



# PUNJAB STATE POWER CORPORATION LIMITED

(Regd. Office: PSEB Head Office, The Mall, Patiala - 147001)

## OFFICE OF THE CHIEF FINANCIAL OFFICER

Phone & Fax No. 0175-2213223

Website:-www.pspcl.in

(WAD-3 Wing, Patiala)

PAN : AAFCP5120Q

Regd. No. U40109PB2010SGC033813

To

Addl. S.Es/Sr.Xens / Sr.Accounts Officers/Accounts Officers  
(DDOs) P.S.P.C.L

Memo No. 558/778/WAD-3/L/2018 Dated : 28-03-2018

**Subject: Submission/online posting of Annual Adjustment Account for the month of March-2018 - Instructions thereon**

As you are aware that the financial year 2017-2018 would be closing as on 31st March 2018. It is brought out that Annual Accounts of PSPCL for Financial year 2017-2018 **will be prepared under the provisions of Company Act, 2013**. These Annual Accounts will be considered by the Audit Committee before the same are placed before the Board of Directors for approval. The Annual Accounts will also be submitted to statutory Auditors for conducting Audit. Thereafter the Supplementary Audit will be conducted by the Representatives of CAG/India (RAO).

The Preparation/Finalization/submission of Final Accounts involves a long process as detailed below:

1. Compilation of Accounts at Divisional/Accounting Unit Level & submission thereof to this office.
2. Post Audit of Accounts & carrying out corrections, if any.
3. Consolidation of Accounts for the PSPCL as a whole.
4. Finalization of Annual Statements of Accounts.
5. Approval of Annual Statements of Accounts by the Audit Committee.
6. Adoption of Annual Statement of Accounts by the PSPCL.
7. Submission of Annual Statements of Accounts to Statutory Auditors for Audit and Recasting of Accounts, consequent on compliance of Audit observations.
8. Submission of Annual Statements Accounts to C.A.G. Punjab (RAO) for its Supplementary Audit.
9. Attending of Audit observations, collection of replies from field officers /D.D.Os & settlement of Paras.
10. Final scrutiny of Annual Account by A.G. Punjab and return of account to the PSPCL after certification.
11. Approval of audited annual statements of accounts by Audit Committee.
12. Approval of Audited Annual Statement of Accounts along with Director's report by PSPCL.
13. Adoption of Audited Annual Statement of Accounts, Director's report by Shareholder in the Annual General Meeting (AGM).
14. Filing of Annual Statement of Accounts and Annual returns with ROC.
15. Printing of Annual Statements of Accounts.
16. Submission of Audited Accounts, Reports & statistics to Central Electricity Authority and the State Govt. for laying the final Accounts/Audit Report on the table of the Punjab Vidhan Sabha.

The Basic Accounting Principles & Policies contained in Commercial Accounting System Vol. I part II and various other instructions issued from time to time require a number of adjustments to be carried out in the March Adjustment Account. These adjustments have been detailed in the enclosed annexure and it should be ensured that all relevant adjustments applicable to your accounting unit are incorporated in the **March -2018 (Adjustment Account)**.

It must also be ensured that all adjustments are carried out and no adjustment is left which has material effects on the profitability and financial results of the company for the year ending **31 March 2018** and so that profitability and financial results of the company can be depicted in true & fair manner through the Annual Accounts.

### **Time Schedule**

Normal March-2018 Monthly Account-online posting	Up to 14 <sup>th</sup> April 2018
Date for online submission of March-2018 Adjustment Account to Audit Wing	<b>Up to 4<sup>th</sup> May 2018</b>
Final Date for online acceptance of Annual Adjustment Account March-2018 by Audit Wing	Upto 15 <sup>th</sup> May 2018
<u>Date for checking of Depreciation Register</u> <u>(Year-wise Abstract of Assets and Depreciation must be prepared)</u> <u>Depreciation on Assets Added/removed during the year 2017-2018 must be provided on prorate basis</u>	Upto 25 <sup>th</sup> April 2018
<u>Date for obtaining u-cheques for Pension/GPF and submission of GPF Schedules</u>	Before 3 <sup>th</sup> May 2018.
<u>Date for obtaining U-cheques from Banking Section for all types of Remittances and Expenditure for Dera/Dhanies under PIDB scheme</u>	Before 3 <sup>th</sup> May 2018
<u>Date for checking of Un billed Revenue JV from CAO/Revenue office.</u>	Before 2 <sup>nd</sup> May 2018

It must be ensured that while preparing/submitting the Annual March adjustment Account-2018 **strict compliance** of the entire applicable accounting requirements, preparation of requisite schedules, statements, certificates, and reply to outstanding paras/observations along-with relevant record is made.

There must not be any entry in deleted Account Codes marked \* in TB.

Debit may not be posted in Credit Based Account Heads and similarly Credit may not be posted in Debit based Account Heads. Any such misclassification must be rectified in March Adjustment Account-2018

TAN number of the division must be indicated on Trial Balance.

It may kindly be noted that the PSPCL has decided to meet its statutory obligation of finalization of Accounts by the due date (Based on Indian Accounting Standard Rules 2015 (Ind AS) as amended) & to achieve this end; you are requested to ensure that the above schedule is not violated.

Thereafter up to 15 May 2018:-

- (a) Each accounting unit (Falling under Audit of WAD/ZLAU as the case may be) shall send the Hard copy of Trial Balance of March Annual Adjustment Account 2018 along-with other concerned/connected/relevant complete statements/ records/documents/certificates/information/annexures/JVs/SDs with details (required as per enclosed instructions) to WAD/ZLAU (as the case may be) in physical form for detailed checking for final confirmation by WAD/ZLAU.
- (b) Till, the final confirmation (in the absence of certain information/certificates/details/documents as per enclosed instructions) by Audit Wing, the March Annual Adjustment Account-2018 will be treated as not submitted.
- (c) The accounts in respect of direct offices will be considered as submitted after submission of all information mentioned in the enclosed instructions to AO/A&R.

It may please be clearly noted that management has taken serious view of the late finalization of accounts in the previous years. Therefore, the responsibility for timely submission of the accounts and for non-incorporation of any adjustment and the consequences arising therefrom shall be entirely yours.

  
(CA Sandeep Singh)  
Dy.CAO/A&R  
PunjabState Power Corp. Ltd. Patiala.

#### D.A/Instructions

Endst. 789/889/WAD-3/L/2018

Date: 28-03-2018

Copy of above is forwarded to the following for kind information please:-

1. Chief Accounts Officer to Dir/Finance. PSPCL, Patiala
2. CAO/(HQ)/Chief Auditor/Financial Advisor/Cost Controller/CAO(Rev)/CAO (ARR)/CAOs/CAO(Forum)/FA&CAO(GGSSTP), under PSPCL/PSTCL.
3. All Dy. CAOs / DyCAs / Dy. Fas under PSPCL / PSTCL.
4. Dy. CAO/Corporate Audit, PSTCL, Patiala.
5. Company Secretary, PSPCL/PSTCL.
6. Accounts Officers/Banking, PSPCL/PSTCL, Patiala.
7. Accounts Officer/WAD-2, AO/WM&G and AO/A&R, PSPCL/PSTCL, Patiala.
8. Accounts Officer/GPF and Accounts Officers/Pension, PSPCL/PSTCL, Patiala.
9. Accounts Officer/Broad Sheet, AO/NPS, AO/CPC(pay & Pension) PSPCL/PSTCL, Patiala.
10. Accounts Officer/WAD, PSTCL, Patiala.
11. Sr. PS to CMD, PSPCL/PSTCL, Patiala.
12. Sr. PS to Director/Finance, PSPCL, Patiala.
13. Sr. PS to Director/Finance & Commercial, PSTCL, Patiala.
14. Sr. PS to Director/Administration PSPCL, Patiala
15. Sr. PS to Director/ Generation, PSPCL, Patiala
16. Sr. PS to Director/HR, PSPCL, Patiala
17. Sr. PS to Director / Commercial, PSPCL, Patiala
18. Sr. PS to Director/Distribution, PSPCL, Patiala
19. SE/IT, PSPCL, Patiala for uploading the instructions on website of PSPCL (under link-What's New/ Important links)

  
(CM Sahi) 28.3.2018.  
Sr. Accounts Officer/WAD-3  
PSPCL, Patiala

## **INSTRUCTIONS**

As per Accounts circular no. 3/2012 the Account of March has been bifurcated into two parts as under:

- (i) Normal monthly Account
- (ii) Annual Adjustment Account

For the purpose of preparation of **Annual Adjustment Account March-2018**, **besides the instructions in vogue on preparation of Accounts**, your special attention is also drawn on the following points which must be kept in view while finalizing the **Annual Adjustment Accounts of March-2018**.

### **1. Fixed Assets i.e. Property, Plant and Equipment (PPE) - Policy**

- a) The Company has adopted the cost model of recognition under Ind AS 16 to measure the Property, Plant and Equipment. Consequently all Property, Plant and Equipment are carried at its cost less accumulated depreciation and accumulated impairment losses, if any.
- b) The cost of an item of Property, Plant and Equipment comprises its purchase price, including import duties and non-refundable taxes, after deducting trade discounts and rebates, any directly attributable expenditure to bring the Property, Plant and Equipment to the location and making it ready for its intended use.
- c) Property, Plant and Equipment acquired as replacement of the existing assets/ component are capitalised and its corresponding replaced assets/ component removed/ retired from active use are derecognized.
- d) Spares parts procured along with the Plant & Machinery or subsequently which meets the recognition criteria of Property, Plant and Equipment are capitalised and added in the carrying amount of such item. The carrying amount of spare parts that are replaced is derecognized when no future economic benefits are expected from their use or upon disposal. Other machinery spares are treated as “stores & spares” forming part of the inventory.
- e) Stand-by equipment and servicing equipment are recognised in accordance with Ind AS 16 when they meet the definition of Property, Plant and Equipment. Otherwise, such items are classified as inventory.
- f) Gains or losses arising from derecognition of an item of Property, Plant and Equipment is measured as the difference between the net disposal proceeds and the carrying amount of the asset and is recognized in the statement of profit and loss when the asset is derecognized.
- g) In case of Property, Plant and Equipment 100% funded by consumer contribution, amount equal to 5% of the value of such Property, Plant and Equipment is transferred from deferred income to other income.
- h) In case of Property, Plant and Equipment part funded by consumer contribution, proportionate amount equal to 5% of the consumer contribution is transferred from deferred income to other income and balance depreciation is transferred to Profit & Loss Account.
- i) In case of Property, Plant and Equipment put to use, where the final settlement of bills with contractors is

yet to be effected, capitalisation is done up to the claim accepted by PSPCL as per the term of the contract.

- j) Claims for price variation/exchange rate variation in case of contracts are accounted for on acceptance of claims.
- k) Property, Plant and Equipment created on land not belonging to PSPCL are included under Property, Plant & Equipment.
- l) The cost of new meter used to replace the damaged meter is charged to revenue and the cost of damaged meter and its accumulated depreciation is not withdrawn.

**2. Key points to be considered for capitalization of fixed assets :-**

- (i) Expenditure on all Assets completed/commissioned during the year was to be transferred monthly to appropriate fixed assets accounts (GH 10-Fixed Assets) from the Group Head 14/15 Works-in-Progress by debit to GH-10 per contra credit to GH-14/15. **It must be ensured that total capital expenditure on completed works is transferred to fixed assets account in March 2018- adjustment account.**  
(List of works completed /commissioned and transferred to GH-10 should invariably be supplied with the JV/TEO.
  - (ii) Assets not in use may be identified and adjusted by credit to GH-10, for the original value (estimated value if not known) and debiting the appropriate Account code under Group Head-16 with written down value and Depreciation to GH-12 (Appropriate Account Code).
  - (iii) Booking of all the Capital Expenditure to relevant scheme may be ensured.
  - (iv) Capital expenditure not to be booked to GH-10 directly. Capital Expenditure may be booked to GH-14 or GH-15 as the case may be and on commissioning of assets transferred to GH-10.
  - (v) *Information of Fixed assets and depreciation as per format at Annexure "C, C1,C2" must be supplied with adjustment Account. Annexure C is for abstract of fixed assets and depreciation for FY-17-18. Annexure C1 will be separately prepared year wise for all sub account codes of GH-10. Annexure-C2 will be prepared for calculation of proportionate depreciation for assets capitalized during the year.*
  - (vi) It may be ensured by the accounting unit/units that capital expenditure has been booked against budget grant allocated by the competent authority and funds stands allocated.
  - (vii) IUT issued by AO/A&R, PSPCL, Patiala regarding amount of interest capitalized may be accounted for by debit to GH-14(WIP) and apportioned to works which are in progress at end of FY.
- Assets transferred by construction Divisions should be classified under Appropriate scheme/detailed head while issuing U-cheque by responding Accounting Units. In such cases Photostat copies of Asset cards should invariably be sent with account for checking of scheme and depreciation. It should be ensured that Assets are correctly classified to the relevant scheme by responding accounting units as mentioned on the Asset Card of originating accounting unit.
- **Treatment of consumer contributions, Grants & Subsidies towards cost of assets- Regarding amendment in Accounting Policy (Accounts circular No.4/2015):-**  
"5% of the Balance outstanding under consumer's contribution, grants and subsidies towards cost of assets at year end shall be apportioned to P&L by Dr to Account code 55.199, 55.299, 55.399 per contra Cr to Account code 62.999. A control register containing separate record for consumer contribution, grants and subsidies

towards cost of capital assets and its year-wise apportionment shall be maintained as per annexure-A of circular no.4/2015.

**3. Depreciation and Amortization Policy:**

As per PSERC (Terms and Conditions for Determination of Generation, Transmission, Wheeling and Retail Supply Tariff) Regulations, 2014 (as amended in 2016) applicable w.e.f 01-04-17 i.e. from FY 2017-18, the following Depreciation policy is required to be adopted:

- a) In line with Part B of Schedule II to Companies Act 2013, with effect from April 01, 2014, depreciation is provided as per Punjab State Electricity Regulatory Commission (Terms and Conditions for Determination of Generation, Transmission, Wheeling and Retail Supply Tariff) Regulations, 2014 (as amended from time to time). In accordance with PSERC Regulations depreciation is provided on the straight line method over useful life at rates specified in Appendix II of Central Electricity Regulatory Commission (Terms & Conditions of Tariff) Regulations, 2014 as amended from time to time.
- b) The cost shall include foreign currency funding converted to equivalent rupees at the exchange rate prevalent on the date when foreign currency was actually availed but not later than the date of commercial operation.
- c) The tangible Property, Plant and Equipment are depreciated up to 90% of the original cost after taking 10% as residual value of Property, Plant and Equipment.  
Provided that the remaining depreciable value as on 31st March of the year closing after a period of 12 years from date of commercial operation/ put in use of the asset shall be spread over the balance useful life of the assets.
- d) Land other than the land held under lease and the land for reservoir in case of hydro generating station shall not be a depreciable asset and its cost shall be excluded from the capital cost while computing depreciable value of the asset.
- e) Temporary erections are depreciated fully (100%) in the year of acquisitions/capitalisation by taking the written down value as INR 1/- for control purpose.
- f) Depreciation on additions to/deductions from Property, Plant and Equipment during the year is charged on pro-rata basis from the month of such addition or as the case may be up to the month in which such Property, Plant and Equipment is sold, discarded, demolished or destroyed.
- g) Property, Plant and Equipment costing up to INR 5,000/- each are fully depreciated in the year of acquisition except where specific classification has been prescribed for the purpose of depreciation under the classification Furniture & Fixtures and Office Equipment.
- h) Intangible assets viz computer software are amortised on straight line method at rates specified in Appendix II of Central Electricity Regulatory Commission (Terms & Conditions of Tariff) Regulations, 2014.
- i) Leasehold assets are amortised over the period of lease, including the optional period of lease, as per the terms of the lease agreements.

