

From

To

The Chief Accounts Officer,
Punjab State Elec. Board,
Patiala.

- 1. All Executive Engineers/DS Divisions.
- 2. All S.D.O.s DS Divisions.
- 3. All J.Es Incharge Sub Offices.

Memo No. 4709-5235 /CAC-16
 Dated: 16-3-1993

SUB: ACCOUNTING OF REVENUE FROM SALE OF POWER.

It has been observed that the instructions issued by the Chief Auditor vide his circular letter No. CA/104/CP/W/102 dated 9.1.92 re: the accounting of assessment of revenue on account of sale of power, particularly in case of assessments debited/credited to the consumers through energy bills are not being followed properly.

2. Two separate registers have been prescribed to account for the transactions debited/credited to the consumers' account through energy bills :-

- I: Sundry Charges and Allowances Register (Form SOP-6)
- II: Allowances Adjustment Register (Form SOP-6)

Sundry charges and allowances register (Form SOP-6)

The following type of transactions will be passed through this register :-

- (a) Under Charges/Over charges.
- (b) Other charges.
- (c) Theft of power/Mal-practice.

a) UNDER CHARGES/OVER CHARGES

Sundry charges and allowances on account of under charges and over charges detected should be bifurcated into those relating to the current year and previous year(s). The allowances pertaining to the previous year(s) shall be treated as prior period income or reduction of prior period income. The charges/allowances for the current and previous years should be entered in separate columns in the SOP register.

EXAMPLE

SUNDRY CHARGES-VY SOP- 3700 ED- 400
 Out of this Rs. 1200/- relates to the year 1992-93
 and balance Rs. 2500/- to the previous year.

23.1	Sundry Debtors for SOP	Dr.	3700	
61.2	Revenue from SOP			1200
65.210	Receipts from consumers relating to prior periods. (Energy and other charges)	Cr.		2500

<u>E.D.</u>				
23.2	Sundry Debtors for ED	Dr.	400	
61.5	ED	Cr.		400

ALLOWANCES-S.V SOP-900 ED-100

Out of this, Rs. 300/- relate to the current year (1992-93) and balance Rs. 600/- relate to the previous years :

23.1	Sundry Debtors for SOP	(-)Dr.	900	
61.7	Revenue from SOP	(-)Cr.		300
65.210	Receipts from consumers relating to prior periods. -energy and other charges.	(-)Cr.		600

<u>E.D.</u>				
23.2	Sundry Debtors for ED	(-)Dr.	100	
61.5	ED	(-)Cr.		100

OTHER CHARGES

- i) RCO Fee
- ii) Meter.
- iii) Repair Charge
- iv) Additional Security
- v) Additional CD
- vi) Additional Service Charges.

Normally, other charges to be recovered from consumers in cash and receipt where such charges have to be those should first be entered in Register and posted in the Consumer account of the consumer concerned close of the month as under:

1) RCO Fee (Rs. 300.00)			
23.1	Sundry Debtors for SOP	Dr.	300
61.902	Reconnection fee including other charges.	Cr.	

NOTES: This will form part of monthly Revenue Abstract. Replacement of Damaged/Defective Meters.

As per instructions issued by the Commercial Ed. in case of General (Domestic and Commercial) and SP consumer where meter is found to be repairable, repair charges are to be recovered: Rs. 35/- for Single Phase Meter and Rs. 170/- for three phase Meter, where meter is found to be irreparable.

50% cost of meter will be recovered at the rates circulated by the Commercial Directorate. JV will be prepared as under:-

ii)	Cost of Damaged/Burnt Meters (Say Rs. 1200)		
62.940	Receipts on account of Damaged Meters.	Cr.	1200
61.2	Revenue from Sale of Power (Relevant Sub Account Code)	(-)Cr.	1200
iii)	Repair charges of Damaged Meter (Say Rs. 500)		
62.930	Misc. income	Cr.	500
61.2	Revenue from SOP (Relevant Sub Account Code)	(-)Cr.	500

In case of MS, LS and other categories of consumers, cost of damaged meter (Say Rs. 12,000/-) will be adjusted as under:-

47.601	Deposits received against burnt meters.	Cr.	12000
61.2	Revenue from SOP (Relevant Sub account Code)	(-)Cr.	12000

Where the damaged/defective meter is replaced, JE should record on the MCO whether the meter was replaced by an old meter or a new meter.

Where meter is replaced by an old meter, no JV needs to be prepared. But where damaged-meters are replaced by new meters drawn from stores for new service connections, the JV should be prepared and following particulars be entered therein :-

Sr.No.	Account No.	MCO No. & Dt.	Meter No.	Amount.
	74.531	Replacement of damaged meters.	Dr.	2500
	14.031	Metering Equipments	Cr.	2500
iv)	Additional Security Deposit (Say Rs. 2000)			
v)	Additional ACD (Say Rs. 5000)			
vi)	Additional Service Connection Charges. (Say Rs. 9000)			

In case, Additional Security Deposit/ACD and Service Connection Charges are to be recovered from the consumers due to unauthorised load detected by the Enforcement/DS. Sub Division, these charges will be adjusted as under:-

40.101	Additional Security Deposit from consumers-Cash	Cr.	2000
40.121	Additional ACD from consumers	Cr.	5000
55.1	Consumers contribution towards cost of Capital Assets.	Cr.	9000
	55.111 -Domestic and Commercial -Additional Charges.		

- 4 -

- 55.112 Industrial-Additional charges.
- 55.113 Tubewell-Additional charges.
- 55.116- Others-Additional charges. (As may be applicable)

61.2 Revenue from LJP (Relevant category) (16000)

C. Theft of Power

In case of theft of energy, a separate bill should be rendered to the consumer after recording entry in the SC and A Register (Form SOP-6). The energy charges recoverable from the consumers should be bifurcated (i) for the current year and (ii) for the previous year(s). Likewise units should also be shown separately. Example :-

	<u>Amount recoverable</u>		Total
	<u>Current year</u>	<u>Previous year</u>	
SOP	2000	20,000	22,000
ED	500	1700	2200
Load Sur-charge	1500	-	1500
23.1	Sundry Debtors for SOP	Dr.	23500
23.2	Sundry Debtors for ED	Dr.	2200
61.7	Recoveries for Theft Power/ Mal practice (61.710 to 61.716 & 61.719)	Cr.	2000
61.720	Recoveries for Malpractice- Load Surcharge.	Cr.	1500
61.5	ED and other state levies	Cr.	2200
65.220	Receipts from consumers relating to prior periods- Theft and Malpractice.	Cr.	20000

On realisation of amount from the consumer, the receipt should be issued in Form SC-4/Stub.

Note: In case of non-consumer, receipt should be issued in Form SA-10 and entry made directly in the Main Cash Book.

III. MISCELLANEOUS ADJUSTMENT REGISTER:- (FORM SOI-6.)

Following type of transactions will be recorded in this register:-

- 1) Adjustment of final bills against consumers' Security Deposits/CD.
- 11) Interest on consumers' Security Deposits/CD.
- 12) Interest on rural...

- iv) Adjustment of Deposits under ARFC Schemes.
- v) Adjustment of Deposits under Self Financing Schemes.
- vi) Discount for advance Deposit of Energy Bills.
- vii) Write off L & D Debts.
- viii) Adjustment of Misc. Deposits-Bill/Meter Challenge fees etc.
- ix) Adjustment of Deposit received/against damaged meters in respect of LS, MS, DS & other categories of consumers.

Refunds/credits given to the consumers through energy bills for these items, should be entered in the Allowance Adjustment Register-(Form SOP-6.) and JV prepared at the close of the month as under:-

i)		Adjustment of Final bills against consumers' Security Deposits/ED say SOP		Rs.	2500		
		ED		Rs.	300		
		<u>48,100/101</u>		Dr.		2600	
		48,120/121					
61.2		Revenue from SOP (Relevant category)		Cr.		2500	
23.2		Sundry Debtors for ED		Cr.		300	
		<u>2nd J.V. for ED</u>					
23.2		Sundry Debtors for E.D.	Dr.		300		
46.300		ED payable to State Govt.		Cr.		300	
		<u>ii) Interest on consumer's Security Deposits.</u>					
		a) Provision made in March-Say Rs. 7000/-					
70.601		Interest to consumers- Security Deposit.	Dr.		7000		
48.300		Interest on consumers' security Deposit payable		Cr.		7000	
		b) Refunds made through energy bills					
		Say <u>April</u> <u>May</u> <u>June</u>					
		4000 2000 1000					
43.300		Dr. 4000 2000 1000					
61.2		Revenue from SOP- (Relevant Category)		Cr.	4000 2000 1000		
		<u>iii) Interest on Rural Debentures</u> Say-Rs. 3000/-					
51.20 9		Interest accrued and due-RE Debentures (Public)	Dr.		3000		
61.251		Revenue from SOP- Agriculture		Cr.		3000/-	

iv) Adjustment of Deposits and Interest thereon under RPF Schemes.

a) As a first step, it may be ascertained from the Demand Notice or other available record as to whether (i) Dep't mode is refundable or permanent (ii) if refundable, whether interest is payable and (iii) if interest is payable, whether provision was made annually. If provision for interest was made annually prepare JV when refund of interest becomes due.

