppliers account to coal Management Division at Headquarters.
- 2.19 Ocean Freight paid to the Shipping Company, if it is identifiable to a particular Power Station shall be debited to the Power Station through the inter unit account. The concerned Power Station shall debit the freight payable and credit inter unit account.

- 2.20 In cases where, the ocean freight paid cannot be identified to a particular Power Station, it shall be debited to Freight payable account by Headquarters. The amount debited to this account shall be transferred to the different Power Stations later on after getting the breakup details for the coal consigned in a particular ship.
- 2.21 The Railway freight paid to the transport contractors, for transport of coal from colliery to load port shall be debited to the concerned Power Stations through inter unit account, if identifiable.
- 2.22 Where the details of destination Power Stations are not available at the time of making the payment the freight shall be booked to freight payable account by the Headquarters later on to be transferred to different Power Stations.
- 2.23 The same treatment as indicated for cost of coal and freight shall be applied in respect of handling charges also.

PRICING

- 2.24 The receipt of coal shall be priced at the rate paid to coal suppliers plus standard freight including handling charges.
- 2.25 The standard rate of freight and handling charges to be added to coal stock at the time of pricing the SRB shall be fixed on quarterly basis by the centralised coal management Division at Headquarters.
- 2.26 Separate rate of standard freight and handling charges shall be fixed for each Power Station depending upon the coal allotment programme.
- 2.27 The actual freight and handling charges paid and standard freight and handling charges adopted shall be compared periodically and the difference shall be taken to coal Freight variance account.
- 2.28 Issue of coal shall be priced on a weighted average basis computed with the opening stock and receipts during the month and the opening stock value and value of receipts during the month. The rate shall be the stock value divided by quantity of stock. The rate so arrived shall be applicable for the issues in the subsequent month.

FINANCIAL ACCOUNTING

- 2.29 The SRB for coal received duly connected wagon shall be recorded in a coal Purchase Day book in Form No. F7.
- 2.30 The SRB for coal received in unconnected wagons shall be recorded in a Day Book for unconnected wagons in Form No. F8
- 2.31 The monthly total of the Days books shall be incorporated in a consolidated Journal entry as indicated in Annexure-I.
- 2.32 Ledger postings shall be made from the consolidated Journal entry only.
- 2.33 At the end of every month a list of Wagons connected from the unconnected Wagon register, shall be received and recorded in a Journal for unconnected Wagons - connected, in Form No.F9.
- 2.34 A consolidated Journal entry shall be recorded as indicated in Annexure-I.

ISSUE OF COAL

- 2.35 Coal issued to Power House shall be ascertained through actual weighment and accounted for through a requisition everyday.
- 2.36 Where facility for actual weighment is unavailable temporarily, the basis of assessment of quantity issued shall be in accordance with para 2.9 of Annexure-V to the Electricity(Supply), Annual Accounts Rules 1985.

RECONCILIATION OF COAL BOOKED WITH COAL RECEIVED

- 2.37 In respect of all rail route, the quantity of coal booked is indicated in Railway Receipts and when the Wagons arrive at the destinations actual weight of coal received is accounted in stock the difference between the two being transit loss which is to be written off.
- 2.38 When coal is consigned through rail cum sea route, the identify of coal booked and that received becomes difficult. Unless the coal received at the loading port by certain wagon loads is loaded into a particular ship it will be difficult to link the two modes of transport. As the transport of coal is a continuous process, the reconciliation of

quantity of coal supplied by the collieries with the quantity received by the Power Stations becomes very difficult.

2.39 It is necessary that there must be some cut off point in the Flow of coal suppliers so that the quantities transported can be segregated into different blocks for reconciliation. This requires a study of transport schedule and finding out Ways and Means to reconcile the quantity. The following factors may be relevant in this regard:-

1. The transport contractor may make suitable arrangement at the port to identify the coal received through certain Wagons with the coal loaded into a particular ship. If possible, two separate coal jetties may be maintained for this purpose.
2. Periodically the schedule of transport may be so arranged t as to cause a 'nil' stock at the port end & to break the continuous flow.
3. At the discharge port, the contractor shall be required to maintain records to indicate, the break up details of coal booked to different Power Stations from a single ship load.
4. If necessary the Board may consider posting the Board staff at the point of load port and discharge port for the purpose of reconciling the quantity.

2.40 Necessary steps shall be taken by the Central Coal Management Division in Headquarters to evolve suitable procedure for the reconciliation of coal supplied. Without proper reconciliation the transit loss cannot be established and the Board may loss considerable amount representing unreconciled portion of coal.

TRANSIT LOSS

- 2.41 The transit loss shall be debited to fuel related loss if the same is not recoverable from either the carrier, supplier or the coal handling contractor.
- 2.42 When the transit loss is recoverable from the coal handling contractor, it shall be debited to the contractors' personal account and recovered while making payment to them.

RAILWAY CLAIM FOR DUE WAGONS

- 2.43 No accounting entry shall be made when a claim is made with the railways for the cost of coal. Usually in majority of the cases the claim is set off by match adjustment of unconnected wagons. In cases where claim is settled by cash, the claim received shall be credited to advance to coal suppliers account.

GRADE DIFFERENCE

- 2.44 When it is established that the grade of coal supplied is inferior to that paid for, the difference in cost between the two grades on the quantity of coal involved shall be recovered from the coal suppliers.

FURNACE OIL

- 2.45 Furnace Oil received for Thermal Generation, shall be accounted in SRB in Form No.F3. The basis of measurement of oil shall be recorded in SRB.
- 2.46 In Central Office, the SRB for oil shall be recorded in PDB in Form No.F7.
- 2.47 At the end of the month a consolidated journal entry shall be prepared as indicated in Annexure-I
- 2.48 Ledger postings shall be made from the consolidated journal entry.
- 2.49 Payment made to oil supplies shall be debited to A/c.No.26.805 Advance to all suppliers.

FURNACE OIL ISSUES

- 2.50 Issue of Furnace Oil to the Power House shall be accounted through requisition, on day to day basis.

PRICING OF FURNACE OIL

- 2.51 The SRB for oil shall be priced at the cost of oil price plus actual freight.
- 2.52 The issue shall be priced on weighted average basis calculated as in the case of coal issues.

STOCK VERIFICATION

- 2.53 The Coal and Oil stock shall be verified once in a year according to the procedures prescribed in the Rules. Any excess or shortage found shall be credited as the case may be to consumption of coal account after due investigation.
- 2.54 The provisions of this Manual shall be read in concurrence with para Nos. 2.98 to 2.108 of Annexure-III and 2.1 to 2.19 of Annexure-V to the Electricity (Supply) Annual Accounts Rules 1985

COAL MANAGEMENT DIVISION AT HEADQUARTERS

- 2.55 The Coal Management Division at Headquarters shall be entrusted with the following accounting functions, for the purpose of reconciliation and proper control of various expenditures, in connection with movement of coal.
- 2.56 Payment made on cost of coal, ocean freight, Railway Freight and handling expenses have to be properly controlled and allocated to the concerned Power Stations for inclusion in generation. A /cost of Power Station shall get only the debit for the expenditures relating to the concerned Power Station. The expenditure in common shall not be debited to a particular circle requiring it in turn to reallocate the expenses to other circle.
- 2.57 Such expenditures which cannot be identified to a particular Power Station shall be accounted by the Coal Management Division at Headquarters. On receipt of details necessary debit through inter unit account shall be made by Coal Management Division.

rps/24.9.90

4/06
(P.G. PADMANABHAN)
CHIEF FINANCIAL CONTROLLER.