#### 4. Depreciation Methodology:

While charging the Depreciation on Fixed Assets the following points should be specially taken care of:-

- i. Year-wise depreciation Register in prescribed form Annexure C, C1, C2 for calculating depreciation shall be maintained by each accounting unit in duplicate from 1.4.86 to date. Depreciation registers must be got checked from WAD (Before 25<sup>th</sup> April, 2018), for depreciation charged and accounted for in 2017-18 Account.
- ii. **Rate of Depreciation:** Depreciation is required to be charged as per rate of depreciation prescribed in chart **Annexure – 'E'** is enclosed herewith.
- iii. One copy of the FAR be supplied to this office with the Adjustment account failing which Adjustment account of your Division/ Accounting Unit for the month of 3/2018 shall not be entertained.
- iv. Depreciation on fixed assets including vehicles/Machinery purchased/acquired upto 31.3.86, in respect of all accounting units (both O & M and construction Divisions/Accounting Units) will be provided centrally by the Head Office.
- v. In Construction Divisions, Depreciation on vehicle/machinery, as provided in the relevant estimates, will be provided by debit to Account Head 15.311 (Working of machinery for capital work-vehicles operation) per contra credit 77.9 (Depreciation and related costs chargeable to capital works) and Account of vehicles/machinery should be closed as per instructions contained in chapter 18 "R&M of Board's Vehicles of 'Expense Accounting Manual'. At the end of the year, the net difference between the expenditure and its recovery (15.311 and 15.361) shall be Debited/Credited to account Head 15.2 with the orders of the competent authority and thereafter be distributed to works on the basis of expenditure incurred.
- vi. For the Assets **Added** or Sold, discarded, demolished, destroyed during Financial Year 2017-18, the depreciation on such assets shall be calculated **on pro rata basis** from the date of such addition or upto the date on which such asset has been sold, discarded, demolished or destroyed. **Detail of proportionate Depreciation Provided during FY 2017-18 must be supplied with Adjustment Account on as per Annexure C2.**
- vii. It must be ensured that Depreciation credited to GH-12 is tallied with GH-77.

#### 5. Maintenance and Up-dation of Assets Register/Cards:-

- (i) Maintenance and Updating of Assets Register/Asset Cards in respect of all the Assets belonging to Accounting Unit be ensured as per detailed instructions in manual on Capital Expenditure & fixed assets (Refer Chapter – 29). PSERC has also issued directives in this regard.
- (ii) Two number copies of following certificate (Duly signed by Sr.Xen/Addl.SE/DDO), to the effect that Assets cards of Gross Amount in respect of all the Assets belonging to the Accounting Unit have been prepared and this record has been maintained in the Fixed Asset Register (FAR), be supplied with the March Adjustment Account (Refer Accounts Circular No. 12/2002 dt.16.12.2002 and 13/2003 dated 21.08.2003) and DyCAO/A&R, PSPCL Patiala memo. No.8327/8458 dated 17-12-2013.

*"Certified that the Fixed Assets Register (FAR) and Fixed Asset Cards of this Division LC \_\_\_\_\_ have been maintained & updated and Assets as on 31-3-2018 have been physically verified by me as per instructions contained in Chapter XXIX of "Manual of Capital Expenditure and Fixed Assets. There are no discrepancies between items physically verified and items appearing in Fixed Assets Register/record maintained under this division."*

*Add.SE/Sr.Xen/AO/Sr.AO/DDO*  
(Signature with stamp)

- (iii) Year-wise Abstract of Assets must be prepared in Asset Register. Total Assets as per TB must be tallied with Assets as per Asset/Depreciation Register.
6. **Capital expenditure booked against an old work** must bring forward and posted in proper column in Form CE-21-Works Register. Works expenditure/employees cost/and capital interest may be shown separately. Detailed head-wise posting of expenditure against each work be made.
7. (i) All Capital Stock Accounts & O & M Stock Accounts shall be merged into material stock and a statement of stock in the Performa given below may be supplied along with the Adjustment Account of March, 2018.

**STOCK**

<b>Dr</b>			<b>Cr</b>		
Particulars	Account Head	Amount	Particulars	Account Head	Amount
Capital Material Purchase	22.201/22.219		Issue Capital of material(Consumption)	22.301/22.319	
O&M Material Purchased	22.221/22.239		Issue of O&M Material Consumption	22.321/22.339	
Material Returned by Contractor	22.361/22.379		Issue to Contractor	22.341/22.359	
Transfer Inward	22.401/22.419		Transfer outward	22.421/22.439	
Capital Material Stock Adjustment	22.501/22.519		Transfer of material within Division/COS	22.450	
O&M Material stock adjustment	22.521/22.539		Capital Material Stock Adjustments	22.501/22.519	
			O&M material stock Adjustment	22.521/22.539	
Total			Total		

Total of the Stock (details as indicated above) should tally with the difference of Debit and Credit under code 22.6 of the Trial Balance for the period 2017-18.

- (ii) The following certificate along with physical verification report/sheet duly signed by concerned AE/AEE of the store with the counter sign of Add.SE/Sr.Xen should also be sent along-with Adjustment Account-2018 as per requirements of Companies Audit Report Order 2015 (CARO) for statutory Audit:-

Certificate

“Certified that physical verification of stores of \_\_\_\_\_ Division(LC \_\_\_\_\_) as on 31.03.2018 has been carried out and there are no discrepancies between the physically verified figures and

*figures appearing in stores registers/stock cards mentioned under this division as per list attached of different items of stock physically verified”*

The detailed physical verification report (PVR) (item wise) regarding quantity as per stock cards of the stores and quantity physically verified along-with surplus/shortage if any for FY 2017-18 should also be provided along with the above mentioned certificate as required by the statutory Auditor and C&AG.

8. Balance under the head 16.411, 16.415, 16.416, 16.417, 16.419, 16.421 and 16.412 & 16.422 indicate the value of damaged/repared T/F's along-with accumulated depreciation. The balances outstanding under these heads should represent the actual physical balance of these T/Fs as on 31.3.2018. A certificate to this effect needs to be recorded by the C.O.S. Misclassification and wrong adjustments under these heads should invariably be set right before March 2018.
9. **Un-Billed Revenue:-**The JV (along with category wise detail) of unbilled units and unbilled revenue may be got checked from CAO/Revenue, PSPCL, Patiala before 16.4.2018 as per instructions issued by CAO/Revenue, PSPCL, Patiala vide Memo no.150/248/CAO/RM-31 dated 26.02.2018. Copy of checked JV must be attached with adjustment Account.

*(However, adjustment of unbilled revenue will be made at Head office level and “Op” Accounting units will not adjust JV of unbilled revenue in their Trial balance.)*

10. **Revenue on account of sale of power** and theft of energy should be credited to relevant account codes. Where such segregation was not done during the year, the revenue/ theft of power pertaining to prior period may be worked out now and adjusted in the account for March 2018.
11. **Accounting of compensation on account of Theft of Power:-**Most of the “DS” Divisions are misclassifying the amount of compensation for Theft of power detected/recovered by various wings of PSPCL resulting into inconsistent Balances in various account codes under GH-23.7. In this regard accounting procedure as explained in Account circular no. 10/2009 and 02 /2010 required to be followed and incorporated in March 2018 account. GH 23.7 may be tallied with GH 61.7.

Misclassifications in accounts codes 23.7 may be rectified in adjustment account-2018.

12. **Adjustment of Bills collected through:-**

- i. **Easy Bills Ltd. & BASIX Account code 24.521- Accounts circular No. 06/2016.**
- ii. **Sewa Kendrs (SKM & CSCDIT) Account code 24.522- Accounts Circular No. 16/2016.**
- iii. **Paytm-Account code 24.523- Accounts Circular no. 08/2017**
- iv. **SBI-RTGS/NEFT-Account Code 24.524-Accounts Circular No.-14/2017**
- v. **E-payment-Bill desk & PayU-Account code 24.541-AccountsCircular No. 13/2009.**

Amounts debited monthly to the above mentioned account codes need to be transferred to AO/Banking, Patiala (LC-802) by obtaining U-cheques monthly as per instructions of Accounts Circular No. 12/2017. On receipt of u-cheques, these account Heads should be cleared minus debit. During the financial year 2017-18, if it has not been done earlier, now the field offices shall made compliance of these instructions in their March Account. At the end of the year, there should be NIL balance in these account heads.

**Single Window System:-** Regarding amount received on account of security deposit, service connection charges etc. for electricity connections online through single window system( GH-24.542) instructions issued vide Accounts Circular No.5/2015 must be complied with. Nodal office must ensure that for successful amounts u-cheques has been issued to concerned ‘op’ office and ‘op’ office must ensure that U-cheque received has been debited to GH-37.000 and credited to GH 48.1 for ACD/Meter security and GH 55.1 for SCC.

**NOTE:-** A certificate (as per below specified format) shall be furnished by each accounting unit that the amounts realized/collected during the financial year pertaining to the accounting unit have been duly accounted for and as per PSPCL instructions U-cheques have been obtained and duly adjusted in the Trial Balance .

This certificate duly countersigned by AO/Banking Reconciliation, Patiala shall be submitted by each accounting unit to AO/WAD/ZLAU while submitting the Adjustment Account-2018.

**CERTIFICATE**

Name of Accounting Unit.....

LC.....

**Certified that amounts of following account codes have been adjusted in the Trail Balance during the year 2017-18 and u-cheques of the same amounts issued from AO/Banking, PSPCL, Patiala (LC-802) have been duly accounted for:**

S.No	Account Code	Amount collected during 2017-18	U-cheques received from AO/Banking PSPCL, patiala
1	24.510		
2	24.522		
3	24.523		
4	24.524		
5	24.521		
6	24.541		
7	24.542		

It is further certified that balance under Account code 24.501 i.e Rs..... duly tallied with the “DO office closing balances” of March-2018 Bank Reconciliation statements of all collection Bank Accounts of the Accounting Unit.

Signature of D.A/AAO  
(Name of the official)

Signature of Add.SE/Sr.Xen/AO  
(Name of the officer)

Counter Signature

(Accounts officer)  
Banking Reconciliation,  
PSPCL, Patiala

13. **Collection of Bills through Sevak( Bill Payment Machine):-**

Accounting procedure as detailed out in circular no. 13/2005 issued by CAO/WM&G for accountal of energy bills through Sevak (**Bill Payment Machine**) must also be implemented / ensured.

(it may be ensured that Balance in account code 46.944 and account code-28.943 are Nil).

14. As per instructions issued by CAO/WM&G vide circular No. 4/06, collection of Electricity Bills through M/S Easy Bill Ltd. May be adjusted by debit to GH-24.521 and user charges to GH-78.881.

15. Follow Accounting procedure as detailed out in Accounts Circular No. 9/03 dated 14.5.03 and Account Circular No. 14 dated 25.8.2003, issued by CAO/WM&G for incentive based prepaid scheme (IBPP) for deposit of Electricity Bills.

16. Revenue subsidy for free supply to AP category and 200 units to SC/BPL/BC category will be accounted for on accrual basis by LC-802 (AO/Banking, PSPCL, Patiala under FA, PSPCL, Patiala).**For accounting of subsidies against free/concessional supply** of electricity to consumers new account codes 63.130, 63.131,63.132, 63.133, 63.151, 63.152, 63.153 have been opened vide accounts Circular no. 2/2018.These accounts to be operated at Head office.

17. **Permanently disconnected consumers:-**

The dues excluding (ED, D.S.S.F, IDF, Muncipal Tax, Cow cess, and octroi(upto applicable date) on electricity) from **permanently disconnected consumers** are required to be adjusted by debit to Account Code 23.5 (with detailed sub-account code) and minus debit to account code 23.1 for SOP. ED, D.S.S.F and octroi on electricity shall however remain booked under account code 23.2, and on realization subsequently the amount will be credited to 23.2 & 23.5 as the case may be.

JV regarding adjustment of ACD against 23.5 must be incorporated and sent along with adjustment account.

18. **Account code 23.3(Sundry Debtors Collection Account):-** Debit and credit side of Account code23.3should be equal and there should be no balance under this account head.

19. **Clearance of Minus Balances appearing in TB:-**Minus Balances appearing in TB under GH- 23 under specific consumer category and other account codes may be looked into by Divisional Accountant and may be rectified in adjustment account-2018.

There should not be any minus Balance under any account code in TB.

20. **Duties payable to Govt.:-** The gross debit assessed during the FY 2017-18 on account of duties payable to Govt. should tally with payable account codes as under:-

Dr	Cr
Gross debit in account codes 23.201 to 23.210- (Sundry Debtors for Electricity Duty-8%)	Gross Credit in Account Code 46.300 (Electricity Duty payable )
Gross debit in account codes 23.231 to 23.240 (sundry debtor for enhanced DSSF-5%)	Gross credit in account code 46.301(DSSF payable )
Gross debit in account codes 23.241 to 23.250(IDF-5%)	Gross credit in account code 46.302(IDF payable)
Gross debit in account codes 23.261 to 23.269 (Municipal Tax -2%)	Gross credit in account code 46.305(Municipal Tax payable)
Gross debit in account codes 23.281 to 23.290 (Cow Cess)	Gross credit in account code 46.303 (Cow Cess payable)
Gross debit of account code 23.211 to 23.220 (Sundry debtors for Octroi on electricity) ( up-to applicable date)	Gross Credit in account code 46.320(Octroi on Electricity payable).

21. **Cow Cess:-** Cow Cess on sale of electricity (applicable as per commercial circular no.24/2016) must be accounted for as per instructions contained in Accounts circular no.13/2016 and it may be ensured that credit is deposited with concerned department timely.
22. **Municipal Tax:-** Vide Accounts circular no. 21/2017 accounting instructions regarding 2% Municipal Tax on consumption use on sale of electricity within municipal limit of all municipal corporation in the state of Punjab w.e.f. 22.11.2017 has been issued. Accounting procedure as laid down in account circular no 21/2017 must be complied with.
23. **Accounting of Fixed charges under Two Part tariff and subsidies:-** Accounts circular no. 02/2018 dated 09.3.2018 has been issued regarding accounting of Fixed charges under Two part Tariff and subsidies. "Fixed Charges" are applicable w.e.f 01.01.2018 on the categories of consumers as mentioned in this Accounts circular. It may be ensured that Fixed Charges are accounted for in the newly opened account heads 61.204, 61.214, 61.224, 61.234, 61.243, 61.264, 61.274, 61.314.

**For accounting of subsidies against free/concessional supply** of electricity to consumers new account codes 63.130, 63.131, 63.132, 63.133, 63.151, 63.152, 63.153 have been opened. These accounts to be operated at Head office.