Say Principal amount is Rs. 5000/-

46.713	Interest accrued but not due- refundable deposits from consumers.	Dr.	1750	
48.310	Interest payable on refundable deposits from consumers.	Cr.	1750	

If no provision for interest was made annually, make provision now and prepare JV :-

83.7	Interest and other Finance Charges relating to previous years.	Dr.	1750	
48.310	Interest payable on refundable deposits from consumers.	Cr.	1750	

b) When Refund is made through Energy Bills

Industrial Bills

Say SOP	3500
ED	300

Adjustment of Principal

47.3	Deposits for Service Connections (Relevant Sub Account Code)	Dr.	3800	b)
61.2	Revenue from SOP (Relevant Category)	Cr.	3500	c)
23.2	Sundry Debtors for ED	Cr.	300	d)

2nd J.V. for E.D.

23.2	Sundry Debtors for ED	Dr.	300	a)
61.300	C.D. payable to State Govt.	Cr.	300	b)
	Balance of Principal if any and interest payable will be adjusted in Subsequent bills.			47.3

Subsequent Bill	SOP Rs. 4000
	ED Rs. 500

47.3	Deposit for Service Connections (Relevant Sub-account Code)	Dr.	1200
40.310	Balance of Principal Rs. 5000-3000	Dr.	1200
	Interest payable on refundable Deposits from consumers.	Dr.	1750
61.2	Revenue from SOP (Relevant category)	Cr.	2950

A.P. BILLS

Adjustments will be made as per monthly bills. Register will be maintained showing the monthly adjustment of principal and interest, till total amount is refunded to the consumers through monthly energy bills.

Principal

47.3	Deposit for Service Connection (Relevant Sub-account Code)	Dr.	Monthly amount of bill.
61.251	Revenue from SOP - Agriculture	Cr.	

Interest

40.310	Interest payable on Refundable Deposits from consumers.	Dr.	Monthly amount of bill.
61.251	Revenue from SOP - Agriculture	Cr.	

Adjustment of Deposits under Self Financing Scheme.

This scheme consists of :-

- a) Earnest money 200/DHP Say Rs. 1000/- Cr. 47.315
(To be adjusted against cost of Service Connection after compliance of Demand Notice)
- b) 100 Say Rs. 100 Cr. 48.120
- c) Cost of Service Connection. say Rs. 5000 Cr. 55.103
- d) Transformation Charges 1000/-/DHP Say Rs. 5000/- Cr. 47.310
(To be refunded after 5 years through energy bills, without interest)

Adjustment of Earnest Money

When Demand Notice is complied with

47.315	Earnest money for T/well connections under self financing scheme(SFs).	Dr.	1000
55.103	Consumers' contribution towards cost of assets Capital-P/bills	Cr.	1000
47.315	If Demand Notice is not complied with 50% of Earnest money, will be forfeited and the following adjustment will be made:-		
62.931	Earnest money for T/well connections under SFs.	Dr.	500
	Deposit	Cr.	500

d) Adjustment of Transformation Charges after 5-years through Monthly Energy Bills

47.316	Refundable Transformation Charges.	Dr.	Amount of Monthly Bill.
61.251	Revenue from SOP-Agriculture	Cr.	
vi)	<u>Discount on advance Deposit of A.P. Bills say Rs. 390/-</u>		
73.830	Discount allowed to consumers for advance payment of bills.	Dr.	390/-
61.251	Revenue from SOP-Agriculture	Cr.	390/-
vii)	<u>Write off of Bad Debts:</u>		
	SOP say Rs. 5000/-		
79.410	Bad Debts written off	Dr.	5000/-
	Dues from consumers.		
23.1	Sundry Debtor for SOP	Cr.	5000/-
	OR		
23.5	Dues from permanently Dis-connected consumers (Relevant Category)	Cr.	5000/-

(In case outstanding amount has been transferred to PDCIL)

viii) Adjustment of Miscellaneous Deposits
Charges on account of meter challenge fee, Bill challenge fee & duplicate bill fee should be recovered in cash through BA-10 receipt and may be credited to account code 46.926. In case, the meter/bill is found to be in order, the amount deposited by the consumer will be forfeited and adjusted as under:-

46.926	Misc. Deposits	Dr.	
62.930	Other incomes	Cr.	

When the bill rendered to the consumer is found to be incorrect or meter is found to be defective, the amount deposited by the consumer (say Rs. 750/-) will be refunded through energy bill for which entry will be recorded in S.C.A. register and JV prepared as under:-

46.926	Misc. Deposits	Dr.	750/-
61.2	Revenue from sale of power (Relevant ext Sub Account code)	Cr.	750/-

ix) Adjustment of Deposit received against Damaged Motors in respect of LS, MS, DS and other categories of consumers (S y Rs. 12,000/-).

If intimated by MS Lab. that meter is repairable, repair charges (say Rs. 7000/-) JV will be prepared as under:-

47.601	Deposits received against burnt meters.	Dr.	Rs. 7000/-
62.930	Misc. Income.	Cr.	Rs. 7000/-

The balance amount of (Rs.5000/-) will be refunded through energy bills and adjusted as under :-

	Rs.	Rs.
47.601- Deposits received against burnt meters.	Dr. 5000.00	
61.2 - Revenue from SCP (relevant Sub Account Code)		Cr. 5000.00

If meter is reported by the ME Lab. to be irreparable, the following JV will be prepared :-

47.601- Deposits received against burnt meters.	Dr. 12000.00	
62.940- Receipts on account of damaged meters.		Cr. 12000.00

3. Employees Concession

The Computer supplies separate figures for concession to Board employees and should be adjusted as under :-
Suppose :-

S.O.P	Rs. 3500	
Meter Rental	Rs. 200	
75.760- Other Welfare Expenses		Dr. 3700
61.202 - Revenue from SCP-Domestic		Cr. 3500
61.601- Meter Rent/Service line Rental		Cr. 200

4. Dishonour of C-cheques

On receipt of dishonoured cheque from the bank, procedure laid down in Chapter 04 of the Cash and Bank Manual should be followed. Remarks of dishonour of cheque should be recorded against the entry in CCR Book/Billing Ledger. Dishonoured cheque should be returned to the consumer immediately. When consumer makes payment within the same month/Billing cycle receipt should be issued in Form BA-16 and entry made directly in Main Cash Book under the Group Head 23.3-Cr. (For net amount of Bill) and 62.250-Cr. (For Surcharge where payment is made after due date).

The amount of dishonoured cheque (s) should be deducted from monthly progressive totals of CCR Book at the close of month.

In case of computerised billing system, if payment of bill against dishonoured cheque is not received within the

contd...17/---

(10)

billing cycle, the gross amount of the bill (SOP + ED + Sur charges) should be entered in the S.C. and A Register (Form S.C.T-6). This will be included in the advice of Sundry Charges to be sent to the Computer Centre for adjustment in the next billing cycle. The amount of assessment thus increased during the next billing cycle should be adjusted through JV as under :-

EXAMPLE :

	SOP	700			
	ED	80			
	Surcharge	70			
23.1-	Sundry Debtors for SOP	(-)	Dr.	700	
23.2-	Sundry Debtors for ED	(-)	Dr.	80	
61.2	Revenue from SOP	(-)	Cr.	770	
61.5	E.D. and other state levies	(-)	Cr.	80	
62.250-	Delayed payment charges from consumers	(+)	Cr.	70	

5. Stub (s) not posted by Computer Centre

In cases, where the stub (s) is/are rejected by the computer, the entry should be made in the S.C. and A Register (Form SOP-6) under allowances for the gross amount of the bill (SOP + ED and Surcharges). This will be included in the advice of allowances to be sent to the Computer Centre for adjustment in the next billing cycle. As this will reduce the assessment for the next month/billing cycle to the extent of amount of the refund, a JV should be prepared at the close of month as detailed below :-

23.1-	Sundry Debtor for supply of Power (excluding Surcharge)		Dr.	
23.2-	Sundry Debtor for ED		Dr.	
61.2	S.O.P including Surcharge		Cr.	
61.5-	Electricity Duty.		Cr.	
62.250-	Surcharge		(-)Cr.	

EXAMPLE :

Amount of rejected stub(s)

S.C.P	850
E.D	110
	<u>960</u>

(11)

Amount of surcharge levied in the next billing cycle. R. 85

Refund to be allowed through SC&A register (SCP-6) R. 1045

92

This will be included in the advice to be sent to the Computer Centre.