FUEL ACCOUNTING MANUAL
WORKING INSTRUCTIONS

1. Three Folders shall be kept for keeping R.Rs. The R.Rs received shall be kept in a folder. No.1, meant for RRs against which all the wagons are due.
2. When the RRs on hand are linked with the receipt of wagons, some of the RRs may be fully delivered and some other RRs may be partly delivered. The partly delivered RRs may be segregated and transferred to Folder No.2 meant therefore and fully delivered RRs transferred to folder No.3.
3. The fully delivered RRs shall be surrendered to the Railways periodically duly making payment of Freight therefor.
4. When the Wagons received are linked with the RR Cross reference shall be given both in R.R. register and placement Register.
5. In SRB for connected wagons, the account number credited for cost of coal shall be 26.801 - Advance to Coal suppliers followed by name of the supplier. The A/c.No. for freight shall be 40.110 - Freight payable allotted wagons.
6. In SRB for unconnected wagons the A/c.No. to be credited for Cost of coal shall be 40.180 - unconnected Wagons coal cost. The freight on these wagons shall be credited to 40.140 - unconnected wagons freight payable.
7. The freight paid to Railways while surrendering the Railway Receipts shall be debited to 40.110 - Freight payable allotted Wagons.
8. As far as possible freight may be paid only when RRs are surrendered. If the Railways insist on payment of provisional freight, such provisional freight payment shall be debited to A/c.No.28.550 - Provisional freight on unconnected wagons. When the actual freight is calculated and adjusted the actual freight so adjusted may be transferred to 40.110 freight payable allotted wagons.
9. When actual weighing facility becomes unavailable temporarily, the weight of the coal wagons received shall be computed in accordance with the provisions of 2.8 and 2.9 of Annexure V of the Electricity(Supply) Annual Accounts Rules 1985.

10. The A/c. Number to be furnished in the SRB for the coal received by the rail-sea-road route shall be 26.801 - Advance to coal suppliers, for the cost of coal. For freight the A/c. No. shall be 40.110 freight payable allotted wagons.
11. If the bill for handling of coal by the contractor includes any freight element, the quantum of freight shall be separately indicated.
12. If the coal Bill includes any handling charges, cost of coal and handling charges shall be separately shown in the Bill.
13. The freight for the purpose of inclusion in cost of coal in coal stock shall be the following expenses.
 1. Railway freight paid at colliery end
 2. Ocean freight paid to the shipping company.
 3. Transport charges including loading and unloading payable from the colliery end to Generating Stations.
 4. Railway freight payable at the Power House end.
14. The various expenditures in connection with the procurement of coal by the Centralised Coal Management Division, shall be regulated as below:
15. Where the expenditures can be related to a particular power station, at the time of making the payment.
16. Advance towards cost of coal, Railway freight from colliery to load port, handling charges at colliery end, loading and unloading into ships freight paid to shipping company, and unloading and loading at the discharge port shall all be directly debited to the concerned Power Station through inter unit account group Code 34 followed by the location code of the Power Station concerned.
17. On receipt of advice, from Headquarters, the concerned Power Station shall account the inter Unit Transactions as below:

| | | |
|---|--------|-----|
| Advance to Coal suppliers | 26.801 | Dr. |
| (For Cost of coal) | | |
| Freight payable A/c. No. 40.110 | | Dr. |
| (For freight paid Ocean as well railway freight paid) | | |
| Coal handling contract charges | | Dr. |
| (A/c. 71.211) | | |
| (For Coal handling charges) | | |
| To Inter Unit A/c. Coal Management Division | | |

18. Where expenditures are incurred common to all Power Stations.
19. In cases where at the time of making the payment the identity of Power Station to which the expenditure relate cannot be established, the following entries shall be made.

Advance to Coal Suppliers A/c.26.801 Dr.
(For cost of coal)

Freight payable A/c.No.40.110 Dr.
(For all kinds offreight paid)

Coal handling contract charges Dr.
(A/c.No.71.211)
(For coal handling charges)

To Inter Unit A/c.Central Payment

20. On receipt of break up details from the concerned Power Stations, necessary debit to inter unit account shall be made clearing the amount initially debited to A/c.Nos. noted in the previous para.

PRICING

21. For the purpose of arriving the Standard freight rate for different Power Stations, the following points shall be considered.
1. The distance from the colliery to the Power Stations.
 2. The mode of transport
 3. Different freight payable to the carriers.
22. The standard freight rate shall be fixed in advance and communicated to the Power Stations, for adoption during the ensuring quarter.
23. While the Standard freight debited to stock through SRB is credited to A/c.No.40.110 the actual freight paid shall be debited to A/c. 40.110. The difference between the two for a particular quantity of coal shall represent the freight variance.
24. The freight variance on coal receipts shall be taken to A/c.No.71.3 periodically.
25. Issue of coal shall be priced on weighted average rate as arrived at below:-

| | | |
|--|------|---|
| The value of stock at the beginning of the month | Plus | Value of coal receipts during the month |
| divided by | | |

| | | |
|---|------|--|
| The opening quantity of
stock at the beginning
of the month | plus | the quantity
received during
the month |
|---|------|--|

- 26 The rate arrived as above shall be applicable to all the issues during the next months. Issue rate shall thus be fixed for change every month.

TRANSIT LOSS

27. The transit loss to be written off shall be debited to A/c.No.72.100 - Transit loss - Coal and credited to A/c.No.26.801 - Advance to suppliers.
28. When the transit loss is recoverable from the contractor it is debited to 28.810 - Expenses recoverable from contractors and credited to 26.801 Advance to Coal suppliers. When the amount is recovered from the bill A/c.No.28.810 shall be credited.

GRADE DIFFERENCE

29. The amount recoverable from the coal suppliers towards inferior grade of coal supplied, shall be debited to A/c.28.511 Grade difference inferior grade of coal and credited to 71.110 cost of coal consumer steam power Generation.
30. If there is any grade difference settled, resulting in payment of additional cost, due to superior grade of coal supplied such payment shall be debited to 71.110 cost of coal consumed Steam Power Generation.

STOCK VERIFICATION

31. The excess/shortage found on stock verification of Fuel shall be initially kept in A/c.No.21.2 Fuel Stock excess/shortage pending investigation.
32. After investigation, if the shortage is to be written off the same shall be debited to A/c.No. 71.110. The excess shall be credited to the same account.

COAL MANAGEMENT DIVISION AT HEADQUARTERS

33. — All LOAs for the purpose of payment, towards cost of coal, freight and handling charges, shall be journalised by Coal Management Division at Headquarters.

5.

..5..

34. The Coal Management Division(Director of Coal) has been allotted with the location code 125
35. The Coal Management Division shall debit the concerned A/c.Numbers and Credit 34.100 inter unit account Central Payment at the time of receipt of copy of LOA from Central Payment after making payment.
36. The Central Payment Division shall debit A/c.No.34.125 for all payments based on LOA sent by Coal Management Division(Director of Coal)
37. The Coal Management Division will maintain all ledger accounts connected with payments of Coal.