24. (i) Ensure implementation of accounting procedure as detailed in circular no. 16/2006 for revision of E.D.13% (8% E.D. and 5% dedicated social security fund) and for IDF(5%) as per Accounts Circular no.10/2015.

***SOP, ED, IDF, Cow Cess, Municipal Tax and Octroi may be correctly classified from Revenue Collection***

- (ii) The debits & credits of sub codes under Account Head 61.5 (Electricity Duty and other state Levies) should be equal.

Dr	Cr
61.541 (Electricity Duty payable- contra)	61.501 to 61.510(Electricity Duty Recovery)
61.551(DSSF payable- contra)	61.531-61.540(DSSF Recovery )
61.561(Octroi payable-contra)	61.521-61.530(OctroiRecovery)
61.544(IDF payable-contra)	61.571-61.580 (IDF Recovery)
61.543( Cow Cess payable- contra)	61.581-61.590( Cow Cess Recovery)
61.545( Municipal Tax payable- contra)	61.591-61.599(Municipal Tax Recovery)

**(iii) Correct Classification of SOP, ED, IDF, Cow Cess, Municipal Tax and Octroi from Revenue Collection:-**

Instructions issued by CAO/Revenue, PSPCL, Patiala vide memo no.146/670/CAO/RM-91 dated 22-1-2015 may be strictly complied with.

SOP, ED, IDF, Cow Cess, Municipal Tax and Octroi may be correctly classified from Revenue Collection as per Accounts Circular No.15/2010 dated 15-11-2010 and other further relevant instructions on these matters.

Monthly Accounts for Financial year 2017-18 need to be prepared on basis of cash realization statements provided by DOEACC (now NIELIT) and other system Generated statements.

On the basis of such cash Realization statements provided by NIELIT if any Head-wise or Sub Head-wise adjustment is required, that may be got done in March- Adjustment Account-2018 Account by Supdt.(Divisional Accounts) so that cash realization could be presented in TB/Accounts correctly Head-wise/ Sub Head-wise.

- (iv) **Octroi Collection Charges:-** It may also be ensured that Octroi collection charges @ 10%(till date of application of Octroi) are invariably deducted and the amount is credited to Account code 62.950.

25. Implementation of instructions/accounting procedure elaborated vide Account circular No. 9/09 and 14/09 regarding payment/adjustment of electricity bills due from Pb. Govt. Departments may be ensured as per applicability.

26. As per Guidelines contained in Chart of Accounts of PSPCL, the Accounts Head 61.6 will show the amount assessed on account of rental for metering equipments and service line of the Board used by consumer and Account Head 61.9 will show all Misc. recoveries from the consumer.

This implies that service charges/Misc. charges are to be included in GH 61.9. So, follow the procedure in line with Chart of Account. That Accounting Units, who have not operated the Account Head 61.9 as yet, must make the necessary adjustments in **March 2018 Adjustment Account**.

Accounts circular no. 7/2017 may be followed.

27. **Cross Subsidy Surcharge** recoverable from open access consumer shall be debited to Account code 23.811 to 821 per Contra Credit to 61.841 to 851 as per Account Circular 13/11.

28. **Rebate to consumers catered at Higher Voltage:-** As per accounts circular no.2/2016 amount of rebate allowed on account of high voltage supply may be debited to Account code 61.208 to 61.318(category-wise as the case may be) per contra credit to concerned Account code 'revenue from sale of Power'(category-wise)i.e 61.201, 61.211, 61.221 and so on.
29. **Power Factor Incentive:-**As per A/C circular No. 14/2005 dated 2.9.2005, debit Account Head 61.239 for MS Power Factor Incentive, 61.249 for LS Power Factor Incentive and 61.319 for Railway Traction Consumers were opened. Power Factor Incentive, **if any**, given to consumers (if applicable, to relevant consumer categories during 2017-18) be reflected in account of March, 2018 on debit side of GH-61.239, 61.249 and 61.319 respectively.
30. **Time of Day (T.O.D) Tariff:-**  
As per Accounts Circular No. 16/2013 dated 26-9-2013 and 8/2016 dated 6/5/2016,new Debit Account Head 61.246 for LS and 61.237 for MS category has been opened to account for the TOD rebate allowed to LS/MS consumers. However these instructions are not being followed properly. It may be ensured that amount of such rebate allowed is appearing in T.B. and rebate allowed on normal tariff on consumption recorded during Off Peak hours by LS/MS consumer is debited to account code 61.246/61.237 per contra credit to 61.241/61.231.  
As per Accounts Circular No.8/2015 interest allowed to LS/MS consumers for delayed period of TOD rebate will be Dr to Account Code 78.602 per contra Cr to Account Code 61.231/61.241 (Energy Charges) and Account Code 46.923 (Income Tax deducted at Source)
31. **IUT Bills:-**
- (i) All outstanding incoming IUT Bills including Bills of COS may be adjusted in adjustment Account. The verification of IUT Bills should be got done at personal level and U-cheques issued.  
Similarly, the U-cheque may be obtained in respect of all the IUT Bills raised by your division/Accounting Unit and adjusted in the **Adjustment Account -2018** without fail.  
Balance under IUT Account codes as on 31-3-2018 must be 'Nil'.
- (iv) **Balance outstanding under Account Code 46.941(Credit awaiting IUT):-**Balance outstanding under Account Code 46.941(Credit awaiting IUT) may also be cleared by Collecting IUT Bills& issuing U-Cheques to concerned offices. All DS Divisions must ensure that debits on account of damaged transformers returned to C.O.S. are raised invariably by issue of IUT Bills & U-Cheques obtained/accounted for in monthly account of 3/2018. The Balance of IUT Bills as per Trial balance of March, 2018 should be reconciled with IUT ledger (IUT-5). Instruction issued by CAO/A&R vide his memo No. 22/248 dated 13.1.09 must be complied.
- (v) Non-Clearance of IUT Bills may attract disciplinary action against the delinquent officer/official concerned.
- (vi) **However in unavoidable circumstances which are beyond control of DDO if there is any outstanding Balance (from 1-4-86 to 31-3-2018) under GH 30 to 39 (Except GH-38) IUT wise detail of such Balances be attached.**
- (vii) **Similarly, no U-cheque should be pending for receiving at year end. Certificate to this effect may be provided with Account.**
32. **Financial Management and information System has been introduced** vide Accounts Circular No.10/2011 and further Accounts Circular no.7/2012 was issued for Accounting of minimum Balance in the Bank and Bank charges deducted by the Bank. Accounting procedure as per these circulars may be complied with strictly.

For proper compliance of these circulars by the DDOs the following Accounting Entries are to be taken into Account for preparing the March 2018 Adjustment Account:

Sr. No	Event	Dr	Cr	Record/form through which entry is passed
1	Receipt of funds by the DDO in their Bank Account	24.401-Disbursement	24.410-Transfer of Funds	JV based on Bank statement
2	Issue of cheques by DDOs	Relevant Account Head	24.401-Disbursement	Cash Book
3	Stale Cheques	-	(+46.910-Stale Cheques (-) 24.401-Disbursement	Journal Voucher
4	Issue of Fresh Cheques against Stale Cheques	46.910-Stale Cheques	24.401-Disbursement	Cash Book
5	At end of month U-cheque to be issued by DDO's for funds received from H.O	-	(+37.000 -Blank code (-) 24.410-Transfer of funds	U-cheque cash Book
6	Surrender of Funds by DDOs	24.412-Surrender of Funds	24.401-Disbursement	Cash Book
7	Raising of IUT Bill by DDO to HO for Funds Surrender	(-)24.412-Surrender of Funds (+)IUT-37	-	Journal Voucher
8	Receipt of U-cheque from HO against Funds surrendered	37.000	IUT-37	U-cheque Cash Book
9	As per Bank statement if any Bank Charges deducted by the bank	76.232-Bank Charges	24.111-Cash in Bank	Journal Voucher
10	DDO shall Recoup Bank Charges deducted by Bank from March-2017 to Feb-2018 in the month of March 2018 by raising demand through FMIS	24.111	24.410-Transfer of Funds A/C	Journal Voucher

Note:

- Debit of 24.401 Account Head i.e Disbursement A/C should be equal to the Funds transferred by the HO i.e 24.410(Funds Transferred A/C)
- The total of u-cheques issued by the DDO to the Head Office for Funds Transferred must be equal to the amount of Funds transferred Account i.e 24.410 A/C Head.
- Credit of 24.401 should be equal to the amount of cheques issued during year by the DDO including amount surrendered (Account Head 24.412) to the Head Office. This figure should be matched with the cheque Drawn Statement for the year 2017-18.
- The Bank Charges deducted by the Bank during the period March 2017 to February-2018 must be adjusted through Journal Voucher (Entry no.9 above). However, recoupment of Funds from the Head office to maintain the minimum Balance Account, if not done earlier may be made in the Month of April, 2018.
- The Bank Balance shown under A/C Head 24.111 as on 31-3-2018 must be tallied with the Bank Balance as per(column No.5) Bank Reconciliation statement of March-2018.
- It must be ensured that the cheques issued upto 30-11-2017 but not presented in the Bank upto 28-2-2018 should be treated as stale cheques(Entry no.3& 4 above). If new cheques, in place of stale cheques, have not been issued to concerned party by the DDO, then the amount of these stale cheques must be surrendered to Head Office.
- It may be ensured that debit/credit of GH 24.401 are tallied and there is no Balance in Account Head 24.410 and 24.412.**
- As per Accounts Circular no.1/2015 minimum Balance required for Collection Bank Account may be Dr to Account code 24.112 (Cash at Bank –collection Account) and minimum Balance required for Disbursement Bank Account may be Dr to Account code -24.111( Cash at Bank-Disbursement Account)*

33. **Adjustment of Remittance into bank Account Code 24.501:-**During the year, the field offices remit in to the designated Bank Accounts all collections of funds. In the monthly trial Balance, these deposited amounts are debited to account code 24.501 (through cash Book) by concerned offices. Further, these collected funds are transferred

by Banks to Head office, Patiala main Bank Account(s) of PSPCL. This amount of funds transferred to HO main bank account is debited to account code 24.510 per contra credit account code 24.501. Detailed instructions have been issued vide Accounts Circular No. 12/2017. As per these instructions, field offices have been instructed to raise monthly IUT Bills to AO/Banking, Patiala (LC-802) to collect U-cheques, by minus debit to a/c code 24.510 per contra debit to Inter Unit Account-33 of the funds transferred by their Banks to HO main bank account. In the financial year 2017-18, if it has not been done, now the field offices shall made compliance of the instructions in their March Account. Further, as per Accounts circular no. 17/2017, it has been instructed that the opening Balances shown in the April 2017, Bank Reconciliation Statements of collection bank accounts of the field offices, the transferred to AO/Banking, Patiala (LC-802) by issuing U-cheque per contra Debit to account code 24.501. After doing the needful as mentioned above, at the end of year, in respect of each accounting unit, 24.510 must be NIL and the Balance shown in 24.501 must be tallied with the total of “DO office(s) closing Balance(s)” shown in the March 2018 BRSs of all collection Bank Accounts of the Field offices.

- 34. E.D. collected:-** A U-cheque shall be issued in favour of AO/Banking Drawing for the amount of E.D. collected (credit of GH-23.201 to 23.210 and 23.231 to 240) by debiting to GH-46.300 and 46.301 per contra credit to GH-37.000 (Blank Code). Similarly U-cheque shall be accounted for by A.O./Banking in Adjustment account of March, 2018 by crediting the amount to GH-46.300/46.301 per contra debit to GH-37.000 (Blank).  
While issuing U-Cheques regarding collection of ED and DSSF to Head Office , it must be ensured that the amount of above collection (Account code 23.2-CR ) is equally distributed in ratio 8:5. For example : if any division has collected Rs.26,00,000/- against ED and DSSF , the out of the amount collected , Rs 16,00,000/- should be booked to ED and Rs 10,00,000/- should be booked to DSSF. It must also be ensured that amount of Account code 46.3(DR) and 23.2(CR) regarding ED and DSSF is equal during the year.
- 35. Infrastructure development fees (IDF):-**A u-cheque shall be issued in favour of AO/Banking Drawing, PSPCL, Patiala LC-802 for the amount of Infrastructure development fees (IDF) (credit of GH 23.241 to 23.245 and 23.247 to 23.250) by debiting to GH 46.302 per contra credit to GH-37.000(Blank Code). The said U-cheque shall be accounted for by AO/Banking Drawing, Patiala in adjustment account-2017 by crediting the amount to GH 46.302 per contra debit to GH 37.000(Blank code).  
While issuing U-Cheques regarding collection of ED, DSSF and IDF to Head Office, it must be ensured that the amount of above collection (Account code 23.2-CR) is equally distributed in ratio 8:5:5. For example : if any division has collected Rs.36,00,000/- against ED , DSSF and IDF , the out of the amount collected , Rs 16,00,000/- should be booked to ED and Rs 10,00,000/- should be booked to DSSF and Rs 10,00,000/- should be booked to IDF. It must also be ensured that amount of Account code 46.3(DR) and 23.2(CR) regarding ED, DSSF and IDF is equal during the year.
- 36. Dera-Dhania :** DDO shall furnish Utilization Certificates to AO/Banking Drawing Patiala along-with raised IUT’s regarding the amount of expenditures on Dera Dhania during the year 2017-18. The said certificate shall also be furnished for the expenditures of previous years (2015-16 and 2016-17). So that pending IUT’s may be cleared by AO/Banking Drawing Patiala.
- 37. Remittance into Bank and Drawings:-**The U-Cheque for cheques drawn and the IUT Bills for RIBs should be sent through special messenger along-with Cheque Drawn Statement for March 2018 and Remittance into Bank Statement for March, 2018 and should be delivered to A.O. (Banking Section). U-Cheque obtained for the IUT Bill in respect of Remittance into Bank should be adjusted in the Adjustment Account for March, 2018 through U-Cheque cash book by debit to Inter Unit Account Head 37.000 (Blank code) per contra credit to Inter Unit Account 33.

**Dishonored Cheques:-**As per Financial Advisor/Banking Reconciliation, PSPCL, Patiala Memo no.1701/1916 dated 7-3-2013 **regarding charging/ Recovery of Amounts of dishonored Cheques** following certificate along with Bank Reconciliation statement for march-2018 may be sent to AO/BR, PSPCL, Patiala.

**“Certified that in cases of cheques dishonored during the financial year 2017-18 due amounts (Including Bank charges & surcharge, If any) have been/recovered from respective consumers/parties.”**

**38. GPF Adjustments:-**

1. The Debit and credit of GPF in 2017-18 through salary package and other adjustments is displayed in salary package in following format:-

Month	Salary Package		Other adjustments	
	credit	Debit	Credit	Debit
4/2017				
.....				
.....				
3/2018				

The detailed schedule of above figures is also available.

Certified that above figures tally with the figures of GPF booked by this office.

Signature of DDO

DDOs are required to check these figures and discrepancy if any may be intimated to AO/GPF-1 along-with schedule. The above certificate signed by DDO is required to be submitted in office GPF-1 on or before 30<sup>th</sup> April. A copy of this certificate signed by AO/GPF should be attached with March adjustment Account-2018.