JV will be prepared as under :-

23.1- Sundry Debtor for supply	Dr. 850	
		Dr. 110
61.2- S.O.D	Cr.	930
61.5 - E.D	Cr.	110
62.250- Surcharge	(-) Cr.	85

6. Amount of Bill

If a bill is deposited in 'A' Sub Division

If a bill is deposited in 'B' Sub Division

EXAMPLE :

	R. 250	
	R. 40	
a) Action :	Sub Division	4 copies
	Sub Div	4 copies
as under :-		Rs.
'A' Sub Div	Cr. 23.1	250
'A' Sub Div	Cr. 23.2	40
'B'	(-) Cr. 23.1	250
'B'	(-) Cr. 23.2	40

4 copies of JV will be sent to Division for incorporation in the monthly accounts. One copy of JV will be sent to 'A' Sub Division. On receipt of JV 'A' Sub Division will make entry in SC&A Register under allowances (Form SCP-6) for the gross amount of the bill (SCP + ED + Surcharge). As this will reduce the assessment for the next month/billing cycle to the extent of the refund, a JV should be prepared as under :-

23.1- Sundry Debtor for Supply of Paper	Dr. 250
23.2- Sundry Debtor for ED	Dr. 40
61.2 Revenue from SCP	Cr. 275
61.5 E.D	Cr. 40
62.250- Delayed pay charges from consumers (-)	Cr. 25

7. Refund of ED under exemption granted by the State Govt.

In case of refund of ED under the exemption granted by the Punjab Govt., is made through the energy bill, the entry should be made in SC&A register (Form SCP-6) under the allowances. This will reduce assessment of ED during the month. As a result of lumpsum refund of ED, the bill rendered to the consumer might be in minus where as the amount of SCP will remain unrealised. Therefore, a JV should be prepared and accounted for as under.

- 23.1- Sundry Debtors for Sale of Power (+) Cr.
- 23.2- Sundry Debtors for ED (-) Cr.

For Example :

i) Amount of refund of ED	Say Rs. 40,000/-
ii) Amount of bill	SCP Rs. 5,000/-
iii) Net amount payable	(-) Rs. 35,000/-
	(Credit side)

JV :

- 23.1- Sundry debtor for supply of Power. Cr. 40,000
- 23.2- Sundry debtors for ED (-) Cr. 40,000

B. Permanently Disconnected Consumers' Ledger (PDCL)

The defaulting amount outstanding against permanently disconnected consumers should be transferred to PDCL Ledger, when the reconnection period is over or when the account of the consumer is deleted by Computer from billing ledger. The following JV should be prepared.

EXAMPLE :

- SCP Rs. 350/-
- ED Rs. 70/-
- 23.1- Sundry Debtors for SCP (-) Dr. 350
(Relevant Category)
- 23.2- Dues from permanently Disconnected consumers Dr. 350
(Relevant category)

The dues on account of Electricity duty should be transferred to PDCL ledger but ED should remain booked under Sub Account Code 23.2 and on recovery of ED subsequently, sub Account Code 23.2 should be credited, as here to fig.

9. Provision for Unbilled Revenue :

The adjustment for unbilled revenue and units (excluding ED) on estimated basis, where ledgers have not been issued by 31st March (as illustrated below) should be carried out by debit to 23.4 (relevant sub account code). Likewise provision for unbilled meter/service rentals may be made where bills for the month of March has not been issued.

i) No. of days or days between the last meter reading date & 31st March.		16 days
ii) No. of days of previous billing cycle (GSC)		60 days
iii) Revenue for preceding billing cycle.		Rs. 500,000
iv) Units consumed in preceding cycle		6,00,000 units
A) Unbilled Revenue	Rs. $\frac{5,00,000 \times 16 \text{ days}}{60 \text{ days}}$	Rs. 1,33,332
B) Unbilled Units	$\frac{6,00,000 \times 16 \text{ days}}{60 \text{ days}}$	160,000 units

The JV for provision should be prepared as under :-

23.4-Provision for unbilled revenue (relevant category sub account code)	Dr. Rs. 135,032/-
61.2-Revenue from Sale of Power (relevant category sub account code).	Cr. Rs. 133,332
61.6- Meter rental/service Lines rental.	Cr. (say) Rs. 1700/-

The entry for provision is to be reversed in the monthly account of April and JV prepared as under :-

23.4-Provision for unbilled revenue (relevant category sub account code)	(-) Dr. Rs. 135,032/-
61.2- Revenue from Sale of Power (relevant category sub account code)	() Dr. Rs. 133,332/-
61.6-Meter Rental/Service Lines Rental	() Dr. Rs. 1700/-

It should be ensured that the above amount is debited to the account code 61.2 and 61.4 except in case of above entry.

(14)

10. Security Ledger

After the posting of receipt of security deposit and ACD for the month in Security ledger prepare abstracts as under.

a) Adjustment of Final bills against the Security Deposit/ACD

Sr. No. of Security Ledger.	Item No.	Account No.	Amount Adjusted		Item No. & Page of SCP-6A Register	JV No. & date
			Security	ACD		

(b) Final Payment of Balance of Security Deposit/ACD

S.No.	Item No.	Account No.	Amount Paid		Vr.No. & date
			Security	ACD	

Main Abstract

Amount	
Security	ACD

- i) Opening Balance
- ii) Receipts during the month
- iii) Total (i + ii)
- iv) Final Bills adjusted
- v) Balance payments made to the consumers.
- vi) Total (iv + v)
- vii) Closing Balance III-VI

1i) The specimen annotated proofines of the abstracts/JV as below are enclosed for the guidance of staff :-

- a) Monthly Abstract of Sundry Charges and Allowances. (Register SCP-6)
- b) Monthly Abstract of adjustment of Register of allowances. (SCP-6A)
- c) Main Revenue Ledger Abstract Cum JV.

contd.....

Total amount debited to Sundry Debtors for Sale of Power of 23.1 61.5 118,350 11,290

Total amount 118,350 11,290

Month

Consumer Category/
21,111/10
Group

Units consumed
Current year
Prior period

Amounts credited to Sub Account Codes

Annexure 'A'

Charges

Allowances

Revenue from Sale of Power (Categorywise sub e/c code)

Revenue from Sale of Power (Categorywise sub account)

Recoveries or theft of power/ malpractices (Sub Account Code wise)

Reconnection fee including other charges

Delayed payment charges

Prior period income

Energy and other charges

Theft and malpractices

Receipt on account of damaged meters

Misc. Income;

Deposit received against burnt meters.

Additional security

Additional ACD

Service connection charges (Sub account code wise)

Electricity Duty

Total amount debited to:

Sundry Debtors for Sale of Power

Sundry Debtors for Sale of Power

23.1

118,350

61.5

11,250

48,101

2,000

48,121

5,000

55.1

9,000

118,350

11,250

118,350

11,250

No. 8

cts/W
ices

Total amount debited to:

Sundry Debtors for Sale of Power

MONTHLY ABSTRACT OF ADJUSTMENT REGISTER OF ALLOWANCES (SOP-6A)

ANNEXURE - B

Consumer	Category	Month	Amount debited to Account Codes	Sub Account Code	Amount
			Security Account from consumers	48.100	250
			Additional Security Deposit	48.101	50
			Advance consumption deposit	48.120	2300
			Refundable deposits (Detail Sub A/C Code wise)		
			Interest on refundable deposits	48.121	200
			Interest on rural debentures	48.300	7000
			Discount on advance payment of bills	47.3	15000
			Misc. Deposits	48.310	5250
			Deposits received against burnt meters	51.209	3000
				78.830	390
				46.926	750
				47.601	5000
					<u>39190</u>
			Total amount credited to (Revenue from Sale of Power)	61.2	37690/-
			(Relevant category sub account Code)		
			Sundry Debtor for E.D	23.2	1500/-

Sub Divi
Acc
2.
Deb for Cred
1) Rev (Cn) El
ii) Met Rem
iii) Rec Pow (Cons)
iv) Misc Cons
a) S
b) F
c) F
v) Dela from
vi) Eric
a) F
b) T
2. Debt for Cred stat
3. Cont Debt and Cred oth

APPENDIX D

1. TEO/JV for amounts relating to other heads but not credited to 61.2 through SCA Register (SCF-C)

Credit :	62.940	1200
	62.930	500
	47.601	12000
	48.101	2000
	48.121	5000
	55.01	9000
		<u>29700</u>

(-) (Credit) Revenue from Sale of Power 61.2 29700
(Categorywise sub account code)

2. TEO/JV for amounts relating to other heads but refunded through energy bills and entries recorded in adjustment register of allowances (SCF-SA)

Debit :		P.	P.
	48.100	350	
	48.101	50	
	48.120	2300	
	48.121	700	
	48.300	7000	
	47.3	15000	
	(Sub Account Code Wise)		
	48.310	5250	
	51.209	3000	
	78.830	390	
	46.926	750	
	47.160,	5000	
		<u>39190</u>	39190