L/C
(P.G.PADMANABHAN)
CHIEF FINANCIAL CONTROLLER.

rps/24.990

| | |
|---------------------------|-----|
| A/C. No.21,101 Coal Stock | Dr. |
|---------------------------|-----|

To

A/c.No.26.801 Advance to Coal
suppliers
(Cost of Coal)

A/c.No. 40.110 Freight payable
allotted Wagons

A/c. No. 71.211
contract charges.

| | | | |
|---------|--------|------------|-----|
| A/c.No. | 21.101 | Coal Stock | Dr. |
| To | | | |

A/c-No. 40.180 unconnected Wagon
coal cost

A/c. 40.140 unconnected wagon
freight payable.

A/c.No. 40.180 unconnected wagons coal
cost

A/c. No. 40. 140 Unconnected wagon
freight payable

To

A/c.No.26.801 Advance to Suppliers
Cost of Coal

A/c.No.40.110 Freight payable
allotted wagons.

A/c. No. 21.105 Oil Stock A/c. Dr.....
To

A/c.No.26.805 Advance to oil
suppliers.

rps.

NAME OF CIRCLE:

LOCATION CODE:

FUEL

Form No.: F1

PLACEMENT REGISTER

| Date | Time in | Time out | Wagon Nos. | C.C. | Actual Weight | Difference | R.R. No. | Sl. No. of unconnected wagon | SRB No. | Date of match | Month: | Wagon matched against | R.R. No. of Due | Wagon Match |
|------|---------|----------|------------|------|---------------|------------|----------|------------------------------|---------|---------------|--------|-----------------------|-----------------|-------------|
|------|---------|----------|------------|------|---------------|------------|----------|------------------------------|---------|---------------|--------|-----------------------|-----------------|-------------|

NAME OF ARTICLE:

FUEL

Form No. F2

LOCATION CODE :

N.R. REGISTER

Month

| Date of Receipt | R.R. No. | Name of Colliery/Station of despatch | Wagon Nos. | C.C. | Reference to un-connected wagon register | Freight adjusted |
|-----------------|----------|--------------------------------------|------------|------|--|------------------|
| | | | | | | |

tps/25.9.

NAME OF CIRCLE:

S.P.B. COAL & OIL

Form No. F3
Month :

LOCATION CODE :

| Date | Name of Suppliers | Description | Unit | Qty. | Rate | Amount | Account to be credited | Balance |
|------|-------------------|-------------|------|------|------|--------|------------------------|---------|
|------|-------------------|-------------|------|------|------|--------|------------------------|---------|

COAL

Standard Freight
(including handling charges)

| R.R.No. /
I. Note No. | Wagon No /
Lorry No. | C.C. | Actual Weight | R.R.No. | Wagon No. | C.C. | Actual Weight |
|--------------------------|-------------------------|------|---------------|---------|-----------|------|---------------|
|--------------------------|-------------------------|------|---------------|---------|-----------|------|---------------|

mps.

NAME OF CIRCE:

LOCATION CODE :

REGISTER OF COAL TRANSPORTED BY ROAD

Form No. F5

MONTH

| Date | T. Note
Number | Lorry
Number | Weight
noted in
T. Note | Actual
weight as
per weigh-
ment | Name of
contractor | Reference to
ship
B/L etc. | S.R.B.No. |
|------|-------------------|-----------------|-------------------------------|---|-----------------------|----------------------------------|-----------|
|------|-------------------|-----------------|-------------------------------|---|-----------------------|----------------------------------|-----------|

tps.

: TAMIL NADU ELECTRICITY BOARD :
(ACCOUNTS BRANCH)

From: Thiru P.G. Padmanabhan, B.Com., C.A.,
Chief Financial Controller,
Tamil Nadu Electricity Board,
800, Anna Salai/Madras.2.

To: The Superintending Engineer,
Workshop Circle,
Mettur Dam.

LT.No.072308/CAC/89- Dt. 14.12.89

Sir,

Sub:- Uniform Commercial Accounting System - Accounts
Manual for workshop Accounting.

-:oOo:-

An Accounts Manual on Workshop Accounting is
communicated.

This Manual covers the accounting procedures for
the purpose of accounting the manufacturing cost of
products in Workshops. The provisions of the Manual
will apply "mutatis mutandis" wherever manufacturing
activities, are carried out.

In addition to the provisions of this Manual, the
provisions of other manuals will also apply for general
accounting functions. The provisions of this manual
shall be implemented with effect from 1st January 1990.

The receipt of the Manual may be acknowledged and
action taken to implement the Manual sent.

L/ Sub
(P.G. PADMANABHAN)
CHIEF FINANCIAL CONTROLLER.

Encl: 10 copies of
Manual.

Copy to all Superintending Engineers/Circles with
Two copies of Manual.

Encl: 2

Copy to Chief Engineers/Distribution with 2 sets of
Manual.

Copy to all Chief Engineers/with one set of Manual.

Copy to Resident Audit Officer/(Two copies) Madras.

Copy to Chief Internal Audit Officer/Madras with a copy
of the Manual.

Copy to Financial Controllers & Dy. Financial Controllers
in CFC's office with a copy of Manual.

Copy to Chief Financial Controller & Chief Financial
Controller(Revenue) Table.

TAMIL NADU ELECTRICITY BOARD

ACCOUNTS-MANUAL

12. WORKSHOP ACCOUNTING:

12.1 This Manual covers the cost accounting aspects of Workshop transactions. Financial Accounting of transactions shall be governed by the respective Accounts Manual applicable to all Circles.

WORKSHOP CIRCLE, METTUR

12.2 Workshop Circle, Mettur shall follow with certain limitations the job costing method of accounting for costing the materials manufactured.

12.3 The Workorders to be issued for various manufacturing activities in Workshop shall be named as job orders.

12.4 A job order account shall be maintained for each job order in form No. WSI in Card form. These Cards shall be called "Job Cards".

12.5 Manufacturing activities in Workshop Circle shall be treated as construction activities and all expenditures shall be debited to Project Code 66 under Group Code 14 in Financial Accounts.

12.6 Issue of materials to various jobs shall be booked in Job Card direct from requisition.

12.7 R.W.E. Staff employed in Workshops, shall be treated as direct labour.

12.8 R.W.E. Staff employed on different jobs shall be analysed in Job-wise direct labour analysis sheet in Form No. WS 2.

12.9 At the end of every month the number of employees utilised on each job shall be totalled up and an abstract prepared.

12.10 Direct labour content of each job shall be calculated by apportioning the total employee cost of RWE Staff based on number of employees used on each job. The employee cost towards RWE employees shall be journalised as indicated in Annexure (2).

12.11 For the purpose of arriving at RWE employee cost, the expenditures booked in account numbers 75.120, 75.220, 75.320 shall only be considered.

..2..

12.12 Contract payments made to different jobs shall be directly booked to different job orders from the journal/ Cash book.

12.13 The following overhead expenses shall be charged to job orders.

- 1) Labour overhead
- 2) Stores overhead
- 3) Administrative overhead
- 4) Repairs and Maintenance overhead
- 5) Depreciation overhead
- 6) Interest overhead

12.14 Labour overhead covers apportionment of all employee costs, other than those directly charged to job orders, to different jobs.