2. Data will be checked in the office of AO/GPF and U-cheques shall be issued/received for errors like amount of CPF, EPF, Wrong Bookings, DLI, wrong Debits etc., wrongly added in the online Data. Such discrepancies will be corrected in the online data after exchange of u-cheques with DDOs if required.
3. DDO must ensure that Zero balance should stand in the account Head 57.120, 57.126, 57.127, ending 2017-18.
4. DDO must ensure that GPF schedules need to be submitted well before 30<sup>th</sup> April as GPF trust has to file income Tax return after getting its accounts audited from the auditor, which invite penalty in case of late submission.
5. The DDOs who don't submit GPF certificate before the due date will be responsible to bear the cost of such penalty.

**(Certificate issued by AO/GPF must be attached with March 2018 Adjustment Account by DDO while submitting the Account to Audit wing)**

**39. Adjustment of Salary and Pension disbursed centrally at Head Office(Prepared by the DDO online):-**

PSPCL vide Jt. Secy./Personnel PSPCL, Patiala O/O no.203/Cadre-1 dated 30-10-2012 has created AO/Centralized Salary payment and AO/Centralized Pension payment Cells under Dy.CAO/Centralized Pay & Pension. Accounting Procedure has been circulated vide Accounts Circular No.11/2013. Regarding salary and Pension payments following Adjustments will be required to be carried out:-

40. **Centralized Pay Payments:-**

- i. The regular Salary drawn by Field offices in March-2018 and to be paid by the centralized pay Cell in the Month of April 2018 shall be Booked by respective Drawing Offices in the Month of March 2018 under GH 44.360 for net salary Payable, GPF and CPF as done in Previous months and U-cheque for aggregate amount standing in GH 44.360 up to March 2018 shall be issued in favour AO/Centralized Pay Cell on or Before 31<sup>st</sup> March 2018 and net Balance in GH-44.360 should be “Nil” in March 2018 Accounts.
- ii. It shall be ensured by all the field offices that there shall not be any Debit or Credit under GH 57.126, GH 57.160, GH 57.165 and GH 44.310(To the extent, the same had been transferred to Centralized Pay Cell every month as per Accounts Circular No.11/2013 and 15/2013 under GH 44.360).
- iii. It shall be ensured by all the field offices that amount of net pay surrendered by the office of Centralized pay cell & intimated to all the offices on monthly basis, shall be adjusted in the accounts for that month & consolidated U-cheque for the net amount after adjustment of surrendered amount shall be issued in favour of AO/Centralized pay cell (LC-821).

41 **Centralized Pension payments:-**

**Net Payment of Pension:-**

- i. The Pension Drawn by the Field offices for the month of March 2018 and to be paid by the Centralized Pension Cell in the Month of April 2018 shall be Booked by respective Drawing Offices in the month of April 2018 for net Pension Payable as per practice in Previous years and the U-cheque for aggregate amount standing in GH 44.361 regarding Pension paid up to March 2018 shall be issued in favour of AO/Centralized Pension Cell on or before 31<sup>st</sup> March 2018 and Net Balance in GH 44.361 should be NIL in March 2018 Accounts.
- ii. It shall be ensured by all the field offices that amount of net pension surrendered by the office of Centralized pension cell & intimated to all the offices on monthly basis, shall be adjusted in the accounts for that month & consolidated U-cheque for the net amount after adjustment of surrendered amount shall be issued in favour of AO/Centralized pension cell(LC-822).
- iii. It shall be ensured by all the field offices that there shall not be any Debit or Credit under GH 44.312 ( To the extent the same had been Transferred to Centralized Pension Cell every Month as per Accounts Circular No.11/2013 and 15/2013 under GH 44.361)
- iv. While Finalizing the March 2018 Accounts all the DDOs/Officer-in-Charge shall take into consideration instructions issued by centralized Pay and Pension Cell from time to time which are placed at Following Link:-  
<http://docs.pspcl.in/frmshow.aspx?ofc=dycaocppc>  
[http://pspcl.in/docs/dy\\_cao\\_centralized\\_pay\\_pension.htm](http://pspcl.in/docs/dy_cao_centralized_pay_pension.htm)

**Net Payment of Gratuity and commutation:-**

1. Accounting for net Commutation and Gratuity paid by the office of AO/Centralized Pension Payments on behalf of all DDOs must be done as per instructions contained in Accounts circular No.19/2016, 3/2017 and memo no. 1193.1893 dated 1.6.2017 of office of Dy.CAO/Centralized Pension payments, PSPCL, Patiala. U-cheque for aggregate amount paid by AO/Centralized Pension Payments on account of Gratuity & Commutation on behalf of all DDOs for period of 05.06.2017 to 31.03.2018 shall be issued in favor of AO/ centralized pension Payments in month

of March 2018 only, upto 07.4.2018 by debiting GH 44.363 & GH-44.364 and contra credit to GH-37000(Blank Code). Further, Net Balance in GH-44.363 & GH-44.364 must be NIL in March 2018 Accounts.

- It shall be ensured by all the field offices that there shall not be any Debit or Credit under GH-44.313 & GH-44.314 (To the extent the same had been transferred to Centralized Pension payments every month as per Accounts circular No.19/2016 and 3/2017 under GH-44.363 & GH-44.364).

42

**New Pension Scheme(NPS):-**

- An IUT bill for the debit to the Account Code 57.160 and 57.165 for the final Payments of CPF (Resigned & Death cases) shall be raised to AO/NPS & GPF Trust by Debit to Account Code 36 and Minus Debit to Account Code 57.160 and 57.165. The U-cheque shall be adjusted in March 2018 Account positively.

**Similarly on receipt of:**

IUT Bill as above, U-cheque will be issued by credit to U-cheque account (37.000) per contra debit to Account Head 57.160 & 57.165 by AO/NPS&GPF Trust.

Credit balance of Account Code 57.160 & 57.165 is transferred to AO/Centralized pay cell by all DDOs and this credit amount is transferred to AO/NPS&GPF Trust on monthly basis by AO/CPC.

- There should not be any Debit/Credit balance standing against Account code 57.160 &57.165 at the end of financial year.

**Note:** Pending PRAN forms should reach the office of AO/NPS within 7 days from joining in PSPCL. The amount of Regular and arrear subscription of CPF is being deposited by AO/NPS on the basis of salary Package figures as certified by different DDOs every month. **DDO concerned and Divisional Accountant Concerned shall be responsible to make correct deduction and matching contribution.**

- As per instructions issued vide Account Circular No.14/2013 the credit standing the Account code 44.431(Re-issue of I-pin/PRAN card) lying with various locations shall be transferred through U-cheque by the respective DDO to AO/NPS at the year end, positively.
- All Locations will submit the following certificates (Available in salary Package)to the office of AO/NPS & GPF Trust before 30 April 2018.

**CPF Certificate**

**CPF information for the year 2017-18- office name.....LC.....**

Month	Employee share as per Salary package (Account code 57.160)		Employer share as per salary package (Account code 57.165)		Manual Adjustment (if any)	
	Dr	Cr	Dr	Cr	Dr	Cr
4/2017						
.....						
3/2018						
Total						



The P.P.O.s of such retirees/legal heirs of the deceased who were getting pension/family pension earlier and since been died may please be returned with separate covering letters for each P.P.O. along-with the I.U.T Bill along-with detailed list i.e. showing the name of pensioner, P.P.O No., date of death and date upto which payment has been released.

“While taking U-cheque from the pension Section in the March Account, the information in the following Performa regarding Booking in the GH-28.861 be ensured to be given with the IUT of pension payment:-

Sr No.	File No.	Retiree Name	Father Name	Designation	PPO no. & date	Retirement Date	Amount

**44. Mobile Connections to P.S.P.C.L. Officers.**

The payment of the bills of all the Mobile Connections will be made centrally by the office of General Section. The expenditure upto the prescribed limits will be debited to account code 76.115. The expenditure beyond limit for individual user if any will be debited to 28.411-Recoverable from employees use of Mobile Phone beyond prescribed limits, at the time of making payment of the bill. The recoveries affected by the respective accounting units will be credited to accounts code 46.943. The U-cheque of the recoveries made and kept under account code 46.943 shall be issued in favor of AO/ Cash PSPCL, Patiala by debiting the amount to this account code along with schedule of recoveries be sent to Dy. Secretary General, who after verification will send the same to AO/ Cash, PSPCL, Patiala for incorporating the same in the accounts and crediting the amount to Account Code 28.411.

45. Deposits including earnest money in the form of Bank Guarantee, investment Certificates, etc. received during the year 2017-2018 may be accounted for as below :-

	Dr	Cr
Security/E. Money/from contractors/Suppliers in form of FDs(other than Cash)	28.930	46.102
Security from Consumers(In form of FDs)	28.932	48.200
Security from Employees-Other than Cash	28.933	46.921

At the time of releasing securities (other than cash) above entries shall be reversed.

**46. Deductions from Employees:-**

- Income Tax, LIC, Benevolent Fund, EPF etc. All the deductions from employees under the account head 44.4 shall be paid upto respective due dates in the current financial year.
- **It should be clearly noted that income Tax/TDS for all the payments made/credited to any suspense account during the year( including recasting ) has to be deposited before 30<sup>th</sup> of April.**

47. **Deductions from Contractors/Suppliers:-**Sales Tax, GST, Service tax, Income Tax deducted at source and Building Construction Cess etc. deductions(which were kept under the GH- 46.9) needed to be remitted to the concerned department in current financial year by due dates.

**Under no circumstance the balances outstanding under these Account codes be transferred to Account code 46.926 and there should not be debit balance under GH 44.4 and GH 46.9**

48. **Service Tax:-**Regarding Service Tax AO/FR, PSPCL, Patiala has issued instructions vide **per memo no.50/499 dated 10-1-2013 and 4470 dated 20-3-2013, 1510/79 dt 26.3.2015, and 2067/2336**

**dt.20.5.2015.** These instructions must be complied with strictly and service Tax deducted during FY be deposited timely with concerned department to avoid penalty at later stage..

49. All the Divisional Officers and A.O./Debenture should follow the procedure regarding repayment of debenture and interest thereon as per instructions issued during the previous year. The balance outstanding in GH-51.209 (Interest accrue and due on debenture (Public) which is to be cleared by issue of IUT Bill by concerned accounting unit where debit is outstanding must be cleared in current year account ending March, 2017 and by collecting U-Cheque from Debenture Cell.

50. ***Employee Cost:-***

For Booking of Employees' Cost to capital Works instructions issued by AO/WM&G section, PSPCL Patiala for the year 2017-18 vide Accounts Circular no. 1/2018 dated 8.3.2018 may be followed:-

**O&M Accounting units/organization:-**

- (a) Employee cost (Work charge/daily labour) which have exclusively/directly employed on capital works will be transferred from Gh-75 by debit to Gh-14 Capital Work in progress Accounts (Work concerned) per contra Credit to Account Code 75.920.
- (b) A portion of regular employees cost equal to 11% of capital works expenditure incurred during year will be charged by Debit to Gh-14(Work concerned) per contra Credit to Account code 75.930.
- (c) A portion of Head office employee cost equal to 0.7% of capital works expenditure incurred during year (without adding 11% as mentioned above) will be charged by Debit to GH-14(Work concerned) per contra Credit to Account Code 75.935.

**Accounting Units (Under DS Organization) where no activity relating to O&M are carried out:-**

- (a) Employee cost (Work charge/daily labour) exclusively/directly employed on capital works will be transferred from Gh-75 by Debit to Gh-14 capital work in progress Account (Work concerned) per contra Credit to Account Code 75.920.
- (b) Regular employee cost and Admn. & expenses booked under GH-75 and GH-76.1 will be capitalized by concerned Const. Division/Accounting Unit by Debit to GH-15.2 (Revenue expenses reclassified- Pending allocation over capital works) per contra Cr to Account Code 75.910 and 76.9 respectively. This adjustment to be made every month and where this has not been done, the adjustment may be carried out in account of March.
- (c) The pay & Allowances etc. of Gazetted establishment i.e Sr.Xen/AEEs/AEs in respect of Const. Divisions/Accounting unit for year will be intimated by AO/Pay & Accounts to concerned Division. Division Office will account for this expenditure by Debit to GH-15.2 per contra Credit to Account Code 75.910/76.9 respectively.
- (d) The expenditure booked under Account Code 15.2 as above will be distributed on works expenditure in the ratio of expenditure incurred during year by Debit to Gh-14 per contra Credit to Account code 15.2.
- (e) Regarding expenditure (Employee cost and Admn. & Gen. expenses) of circle/Design Directorate and CE office, regular employee cost equal to 1% of capital works expenditure incurred during year (without adding charges as indicated in para b,c,d above ) will be debit to GH-14 per contra Credit to Account Code 75.930 on ad-valorem basis.
- (f) In addition Head office employee cost equal to 0.7% of capital works expenditure incurred during year (Without adding charges as indicated in para b,c,d,e above ) will be charged to GH-14 per contra Credit to Account Code 75.935.

**Accounting Units under Construction Organization (other than Thermal Projects):-**

- (a) Employee cost (Work charge/daily labour) exclusively/directly employed on capital works will be transferred from Gh-75 by Debit to Gh-14 capital work in progress Account (Work concerned) per contra Credit to Account Code 75.920.
- (b) Regular employee cost and Admn. & expenses of Divisions/Sub Divisions booked under GH-75 and GH-76.1 will be capitalized by concerned const. Division/Accounting Units by Debit to GH-15.2 (Revenue expenses reclassified- Pending allocation over capital works) per contra Credit to Account Code 75.910 and 76.9 respectively. This adjustment to be made every month and where this has not been done, the adjustment may be carried out in account of March.
- (c) The pay & Allowances etc. of gazette establishment Sr.Xen/AEEs/AEs in respect of const. Division/Accounting Units for year will be intimated by AO/Pay & Accounts to concerned Division. Division Office by 10<sup>th</sup> April. Division office will account for this expenditure by Debit to Gh-15.2 per contra Credit to Account Code 75.910/76.9 respectively.  
The expenditure booked under Account Code 15.2 as above will be distributed on works expenditure in the ratio of expenditure incurred during year by Debit to Gh-14(Work concerned) per contra Credit to Account code-15.2.
- (d) Regarding expenditure (Employee cost and Admn.& Gen. expenses) of const. circle/Design Directorate and CE office, %age at which the expenses are to be booked to capital Works will be intimated by the DyCAO or Sr.Xen(Works) concerned and this expenditure will be Debit to GH-14(Work concerned) per contra Credit to Account Code 75.930.  
To work out the percentage at which the expenses are to be booked to capital Works procedure as detailed in Accounts Circular no.1/2018 will be followed by the Dycao/SrXen(Works) concerned.
- (e) In addition to above the const. Divisions/Accounting Units will also charge a portion of Head office employee cost equal to 0.7% of capital works expenditure incurred during year (Without adding charges as indicated in para b,c,d, above ) by Debit to GH-14 per contra Credit to Account Code 75.935.

**Thermal Projects/Plants:-**

- (a) Employee cost (Work charge/daily labour) exclusively/directly employed on capital works will be transferred from Gh-75 by Debit to GH-14 capital work in progress account(Work concerned) per contra Credit to Account Code 75.920.
- (b) The employee cost (regular) up-to CE level which have exclusively been employed on capital works will be transferred from GH-75 by Dr to GH-15.2 per contra Cr to 75.910 and then distributed on works in the ratio of works expenditure. However, in case where regular employee cost could not be identified as exclusively for capital works a portion of regular employee cost equal to 11% of capital works expenditure incurred during year will be Dr to Gh-14 per contra Cr to Account Code 75.930.
- (c) A portion of Head office employee cost equal to 0.7% of capital works expenditure incurred during year (Without adding charges as indicated in Para b above ) will be Dr to GH-14 per contra Cr to Account Code 75.935.