Credit : Revenue from Sale of Power (Categorywise Sub account : 61.2 Code) 37690

Sundry Debtors for ED 23.2 1500

2nd N of ED

Dr. Sundry Debtors for ED 23.2 1500

Cr. ED payable to State Govt. 46.300 1500

PSPCL Punjab State Power Corporation Limited

(Office of the Chief Financial Officer/WM&G Section)

Regd. Office: PSEB Head Office, The Mall, Patiala
Web site: www.pspcl.in

CIN No. U40109PB2010SGC033813
Phone no. 0175-2213223
Accounts Circular No. 1/2019

To

- 1. All Addl. SEs/Sr. Xens/RE in PSPCL
- 2. All Xens/AEEs/AEs in PSPCL

Memo No: 29/838/CAC-37/Vol-16 Date: 28.01.2019

Sub:- **Introduction of Time of Day (TOD) tariff for NRS/BS consumers.**

In view of instructions issued by the office of EIC/Commercial, SE-Sales-2 vide memo. no. 894/98/Tariff FY 2018-19 dated 24.04.2018 (Commercial Circular No. 25/2018), the account head (nomenclature) of the following account codes are changed in the booklet "Chart of Accounts" [Commercial Accounting System Vol.-I, Part-I], as under:-

<u>Account Code</u>	<u>Account Head</u>
61.216	Sale of Power-Commercial supply Rebate allowed to consumers during off peak hours/Rebate on higher consumption
61.276	Sale of Power-Bulk supply Rebate allowed to consumers during off peak hours/Rebate on higher consumption

This issues with the approval of Chief Financial Officer, PSPCL, Patiala.


[Signature]
Accounts Officer/WM&G
PSPCL, Patiala 28/1/19

Endst.No. 839/1113/CAC-37/Vol-16 Date: 28.01.2019

Copy of the above is forwarded to the following offices for information & necessary action please:-

- 1. All Engineers-in-Chief/Chief Engineers in PSPCL
- 2. Chief Financial Officer, PSTCL, Patiala
- 3. All CAOs, FA & CAO in PSPCL
- 4. All Dy.CE/SEs in PSPCL
- 5. Chief Auditor, PSPCL, Patiala.
- 6. All Dy. CAOs/ Dy.CAs, Dy.FAs, in PSPCL
- 7. All Accounts Officers in PSPCL

[Signature]
Accounts Officer/WM&G
PSPCL, Patiala 28/1/19


Punjab State Power Corporation Limited

(Office of the Chief Financial Officer/WM&G Section)

Regd. Office: PSEB Head Office, The Mall, Patiala
Web site: www.pspcl.in

CIN No. U40109PB2010SGC033813
Phone no. 0175-2213223

Accounts Circular No. 02/2018

1. All Addl.SE's/Sr.Xen's/Operation in PSPCL
2. All Xen's/AEE's/AE's/In charge Sub offices/Operation, PSPCL
3. All Sr.AO's/AO's in PSPCL.

Memo No: 504/759 /WM&G/CAC-37/Vol-XV Dated: 09-03-2018

Subject: Accounting of Fixed Charges under Two Part Tariff and Subsidies.

Accounting of Fixed Charges: PSPCL vide Commercial Circular No. 47/2017 dated 10.11.2017, has circulated revised General Conditions of Tariff and Schedule of Tariff for FY 2017-18 as approved by Hon'ble PSERC. As per clause 9.2 of 'General Condition of Tariff' Two Part Tariff comprising of 'Fixed Charges' and 'Energy Charges' has been made applicable to all categories of consumers (except AP, AP High-Technology/High Density Farming, Start-up Power and Golden Temple and Durgiana Mandir). 'Fixed Charges' are applicable w.e.f 01.01.2018 on the categories of consumers as mentioned above.

In this regard, new Account codes are opened and nomenclature of existing A/c code 61.243 is changed in the Chart of Accounts to account for accounting of Fixed Charges as under:-

61.204	Fixed Charges-Domestic Supply.
61.214	Fixed Charges-Commercial Supply.
61.224	Fixed Charges-Small Power Supply.
61.234	Fixed Charges-Medium Supply.
61.243	Fixed Charges-Large Supply (Renamed)
61.264	Fixed Charges-Public Lighting Supply.
61.274	Fixed Charges-Bulk Supply.
61.314	Fixed Charges-Railway Traction Supply.

Explanation: These account codes will be credited with the amount assessed as Fixed Charges levied w.e.f 1.1.2018 per contra debit to 23.1/63.1 (category wise).

Accounting of Subsidies: For proper accounting of subsidies, it has also been decided to open below mentioned account codes and to change the nomenclature of existing A/c Code 63.130, for accounting the subsidy against free/concessional supply of electricity to consumers as under:-

63.130	Subsidy for free electricity supply to SC DS families (Renamed).
63.131	Subsidy for free electricity supply to Non-SC BPL DS families
63.132	Subsidy for free electricity supply to BC DS families
63.133	Subsidy for free electricity supply to Freedom Fighters' families

Explanation: Subsidy against energy charges, meter rent and fixed charges will be credited in these account codes per contra debit to A/c code 28.621.

- 63.151 Subsidy for concessional electricity supply to SP Consumers
- 63.152 Subsidy for concessional electricity supply to MS Consumers
- 63.153 Subsidy for concessional electricity supply to LS Consumers

Explanation: Amount of subsidy against SP, MS and LS categories, including subsidies mentioned in Commercial circular 12/2018 date 23.2.2018 shall be credited to these account codes per contra debit to 28.621.

Further, nomenclature of Account code 28.621 and 28.623 is hereby changed as under:

A/c Code	Existing A/c Head	New Head
28.621	Subsidy receivable from Govt. of Punjab on account of free electricity supply to the families of Scheduled Caste/BPL/Non SC Domestic Consumers	Subsidy receivable for free electricity supply to consumers, other than AP consumers.
28.623	Subsidy receivable from Govt. of Punjab on account of free electricity supply to Agriculture Tube well Consumers in respect of those AP Consumers who have not cleared their bills for the period pertaining up to 31.8.2005	Subsidy receivable for free electricity supply to AP consumers.

Field offices are requested to account for fixed charges and subsidies strictly as per above mentioned account codes.

This issues with the approval of Chief Financial Officer, PSPCL.

Accounts Officer/WM&G,
PSPCL Patiala.

Endst No. 760/935 /WM&G/ CAC Vol XV

Date 09-03-2018

Endst.No. WM&G /CAC-37/Vol. Dated:

Copy of the above is forwarded to the following offices for information & necessary action please: -

1. All Engineers-in-Chief/Chief Engineers in PSPCL
2. All CAOs, FA & CAO in PSPCL
3. All Dy. CEs/SEs in PSPCL
4. Chief Auditor, PSPCL, Patiala.
5. All Dy. CAOs/ Dy. CAs, Dy. FAs, in PSPCL
6. RAO, PSPCL, Patiala.
7. SE/IT, PSPCL, Patiala for placing on website.

[Signature]
Accounts Officer/WM&G,
PSPCL Patiala.
9/3/18



Punjab State Power Corporation Limited

[Office of the Chief Financial Officer/WM&G Section]

Regd. Office: PSEB Head Office, The Mall, Patiala CIN No. U40109PB2010SGC033813
Web site: www.pspcl.in Phone no. 0175-2213223

Accounts Circular No.06/2018

To

1. All Addl. SEs/Sr. Xens / REs in PSPCL
2. All Accounts Officers in PSPCL

Memo No: 1837/2065 /WM&G/CAG-37/Vol-XV
Dated: 31.05.2018

Sub: Opening of New Account Code-- Regarding Voltage Surcharge.

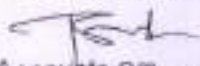
The Following new account code is added in the booklet "Chart of Accounts" (Commercial Accounting Systems Vol-I Part-I) as under:-

<u>Account code</u>	<u>Account Head</u>
61.207	Sale of Power—Domestic Supply- Voltage Surcharge.
61.217	Sale of Power-Commercial Supply- Voltage Surcharge.
61.277	Sale of Power- Bulk Supply- Voltage Surcharge.

EXPLANATION

Levy of Voltage surcharge shall be credited to these account codes per contra debit to 23.1 (Category wise).

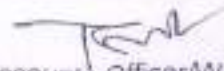
This issues with the approval of Chief Financial Officer, PSPCL, Patiala


Accounts Officer/WM&G,
PSPCL, Patiala

Endst.No. 2066/2191 /WM&G /CAC-37/Vol-XV Dated: 31.05.2018

Copy of the above is forwarded to the following offices for information & necessary action please: -

1. All Engineer-in-Chiefs/Chief Engineers in PSPCL
2. All CAOs, FA & CAO in PSPCL
3. All Dy. CEs/SEs in PSPCL
4. Chief Auditor, PSPCL, Patiala
5. All Dy. CAOs/ Dy. CAs, Dy. FAs, in PSPCL
6. RAO, PSPCL, Patiala
7. SE/IT, PSPCL, Patiala for placing on website


Accounts Officer/WM&G,
PSPCL, Patiala



(Office of the Chief Financial Officer/WM&G Section)

Regd. Office: PSEB Head Office, The Mall, Patiala
Web site: www.pspcl.in

CIN No. U40109PB2010SGC033813
Phone no. 0175-2213223

Accounts Circular No.09/2018

To

1. Chief Engineer/HRD, PSPCL, Patiala.
2. Principal TTI, PSPCL, Patiala.

Memo No:2990/91/WM&G/CAC-37/Vol-XV Dated: 22.06.2018

Sub: Opening of new account code for training income/expenditure.