12.15 The apportionment shall be made on predetermined rate of absorption.

12.16 The rate of absorption shall be made based on Budget estimates.

12.17 Labour overhead shall be apportioned on the basis of budgetted direct labour content of each job.

12.18 Stores overhead covers apportionment of material related costs to different jobs.

12.19 The apportionment shall be made based on total material related expenses budgetted and the total value of material proposed to be used (budgetted).

12.20 Administrative overhead covers the apportionment of all Administrative and General Expenses to different jobs.

12.21 The apportionment shall be made based on total Administration and General Expenses budgetted for the year and the total value of jobs proposed to be manufactured.

12.22 Repairs and Maintenance overhead cover apportionment of all Repairs and Maintenance expenses to different jobs.

12.23 The apportionment shall be made based on total Repairs and Maintenance expenses budgeted and total value of jobs proposed to be manufactured.

12.24 Depreciation overhead covers the depreciation chargeable on the Fixed Assets employed.

12.25 The apportionment shall be made based on total value of depreciation expected to be charged and the total value of jobs budgeted to be manufactured.

12.26 Interest overhead covers all interest expenses.

12.27 Interest overhead shall be apportioned based on the value of jobs.

12.28 The finished products shall be valued at Stores at actual cost of manufacture for receipts and weighted average method for issues.

12.29 Accounting of various overheads shall be made as indicated in Annexure-(1).

12.30 Overheads shall be apportioned to the various job orders at the time of closing each job order immediately on devolution of finished products to Stores.

12.31 As the actual incidence of various overheads will differ from overheads apportioned on percentage basis, there will be under or over absorption of overheads at the year end.

12.32 All the expenditures actually incurred will be transferred to different account numbers in 15.2 before preparation of Annual Statement of Accounts.

12.33 Any balance left in 15.2 will represent overheads still to be apportioned to pending works as also under or over absorption of over heads.

12.34 At the end of the year Work in Progress shall be analysed into Direct Materials, Direct labour and other expenses directly charged.

12.35 Based on the percentage of absorption prevailing for the year the overhead of each category to be charged on closing Work-in-Progress shall be found out applying the percentage on respective closing Work-in-Progress figures.

12.36 The closing balance available in each account at 15.2 less the overhead to be absorbed on closing Work-in-Progress

as found out at Para 12.35 will represent the under over absorption of overheads.

12.37 The under or over absorption of overhead shall be taken into account while fixing percentage of absorption for the subsequent year.

WORKSHOPS UNDER THE CONTROL OF DISTRIBUTION CIRCLES

12.38 The provisions in paras 12.1 to 12.6, 12.12 and 12.30 of this Manual shall apply to these Workshops also.

12.39 The the time of closing the job orders overheads by way of centage as applicable to other Capital works at the rates fixed by the Board from time to time shall be booked against each job.

12.40 The finished products shall be devoluted to Stores at standard price, if the item is covered by standard price, and the difference between actual cost and standard price being taken to price variance account.

12.41 Where the items is not covered by standard price, the devolution shall be at actual cost while the issue from Stores being in weighted average method.

L/206
(P.G. PADMANABHAN)
CHIEF FINANCIAL CONTROLLER.

WORKING INSTRUCTIONSWORKSHOP CIRCLE/METTUR

1. At the end of every month the booking in difference job orders shall be totalled up and tallied with the concerned Main Ledger Accounts.

2. For finding out the directlabour content of each job for a month the following method shall be followed.

$$\frac{\text{Total employee cost of RWE for the month}}{\text{Total No. of RWE employees}} \times \text{No. of RWE employees deployed on each job}$$

3. Labour overhead absorption rate shall be calculated as below:-

$$\frac{\text{Total employee cost (excluding RWE cost directly chargeable) for the year budgeted.}}{\text{Total RWE employee cost for the year budgeted.}} \times 100$$

This percentage shall be applied on the direct labour booked against each job.

4. For the purpose of ascertaining the employee cost for this purpose, the RWE employee costs directly chargeable to the job orders shall be deducted from the total employee cost budgeted.

5. Stores overhead absorption rate shall be calculated as below:-

$$\frac{\text{Total Material related expenses budgeted for the year}}{\text{Total value of Materials proposed to be used.}} \times 100$$

6. This percentage shall be applied on the value of Direct Material booked in each job order.

..2..

.. 2 ..

7. Material related expenses shall consist of expenses debitable to the following account numbers.

76.210

76.230

76.240

76.250

76.260

76.270

8. Administration overhead absorption rate shall be calculated as below:-

$$\frac{\text{Total Administration and General expenses budgeted}}{\text{Total value of jobs proposed to be manufactured}} \times 100$$

9. This percentage shall be applied on the total value of each job.

10. Total Administration and General expenses shall be the expenditures debitable to the different account numbers under Group Code "76" less, material related expenses mentioned in para 6 ante.

11. Total value of jobs budgeted shall consist of direct materials, direct labour and contract payment only excluding overheads.

12. Repairs and Maintenance overhead absorption rate shall be calculated as below:-

$$\frac{\text{Total Repairs and Maintenance expenses debitable to Group Code "74" budgeted}}{\text{Total value of jobs proposed to be manufactured}} \times 100$$

13. Total value of job budgeted shall be the same as calculated as per para 11 Ante.

14. Depreciation overhead absorption rate shall be calculated as below:-

..3..

Total value of depreciation
Budgeted
----- x 100
Total value of jobs proposed
to be manufactured

15. Total value of jobs for this purpose shall be the same as adopted under the provisions of Para-11 ante.

16. Interest overhead absorption rate shall be calculated asunder.

Budgeted interest charges
debitable to Group code 78
----- x 100
Total value of jobs budgeted
to be manufactured

17. Total value of jobs for this purpose shall be the same as adopted under the provisions of paras 11 ante.

L/eb
(P.G. PADMANABHAN)

CHIEF FINANCIAL CONTROLLER.

ANNEXURE

1. Journal Entry to be prepared for charging overheads to different job orders (para 12.29)

14.666 Capital Work-in-Progress Dr.
Job order No.666 /....../..../

15.205 To Revenue expenses pending allocation over Capital works-Employee cost ..
15.204 " Repairs and Maintenance ..
15.206 " Administration & General expenses ..
15.208 " Interest and other charges for Adm. Gl. O.H. Charges ..
15.206 " Stores overhead charges ..
15.207 " Depreciation ..

2. Journal Entry for charging employee cost (RWE) to different Job orders every month. Para 12.10

14.666
Job Order No. 666 /....../..../
etc.
Capital Work in Progress Dr.

15.205 To Revenue Expenses pending allocation over Capital Works - Employee cost ..

3. Journal Entry to be prepared for transferring all the Revenue Expenses to 15.2 at the end of the year.

Revenue Expenses pending allocation over Capital works.
15.204 Repairs & Maintenance Dr.
15.205 Employee cost Dr.
15.206 Admn. & General Expen. Dr.
15.207 Depreciation Dr.
15.208 Interest & other Charges Dr.
74.900 To Repairs & Maintenance expenses charged to Capital work ..
75.900 To Employee cost charge to Capital work ..
76.900 To Admn. & Gl. Expenses charged to Capital works ..
77.900 To Depreciation charged to Capital works ..
78.900 To Interest & Other charges charged to Capital works ..