**General:-**

Calculation in respect of regular employee cost @11% or at the rate intimated by Dycao or SrXen(Works) concerned and Head Office employees cost @0.7% will be rounded off to nearest ten rupees. Neither IUT Bill will be raised nor U-cheques issued against these adjustments.

The capitalization of assets is to be done on issue of Asset commissioning certificate from relevant technical authority of the corporation. As such capitalization of assets may be done on regular basis after charging H.O Prorate charges.

The adjustments will be carried out in Accounts for the month of March.

Copy of relevant JV will be supplied along with the account for the month of March.

The salaries of regular staff will be allocated to the assets at the year-end in the prescribed manner (i.e. salaries of regular establishment, should first be transferred to Account Head 15.2, if not already done, then to be distributed amongst works in the ratio of expenditure incurred during the year and shown as a separate item in works register/account). No part of the staff cost chargeable to capital works shall be allocated over the capital expenditure on furniture, office equipment Misc. equipment and vehicles. Monthly contribution of P.F. and FPS will also be capitalized and directly charged to works on which labour is employed. As regards C.E./RE instructions already in vogue may be followed.

**No part of the employees cost is to be capitalized on the replacement of damaged transformers (including cost of new transformers/repared transformers) erection charges and transport charges which are charged to the Group Head 14 Works in Progress as reduced by the net depreciated cost (WDV) of the transformer.**

**It implies that regular employees cost @ 11.7% on Capital Works/GH-14 excluding the cost of such replacement of damaged transformers is to be capitalized at the end of the year by DS Divisions Only.**

**51. Provision of Bonus:-**

As per Accounts circular no.18/2017 dated 11.10.2017 Provision of Bonus be made (if it is admissible) along with detail of employees with their basic pay. In the Account of March 2018 Adjustment required as per Accounts circular no. 18/2017 (Memo no.6831/7006/CFO/WM&G A-130 dated 11.10.2017) must be carried out in order to close the account under account code. 44.320 by Debit to **account code 75.510/75.520** (for expenditure in excess of provision) or credit to account code **65.801** (other excess provision in prior period-Bonus). The amount remained unpaid at end of March, 2018 be adjusted by debit to GH 44.320 per contra credit to account code 44.220(Unpaid bonus)

**52. Interest on consumer security deposits (meter and consumption)**

1. Interest on consumer security deposits-meter and consumption (Account code 48.100/48.101 and advance consumption deposit 48.120/48.121) may be provided by debit to account code 78.601 per contra credit to 48.300-Interest Payable and account code 46.923-Income Tax deducted at source on payment of Interest. It must be ensured that total interest provided commensurate with the amount as worked out by applying interest rate notified for the year on total amount of securities appearing in the TB of the division.
2. This provision is to be cleared on actual relief to the consumers through energy bills in 4/2018 by Dr. to 48.300 and Cr. 61.2.
3. Income Tax deducted at source may be deposited with the income Tax department on or before due date(30<sup>th</sup> April) without fail. *Income Tax from interest on securities (Meter & consumption) has to be deducted at time of payment or credit to Books of accounts whichever is earlier. Transfer to any account like suspense account other than the party account is considered as if such interest amount has been credited in the Books of accounts. The due date to deposit TDS deducted/provision made in the month of March is 30<sup>th</sup> April.*

**In view of this the TDS to be deducted from the provision made on account of interest of consumer's security has to be deposited on or before 30<sup>th</sup> April. In case of penal income Tax liability due to non-compliance of these instructions the responsibility will be of DDO.**

4. The balance outstanding under Account Code 48.300 at the end of 3/2018 may be adjusted now if the same has not been adjusted earlier.
5. A certificate regarding interest provided during 2016-17 on consumers securities has actually been passed on to concerned consumer may be submitted with March 2018 Adjustment account.
6. Instructions issued as per **Accounts circular no.5/2017 dated 12.4.2017**, memo no. 4709/5235/CAC-16 dated 16-3-1993, Accounts circular no.20/2013 and 22522451 dated 2-3-2017 of Dy.CAO/A&R, PSPCL, Patiala for accounting of interest on securities (Meter and consumption), provision, deduction and deposit of Tax deducted at source from thereof with the income Tax department on or before the due date(30<sup>th</sup> April) may be complied with meticulously. The responsibility, in case of penal income tax liability, will be of DDO.

(vii) Interest on interest bearing refundable deposits from consumer shall be adjusted by debit to A/C Code 78.611 per contra credit to 46.713 JV must be accompanied by full details i.e. name of consumers A/C No., principal, amount, rate of interest etc.

Most of the Divisions are misclassifying transactions relating to adjustment of refund of interest on refundable deposits. After the provision of interest accrued but not due is made under account code 46.713, subsequent entries should be made as under:-

	Dr	Cr
<b>When interest on deposits become due</b>	46.713	48.310
<b>When deposit and interest thereon is adjusted through energy bills</b>	GH-47 48.310	61.2 23.2
<b>JV for ED/DSSF/Octroi</b>	23.2	46.300 46.301 46.320

53. Adjustment of **unutilized Service Postage Stamps**, defaced revenue stamps, Stationary & provision of liability for expenses/prepaid expenses should be made as per already existing instructions.

54. **Provision for Liabilities for Expenses:-**

- Expenditures relating to GH 74, 75 & 76 (Including outsourced bills including bills payment machine and other outsourced activities) relating to financial year 2017-18, but not paid, must be accounted for in the adjustment Account March -2018 by creating provision for the same. For provision of liability for expenses (GH 46.410/ 46.430) full detail and copies of Bills must be attached with the J.V.

*For any excess creation of Provision than the required the concerned office will be responsible.*

- Liability for un-paid wages of work charged staff/daily labour shall be provided by debiting to the Account Head-75-employees cost per contra credit to Account code 44.211 unpaid wages of work charged/daily wages establishment. **Provision of Board's share for EPF may be made on wages for 3/2018.**
- The interest on loans and advances to staff may be calculated and debited to the Account Code 28.360 (Interest accrued but not due on loans and advances to staff) per contra credit to Account Code 62.210 for the year 2017-2018. The employee wise sub ledger may be maintained. The detail showing principal amount, rate of

interest etc. should be supplied with Journal Voucher invariably. It may be certified that Balances of loan Amounts of those employees who have been transferred to other accounting units, also stands transferred to such concerned accounting units.

- Interest on cash securities deposited by the PSPCL Employees be provided by debit to Account Code 78.853 per contra credit to Account Code 46.926 and is not to be reversed. The interest shall be paid by debiting Account Code 46.926.

**55. Provision for liabilities on account of capital works:-** Provision for liability on account of expenditure on completed capital works, by contractors, for which Bills are not received or Bills received but not passed/paid be created as per provisions of BAPP vol-1 part II. The cost of assets concerned shall be determined accordingly and capitalized when assets are first put to use.

Provision for liability on account of material received during the FY but payment is not made in the same FY may also be made.

- 56.**
- (i) Provisions with regard to guarantee fee on loans raised by PSPCL against Govt. guarantees & interest on Govt. loans may also be made at the end of the year by Banking Loan & Deposit section.
  - (ii) Provisions for liability for purchase of power should be made by I.S.B. Section by debit to the head 70.1 per contra credit to account code 41.2 in the monthly account for 3/2018. In the beginning of the subsequent year, this provision shall be reversed.
  - (iii) Transmission, SLDC & open access charges shall be accounted for as per Account Circular 12/2011 and further instructions in this regard.

**57. Deposit received from the consumers against damaged and burnt meters:-**

- Deposit received from the consumers against damaged and burnt meters should be cleared on the basis of reports of ME Divisions i.e. debit to 47.601 per contra credit to 62.930 (for repair charges) or 62.940 where meter is declared unserviceable and is to be surveyed off. It may be ensured by ME Divisions that charges recoverable from consumers on account of repair charges/cost of damages/ burnt meters, are intimated invariably to concerned Sub-Division./Division for debit to consumer Account. The amount received from SP/General consumers against damaged and burnt meter should be straight way credited to 62.930 (for repair charges) and 62.940 for 50% cost of meter received. Expenditure incurred on new meters used for replacement of damaged meters be booked to Account Code 74.531. Previous Balance in, Account code 47.601,if any may also be adjusted in Adjustment Account- March-2018.
- Division wise detail of Meters issued against burnt/damaged meters (quantity as well as amount) be supplied by ME Divisions for reconciliation of expenditure booked by respective Divisions.

**58. Accounting Policy for Intangible Assets:-**

Accounting policy as per Account circular No.18/2016 for capitalization of expenses on account of purchase of new application software, implementation of said software by external third party consultant and purchase of licenses are amortized over their estimated useful lives not exceeding six years may be complied with accordingly.

**59. Closing Entry (Not to be adjusted by Divisional offices/Accounting Units):-**

March-2018 adjustment account will be closed by debiting all income heads (Group Head 61 to 65) and crediting all expenses heads (Group Head 70 to 83) as appearing in the Trial balance and crediting or debiting the net surplus/deficit to the Account Head -38 (Inter Unit Account –Head Office Reserve Account). In other words in Trial Balance net against Revenue receipts & Expenditure will be Nil.

(Note: - However, closing entry will not be adjusted by Divisional Office/Accounting units in their TB, as this closing entry will be auto-generated by Accounts management System at Head Office level)

**60. Un-used Material:-**

- i. The unused material as on 31.3.2018 for Capital & O&M works shall be physically verified by the SDO at the close of the year and value will be adjusted through J.V. (prepared with detail of material) debiting account head 22.640/22.650-Material at site Account (MAS A/C for Capital and O&M works respectively by (-) debit to work concerned and this adjustment will be reversed in April 2018 account.
- ii. **The Cost of unused material/jobs in progress in workshops** as on 31.3.2018 may be debited to the Account code 22.710/22.712 (workshop suspense material/jobs in process) per contra credit to the workshop manufactured/fabricated material Account(14.450/460). Entry shall be reversed in April, 2018.
- iii. The cost of material which has been received upto 31.3.2018 should be adjusted by debit to stock/work and there should be no such amount outstanding in the schedule of advance payment to supplier of the divisions where the material has been received.

61. **Manufacturing Account of PCC Poles:-** Manufacturing Account of PCC Poles should be closed in accordance with the instructions issued vide No. 963/971 dated 17.5.89 and 1712/19 dated 11.4.90 and Accounts Circular No.9/2013 (Memo no.3465/3466/WM&G/CAC-37/Vol-xi dated 11-6-2013.

**62. Divisional Supdt. (Accounts) should ensure:-**

- i. That tally sheet as per **Annexure‘A’** for Adjustment Account March-2018 has been prepared.
- ii. That Certificates from Banking Reconciliation section, GPF section, NPS section, Evaluation section, Broadsheet, A&R section, GST cell, Income Tax Cell have been obtained and attached with account.
- iii. *That Form-27 is complete in all respects.*
- iv. that there is no minus closing balance against any of the Works in form CE-21 Works Register, unless there are specific reasons for it which should be recorded in form CE-21 against that item. Scheme-wise expenditure under each scheme should be reconciled.
- v. that all requisite statements/documents/Vrs/JVs/Stamped receipts/ Certificates have been sent with the Adjustment account-March 2018.
- vi. that the Capital expenditure booked up-to March, 2017 against an old work has been brought forward and posted in proper column in Form CE-21-Works Register. Works expenditure/employees cost/and interest has been shown separately. Detailed head-wise posting of expenditure against each work has been made.
- vii. That the first five columns in form CE-21 (Works Register) have been completed in respect of all the sanctioned estimates under the attestation of Divnl. Suptd.(Accounts).
- viii. That there is no minus item outstanding in the schedules/sub ledgers against any suspense Head.
- ix. That complete details of Assets sold during the year 2017-2018 showing original cost of Assets, date of installation, name of scheme, Head of account and cost realized is supplied with the Adjustment account.
- x. **That Cash Balance Report** (with complete/detailed certificates from sub divisions)has been prepared duly signed by Divn. Supdt. (Accounts) as per previous practice and attached with Adjustment Account-2018 and balance in the cash chest is “Nil” as per instructions already in vogue. In TB Account code 24.110 Balance should be “Nil”.
- xi. **GH 24.113:- As per accounts circular No. 17/2017 new account code has been opened for accounting of CFC. It may be ensured that Balance in Account code 24.113 is Nil by all means.**

- xii. that all the permanent/temporary imprests as on 31-3-2018 have been adjusted and made NIL. Balances in account codes 24.210/220/230 should be “Nil”. Any Imprest not to be transferred to GH-28
- xiii. that Party-wise Balances as well as Age analysis of all the outstanding balances under all suspense Heads have been supplied with Adjustment Account.
- xiv. That Reconciliation and confirmation of Debtors and Creditors with the party concerned has been supplied.
- xv. “Under no circumstances any Balance should stand in Account Head 57.120, 57.126 & 57.127. Adjustment Account will not be accepted if any Balance stands in Account Head 57,120, 57.126 & 57.127”
- xvi. *Tax deducted at source from employer, contractor or otherwise has been got deposited with the Central Govt. before 7<sup>th</sup> of the next month as, failure to deposit the same with the tax authorities attracts penalty. Therefore it must be ensured to make the strict compliance of provisions of Income Tax Act.*
- xvii. No negative balance is appearing in TB as on 31.3.2018. It has been seen that various Account codes in Trial Balance depict negative balances. These negative Balances must be rectified in the adjustment account.
- xviii. Income Tax, LIC, Benevolent Fund, EPF etc. all the deductions from employees under the account head 44.4 have been paid in the current financial year.
- xix. that as per Accounts circular no. 4/2017,5% of the Balance outstanding under consumer’s contribution, grants and subsidies towards cost of assets at year end has been Dr to Account code 55.199, 55.299, 55.399 per contra Cr to Account code 62.999 and control register(As per annexure –A of Accounts circular 4/2017)has been maintained.
- xx. *That Instructions issued by CAO/Revenue, PSPCL, Patiala vide memo no.146/670/CAO/RM-91 dated 22-1-2016 has been strictly complied with. SOP, ED, DSSF, IDF, Octroi, Cow Cess, and Municipal tax has been correctly classified from Revenue Collection.*
- xxi. **That Advance/Additional Advance Consumption Deposit** and metering security has been segregated under the Account Code 48.120 (Advance consumption deposit from consumers) and 48.100 (Security deposit from consumers-cash) respectively, if not already done.
- xxii. **Misc. Advances Accounts:-**Year wise break up and Detail of items outstanding as on 31.3.2018 in the Sub Ledger, Schedule of Misc. Advances Account codes (28.401, 28.402,28.810, 28.868, 28.870, 28.874, 23.1, 25.5, 26.5, I.U.T. Code 30 to 39 etc.), Account Code 46.926 (Misc. Deposits) and 47.305 –Receipt for Deposit Works may be supplied along with Adjustment Account of March 2018 in the following Performa:-

Detail of Advances/Suspense Heads

Sr. No	Name of Party	Amount pending as on 31.3.2018	Date from which amount is pending	Reasons
1	2	3	4	5

**Age-wise Analysis for outstanding Items of Account Head .....**

Financial Year	No of items	Amount (In Rs.)