In view of your office memo no. 1243 dated 17.1.2018, new account codes 62.921, 63.121 and 76.168 are added in the booklet "Chart Of Accounts"(Commercial Accounting System Vol-I, Part-I) and the account head (nomenclature) of account code 28.878 is changed as under:

<u>Account Code</u>	<u>Account Head</u>
63.121	Financial Assistance received under National Training Programme for imparting training
76.168	Expenses incurred on Training by TTI
62.921	Income from outside parties for imparting training by PSPCL
28.878	Recoverable from outside parties for imparting training by PSPCL
	Explanation
28.878 & 62.921	The amount becoming due from outside parties for imparting training by PSPCL shall be credited to account code 62.921 per contra debit to account code 28.878 without waiting for recovery.

This issues with the approval of competent authority.


Accounts Officer/WM&G,
PSPCL, Patiala

Endst.No. 2992/3367/WM&G /CAC-37/Vol-XV Dated 22.06.2018

Copy of the above is forwarded to the following offices for information & necessary action please:-

1. All Engineers-in-Chief/Chief Engineers in PSPCL
2. All CAOs, FA & CAO, Chief Auditor, and Cost Controller in PSPCL
3. All Dy.CEs/SEs in PSPCL
4. All Dy. CADs/ Dy.CAs, Dy.FAs, in PSPCL
5. All Addl SE/Sr.Xen, PSPCL
6. All Sr. AOs/ADs in PSPCL
7. RAO, PSPCL, Patiala.


Accounts Officer/WM&G,
PSPCL, Patiala

PSPCL Punjab State Power Corporation Limited
{Office of the Chief Financial Officer/WM&G Section}

Regd. Office: PSEB Head Office, The Mall, Patiala
 Web site: www.pspcl.id

CIN No. U40103PB2010SGC03813
 Phone no. 0175-2213223
 Accounts Circular No. 20/2018

To

1. All Addl. S.Es/Sr. Xens/ REs in PSPCL
2. All Accounts Officers in PSPCL
3. All AEE/AES in PSPCL

Memo No: 6759/7592/CAC-37/Vol-15

Date: 17.12.2018

Subj:-

Regarding opening of new account codes for Social Security Surcharge.
 A Notification dated 18.04.2018 has been issued by the Department of Legal and Legislative Affairs, Punjab regarding "The Punjab Social Security Act, 2018". A provision for the levy of Social Security Surcharge on electricity bill has been made in this Notification as per Para No. 3(IV) which is as under:-

--a Social Security Surcharge at the rate of five percent of monthly electricity bill. Provided that the minimum liability of the consumer shall not be less than rupee twenty five per month and the maximum liability of the consumer shall not exceed rupee ten thousand per month.
 In view of the above and for proper accounting of the Social security Surcharge, the following new account codes are added (after withdrawing account circular no. 6/2016) in the booklet 'Chart of Accounts' (Commercial Accounting System Vol.-I, Part-I) as under:-

<u>Account Code</u>	<u>Account Head</u>
* 23.251	Sundry debtor for Social Security Surcharge on electricity-Domestic
23.252	Sundry debtor for Social Security Surcharge on electricity-Commercial
23.253	Sundry debtor for Social Security Surcharge on electricity-Small Power
23.254	Sundry debtor for Social Security Surcharge on electricity-Medium Supply
23.255	Sundry debtor for Social Security Surcharge on electricity-Large Supply
23.257	Sundry debtor for Social Security Surcharge on electricity-Public Lighting
23.258	Sundry debtor for Social Security Surcharge on electricity-Bulk Supply
23.259	Sundry debtor for Social Security Surcharge on electricity- any other category

* Change of Name of 23.251

to Sundry Debtors for water & sewerage user charges (6/2016)



{Office of the Chief Financial Officer/WM&G Section}

Regd. Office: PSEB Head Office, The Mall, Patiala
Web site: www.pspcl.in

CIN No. U40109PB2010SGC033813
Phone no. 0175-2213223
Accounts Circular No. 20/2018

To

- 1. All Addl. S.Es/Sr. Xens./REs in PSPCL
- 2. All Accounts Officers in PSPCL
- 3. All AEE/AEs in PSPCL

Memo No: 6759/7592/CAC-87/Vol-16 Date: 17.12.2018

Sub:-

Regarding opening of new account codes for Social Security Surcharge.

A Notification dated 18.04.2018 has been issued by the Department of Legal and Legislative Affairs, Punjab regarding "The Punjab Social Security Act, 2018". A provision for the levy of Social Security Surcharge on electricity bill has been made in this Notification as per Para No. 3(IV) which is as under:-

--a Social Security Surcharge at the rate of five percent of monthly electricity bill:

Provided that the minimum liability of the consumer shall not be less than rupee twenty five per month and the maximum liability of the consumer shall not exceed rupee ten thousand.

the account codes as under (after amending account circular No. 6/2016) in the Chart of Accounts for Commercial and Industrial system Vol.-I, Part-I as per-

Account Head

- Sundry debtor for Social Security Surcharge on electricity-Domestic
- Sundry debtor for Social Security Surcharge on electricity-Commercial
- Sundry debtor for Social Security Surcharge on electricity-Small Power
- Sundry debtor for Social Security Surcharge on electricity-Medium Supply
- Sundry debtor for Social Security Surcharge on electricity-Large Supply
- Sundry debtor for Social Security Surcharge on electricity-Other

37
27.743
9

any other category

C of Name of 23.251

6 sundry debtors for water & sewerage user charges (6/2016)

Accounting treatment:-

(In the books of field accounting units)

Sr. No.	Particular	Account code (Debit)	Account code (Credit)
1	JV - Sundry debtor for Social security Surcharge - Social Security Surcharge on electricity - Security Surcharge payable (Contra) - Social Security Surcharge Payable to Punjab Govt. (Being the amount assessed (billed) to consumers on account of Social Security Surcharge)	23.251 to 23.259 61.546	61.511 to 61.519 46.306
2	Cash Book - GH 24 - Sundry debtor collection account (Being on collection of bill amount from consumers)	24	23.3
3	JV - Sundry debtor collection account - Sundry debtor for Social security Surcharge (Being transfer of amount collected from consumers to category wise)	23.3	23.251 to 23.259
4	- Social Security Surcharge Payable to Pb Govt. - Blank Code (Being amount transferred to the office of AO/Banking Drawing, on realization of Social Security Surcharge for payment to Punjab Govt.)	46.306	37.000

In the books of AO/Banking and Drawing:-

1	- Blank code - Social Security Surcharge Payable to Pb. Govt. (Being amount transferred from field offices for payment to Punjab Govt.)	37.000 (-)46.306	
2	Cash Book - Social Security Surcharge Payable to Pb. Govt. - Disbursement bank	46.306	GH 24.4

Punjab State Power Corporation Limited

Office of Chief Financial Officer

Regd. Office: PSEB Head Office, The Mall Patiala- 147001
 Phone No. 0175-2213223 Email: cfo@pspcl.in
 Corporate Identity Number: U40109PB2010SGC033813 Website: www.pspcl.in
 Accounts Circular No. 5/2017

To

1. All Addl.SEs/Sr.Xens / REs in PSPCL
2. All AEEs/AEEs
3. All Accounts Officers in PSPCL

Memo No: 1589/2138 /WM&G/CAC-16/Vol-II Dated: 12.4.17

Subj: **Accounting of Interest on securities (meter and consumption), deduction & deposit of Tax Deducted at Source from there to.**

The instructions for making provision for Interest on Security in the month of March and its adjustment in the first bill issued in the next financial year were issued vide CAO/PSEB, Patiala memo no.4709-5235/CAC-16 dated 16.3.1993 and the same were reiterated vide Accounts circular no. 20/2013 circulated vide memo no. 7249/7798/WM&G/CAC-16/Vol-II dated 14.11.2013. But it has been observed that these instructions are not being followed meticulously. As a result of which the Revenue Monitoring Reports reflects the abnormal per unit rate of SDP. The Management has viewed it seriously.