W.3.1

TAMIL NADU ELECTRICITY BOARD

A/C No.

Job Order No.

JOB CARD

Name of Work

STOUT, RICHARD

Location Code:

Month

Material

• 1000

Journal
No.

Value
Rs.

Direct Labour

Contract Payment

Over Heads

Devolution

Docu- Value
tion No. Rs.

Docu-
tion No.

value kg.

ABSTRACT

MATERIAL

D. LABOUR

CONTRACT PAYMENT

OVER HEADS.

TOTAL

W.S.2

MONTH

JOB-WISE DIRECT LABOUR ANALYSIS SHEET

Location Code

| Date | JOB ORDER NUMBERS | | | |
|------|-------------------|------------------|------------------|------------------|
| | Job Order No. | Job Order No. | Job Order No. | Job Order No. |
| | No. of employees | No. of employees | No. of employees | No. of employees |

Total
Man-days

1.0. Central Payment Division:

45314

- 1.1. This Division at the Headquarters is in charge of making centralised payments on behalf of Systems/Circles. It also makes payments connected with repayment of loans, payment of interest etc.
- 1.2. The Central Payment division carries out the following activities.
- 1.3. Payment to suppliers and contractors for the materials supplied and services rendered by them based on Letter of Authority issued by the Systems/Circles.
- 1.4. Advance payment to Suppliers based on Letter of Authority issued by Systems/Circles.
- 1.5. Advance payments for Steel, Meters etc. based on Letter of Authorities issued by Headquarters officers on behalf of Systems/Circles.
- 1.6. L.C. Payments to Banks based on Letter of Authority issued by Deputy Financial Controller/Tender.
- 1.7. Payment of interest and Bank charges in connection with L.C. arrangements based on Letter of Authority issued by Deputy Financial Controller/Tender.
- 1.8. Adjustment of IDBI credit based on Letter of Authority issued by Systems/Circles received from Deputy Financial Controller/Tender.
- 1.9. Repayment of IDBI credit instalments together with interest based on Letter of Authority issued by Deputy Financial Controller/Tender.
- 1.10. Payments debitable to final heads such as Refund of FMD based on Letter of Authority issued by Deputy Financial Controller/Works.
- 1.11. Payments for Power Purchases based on Letter of Authority issued by Superintending Engineer/LDGO/Deputy Financial Controller/Cost.
- 1.12. Payments for Purchase of Medicines for the Headquarters Dispensary based on Letter of Authority issued by Chief Medical Officer.
- 1.13. Payment of customs duty and freight based on Letter of Authority issued by Chief Internal Audit Officer.
- 1.14. Payment of interest on borrowings and repayment of loans based on Letter of Authority issued by Deputy Financial Controller/Resources or Deputy Financial Controller/Funds.
- 1.15. Any other payments authorised by the Board from time to time.
- 1.16. Adjustment of REC loan credit based on Letter of Authorities issued by System/Circles and also by Deputy Financial Controller/Tender for L.C. payment.

1.17. This unit shall maintain accounts as outlined in paras 1.18 to 1.92 following

Post supply payments and advance payments to Suppliers based on Letter of Authority issued by Systems/Circles.

1.18 Letter of Authorities received from the Systems/Circles shall be immediately entered in Letter of Authority Journal I and IA (in form No. CP 1).

1.19. Separate LOA Journals may be used for Post supply payments (LOA Jr. I) and advance payments (LOA Jr. IA).

1.20. Sufficient number of Journal books shall be used to cover all the Systems/Circles.

1.21. Monthly total of the columns in the journal shall be incorporated in a consolidated journal entry at the end of the month and recorded in this journal itself.

1.22. The consolidated journal entry should be in the form as given in Annexure-I.

1.23. Ledger postings shall be made from the consolidated Journal entry.

1.24 In respect of IDBI Loan adjustment and REC loan adjustment the total at columns 16 and 17 respectively of Letter of Authority Journal shall be journalised as indicated in the annexure.

Advance Payments based on Letter of Authorities issued by Headquarters officers, on behalf of Systems/Circles.

1.25 Letter of Authorities received from the Headquarters officers shall be entered in Letter of Authority Journal-II (Form No. CP2)

1.26. These Letters of Authority shall be entered only around the time of making payment. If the payment is likely to be delayed indefinitely, the Letter of Authority should be kept in a separate file without making any entry in the journal.

1.27. Sufficient number of journal books may be used to cover all Systems/Circles.

1.28 A debit advice shall be prepared in form No. CP.10 immediately and sent to concerned Systems/Circles and acceptance obtained in the bottom detachable portion of the debit advice.

1.29 Monthly total of the columns in the Journal shall be incorporated in a consolidated journal entry at the end of the month and recorded in the journal itself.

1.30 The consolidated journal entry should be in the form as given in the Annexure.

1.31 Ledger postings shall be made from the consolidated journal entry.

1.32 In respect of IDBI Loan adjustment and REC loan adjustment against L.C. Payments, the total at columns 18 and 19 shall be journalised as indicated in the Annexure.

L.C. Payments to Banks based on IOAs issued by Headquarters officers

1.33 Some procedures as for IOAs issued by Headquarters officers, as per paras 1.25 to 1.32 shall be followed.

Payment of interest and Bank charges in respect of L.C. arrangements.

1.34 IOAs received shall be entered in IOA Journal IV (in Form No. CP 4).

1.35 These IOAs shall be entered only around the time of making payment.

1.36 Only one journal book shall be used at a time.

1.37 A debit advice shall be prepared in Form No. CP 10 for the amount debitable to the Systems/Circles as shown in Col. 9 of the Journal, and sent to the Systems/Circles and the acceptance received in the bottom detachable portion of the debit advice.

1.38 Inter unit account code and name of the Systems/Circles shall be entered in Col. 10 and 11 respectively.

1.39 The last few pages of the journal shall be set apart for analysing the amount in column 9 with the help of the details in column 10 and 11 for the purpose of consolidated Journal entry.

1.40 Monthly total of the columns 6, 7, 8 and 9 (duly analysed) shall be incorporated in a consolidated journal entry at the end of the month and recorded in the journal itself.

1.41 The consolidated journal entry should be in the form as given in the Annexure-I.

1.42 Ledger postings shall be made from the consolidated journal entry.

Adjustment of IDBI Loan and REC Loan

1.43. There are two kinds of transactions

- (a) Loan adjustment against IOAs issued by Systems/Circles
- (b) Loan adjustment against L.C. Payment.

Loan adjustments against IOAs issued by Systems/Circles.

1.44 These IOAs may be treated in the same way as any other IOAs for post supply payments and entered in IOA Journal-I along with other IOAs for which cash payments are made. Please refer para 1.24 for additional journal for this.

Loan adjustment against L.C. Payments.

1.45 These transactions shall be treated on par with the IOAs issued by the Headquarters officers and the instructions at paras 1.24 to paras 1.31 shall be followed.