- xxiii. Scheme-wise and function-wise details i.e. generation, distribution, (high voltage, medium and low voltage) under Account Code 10 & 14/15&GH-71 to 77 has been supplied in Performa annexure to Trial Balance.

- xxiv. That expenditure on replacement of burnt/damaged meters has been strictly charged to Revenue to avoid understatement of revenue expenditure and overstatement of capital expenditure and it should reconcile with ME Divisions.
- xxv. That there is not any entry in deleted Account Code.
- xxvi. **TDS(GH-27.4):-**Form-16A against deduction of Tax at source for any payment must be got collected and sent to CAO/Income Tax in time preferably by 30<sup>th</sup> June, 2018 so that the refund of the same may be claimed in the return for that year. Any delay or lapse will be the responsibility of concerned accounting unit. A certificate in respect of TDS is given as under:

### Certificate

“Certified that all amounts/deduction of TDS, which have been deducted by other agencies, out of the amount paid/credited to PSPCL under PAN No.- AAFCP5120Q have been accounted for in account code 27.4 and nothing is left to be incorporated under this Account Code”.

- xxvii. That Debit has not been posted in Credit Based Account codes and similarly Credit has not been posted in Debit based Account codes. Any such discrepancy found in TB must be rectified in Adjustment Account-2018.
- xxviii. **IUT -39:-** No amount should be debited to I.U.T. Code 39. In case of withdrawal of ATC (prior to 1.4.86) minus credit instead of debit should be given to I.U.T. Code -39. The amount of debit outstanding under I.U.T. Code-39, if any, may be set right in the Adjustment account 3/2018.
- xxix. Any Advance or Imprest not transferred to GH-28
- xxx. Balance of GH 44 not transferred to GH-46.
- xxxi. Amendment in Accounting Procedure regarding purchase/sale of power under banking arrangement has been made vide circular no. 3/09 dt. 21-1-2009 of WM & G Section, this may also be referred to.
- xxxii. Complete sub head wise posting in Form 27 for GH. 23.1. 23.2
- xxxiii. Item-wise detail of account code 62.930 and 76.190 may also be sent with Account.
- xxxiv. that the amounts outstanding in stale cheques account 46.910 for period of more than three years have been transferred to Misc. Receipts Account-Sundry Credit Balance-Written Back-Account code-62.912 through JV along-with the list.
- xxxv. that the detail of balance amount standing in stale cheques account 46.910 as on 31.03.2018 (party-wise with amount and period) as per following format has been supplied along-with Adjustment Account-2018:-

Detail of amount standing in stale cheques account 46.910 as on 31.03.2018

Sr. No.	Name of party/person	Cheque No. & date	Amount standing under account code 46.910
1	2	3	4

- 63. The adjustment of expenditure (if any) on account of release of single point electric connection of Rural poor House-hold under Kutir-Jyoti programme may be made as per detailed instructions issued by the CAO/WM&G Section vide circular No. 21/1989 circulated vide No. 13485/B-10/S.C.-15/WM & G dated 14.7.89.IUT Bill may be sent to AO/REC and U-Cheque obtained from his office.

The adjustment of expenditure (if any) on Account of release of single bulb connection under new Rajiv Gandhi Gramin Vidyut Yojna may be made as per detailed instruction issued by CAO/ WM & G vide circular No. 23/2006. IUT bill as indicated in circular may be sent to A.O/RE and U-cheque obtained from his office.

64. The Age-wise analysis in respect of:-

1. **Advances to Suppliers/contractors** against stock/works and inventory, and
2. Account codes 23.5, 46.926, 47.305, 44.210 and 44.211 etc. may be submitted in the following Performa with the Adjustment Account- 3/2018.

Position as on 31-3-2018		No. of Items	Amount (In Rs.)
1	Upto one year old		
2	More than one year and less than 2 years old		
3	More than 2 years and less than 3 years old		
4	More than 3 years old		

In addition, the reasons for non-treatment of balances, outstanding for more than 3 years as revenue, should be stated to enable this office to satisfy the Audit.

65. **Completion certificates duly signed by the Divisional Officer in respect of all the Assets transferred from GH-14(works-in-progress) to GH-10(Fixed Assets) be furnished along with Adjustment Account -3/2018.**

66. A certificate for reconciliation of sundry debtors for sale of power with the subsidiary records maintained in the sub divisions, duly signed by Add.SE/SrXen be furnished along-with Adjustment Account-3/2018.

67. **Transfer of Balances regarding closed/merged/Reconstitution/Amalgamation/abolition of Accounting Units:-**

**Supdt.( Divisional) Accounts of those Divisions which have been closed/merged must ensure that** the balances outstanding under various Account codes, of Accounting Units, which have been closed/defunct or amalgamated or reconstitution (Specially, closed TRW Divisions during FY 2017-18, Construction Divisions of MHP Talwara/MPH Talwara, RE Construction Divisions, RE(DS), APDRP, Grid Construction Divisions, Civil Divisions, Transmission Divisions, Merged Grid Mtc. Divisions and re-organized DS(Commercial) and DS(Technical) Divisions as a result of closing/merging/Reconstitution/Amalgamation/abolition have been transferred by issue of IUT Bills, U-cheques and accounted for in Adjustment Account of 3/2018 without fail.

In case of any failure in respect of transfer of Balances of such Divisions, responsibility will lie with concerned Offices. Accounts Circular No.1/2016 may strictly be followed in such cases.

68. Receipt of funds for Rural Electrification (if any) from the District Planning Board may be credited to Account Head 55.140. (Receipt from District Planning Boards for Rural Electrification)

69. The existing policy of booking of freight at gross rate and crediting the rebate allowed by/Railway on advance payment of freight has been discontinued w.e.f. 1-4-2002. The freight on coal be booked at net rates after deduction of rebate allowed if any by Railways on advance payment of freight (ref. WM & G memo no. 14/20 dated 2-1-03).

On the same analogy discount availed on the purchase of power may be reduced from its cost instead of showing the cost of power purchased at gross rate and crediting the discount availed on power purchased and rebate availed for timely payment to the a/c code 62.930 (refer WM& G memo no. 14/20 dated 2-1-2003).

70. Amount of grants/loan received on account of Accelerated Power Development Programme/Accelerated Power Development Reform Programme and expenditure on this scheme may be classified and depicted in the fashion as

detailed out in instructions issued by WM&G A/Cs circular No. 1/2001, 16/2001, 19/2001 and 16/2003 dated 27.8.2003 and other relevant instructions by the concerned accounting units.

71. Tax deducted at source from employer, contractor or otherwise should be got deposited with the Central Govt. before 7<sup>th</sup> of the next month as, failure to deposit the same with the tax authorities attracts penalty. Therefore it must be ensured to make the strict compliance of provisions of Income Tax Act.

72. **Capitalization of Interest on funds utilized at construction stage – SYL Project:**

Due to abandonment of Project, capitalization of interest on funds utilized at SYL Project from the year 1995-96 has been deviated.

73. **Disclosure under Micro, Small and Medium Enterprises Development Act, 2006:**

The Govt. of India has passed the Micro, Small and Medium enterprises Development Act, 2006. Under this Act, the ‘buyer’ is made liable (Sec. 15) to release the payment for ‘goods’ supplied or ‘services’ received on or before the agreed date. In case no agreed date then before the ‘appointed day’. Under Section – 22 of this Act, certain information in respect such ‘enterprises’ required to be disclosed in the Annual Accounts. Under Section -7 this Act, the enterprises are defined as under:

Enterprise	Investment in Plant and machinery	
	Enterprise engaged in Manufacturing production	Enterprise engaged in providing or rendering services
Micro	Up to 25 lacs	Up to Rs.10lacs
Small	More than Rs.25lacs but does not exceed Rs. 5 crore	More than Rs.10lacs but does not exceed Rs.2crore
Medium	More than Rs.5crore but does not exceed Rs.10crore	More than Rs.2crore but does not exceed Rs.5crore

It is also mentioned that in calculating the investment in Plant and Machinery, Cost of pollution control, the research and development, industrial safety devices and such other items as may specified, by notification, shall be excluded.

So, the information in the following formats must be supplied along-with Adjustment Account for March-2018. Compilation Section will supply the consolidated information to A & R Section on or before 31<sup>st</sup> May, 2018. (For details the Act may be referred). In this regard, a certificate must be obtained from the supplier along-with the tender whether this firm/company is registered or not under Micro, Small and Medium Enterprises Development Act, 2006. Interest payable under this act is to be accounted for as per Account circular no. 1/2011.

**1.Unpaid Principal and Interest due**

Sr.No	Enterprise	Number of items	Amount		
			Principal	Interest	Total
1	Micro				
2	Small				
3	Medium				

**2.Principal and Interest paid (Beyond the appointed day)**

**3. Amount of Interest due and payable for delay in making payments without adding interest as specified**

Sr.No	Enterprise	Number of items	Amount		
			Principal	Interest	Total
1	Micro				
2	Small				
3	Medium		Interest Due	Interest Payable	Total

**under this Act.**

1	Micro				
2	Small				
3	Medium				

#### 4. Interest Accrued and Unpaid at the end of the year

Sr.No	Enterprise	Number of items	Amount
1	Micro		
2	Small		
3	Medium		

#### 5. Further Interest of Previous Years remaining due and Payable

Sr.No	Enterprise	Number of items	Amount
1	Micro		
2	Small		
3	Medium		

74. **Disclosure regarding Contingent liabilities:** As per Companies Act, 2013 PSPCL has to disclose its all Known Contingent liabilities. As such the information, regarding contingent liability, if any, shall be supplied directly to AO/A&R Section, PSPCL, Patiala before 19<sup>th</sup> May, 2018.

75. **Information regarding 3CA/3CD for Tax Audit and Interest on Securities** may be supplied to AO/Income Tax, PSPCL, Patiala **before 30<sup>th</sup> June, 2018.**

(Photocopy of certificate issued by AO/Income Tax, PSPCL, Patiala regarding contingent liability and 3CA/3CD information must be attached with March 2018 Adjustment Account by DDO while submitting the Account to Audit wing)

76. **Due to applicability of the Companies Act, to PSPCL, following information along-with details, required for disclosure/ incorporation in balance sheet, be supplied with March (Adjustment) Account, 2018:**

- As per Companies Act, the Contingent Liabilities of the company needs to be disclosed. Therefore, Contingent Liability, if any, of your office/ unit be supplied along-with details for disclosure in the Final Accounts.
- The number of items and amount of non-moving stores as on 31<sup>st</sup> March, 2018 be intimated.
- The information under Micro, Small and Medium Enterprises Act, 2006 be supplied
- As per Accounting Standard (AS) – 28, the disclosure regarding impairment of assets is required. As such, the information in respect of assets impaired during the year be intimated along-with details.
- Disclosure regarding Pending Commitments:-** Details showing item-wise estimated amounts of contracts remaining to be executed on capital works not included in CWIP as on 31.3.2018 may be provided along-with account:

Name of work	Estimate No.	Estimated Amount	Work Order No	Amount	Work completed upto 31-03-18	Pending Commitments

--	--	--	--	--	--	--

The advance payment made, if any, against the above items be also mentioned.

6. The information regarding Fixed Assets got insured during the year be supplied by mentioning the type of asset got insured.
7. The information regarding frauds/ embezzlements etc. Occurred during the year:

Sr. No.	Particulars	Amount involved	Status of the case

8. The Govt. Of India, Ministry of Company Affairs has revised the Schedule III under new companies Act 2013 of the Companies Act under which the balance sheet as on 31-3-2018 is required to be prepared accordingly. To prepare the balance sheet, the information of Current Assets and Current Liabilities will be required as 'Current' and 'Non-Current' forms.

“An asset shall be classified as current when it satisfies any of the following criteria:

- it is expected to be realized in, or is intended for sale or consumption in, the \Company's normal operating cycle;
- it is held primarily for the purpose of being traded;
- it is expected to be realized within twelve months after the reporting date; or
- it is cash or cash equivalent unless it is restricted from being exchanged or used to settle a liability for at least twelve months after the reporting date.

All other assets shall be classified as non-current.

A liability shall be classified as current when it satisfies any of the following criteria:

- it is expected to be settled in the company's normal operating cycle;
- it is held primarily for the purpose of being traded;
- it is due to be settled within twelve months after the reporting date; or
- the company does not have an unconditional right to defer settlement of the liability for at least twelve months after the reporting date. Terms of a liability that could, at the option of the counterparty, result in its settlement by the issue of equity instruments do not affect its classification.

All other liabilities shall be classified as non-current.

## 9. Borrowings

Long term borrowings, will be shown under non-current liabilities and short term borrowings will be shown under current liabilities with separate disclosure of secured / unsecured loans. Period and amount of continuing default as on the balance sheet date in repayment of loans and interest to be separately specified.

## 10. Finance Lease Obligations

Finance lease obligations are to be grouped under the head non-current liabilities.

11. Lease deposits to be disclosed as long term loans & advances under the head non-current assets
12. Current and non-current investments are to be disclosed separately under current assets & non-current assets respectively.
13. Loans & Advances to be broken up in long term & short term and to be disclosed under non-current & current assets respectively.
14. The information in respect of all current & non-current assets be also supplied as under:
- Secured, considered good
  - Unsecured, considered good
  - Doubtful

15. The information of TDS/EPF/ESI etc. Deducted and deposited with respective authorities during the year 2017-18, on Form 3CD, to be supplied to CFO/ (Income Tax ).
16. Party-wise Balance as well as age analysis of all outstanding balances under all suspense Heads.
17. Reconciliation and confirmation of Debtors & creditors with the third party.
18. Information regarding contingent liability and contingent assets be supplied in a consolidation form with abstract for disclosure in final Accounts.
19. The justification for booking of prior period expenses, the year to which it pertain along-with documentary evidence for each account of Head in the following format be supplied:-

**Format of prior period information to be filled by concerned accounting unit**

<b><u>Detail Regarding Prior period items</u></b>				<b><u>Relates to FY</u></b>			<b><u>Entry already passed in accounts now</u></b>				<b><u>Entry required to be passed in original accounts</u></b>			
<b><u>GH-</u></b>							<b><u>GH 83.710</u></b>							
Sr. No	LC	Name of Office	Amount	Upto 31.03.2015	2015-16	2016-17	Dr	Amount	Cr	Amount	Dr	Amount	Cr	Amount
1			6489	6489			83.710	6489	46.941	6489	78.841	6489	46.941	6489

20. Detail of court cases involving amount more than one Crore may also be supplied with Account.

77. **Inter Corporation Transactions:-**

As per Accounts circular 09/2017 dated 23.06.2017henceforth there shall be complete Ban on ICT (except for personnel accounting like Terminal/Pensionary benefits, GPF, leave, medical, LTC etc.). If any office allow, pass and records any ICT transaction with PSTCL (except personnel) it will be treated as irregular and concerned officer will be held responsible for that. These instructions may be implemented meticulously, in letter & spirit.