Therefore the procedure for accounting of Provision of Interest on Securities (meter and consumption) deposited by the consumers and TDS deducted is again reiterated as under:-


1. *Sub divisional office shall prepare or have category wise list of consumers showing the Account No., Name of consumer and Security Deposit, from the Computer Cell.*
2. *At the year end sub division office shall calculate consumer wise interest accrued on securities and TDS thereon if any (as per the instruction issued by Income Tax department from time to time) for the period 1st April to 31st March or for the specific period for which the interest is payable.*
3. *Sub Division office shall prepare the journal Voucher as follows and send it along with list of consumers so prepared to division office for adjustment in the account for the month of March.*
Debit 78.601 Interest to consumers- Security deposits
Credit 48.300 Interest payable on consumer's security deposits
Credit 46.923 Income Tax deducted at source on payment of interest on borrowings, payment to contractors and other payments
4. *Sub Division office shall also arrange to obtain the copy of PAN Card of the consumers whose TDS has been deducted.*
5. *The TDS deducted shall be deposited by the DDO on or before the dates prescribed by the Income Tax Department from time to time.*

6. The responsibility to supply the complete documents i.e. copy of PAN shall rest with the Sub division and the responsibility to issue Form-16 to the respective consumers for the amount deposited shall rest with the DDO.
7. Sub Division office shall ensure to give credit of net amount of interest (after deducting TDS if any) to the consumer as per instructions contained in Electricity Supply Code and related Matter Regulations 2007, Electricity supply instructions manual and Conditions of supply through their electricity bills.
8. Sub Division office shall also ensure to adjust the Journal Voucher for the adjustment of allowances given to the consumer on account of interest, in the revenue account of the same month by debiting Account Code 48.300 and contra credit to account code 61.2.
9. As the adjustment of interest on securities (meter and consumption) through the bills affect the revenue of that month, therefore the Divisional office shall also ensure the adjustment of the Journal Voucher as mention in the Sr.No.8 above in the same month.
10. Chapter 46 Accounting for interest payable on Security (Meter and Consumption) deposit from consumers of "Sale of Power" (Edition 1992) is also amended as per Annexure 'A' attached.

Further vide Dy CAO/A&R office memo no. 2252/2451 dated 2.3.2016, it has been clarified that the income tax from the interest on securities has to be deducted at the time of payment or credit to the books of accounts whichever is earlier. Transfer to any account like suspense account other than the party account will be 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 March is 30th April. In view of this the TDS to be deducted from the provision made on account of Interest of Consumer security has to be deposited on or before the 30th April.

The above instructions must be followed in letter and spirit so that per unit rate must not portray any abnormally in any month.

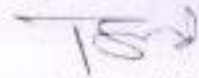
This issues with the approval of Chief Financial Officer, PSPCL, Patiala.


Accounts Officer/WM&G,
PSPCL, Patiala.

Endst.No. 2139/2264 /WM&G /CAC-16/Vol-II Dated: 12.4.17

Copy of the above is forwarded to the following offices for information & necessary action please:-

1. All Engineer-in-Chiefs/Chief Engineers in PSPCL
2. All CAOs, FA & CAO in PSPCL
3. All Dy.CEs/SEs in PSPCL
4. Chief Auditor, PSPCL, Patiala.
5. All Dy. CAOs/ Dy. CAs, Dy.FAs, in PSPCL
6. RAO, PSPCL,Patiala.


Accounts Officer/WM&G,
PSPCL, Patiala

Accounts Circular -5/2017

Annexure 'A'

46-Accounting for interest payable on Security (Meter and Consumption) deposit from consumers		
Responsibility	Action	Timing
Ledger Keeper	1. Scrutinize the consumer security deposit ledgers (SOP-25) and prepare a list in duplicate of consumers to whom interest has become payable on such deposits in accordance with the rules of the Corporation. Enter the period for which the interest is to be paid in the list.	At the year end
UDC Revenue	2. Calculate the interest amount payable to them at SBI's Long term PLR prevalent on the first of April of the relevant year and TDS thereon if any (as per instruction issued by Income Tax Department from time to time) enter the same in the list.	At the year end
	3. Collect the copies of PAN Card of the consumers whose amount of Interest exceed the minimum limit of TDS Deduction.	
	4. Forward the list to RA.	
Revenue Accountant	5. Check that all the security deposit on which the interest has become payable have been included in the list.	At the year end
	6. Check Interest Amount and TDS Calculated.	
	7. To obtain the copies of PAN Card and attached with the list.	
	8. Prepare the journal voucher in the triplicate and get it approved by AEE/AE.	
AEE/AE	9. Ensure that all the consumers whose TDS require to be deducted have supplied the copies of PAN Cards. If any consumer has not supplied the same, it shall be his responsibility to get the same collected.	
Ledger clerk	10. Receive the list approved by AEE/AE and enter the same in the adjustment register for Sundry allowances to give credit for Net interest after TDS (if any) through first energy bill of the next financial year as per Sale of Power manual.	
UDC Revenue	11. On permanent disconnection of consumer's connection, calculate the interest amount accrued and due on security amount till the relevant date and prepare the journal voucher for interest accrued and due.	As and when
	12. Get the calculation checked by RA and JV approved from SDO	
	13. Forward the JV to Ledger clerk.	
Ledger clerk	14. Post the interest accrued and due in the adjustment register for sundry allowance so as to adjust it against the amount due from consumer before issue of final bill.	Same Day

Punjab State Power Corporation Limited

Office of Chief Financial Officer

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

Phone No. 0175-2213223

Email: cfo@pspcl.in

Corporate Identity Number: U40109PB2010SGC033813 Website: www.pspcl.in

Accounts Circular No. 06/2017

To

1. All AddLSEs/Sr.Xens / REs in PSPCL
2. All Accounts Officers in PSPCL.

Memo No: 2277/2498 /WM&G/CAC-37/Vol-XIV

Dated: 21.04.2017

Sub: Opening of New Account Codes.

The following account codes are added in Booklet 'Chart of Accounts' (Commercial Accounting System Vol-I Part-I).

<u>Account Code</u>	<u>Account Head</u>
62.919	Rebate availed for timely payments against purchase of power/ transmission charges.
62.920	Penalty imposed on suppliers/Contractors for infringing any of the provisions/conditions of the Purchase Order/Contract.
62.211	Interest received on refund of Income Tax.

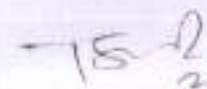
EXPLANATION

Self Explanatory

Further, the Account Head of the account code 62.930 is changed as under:-

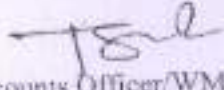
<u>Account Code</u>	<u>Existing Account Head</u>	<u>New Account Head</u>
62.930	Other Incomes	Miscellaneous Incomes

This issues with the approval of Chief Financial Officer, PSPCL, Patiala.


 21.4.17
 Accounts Officer/WM&G,
 PSPCL, Patiala

Copy of the above is forwarded to the following offices for information & necessary action please: -

1. All Engineer-in-Chiefs/Chief Engineers in PSPCL.
2. All CAOs, FA & CAO in PSPCL
3. All Dy.CEs/SEs in PSPCL
4. Chief Auditor, PSPCL, Patiala.
5. All Dy. CAOs/ Dy.CAs, Dy.FAs, in PSPCL
6. RAO, PSPCL, Patiala.
7. SE/IT, PSPCL, Patiala for placing on website.


Accounts Officer/WM&G,
PSPCL, Patiala

PSPCL Punjab State Power Corporation Limited

{Office of Chief Financial Officer}

Regd. Office: PSEB Head Office, The Mall Patiala-147001
Phone No. 0175-2213223 Email: cfo@pspcl.in
Corporate Identity Number: U40109PB2010SGC033813 Website: www.pspcl.in

Accounts Circular No. 21 /2017

To

1. All Addl. SE's/Sr.Xen's/REs in PSPCL
2. All Xen's/AEE's/AE's/In charge Sub offices/Operation, PSPCL
3. All Sr.AO's/AO's in PSPCL.

Memo No: 7870/8231 /WM&G/CAC-37/Vol-XIV Dated: 26.12.2017.

Subject:- Accounting of Municipal Tax levied on consumption, use or sale of electricity.