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Repayment of LDBI credit instalments together with interest

1.46. IOAs received shall be entered in IOA journal V (in form No. CP 5)

1.47 These IOAs shall be entered only around the time of making payment.

1.48 Monthly total of the columns 6 & 7 in the journal shall be incorporated in a consolidated journal entry at the end of the month and recorded in the journal itself.

1.49 The consolidated journal entry shall be in the form as indicated in the Annexure-I.

1.50 Ledger postings shall be made from the consolidated journal entry.

Payments debitable to final heads:

1.51 IOAs received shall be entered in IOA journal-III (in form No. CP 3).

1.52 These IOAs shall be entered only around the time of making payment.

1.53 Interest and Loan repayment based on IOA issued by R&C and Resources Division shall also be recorded in this IOA.

1.54 The last few pages of the journal shall be set apart for analysing the amount at column 12 (Miscellaneous) with the help of account codes at Col. 13 for the purpose of consolidated journal entry.

1.55 Monthly total of the columns at 10, 11 and 12 (duly analysed) shall be incorporated in a consolidated journal entry at the end of the month and recorded in the journal itself.

1.56 The consolidated journal entry shall be in the form as indicated in the Annexure-I.

1.57. Ledger postings shall be made from the consolidated journal entry.

Cash Book:

1.58 Separate Cash Books shall be maintained for Receipts and Payments.

1.59 Cash Books shall be maintained for each Bank separately.

Receipts Cash Book:

1.60 Receipt Cash Books shall be maintained in form No. CP 6.

161. Last few pages of the cash books shall be set apart for analysing the amount in column 6 with the help of account codes in Col. 7 for the purpose of consolidated journal entry.

1.62 Monthly total of column 6 (duly analysed) shall be incorporated in a consolidated journal entry at the end of the month and recorded in the Cash Books itself.

1.63 The consolidated journal entry shall be in the form as given in the Annexure-I.

1.64 Ledger postings shall be made from the consolidated journal entry.

Payment Cash Book:

1.65 Payment Cash Book shall be maintained in form No. CP 7

1.66 All bills for payments shall pass through concerned IOA journals only.

1.67 Cash Books shall record payments against two control accounts namely Central Payment Creditors Control Account (46.2) and Central Payment Advance Control Account (27.5).

1.68 Monthly totals of columns 7 and 8 shall be incorporated in a consolidated journal entry at the end of the month and recorded in the Cash Book itself.

1.69 The consolidated journal entry shall be in the form as given in the Annexure-I.

1.70 Ledger postings shall be made from the Consolidated journal entry.

Refund of Steel Advance:

1.71 Receipt of Cheque shall be entered in the respective Receipt Cash Book and credited to "Central Payment Advance Control Account - 27.5" through consolidated journal entry in the Cash Book.

1.72 The details shall also be simultaneously recorded in a "Steel Advance refund" journal to be maintained in form No. CP 9.

1.73 On receipt of necessary details the same shall be recorded in the journal in the respective columns.

1.74 Necessary credit advices shall be prepared immediately in form No. CP 11 and mailed to the concerned Systems/ Circles and acceptance obtained in the bottom detachable portion of the advice.

1.75 Inter Unit account code and name of the System/Circle shall be entered in the respective columns.

1.76 The last few pages of the journal shall be set apart for analysing the amounts in column 8 and 11 with the help of account codes in col. 9 and 12 for the purpose of consolidated journal entry.

1.77 Monthly totals of the analysed figures shall be incorporated in a consolidated journal entry at the end of the month and recorded in the journal itself.

1.78 The consolidated journal entry should be in the form as given in the Annexure-I.

1.79 Ledger postings shall be made from the consolidated journal entry.

Settlement of Railway claims:

1.80 The cheque received shall be entered in the appropriate Receipt Cash Book.

1.81 A credit advice shall be prepared in form No. CP 11 and sent to T.T.P.S and the acceptance obtained in the bottom detachable portion of the credit advice.

1.82 Inter unit account shall be credited through the consolidated journal entry in the cash book.

Year end Adjustments:

1.83 IOA Journal I and IA shall be kept open till April 10th to accommodate all the IOAs issued upto March 31 by the Systems/Circles.

1.84 IOAs issued by Headquarters units shall not be entered in the respective IOA journal unless the payment therefor will be made before 31st March.

1.85 The IOAs remaining unpaid as on 31st March as per IOA Journal-I shall be analysed into those relating to Fuel Supplies, supply of Capital Materials, Supply of O&M supplies etc. and a journal prepared as shown in the Annexure-I. The balance in account No. 46.2 will become "Nil"

1.86 In the beginning of next year, the above journal shall be reversed.

1.87 The IOAs remaining unpaid as on 31st March as per IOA journal IA shall be analysed System/Circle-wise and a journal prepared as indicated in the Annexure-I. The balance in account No.27.5 shall thus become Nil.

1.88 Simultaneously lists of IOAs pending payment shall be communicated to all the Systems/Circles for passing necessary journal entries at their ends.

1.89 The journal entry made, shall be reversed at the beginning of next year.

Ledger Posting:

1.90 A General ledger shall be maintained in form No. CP 8 and postings to the ledger made from different consolidated journal entries made in IOA journals, Cash Books etc.

1.91. A Trial Balance shall be prepared at the end of every month and two copies of Trial Balance shall be sent to the Chief Financial Controller as Monthly Statement of Accounts.

General

1.92. Cancellation of cheques issued or D.D. obtained shall not be entered in the Cash Book. These shall be recorded in journal.

ANNEXURE-I

- 1) Consolidated Journal entry to be recorded at the end of each month in IOA Journal I & IA.

| Account Code | For Post supply Payment | IOA Journal I |
|--------------|---|-----------------|
| 34.412 | Inter Unit account Vellore System | Dr. ---- |
| 34. | Inter Unit account | System Dr. ---- |
| 34. | Inter Unit account | System Dr. ---- |
| 34. | Inter Unit account | System Dr. ---- |
| 34. | Inter Unit account | System Dr. ---- |
| 46.200 | To Central Payment Creditors' Control account | ----- |

| | | |
|-----------------|---|----------|
| 2) Account Code | In case of IDBI loan or RTC Loan | |
| 46.200 | Central Payment Creditors Control Account | Dr. ---- |
| 53.800 | To Loan from IDBI account | ----- |
| | or | |
| 53.300 | To Loan from R.T.C. | ----- |

| | | |
|-----------------|--|----------------|
| 3) Account Code | For Advance Payment | IOA journal IA |
| 34.422 | Inter Unit account Mettur System | Dr. |
| 34. | Inter Unit Account | System Dr. |
| 34. | Inter Unit Account | System Dr. |
| 34. | Inter Unit Account | System Dr. |
| 34. | Inter Unit Account | System Dr. |
| 27.500 | To Central Payment Advance Control A/c | ... |

- 4) For Payments based on IOAs issued by Headquarters officers on behalf of Systems/Circles-To be recorded in IOA JI.II

A/c Code

| | | |
|--------|---|------------|
| 34.446 | Inter Unit account Pudukottai System | Dr. |
| 34. | Inter Unit account | System Dr. |
| 34. | Inter Unit account | System Dr. |
| 34. | Inter Unit account | System Dr. |
| 34. | Inter Unit account | System Dr. |
| 27.500 | To Central Payments Advance Control A/c | ... |

- (5) In case of IDBI loan or RTC Loan utilised for reimbursement of L.C.

| | | |
|----------|-------------------------------------|------|
| A/c Code | Central Payment Advance Control A/c | Dr. |
| 27.500 | | |
| 53.800 | To Loan from IDBI (or) | ---- |
| 53.300 | To Loan from R.T.C | |

..2..