78. **The Accounting Units shall supply the certificates along-with the Trial Balance as mentioned in the foregoing points.**

- Certified that all material issued up-to 31<sup>st</sup> March 2018 has been accounted for in the account of 2017-18. certificate from AO/Evaluation, Patiala must be obtained that no IUT bill is pending with divisional office.
- Certified that the interest on all staff loans and advances (interest bearing) for the year 2017-18 has been provided.
- Certified that physical stocks of materials and capital items have been verified and excess/shortage if any have been adjusted.
- Certified that pensionary and leave benefits for employees on deputation with Company have been provided for.
- Certified that liability on account of pension and leave etc. for Company's employee on deputation with other departments have duly been accounted for upto 31.3.2018.
- Certified that the scrap generated up-to 31<sup>st</sup> March 2018 have been accounted for.
- Certified that prepaid expenses have been excluded from the expenses by transferring to prepaid expenses head.

- Certified that deposit works completed up-to 31<sup>st</sup> March 2018 (under GH-47) have been adjusted.
- Certified that irrecoverable sundry debtors during the year have been written off as bad debts and provision has been made in case of doubtful debts.
- Certified that liabilities provided in the previous years and no longer required have been written back.
- Certified that all the books of accounts as per the Companies Act (Indian Accounting Standards) Rules, 2015 for the application of Indian Accounting Standards (IND AS) have been maintained and kept upto date.
- Certified that no account code has been operated in contravention of the Chart of Accounts of Company.
- Certified that reconciliation of the Cash/Cheques remitted into Bank & Credits afforded to the concerned consumers after verifying the realization of cheques from the local bank at his station & all dishonored cheques have been adjusted in the relevant record as well as in the RIB Statement and found which is correct.
- Certified that all the money deposited into Bank has been transfer to main Branch at Patiala.
- “Certified that in cases of cheques dishonored during the financial year 2017-18 due amounts (Including Bank charges & surcharge, If any) have been/recovered from respective consumers/parties.”
- “Certified that the Fixed Assets Register (FAR) and Fixed Asset Cards of this Division(LC \_\_\_\_\_) have been maintained & updated and Assets as on 31-3-2018 have been physically verified by me as per instructions contained in Chapter XXIX of “Manual of Capital Expenditure and Fixed Assets. *There are no discrepancies between items physically verified and items appearing in Fixed Assets Register/record maintained under this division.*”
- “Certified that interest provided during 2016-17 on consumers securities (GH-48.300)has actually been passed on to concerned consumers”

**79. Regarding clearance for amount under GH 47.319 (OYT Scheme)**

As per accounts circular No. 7/2009 and 9/2011 DS Divisions were to issue U-cheque( For expenditure under OYT scheme) in favour of AO/APDRP, PSPCL, Patiala against IUT Bill raised by his office. It may be ensured that all expenditure under OYT scheme has been properly accounted for and credit under account code 47.319 has been transferred to 55.103 in accordance with accounts circular no. 7/2009 and 9/11.

**80. Regarding clearance for amount under GH 47.320 (ARTC Scheme)**

As per accounts circular No. 10/2012 DS Divisions were to issue U-cheque in favour of AO/APDRP, PSPCL, Patiala (Nodal Agency)against IUT Bill raised by his office for expenditure under ARTC scheme.It may be ensured that expenditure under this scheme has beenproperly accounted for and credit under account code 47.320 has been transferred to account code 55.103 in accordance with accounts circular no. 10/2012.

**81. Dera/ Dhanis expenditure (24 Hrs UPS feeders) Funded by PIDB:-**Instructions were issued vide Accounts Circular no.17/2015 dated 13.11.2015 and 1/2016 dated 14.1.2016 to account for expenditure incurred on Works to connect Dera/Dhanis to 24 Hrs UPS feeders under sponsorship of PIDB/Govt. of Punjab. New Account code 55.303 was opened in Chart of Accounts. Instructions have been issued vide Accounts circular no.10/2016 dated 22.6.2016 for issuance of IUT Bill to AO/Banking Drawing (LC-802) against the expenditure incurred on execution of works under this scheme as per Books of accounts/CE-21 and to get it verified from respective office of SE/DyCE(op). The office of SE/DyCE(op) will examine the amount of IUT bill along-with list of works executed and recommend it for issuance of u-cheque to AO/Banking Drawing(LC-802). It may be ensured by office of SE/DyCE(op) that the amount of IUT Bill(s) commensurate with the amount of utilization certificate/ completion certificate sent by his office to the office of SE to Director/Distribution, Patiala. Office of AO/WAD/ZLAU/CPC( as the case may be) will intimate the DDO wise expenditure against this scheme to AO/Banking drawing, Patiala. The office of AO/Banking Drawing, pspcl, Patiala shall issue u-cheque only if the amount of IUT Bill tally with the amount informed by the office of WAD/ZLAU/CPC(

as the case may be). DDO shall furnish Utilization Certificates to AO/Banking Drawing Patiala along-with raised IUT's regarding the amount of DeraDhania during the year 2017-18. The said certificate shall also be furnished for the previous years expenditures (2015-16 and 2016-17). So that pending IUT's, may be cleared by AO/Banking Drawing Patiala .

82. All the balances like GPF, Pension etc. should be cleared by receiving/issuing U-cheques from the concerned offices for the whole year i.e. 2017-18.
83. The D.D.Os having Drawing Account with the Bank must supply the Bank Statement showing Bank Balance as on 31-3-2018.

84. **GST:- ( Goods and service Tax):-**

A. Vide Accounts Circular No.10/2017 dated 4.8.2017, Account codes namely 46.990 to 46.995 and 28.990 to 28.992 were opened for booking of liability for Goods and Service Tax and Input Tax receivable. Following be complied with:-

- (i) Debit side balance in these Account codes must tally with credit side balance. It must be ensured that there should be NIL net balance in these account codes at year end i.e 31.3.2018.
- (ii) Debit and credit side Balances in account Heads 46.990 and 46.993 of SGST should exactly match with debit and credit side Balances in account cod 46.991 and 46.994 of CGST respectively.
- (iii) Most of Accounting Units are Booking excess /short amount in these accounting codes in TB than the information send to GST cell for deposit of GST. This short/excess amount should be corrected by Plus/Minus Debit/credit in concerned account codes.
- (iv) U-cheques to be issued by accounting for GST deposited by GST cell for the Financial Year 2017-18 should be issued in FY 2017-18 itself. It must be ensured that U-cheques against GST deposited for FY 2017-18 by GST cell (LC-824) is issued before 26.04.2018.

B. Instructions issued vide AO/GST cell, PSPCL, Patiala vide memo no.1874/2023 dated 23.02.2018 should be complied with and two number copies of following certificates (Duly signed by DDO) be submitted along-with March Adjustment Account-2018:-

It is certified that:-

- (i) that GST as per provisions of GST Act 2017 has been collected on all outward supplies of goods & services made by this office during FY 2017-18 w.e.f 1.7.2017.
- (ii) that GST as per reverse charge provisions of GST Act 2017 has been deposited on inward supplies of goods & services made by this office during FY 2017-18 w.e.f 01.7.2017 wherever applicable.
- (iii) that all outward and inward supplies of goods & services (Taxable, exempted. Nil rated, non GST, composite) made by this office during FY 2017-18 w.e.f 01.7.2017 have been accounted for in Both GST returns as well as in TB and nothing has been left un-accounted as per Provisions of GST Act 2017.
- (iv) that u-cheques against the GST deposited for FY 2017-18 by GST cell on behalf of this office have been issued to GST Cell (LC-824).

85. **Prior Period Entries:-**

No prior period entry under GH- 83 and GH-65 be posted without consultation/ Approval of concerned Audit wing.

In case any amount is posted in Prior period account Heads detail of such prior period amount shall be furnished along-with adjustment Account as per Format attached as **Annexure-D**

86. **Cash Balance Report** (with detailed certificates from sub divisions)duly signed by Divn. Supdt. (Accounts) as per previous practice be attached with Account and balance in the cash chest should be Nil as per instructions already in vogue. In TB Account code 24.110 Balance should be Nil.
87. **GH 24.113:- As per accounts circular No. 17/2017 new account code has been opened for accounting of CFC. It may be ensured that Balance in Account code 24.113 is Nil by all means.**
88. **Ind-AS compliant significant accounting policies:-Ind-AS compliant significant accounting policies have been issued vide accounts circular No. 22/2017 dated 26.12.2017. These accounting policies may also be referred to.**
89. **Stale Cheques:-** The detail of amount standing in stale cheques account 46.910 as on 31.03.2018 (party-wise with amount and period) as per following format be supplied along-with Adjustment Account-2018:-  
Detail of amount standing in stale cheques account 46.91 as on 31.03.2018

Sr. No.	Name of party/person	Cheque No. & date	Amount standing under account code 46.910

The amount outstanding for period of more than three years should be transferred to Misc.Receipts Account-Sundry Credit Balance-Written Back-Account code-62.912 through JV along-with the list.

90. All the offices shall provide following information also:-
1. All the offices shall provide reasons for non-clearance of amount standing in GH-14 & 15 in the following format:-

Sr. No.	Name/Estimate No. of Work	Amount	Start Date	Reason for non-capitalization	Measures taken/efforts made to clear the long pending amount in GH-14 & 15.

2. All the offices shall provide complete details of amount outstanding up to 31.03.2018 under GH-46.926, 46.922, 28.870, 28.874, 22.8,28.745 & IUT codes.
3. All the offices shall provide the reconciliation statement for Difference of amount between amount outstanding upto 31-03-2018 as debtors for ED, DSSF, IDF and Octroi (Under Group head 23.2) and amount outstanding upto 31-03-2018under corresponding liability heads (Under Group Head 46.3).
4. All the offices shall do the needful to clear amount outstanding for more than three years under GH 46.910 as per instruction already given in this regards.

### Circulars Issued By AO/WM&G, PSPCL, during 2017-18:-

The classification of expenditure / receipt must be in accordance with the Chart of Accounts / Accounts Circulars issued by the C.F.O. /WM&G Section from time to time. However, for the ready reference the detail of circulars issued during current year is given as under:

Sr. No	Circular No.	Newly opened Account Head	Description/Remarks
1	3/2017	-	Procedure for on-line net payment of commutation of pension and Gratuity at centralized level through other payments package.
2	4/2017	-	Significant Accounting policies approved by BOD PSPCL.
3	5/2017	-	Accounting of Interest on securities (Meter and consumption) deduction & deposit of Tax Deducted at Source.
4	6/2017	62.919,62.920,62.211,62.930	Opening of new account code.
5	7/2017	61.611 to 61.630	Opening of new account codes- Meter Rent and Service line Rental
6	8/2017	24.523 and 46.103	Collection of Electricity Bills through "Paytm" (online Wallet): opening of new account codes and accounting procedure to account for the transactions thereof.
7	9/2017	-	Complete Ban on Inter Corporation Transactions (except Personnel Accounting) with PSTCL and vice versa.
8	10/2017	46.990,46.991,46.992,46.993,46.994,46.995,28.990,28.991,28.993	Accounting of GST- opening of New account Codes.
9	11/2017	62.932	Opening of new account codes.
10	12/2017	24.510	Accounting of Funds transferred to Head office Bank Account under newly opened account code-24.510- procedure thereof.
11	13/2017	-	Appraisal of important items of Arrear in Accounts Revised statement 'D'
12	14/2017	24.524	Opening of new account code-Collection of electricity Bills through RTGS/NEFT.
13	15/2017	76.120	Opening of new account code.
14	16/2017	-	Opening of new location code- 824- AO/GST, PSPCL, Patiala
15	17/2017	24.510	Accounting of funds transferred to Head office Bank Account under newly opened account code-24.510: treatment of remittances prior to 01.4.2017.
16	18/2017	65.801	Accounting of payment of Bonus for year 2016-17 under the payment of Bonus Act-1965 and opening of new account code 65.801(other excess provision in prior periods-Bonus.
17	19/2017	24.113	Opening of New Account Code for recording CFC issued to subordinate offices within accounting unit.
19	20/2017	27.311,28.894	Opening of new account code for deferred asset/cost relating in interest free loan to PSTCL.
20	21/2017	23.261 to 23.269, 61.591 to 61.599, 61.545, 46.305	Accounting of Municipal Tax levied on consumption, use or sale of electricity.
21	22/2017	-	Ind.AS compliant significant accounting policies of pspcl.
22	1/2018	-	Booking of employee cost to capital works for the year 2017-18
23	2/2018	61.204,61.214,61.224,61.234,61.243,61.264,61.274,61.314,63.130,63.131,63.132,63.133,63.151,63.152,63.153	Accounting of Fixed charges under Two part tariff and subsidies.

## Annexure "A"

Sr. No	Particulars	Dr	Cr	JV no.	Attached with SD no.
1	Transfer of completed Assets to GH-10	GH-10	GH-14/15		
2	Depreciation(O&M Divn) (Accounts circular 9/2015 and 12/2016)	GH-77	GH-12		
3	Depreciation on Cars/Jeeps	77.171/172	GH-12		
4	Capitalization of Depreciation in Const. Divisions	15.311	77.9		
5	Un Billed Revenue (Not to be accounted for in TB by Op Offices)	23.4(with Detail Account Heads	61.2		
6	Dues from PDCL consumers	+23.5 -23.1			
7	Capitalization of Interest as intimated by AO/A&R through IUT.	GH-14	37.000		
	For completed works	GH-10	GH-14		
8	Cheques Drawn(As per Accounts Circular No. 10/2011)		-24.410 +37.000		
9	Remittance into bank Accounts circulars No.6/2006,13/2009, 5/2015,16/2016,08/2017,12/2017, 14/2017,17/2017	-(25.510,24.521,24.522, 24.523,24.524,24.531,24.541, 24.542) +GH-33			
10	Surrender of Funds	(-)24.412 +IUT-37			
11	GPF Transfer	As per Accounts Circular no. 7/2013 and 10/2013			
12	Pension etc. Transfer	As per Accounts Circular no. 11/2013 , 14/2013 and 15/2013,19/2016			
13	Debenture Interest payment	(-)51.209 + GH-36			
14	Credit Balance un claimed for more than 3 years	46.926, 44.210, 44.211, 46.910 etc.	62.912		
	detail of amounts written Back as on 31.03.2018 (party-wise with amount and period) as per prescribed format must be supplied along-with Adjustment Account-2018				
15	Stale cheques ( As per 10/2011)		(-) 24.401 +46.910		