Please refer to Commercial circular No. 57/2017 dated 12.12.2017 issued by the office of SE/Sales-II, PSPCL, Patiala vide memo No. 440/444/S-V/177 dated 12.12.17 vide which the office of SE/Sales-II has referred notification No. 03/15/2007-1lg3 (4lg3)/1111156/1 dated 22.11.2017 issued by Government of Punjab, Department of Local Govt. regarding levy of Municipal Tax @2% on consumption, use or sale of electricity within the Municipal limits of all the Municipal Corporations in the state of Punjab with effect from 22.11.2017. To account for the Municipal Tax in the books of accounts following new account codes are added in the booklet 'Chart of Accounts' (Commercial Accounting System vol.-I, part-I) and accounting entries are instructed as under:-

<u>Account code</u>	<u>Account Head</u>
23.261	Sundry debtor for Municipal Tax on electricity-Domestic
23.262	Sundry debtor for Municipal Tax on electricity-Commercial
23.263	Sundry debtor for Municipal Tax on electricity-Small Power
23.264	Sundry debtor for Municipal Tax on electricity-Medium Supply
23.265	Sundry debtor for Municipal Tax on electricity-Large Supply
23.267	Sundry debtor for Municipal Tax on electricity-Public Lighting
23.268	Sundry debtor for Municipal Tax on electricity-Bulk Supply
23.269	Sundry debtor for Municipal Tax on electricity-Consumers of any other Categories.
61.591	Municipal Tax Assessment-Domestic
61.592	Municipal Tax Assessment -Commercial
61.593	Municipal Tax Assessment -Small Power

61.594	Municipal Tax Assessment Medium Supply
61.595	Municipal Tax Assessment -Large Supply
61.597	Municipal Tax Assessment -Public Lighting
61.598	Municipal Tax Assessment -Bulk Supply
61.599	Municipal Tax Assessment - Consumers of any other Categories.
61.545	Municipal Tax Payable (contra)
46.305	Municipal Tax payable to Punjab Govt. or Municipal Corporation.

Accounting procedure:-

The amount billed to the consumers on account of Municipal Tax shall be debited to account codes 23.261 to 23.269 (category wise) by contra credit to account codes 61.591 to 61.599.

Total amount of assessment as above shall be adjusted by debiting account code 61.545 by contra credit to account code 46.305.

Total amount of the realization will be credited to main account code 23.3 (Sundry debtor collection account) and subsequently at the end of every month, total amount of realization and credited to account code 23.3 will be segregated element and category wise and amount of Municipal Tax shall be credited to account code 23.261 to 23.269 (category wise) by debiting account code 23.3.

The balance under account code 23.261 to 23.269 shall represent the amount receivable from each category of consumers on account of Municipal Tax.

The Payment of Municipal Tax will be debited to account code 46.305 at the time of payment.

An example of accounting is entries:

1. **Accounting of Assessment of Municipal Tax (Category wise):**
Debit: Sundry debtors for Municipal Tax on Electricity- Account Code: 23.261 to 269
Credit: Municipal Tax Assessment- Account Code: 6.591 to 599 (Category-wise).
2. **Neutralizing assessment of Municipal Tax, with amount payable.**
Debit: Municipal Tax Payable— Account code: 61.545
Credit: Municipal Tax payable to Punjab Govt. or Municipal Corporation — Account code: 46.305
3. **After segregating total amount of energy bills realized, item wise (SOP, ED, DSSF, Cow Cess, Municipal Tax etc.), amount of Municipal Tax shall be credited to 23.261 to 269 category wise as under-**
Debit: Sundry Debtors Collection Account- Account Code: 23.3
Credit: Sundry Debtors for Municipal Tax (A/c code: 23.261 to 269 category wise)

Continue,

(2)

4. Making payment of Municipal Tax (equal to the amount realized), to Pb. Govt. or Municipal Corporation - as the case may be:

Debit: Municipal Tax payable to Punjab Govt. or Municipal Corporation - Account code: 46.305

Credit: Bank Disbursement Account: Account code 24.401

This issued with the approval of Chief Financial Officer, PSPCL

TSL
Accounts Officer/WM&G,
PSPCL, Patiala

Endst.No. 8231/8357 /WM&G /CAC-37/Vol-XIV Dated 26.12.2017

Copy of the above is forwarded to the following offices for information & necessary action please:-

- 1. All Engineers-in-Chief/Chief Engineers in PSPCL
- 2. Chief Auditor, Cost Controller and Financial Advisor PSPCL.
- 3. All CAO's, FA & CAO in PSPCL
- 4. All Dy. CE's/SEs in PSPCL
- 5. All Dy. CAO's/ Dy.CAs, Dy.FAs, in PSPCL
- 6. RAO, PSPCL, Patiala.

TSL
Accounts Officer/WM&G,
PSPCL, Patiala

CC: PA to Chief Financial Officer, for information of CFO please.

Punjab State Power Corporation Limited

Office of Chief Financial Officer

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

Phone No. 0175-2213223

Email: cfo @pspcl.in

Corporate Identity Number: U40109PB2010SGC033813

Website: www.pspcl.in

Accounts Circular No.08

Year 2016

To

- 1. All Addl.SEs/Sr.Xens (Op.Division)
- 2. All AEEs/AEs (Op.Sub divisions)
- 3. Accounts Officer (RM), PSPCL, Patiala.

Memo No: 2834/2962/CFOWM&G/CAC-37/Vol-14

Dated: 06.05.16

Subject:-

Introduction of Time of Day (T.O.D.)Tariff for Medium Supply Industrial Consumers.

In view of instructions issued by the office of EIC/Commercial vide memo no.3287/3311/DB-124 dated 04.09.2014 (Commercial Circular No.46/2014). The following account code under the Main Account Code- 61 (Revenue from Sale of Power), is added in the Booklet of Chart of Accounts (Commercial Accounting systems Vol-I, Part-I) as under:-

Account Code
61.237

Account Head
Sale of Power-Medium Supply
Rebate during off peak hours (debit)

Explanation

Rebate allowed on normal tariff on consumption recorded during off- peak hours by the Medium Supply Industrial Consumers shall be debited to this account per contra credit to Account Code - 61.231.

Necessary adjustment on account of above for the period 4/2015 to 3/2016 will be incorporated in the account of March 2016.

PSPCL, Patiala.

This issues with the approval of Chief Financial Officer,

Accounts Officer/WM&G,
PSPCL, Patiala.

Endst. No. 2963/3116 /CFOWM&G/CAC- 37 /Vol-14 Dated: 6.5.16

Copy of the above is forwarded to the following for information & necessary action please: -

- 1. All Engineer-in-Chief/ Chief Engineers , PSPCL
- 2. All CAOs, FA , FA& CAO, Cost Controller PSPCL
- 3. Chief Auditor, PSPCL, Patiala.
- 4. All Dy.Chief Engineers/Superintending Engineers PSPCL
- 5. All Dy.CAOs, Dy.CAs, Dy.FAs
- 6. All Accounts Officers, PSPCL
- 7. RAO, Patiala.

Accounts Officer/WM&G,
PSPCL, Patiala.

Punjab State Power Corporation Limited
Office of Chief Financial Officer

Regd. Office: PSEB Head Office, The Mall Patiala- 147001
Phone No: 0175-2213223 Email: cfo @pspcl.in
Corporate Identity Number: U40109PB2010SGC033813 Website: www.pspcl.in

Accounts Circular No.9
Year 2016

To

1. All Addl.SE/Sr.Xen (Op.Divisions)
2. All AEEs/AEs (Op.Sub Divisions)
3. Accounts Officer (RM), PSPCL, Patiala.

Memo No:3122/3275 /CFOWM&G/CAC-37/Vol-14
Dated: 10.05.16

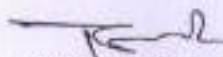
Subject:- Tariff for Mushroom Farming, Dairy Farming, Fish Farming, Goat Farming and Pig Farming.

In view of instructions issued by the office of EIC/Commercial vide memo no.83/87/SSM-414 dated 11/02/2015 (Commercial Circular No.4/2015) and memo no. 79/83 dated 09/02/2016 (Commercial Circular no. 06/2016). The following account codes are added in the Booklet of Chart of Accounts (Commercial Accounting systems Vol-I, Part-I) as under:-

<u>Account Code</u>	<u>Account Head</u>
63.170	Subsidy from Govt. on account of change of tariff from Industrial/Commercial to AP Metered supply for Mushroom Farming.
63.171	Subsidy from Govt. on account of change of tariff from Industrial to AP Metered supply for Dairy Farming, Fish Farming (exclusive), Goat Farming and Pig Farming.
28.625	Subsidy receivable from Govt. on account of change of tariff from Industrial/Commercial to AP Metered supply for Mushroom Farming.
28.626	Subsidy receivable from Govt. on account of change of tariff from Industrial to AP Metered supply for Dairy Farming, Fish Farming (exclusive), Goat Farming and Pig Farming.

PSPCL, Patiala.


This issues with the approval of Chief Financial Officer,


Accounts Officer/WM&G,
PSPCL, Patiala.

Endst. No.3276/3451 /CFOWM&G/CAC- 37 Dated: 10.05.16

Copy of the above is forwarded to the following for information & necessary action please:-

1. All Engineer-in-Chief/ Chief Engineers, PSPCL
2. All CAOs, FA , FA& CAO, Cost controller PSPCL
3. Chief Auditor, PSPCL Patiala.
4. All Dy.Chief Engineers/Superintending Engineers, PSPCL
5. All Dy.CAOs, Dy.CAs, Dy.FAs, PSPCL
6. All Accounts Officers, PSPCL
7. RAO, Patiala.


Accounts Officer/WM&G,
PSPCL, Patiala.