6) Consolidated Journal Entry to be recorded at the end of each month in IOA Journal IV

| <u>A/c Code</u> | | | |
|-----------------|---|-----|-----|
| 78.700 | Interest on borrowing for Working Capital | Dr. | -- |
| 78.883 | Other Bank charges | Dr. | -- |
| 28.810 | Expenses recoverable from Suppliers | Dr. | -- |
| 34. | Inter Unit account System | Dr. | -- |
| 46.200 | To Central Payment Creditors Control A/c | | ... |

7) Consolidated journal entry to be recorded at the end of each month in LoA Journal V.

| <u>A/C Code</u> | | | |
|-----------------|--|-----|-----|
| 53.8 | Loan from IDBI | Dr. | |
| 78.5 | Interest on Loan | Dr. | |
| 46.2 | To Central Payment Creditors Control A/c | | ... |

8) Consolidated journal entry to be recorded at the end of each month in IOA Journal-III.

| <u>A/c Code</u> | | | |
|-----------------|--|-----|------|
| | Concerned expenses heads | Dr. | |
| 34.110 | Inter Unit Account Funds Division | | |
| 46.2 | To Central Payment Creditors Control A/c | | |

9) Consolidated journal entry to be recorded at the end of each month in Receipts Cash Books.

| <u>A/c Code</u> | | | |
|-----------------|----------------------------|-----|-----|
| 24. | Bank (..... Branch) | Dr. | |
| 34.110 | To Funds transfer from H.O | | ... |
| ... | To Concerned receipt heads | | ... |

10) Consolidated journal entry to be recorded at the end of each month in Payment Cash Books.

| <u>A/c Code</u> | | | |
|-----------------|---------------------------------------|-----|------|
| 46.2 | Central Payment Creditors Control A/c | Dr. | |
| 27.5 | Central Payment Advance Control A/c | Dr. | |
| 24. | To Bank (..... Branch) | | |

11) Year and Journal entries:
Journal entry to be recorded in IOA Journal-I

A/c Code

| | | | |
|------|---------------------------------------|-----|----|
| 46.2 | Central Payment Creditors Control A/c | Dr. | |
| 42.2 | To Suppliers/Contractors Control | | .. |
| | A/c (Capital | | .. |
| 43.2 | To Sundry creditors/Contractors | | .. |
| | Control A/c O&M | | .. |

12. Journal entry to be recorded in IOA Journal IA

A/c Code

| | | | |
|---------|--------------------------------------|-----|----|
| 27.5 | Central Payments Advance Control A/c | Dr. | |
| 34..... | To Inter Unit account system | | .. |
| 34..... | To Inter Unit account system | | .. |

13. Consolidated journal entry to be recorded at the end
of each month in "Central Payment Steel Advance
refund journal

A/c Code

| | | | |
|----------|-------------------------------------|-----|----|
| 27.5 | Central Payment Advance Control A/c | Dr. | |
| 34. | To Inter Unit A/c System | | .. |
| 34. | To Inter Unit A/c System | | .. |

IOA Journal I & IAWorking Instructions

1. In each IOA Journal 5 Systems/Circles shall be accommodated. The Systems/Circles to be accommodated in each Journal and identification numbers for the Journals are indicated in the annexure.
2. Serial numbers may be assigned for each IOA when it is entered in IOA Journal and this serial number along with the Journal Identification number may be boldly written on the IOA.
3. As soon as cheque is drawn and entered in Cash Book Columns 13 to 15 of the IOA Journal-I may be filled up.
4. At the end of each month the IOAs on hand should be compared with the unpaid IOAs as per IOA Journal and a list of such IOAs taken. Separate lists must be taken for Post Supply Payments and Advance Payments.

IOA Journal-II

5. In each IOA Journal 5 Systems/Circles shall be included. The Systems/Circles to be included in each Journal and identification numbers for the Journals are indicated in the annexure.
6. Serial numbers may be assigned for each IOA when it is entered in IOA Journal and this serial number along with the Journal Identification number may be boldly written on the IOA.
7. As soon as cheque is drawn and entered in Cash Book columns 15 to 17 of IOA journal-II may be filled in.
8. The debit advice should be signed at the time of signing the cheque and immediately mailed to the System/ Circle.
9. The debit advice number should be entered in column 9 of the IOA journal-II.
10. A register may be maintained in form No. CP 13 for watching the acceptance of debit advice.
11. Separate folios may be allotted for each System/ Circle in this register.
12. At the end of each month the IOAs on hand if any should be compared with the unpaid IOAs as per IOA Journal-II and a list of such IOAs taken.

IOA Journal-IV

13. Serial number may be assigned for each IOA when it is entered in IOA Journal and this serial number may be boldly written on IOA.
14. As soon as cheque is drawn and entered in Cash Book Column Nos. 13 to 15 of the journal may be filled in.

15. Interest and Bank charges to be borne by the Board shall be debited to final heads and need not be debited to Systems/Circles.
16. At the end of each month, LOAs on hand if any should be compared with the unpaid LOAs as per LOA journal and a list of such LOAs taken.

LOA Journal-V

17. Serial number may be assigned for each LOA when it is entered in LOA journal and this serial number may be boldly written on LOA.
18. As soon as cheque is drawn and entered in Cash Book, Columns 8 to 10 of the Journal shall be filled in.
19. At the end of each month LOAs on hand if any should be compared with the unpaid LOAs as per LOA journal and a list of such LOAs taken.

LOA journal-III

20. Serial number may be assigned for each LOA when it is entered in LOA journal and this serial number may be boldly written on LOA.
21. As soon as cheque is drawn and entered in Cash Book, columns 14 to 16 of the journal shall be filled in.
22. At the end of each month LOAs on hand if any should be compared with the unpaid LOAs as per LOA journal and a list of such LOAs taken.

Reconciliation:

23. At the end of each month, the Lists of unpaid LOAs taken from LOA journals I, IV, V and III shall be totalled and tallied with the balance available in account No.46.2. Similarly, the lists of unpaid LOAs taken from LOA journals IA and II and C.P. Steel Advance refund journal shall be totalled and tallied with the balance available in account No.27.5.

Receipt Cash Books:

24. The daily total of column 6 of the Cash Book shall be footed in Pencil and entered in a register of daily Cash balance to be maintained in form No. CP 14.

Payment Cash Books:

25. The daily total of column 6 of the Cash Book shall be footed in pencil and entered in a register of daily cash balance to be maintained in form No. CP 14.

Central Payment Steel Advance Refund Journal

26. Separate registers may be maintained in form No. CP. 10 and CP.11 for watching the acceptance of debit advice and credit advice respectively.

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27. Separate folios may be allotted for each System/
Circle.
28. At the end of each month, the refund amount for
which details have not been received for debiting or
crediting the System/Circles shall be taken.
- . Settlement of Railways claims:
29. A register may be maintained in form No. CP 11 for
watching the acceptance of credit advice.
30. A Trial Balance shall be prepared and tallied at the
end of each month.