	Adjustment of minimum Balance in Bank (7/2012 and 1/2017)	24.111/24.112	24.410		
	Surrender Amount(10/2011)	(-)24.412 +IUT-37			
	U-cheque from Banking	37.000	IUT-37		
16	Capitalization of employees cost	GH 14/15.2	75.9/76.9		
		For detail Accounting see Accounts circular 1/2018			
17	Bonus paid in excess of provision(As per 18/2017)	75.510/75.520	44.320		
18	Bonus paid less than provision(As per 18/2017)	44.320	65.801		
19	Provision for Bonus	75.510/520	44.320		
20	Liability of unpaid wages W/C staff	GH-75	44.211/44.403		
21	Provision of PSPCL share of EPF for 3/2017	75.810	44.405		
22	Unpaid pay of regular staff	GH-75	44.310		
23	Unused service postage stamps	+24.120 (-)76.112			
		<b>(This entry to be reversed in 4/2018)</b>			
24	Liability of expenses	GH-14/GH-74/ GH-76	46.410/46.430		
		<b>(Detail /copies of Bills must be attached with JV)</b>			
25	Pre paid expenses	+28.820 (-) concerned Account Head			
		<b>(This entry to be reversed in 4/2018)</b>			
26	Interest on Loan/Advances	28.360	62.210		
27	Interest on cash Securities of PSPCL employees	78.583	46.926		
28	Interest on consumer deposit.(meter and consumption)	78.601	48.300- Int. payable 46.923- I.Tax provided/deducted		
		DyCAO/A&R, PSPCL, Patiala memo no.2252/2451 dated 2.3.2016 and Accounts circular 5/2017 may be complied with strictly.			
29	Interest on refundable deposits	78.611	46.713		
	Prior period interest	83.7/78.611	46.713		
	When interest due	46.713	48.310		
	Adjustment through Bills	48.310	61.2		
30	Adjustment of deposit against Burnt meters	47.601	62.930/940		

31	Unused material	+22.640/650 (-) Work concerned <b>(This entry to be reversed in 4/2018)</b>			
32	Unused material at workshops	22.710/712 <b>(This entry to be reversed in 4/2018)</b>	14.460/450		
33	Exp. On KutirJyoti	(-) work concerned + GH-37			
34	%age of employees cost chargeable to Works (1/2018)	Work concerned(GH-14)	75.930/935		
35	Adjustment of energy Bills of PSPCL offices	76.158	61.2		
36	Expenditure on OYT on completion of works (9/11)	-	47.319(Credit from consumer)		
		GH-14	37.000		
		GH-10	GH-14		
		47.319	55.103		
37	Expenditure on ARTC Scheme on completion of work(10/2012)	-	47.320 (Credit from consumer)		
		14.623	37.000		
		10.623	14.623		
		47.320	55.103		
38	Expenditure on Release of TW connection on priority (14/2016)	-	47.321 (Credit from consumer)		
		14.623	24.401/ material		
		10.623	14.623		
		47.321	55.103		
38	IUT Transactions (Material etc Received)	GH-10/14/GH-74	46.946 to 46.950/957/958/959		
	U-cheque to AO/A&R in 3/2018	46.946 to 46.950/957/958/959	37.000		
39	IUT Transactions (Material etc. issued)	28.881 to 890	GH-10/14, GH-74 to 76		
	On receipt of U-cheques from AO/A&R in 3/2018	37.000	28.881 to 28.890		
	<b>Now as per Accounts circular No.09/2017 there is complete Ban on Inter corporation Transactions (Except personnel accounting) with PSTCL and vice versa.</b>				
40	<b>Dera/Dhanis24hrs UPS feeders expenditure-WIP</b>	14.603 14.541/542 etc.	24.401/ Material		
	On Commissioning of Asset	Account code-10	14.603, 14.541/542 etc.		
	On receipt of U-cheque from AO/Bkg.	37.000	55.303		
	Accounts circular no.17/2015,1/2016 and 10/2016 may be complied with				

41	Consumer contribution 5%(04/2015)	55.199,55.299,55.399	62.999		
42	Single window system  (5/2015) on receipt of u-cheque from Nodal office.	37.000	48.1 (for ACD/MS) 55.1(for SCC)		
43	<b>Closing Entry( This adjustment will be auto generated at Head Office level)</b>	<b>GH-61 to 65</b>	<b>GH-70 to 89</b>		
		<b>Net Difference to GH-38 ( This adjustment will be auto generated at Head Office level)</b>			

## STATEMENT OF FIXED ASSETS TRANSFERRED TO OTHER DIVISIONS DURING 2017-2018

BY..... DIVISION ( LC.....)

Sr No	Division name to whom transferred	Location code	Name of scheme	Account code	IUT Bill no and date	Amount(in Rs)	U-cheque no./date received
1	2	3	4	5	6	7	8

Addl.SE/Sr.Xen

### Abstract of Fixed Assets for the Year 2017-18

Annexure 'C'

Acctt. Code (mention five digit)	Description	Gross Assets									Depreciation									
		Opening Balance as on 1-4-17	Addition by Unit during the year	Asset transferred from other units		Asset transferred to other units	Any Asset has been retired, scrapped, obsolete or destroyed	Total assets added during the year	Closing Balance as on 31-3-18	Opening Balance as on 01-04-17	Depreciation during the year (***)	Depreciation on Asset transferred from other units		Depreciation withdrawn from Asset transferred to other units		Depreciation withdrawn from any Asset which have been retired, scrapped, obsolete or destroyed	Total Dep.	Closing Balance as on 31-3-18		
		a	b	New **	Old *	New **	Old *		4+5+6-7-8	3+10	f	g	New **	Old *	New **	Old *		(13+14+15-16-17-18)	(12+19)	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
10.101	Land																			
10.200	Buildings																			
	<b>Total Excl. Land</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	<b>Grand Total Incl. Land</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

it is certified that the above information tallies with the Trial Balance.

Sr. XEN / \_\_\_\_\_  
PSPCL / \_\_\_\_\_

Checked By : AO/ \_\_\_\_\_  
PSPCL/ \_\_\_\_\_

- Notes:
- (\*) indicates the assets on which the depreciation has already been provided will be treated as old assets.
  - (\*\*) New commissioned Assets which were not yet included in GH-10 and where no depreciation charged earlier. In case the value has already been included in GH-10 in earlier year but no depreciation has been charged yet will be considered as old.
  - (\*\*\*) Dep. Charged during the year should tallied with GH-12.
  - (\*\*\*) **Dep. Charged during the year**
    1. GH-77.1 & 77.2
    2. GH-83.6
    3. Total 1+2
    4. Less GH-77.9
    5. GH-65.6
    6. Total (4+5)
    7. **Net Dep. Charged to P&L (3-6)**

**Specimen for Depreciation Register Headwise for the Year 2017-18**

**Annexure 'C1'**

Year	Account Code	Gross Assets										Depreciation									
		Opening Balance as on 01-4-17	New Addition by Unit during the year	Asset transferred from other units		Asset transferred to other units		Any Asset has been retired, scrapped, obsolete or destroyed	Total assets added during the year	Closing Balance as on 31-3-18	90% Value	Opening Balance as on 01-04-17	Rate of Depreciation	Depreciation during the year (***)	Depreciation on Asset transferred from other units		Depreciation withdrawn from Asset transferred to other units		Depreciation withdrawn from any Asset which have been retired, scrapped, obsolete or destroyed	Total Dep.	Closing Balance as on 31-3-18
		a	b	New **	Old *	New **	Old *	9	4+5+6-7-8-9	3+10	12	f	14	g	New **	Old *	New **	Old *	20	(15+16+17-18-19-20)	22
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
1986-87																					
1987-88																					
-																					
-																					
2017-18																					
	Total Excl. Land	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	Grand Total Incl. Land	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

Note: This Annexure is to be prepared for all sub codes of GH 10 separately.

### Prorata Depreciation for assets added during FY 2017-18

Annexure 'C2'

Acct Head	Est. No	Scheme Name	Previous Year Expenditure	Addition in FY 17-18	Establishment Exp.		Total Exp. End of Year	Date of Completion of Work	No. Of Days	Rate Of Depreciation	Depreciation for the year
					General	H. Office					
1	2	3	4	5	6	7	8 = 4+5+6+7	9	10	11	12
10.541										5.28%	
10.542										5.28%	
			<b>Total</b>								

Note:

- This Annexure can be prepared on single excel sheet. Then it can be sorted on the basis of Account Code and separate totals can be added for each account code.
- Addition for each sub code can be then added to Annexure C1 in addition for FY 17-18.

**Format of prior period information to be filled by concerned accounting unit**

<b><u>Detail Regarding Prior period items</u></b>				<b><u>Relates to FY</u></b>			<b><u>Entry already passed in accounts now</u></b>				<b><u>Entry required to be passed in original accounts</u></b>			
<b><u>GH-</u></b>														
Sr. No	LC	Name of Office	Amount	Upto 31.03.15	2015 -16	2016- 17	<b><u>GH 83.710</u></b>							
							Dr	Amount	Cr	Amount	Dr	Amount	Cr	Amount
1			6489	6489			83.710	6489	46.941	6489	78.841	6489	46.941	6489

**Note:-**Detailed reason for booking of prior period item.

## Annexure – 'E'

Chart showing Useful life of assets and Rate of Depreciation w.e.f. 01-04-17

Account Code	Description	Useful life as per Regu 3 (67) of CERC Regu. 2014 and MoP Notification 29.3.1994.	Rate of Depreciation for First 12 Years upto 31'st March since date of commissioning	Rate of Depreciation for remaining useful life after 12 Years
10.101	Land owned under full title	Infinity		
10.102	Land held under lease	As per agreement	3.34	
	Land for reservoir in Hydro Generating Stations	50	3.34	1.31
10.201	Building containing thermo-electric plant	25	3.34	3.84
10.202	Buildings containing hydro electric generating plant	35	3.34	2.17
10.203	Bldg. containing diesel	25	3.34	3.84
10.206	Buildings containing Transmission installations above 66KVA	50	3.34	1.31
10.207	Buildings containing Transmission installations below 66 KVA	50	3.34	1.31
10.208	Buildings containing Distribution installations.	50	3.34	1.31
10.210	Ancilliary Building	50	3.34	1.31
10.211	Office buildings	50	3.34	1.31
10.222	Residential colony for staff.	50	3.34	1.31
10.244	Workshop buildings	50	3.34	1.31
10.245	Other buildings.	50	3.34	1.31
10.301	Diversion tunnels, channels & syphons.	35	5.28	1.16
10.302	Dams up stream and down structure etc.	35	5.28	1.16
10.303	Outlet works	35	5.28	1.16
10.304	Spillways	35	5.28	1.16
10.305	Hydro channels-Earth work-Lining	35	5.28	1.16
10.306	Cross drainage works	35	5.28	1.16
10.307	Head regulators	35	5.28	1.16
10.308	Cross regulators & escape channels	35	5.28	1.16
10.309	Bridges & culverts	35	5.28	1.16
10.310	Misc. works	35	5.28	1.16
10.321	Reservoir, forebay & intake	35	5.28	1.16
10.322	Ducts & penstock	35	5.28	1.16
10.323	Bypass channels & its works	35	5.28	1.16
10.324	Tail race channel	35	5.28	1.16
10.325	Misc. works	35	5.28	1.16
10.330	cooling water systems	25	5.28	2.05
10.331	Cooling Towers	25	5.28	2.05
10.335	Sweet water arrangement	25	5.28	2.05

10.340	Plant & pipelines for water supply	25	5.28	2.05
10.342	Drainage & sewerage - residential colony	25	5.28	2.05
10.401	Pucca roads.	50	3.34	1.31
10.402	Kutcha roads.	50	3.34	1.31
10.412	Railways sidings.	50	3.34	1.31
10.501	Turbine generator etc.	25	5.28	2.05
10.502	Plant foundations for steam power plant	25	5.28	2.05
10.503	Boiler plant & equipment	25	5.28	2.05
10.504	Locomotives	25	5.28	2.05
10.505	Coal handling Equipments	25	5.28	2.05
10.506	Oil storage equipment	25	5.28	2.05
10.507	Ash handling plant & equipment	25	5.28	2.05
10.508	Water treatment plant	25	5.28	2.05
10.509	Instrumentation & Controls	25	5.28	2.05
10.510	Station piping	25	5.28	2.05
10.531	Hydel power generating plant	35	5.28	1.16
10.532	Plant foundation for hydel power	35	5.28	1.16
10.535	Auxillaries in hydel power plant	35	5.28	1.16
10.540	Transformers for repairs	35	5.28	1.16
10.541	Transformers and equipments etc.above 100 KVA	25	5.28	2.05
10.542	T/Fs and equipments etc.ohter than above 100 KVA	25	5.28	2.05
10.551	Material handling equipment	25	5.28	2.05
10.552	Material handling equipment- cement mixers	25	5.28	2.05
10.553	Material handling equip. - Cranes	25	5.28	2.05
10.555	Material handling equipment-others	25	5.28	2.05
10.561	Switchgear including cable connections.	25	5.28	2.05
10.563	Batteries including charging equipment	25	5.28	2.05
10.565	Fabrication /workshop plant & equipments	25	5.28	2.05
10.567	Lightening arrestors.	25	5.28	2.05
10.571	Cummunication equipment:Radio and high frequency carrier system	15	6.33	4.68
10.572	Communication equipment: telephone lines and telephones	15	6.33	4.68
10.574	Static machine tools & equipment	25	5.28	2.05
10.576	Air conditioning plant-static	25	5.28	2.05
10.577	Air conditioning plant- portable	-	9.50	
10.580	Refrigerators and water coolers.	25	5.28	2.05
10.581	Meter testing laboratory tools & equipment	25	5.28	2.05
10.582	Equipment in hospitals/clinics	25	5.28	2.05
10.583	Tools & tackles.	25	5.28	2.05
10.584	Fire Fighting Equipment	25	5.28	2.05
10.585	Hydrogen gas gen.plant	25	5.28	2.05
10.586	Surveying , drawing instruments	25	5.28	2.05
10.599	Other Misc,equipments.	25	5.28	2.05
10.601	Overhead lines (towers, poles etc.) at nominal voltage	25	5.28	2.05

10.602	Overhead lines( towers, poles, fixtures, overhead conductors and devices), lines on fabricated steel supports operating at nominal voltage higher than 13.2 KV but not exceeding 66 KV	35	5.28	1.16
10.603	Overhead lines on reinforced support	25	5.28	2.05
10.604	Overhead lines on treated wood supports	25	5.28	2.05
10.611	Undrground cables including joint boxes	25	5.28	2.05
10.612	Under ground cables - duct system.	50	5.28	0.70
10.621	Service connections DS and CS	25	5.28	2.05
10.622	Service connections- Industrial.	25	5.28	2.05
10.623	Service connections - Tubewell.	25	5.28	2.05
10.631	Metering equipments.	25	5.28	2.05
10.641	Street lighting and signal system.	25	5.28	2.05
10.685	Miscellaneous equipments.	25	5.28	2.05
10.710	Trucks, Tempos trekkers etc.	-	9.50	
10.720	Buses including mini buses	-	9.50	
10.730	Jeeps amd motor cars.	-	9.50	
10.740	Other vehicles.	-	9.50	
10.801	Furniture and fixtures office.	15	6.33	4.68
10.802	Furniture and fixture Rest/Guest houses etc.	15	6.33	4.68
10.902	Type wriitters and duplicaing machines	15	6.33	4.68
10.903	Cash registrex machines	15	6.33	4.68
10.904	Computers	-	15.00	
10.904	Computers-Server	-	15.00	
10.905	Security equipment (weapons)	15	6.33	4.68
<b>Note:</b>				
1	Rate of depriciation is taken from Appendix II of CERC Regulation dated 21-02-14.			
2	Useful life of assets is taken from CERC Regulation dated 21-02-14 and where useful life is not given in CERC regulation, it is taken from MoP Notification SO 266E dated 29-03-1994 as conveyed by PSERC vide letter no 391 dated 26-05-17.			
3	Where useful life of assets given is less than 12 year, depreciation is provided as per appendix II of CERC Notification 21-02-14			