General: The existing procedures, wherein they have not been
specifically superseded shall be continued.

Annexure to Working instructionsIdentification Number

| Volume
No. | Name of System/Circle | IOA J1. I & IA | | IOA J1. II |
|---------------|--|---------------------------------------|--|---|
| | | Post Sup-
ply pay-
ment.
I | Advance
payment
IA | Payments
initiated
By H.Qs. |
| 1. | MES (Distn.) North
MES (Distn.) South
MES (Distn.) Central
Chingleput/ North
Chingleput/ South | Y
Y
Y
Y
Y
S1 | Y
Y
Y
Y
Y
SA1 | Y
Y
Y
Y
Y
SH 1 |
| 2. | Vellore
Tiruvannamalai
Dharmapuri
South Arcot/North
South Arcot/South | Y
Y
Y
Y
Y
S2 | Y
Y
Y
Y
Y
SA2 | Y
Y
Y
Y
Y
SH 2 |
| 3. | Trichy/North
Trichy/South
Thanjavur/East
Thanjavur/West
Pudukkottai | Y
Y
Y
Y
Y
S3 | Y
Y
Y
Y
Y
SA3 | Y
Y
Y
Y
Y
SH 3 |
| 4. | Madurai/North
Madurai/South
Udumalpet
Workshop/Mettur | Y
Y
Y
Y
Y
S4 | Y
Y
Y
Y
Y
SA4 | Y
Y
Y
Y
Y
SH 4 |
| 5. | Ramnad/East
Ramnad/West
Tirunelveli/East
Tirunelveli/West
Kanyakumari | Y
Y
Y
Y
Y
S5 | Y
Y
Y
Y
Y
SA5 | Y
Y
Y
Y
Y
SH 5 |
| 6. | Coimbatore/North
Coimbatore/South
Periyar
Mettur Dam
Salem | Y
Y
Y
Y
Y
S6 | Y
Y
Y
Y
Y
SA6 | Y
Y
Y
Y
Y
SH 6 |
| 7. | Gen. Kundah
Gen. Erode
Gen. Tirunelveli
Tuticorin Thermal
Power Station
Ennore Thermal Power
Station | Y
Y
Y
Y
Y
Y
Y
G1 | Y
Y
Y
Y
Y
Y
Y
GA1 | Y
Y
Y
Y
Y
Y
Y
GH 1 |
| 8. | Project Circle/South
Kadambarai
L.M.H.E.P., Bhavani
Mettur Thermal Power
Project
North Madras Thermal Power Project | Y
Y
Y
Y
Y
Y
Y
P1 | Y
Y
Y
Y
Y
Y
Y
PA1 | Y
Y
Y
Y
Y
Y
Y
PH 1 |
| 9. | GCC/Madras
GCC/Coimbatore
GCC/Trichy
GCC/Madurai
Basin Bridge | Y
Y
Y
Y
Y
C1 | Y
Y
Y
Y
Y
CA1 | Y
Y
Y
Y
Y
CH 1 |
| 10. | Hd. Qrs. Funds & Resources
C.I.A.O. | 357 of 365.
Y
H1 | Y
HA1 | |

ANNEXURE - IILIST OF BOOKS OF ACCOUNT TO BE MAINTAINED IN CENTRAL
PAYMENT DIVISION

| Sl.
No. | Name | Form No. |
|------------|--|----------|
| 1. | LOA Journal | CP 1 |
| 2. | LOA Journal for Payments initiated
by H.Q. | CP 2 |
| 3. | LOA Journal Debitable to Final heads | CP 3 |
| 4. | LOA Journal for payment of Int. and
Bank Charges on L.C. Payments | CP 4 |
| 5. | LOA Journal for ILBI Loan Repayment | CP 5 |
| 6. | Cash Book (Receipt) | CP 6 |
| 7. | Cash Book (Payments) | CP 7 |
| 8. | Ledger | CP 8 |
| 9. | Steel Advance Refund Journal | CP 9 |
| 10. | Debit Advice | CP 10 |
| 11. | Credit Advice | CP 11 |
| 12. | Register for watching acceptance
of credit Advice | CP 12 |
| 13. | Register for Watching acceptance
of debit advice | CP 13 |
| 14. | Register of Daily Cash balance | CP 14 |

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Form No. CP 1

Central Payment Division

Location Code: 100

TAMIL NADU ELECTRICITY BOARD

L.O.A. JOURNAL

POST SUPPLY PAYMENT / ADVANCE PAYMENT

Month:

LOA I & IA

| Date | Sl. No. | LOA No. | Purchase Order No. and Date | Name of Supplier | Bill No. & Date | Rs. P. | Name of Systems/Circles and Account Codes | | | | Cheque No. & Date | Name of Bank | C.B. Folio No. | IDBI Loan Amount | REC Loan Amount | |
|------|---------|---------|-----------------------------|------------------|-----------------|--------|---|----|-----|-----|-------------------|--------------|----------------|------------------|-----------------|-----|
| | | | | | | | Madurai/S Madurai/N
34.452 34.450 | | | | | | | | | |
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. | 12. | 13. | 14. | 15. | 16. | 17. |

Location Code: 100

TAMIL NADU ELECTRICITY BOARD

IOA.D. II

IOA JOURNAL FOR PAYMENTS INITIATED BY HEADQUARTERS

| SL. No. | IOA No. | Issued By | P.O.No. & Date | Bill No. & Date | Payable to | Amount credit
27.500 | Debit Advice No. & Date | Name of Systems/Circles and Accounts Codes | Cheque No. | Name of Bank | C.B. Folio Loan Amount | IDBI Loan Amount | | | | | | |
|---------|---------|-----------|----------------|-----------------|------------|-------------------------|-------------------------|--|------------|--------------|------------------------|------------------|-----|-----|-----|-----|-----|-----|
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. | 12. | 13. | 14. | 15. | 16. | 17. | 18. | 19. |
| | | | | | | | | | GCC/MIS | MES/W | | | | | | | | |
| | | | | | | | | | 34.670 | 34.404 | | | | | | | | |

Location Code: 100

LOA JOURNAL - DEBITABLE TO FINAL HEADS

LOA J1. III

Form No. CP 4
Central Payment Division
Location Code: 100

TAMIL NADU ELECTRICITY BOARD

Month: IOA Sl. IV

IOA JOURNAL FOR PAYMENT OF INTEREST AND BANK
CHARGES ON L.C. PAYMENTS.

| Date | LOA No. | P.O. No. | Name of Company | Amount payable | Board's portion
Interest | Supplier's Portion
Recover-
able by
H.Qrs. | Recover-
able by
Systems | Inter
Unit
Account
Code | Name of System/
Circle | Debit
Advice
No. | Cheque
No. | Name of
Bank | C.B.
folio
No. | |
|------|---------|----------|-----------------|----------------|-----------------------------|---|--------------------------------|----------------------------------|---------------------------|------------------------|---------------|-----------------|----------------------|-----|
| 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | 9. | 10. | 11. | 12. | 13. | 14. | 15. |
| | | | | | 78.7 | 78.883 | 28.810 | | | | | | | |