Punjab State Power Corporation Limited

Office of Chief Financial Officer

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

Phone No. 0175-2213223

Email: cfo@pspcil.in

Corporate Identity Number: U40109PB2010SGC033813 Website: www.pspcl.in

ਲੇਖਾ ਸਰਕੂਲਰ ਨੰ: 13 18/09/2016

ਦੱਲ

1. ਸਾਰੇ ਵਪੀਕ ਨਿਗਮ: ਇੰਜੀ./ਸੀਨੀ. ਕਾ.ਕਾ. ਇੰਜੀ./ਆਰ.ਈਜ਼, ਪੀਐਸਪੀਸੀਐਲ

2. ਸਾਰੇ ਲੇਖਾ ਅਫ਼ਸਰ ਪੀਐਸਪੀਸੀਐਲ

ਮੀਮੋ ਨੰ: 4885/5146

/ ਸੀਐਫ/ਸੀਐਸੀ-37/ਵਾ:14 ਮਿਤੀ: 08.09.2016

ਵਿਸ਼ਾ:- Levy of Cow Cess on the Sale of Electricity.

ਹਵਾਲਾ: ਮੁੱਖ ਇੰਜੀਨੀਅਰ/ਵਟਨ, ਪਟਿਆਲਾ ਦੇ ਵਕਤਰ ਵਲੋਂ ਜਾਰੀ ਵਟਨ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 24/2016 ਮਿਤੀ 29.7.16

ਹਵਾਲੇ ਅਧੀਨ ਦਰਸਾਏ ਗਸ਼ਤੀ ਪੱਤਰ ਚਾਹੀ ਪੁੰਜਾਬ ਸਰਕਾਰ ਦੇ ਸਥਾਨਕ ਸਰਕਾਰ ਵਿਭਾਗ ਵਲੋਂ ਬਿਜਲੀ ਦੀ ਵਿਕਰੀ ਤੇ ਪ੍ਰਤੀ ਯੂਨਿਟ ਦੇ ਹਿਸਾਬ ਨਾਲ ਫੀਸ (ਕਾਓ ਸੈਸ) ਲਾਗੂ ਕੀਤਾ ਗਿਆ ਹੈ। ਕਾਓ ਸੈਸ ਦੀ ਬਿਜਲੀ ਬਿਲਾ ਚਾਹੀ ਵਿਸ਼ੁਲੀ ਅਤੇ ਸਥਾਨਕ ਨਗਰ ਨਿਗਮ/ਨਗਰ ਕੌਂਸਲ ਨੂੰ ਅਦਾਇਗੀ ਕਰਨ ਲਈ "Chart of Accounts"(Commercial Accounting System Vol-I Part-I) ਵਿੱਚ ਹੇਠ ਲਿਖੇ ਨਵੇਂ ਲੇਖਾ ਕੋਡ ਖੋਲਣ ਹੇਠ ਲਿਖੇ ਨਵੇਂ ਲੇਖਾ ਕੋਡ ਖੋਲੇ ਜਾਂਦੇ ਹਨ:-

ਲੇਖਾ ਕੋਡ	ਲੇਖਾ ਮੱਦ
23.281	Sundry debtor for Cow Cess- Domestic
23.282	Sundry debtor for Cow Cess- Commercial
23.283	Sundry debtor for Cow Cess- Small Power
23.284	Sundry debtor for Cow Cess- Medium Supply
23.285	Sundry debtor for Cow Cess- Large Supply
23.286	Sundry debtor for Cow Cess- Agriculture Supply
23.287	Sundry debtor for Cow Cess- Public Lighting
23.288	Sundry debtor for Cow Cess- Bulk Supply
23.289	Sundry debtor for Cow Cess- Grid Supply
23.290	Sundry debtor for Cow Cess- Others
61.581	Cow Cess Recovery- Domestic
61.582	Cow Cess Recovery- Commercial
61.583	Cow Cess Recovery- Small Power
61.584	Cow Cess Recovery- Medium Supply
61.585	Cow Cess Recovery- Large Supply
61.586	Cow Cess Recovery- Agriculture Supply
61.587	Cow Cess Recovery- Public Lighting
61.588	Cow Cess Recovery- Bulk Supply
61.589	Cow Cess Recovery- Grid Supply
61.590	Cow Cess Recovery- Others
46.303	Cow Cess payable to Municipal Corporation/Committee
61.543	Cow Cess payable (Cootra)

Continued Page 2
7/8/16

Explanation

23.281 to	The amount billed to consumers on account of Cow Cess will be debited
23.290	these account codes by contra credit to account code 46.303. The amount on realization will be credited to main account code 23.3 "Sundry debtor collection account "and subsequently at the end of every month, the total amount of realization on accounts Cow cess under main account code 23.3 will be transfer to these (23.281 to 23.290) account codes. The balance under these account codes will represent the amount receivable from each category of consumers on account of Cow Cess.
46.303	This account code will be credited with the amount of Cow Cess assessed as recoverable from the consumers per contra debit to account code 23.281 to 23.290. On payment of the amount realized on account of Cow cess to Municipal Corporation/Committee this account code will be debited.
61.581 to 61.590	These account codes have been opened with a view to enable the reporting of Cow Cess, as receivable and credited at the time of amount billed to consumers on account of Cow Cess per contra debit to account code 61.543.
61.543	This account code will be debited at the time of amount billed to consumers on account of Cow Cess per contra credit to account code 61.581 to 61.590 (category wise)

ਇਹ ਮੁੱਖ ਵਿੱਤੀ ਅਫਸਰ ਜੀ ਦੀ ਪ੍ਰਵਾਨਗੀ ਨਾਲ ਜਾਰੀ ਕੀਤਾ ਜਾਵਾ ਹੈ ।

ਲੇਖਾ ਅਫਸਰ/ਡਬਲਯੂ.ਐਮ ਐਂਡ ਜੀ,
ਪੀਐਸਪੀਸੀਐਲ, ਪਟਿਆਲਾ ।

ਪਿ:ਅੰ:ਨੰ:5147/5322 ਸੀਐਫਓ/ਸੀਏਸੀ-37/ਵਾ:14 ਮਿਤੀ:08.09.2016

1. ਸਾਰੇ ਇੰਜੀਨੀਅਰ ਇਨ ਚੀਫ/ਮੁੱਖ ਇੰਜੀਨੀਅਰਜ਼ ਪੀਐਸਪੀਸੀਐਲ ।
2. ਸਾਰੇ ਮੁ:ਲੇ:ਅ:/ਸੀ.ਏ./ਐਫ.ਏ.ਐਂਡ ਸੀ.ਏ.ਓ/ਕਾਸਟ ਕੰਟਰੋਲਰ ਪੀਐਸਪੀਸੀਐਲ ।
3. ਮੁੱਖ ਵਿੱਤੀ ਸਲਾਹਕਾਰ, ਪੀਐਸਪੀਸੀਐਲ ।
4. ਸਾਰੇ ਉਪ ਮੁੱਖ ਇੰਜੀਨੀਅਰ/ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ ਪੀਐਸਪੀਸੀਐਲ ।
5. ਸਾਰੇ ਉਪ ਮੁ:ਲੇ:ਅ:/ਉਪ ਮੁੱਖ ਪਤਾਲਕਾਰ/ਉਪ ਵਿੱਤੀ ਸਲਾਹਕਾਰ ਪੀਐਸਪੀਸੀਐਲ ।
6. ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ/ਆਈ.ਟੀ., ਪੀਐਸਪੀਸੀਐਲ ਰੋਬਸਾਈਟ ਤੇ ਅਪਲੋਡ ਕਰਨ ਲਈ ।

ਲੇਖਾ ਅਫਸਰ/ਡਬਲਯੂ.ਐਮ ਐਂਡ ਜੀ,
ਪੀਐਸਪੀਸੀਐਲ, ਪਟਿਆਲਾ ।

ਸੀ.ਸੀ.

ਲੇਖਾ ਅਫਸਰ/ਏ ਐਂਡ ਆਰ, ਪੀਐਸਪੀਸੀਐਲ, ਪਟਿਆਲਾ ।

Punjab State Power Corporation Limited
Office of Chief Financial Officer

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

Phone No. 0175-2213223 Email: cfo @pspcl.in

Corporate Identity Number: U40109PB20105GC033813 Website: www.pspcl.in

ACCOUNTS CIRCULAR NO. 22
YEAR: 2016

To

- 1. All Addl.SEs/Sr.Xens /REs in PSPCL.
- 2. All Accounts Officers in PSPCL.

Memo No 910/9361 /CFO/WM&G/CAC-37 Dated: 28.12.16

Subject: Opening of new account code for revenue recognized by PSERC.

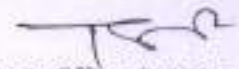
Following account codes are opened in the booklet 'Chart of Accounts' (Commercial Accounting System, Vol.-I Part-I) to account for the revenue recognized by PSERC vide its order dated 21.11.2016 in IA in review petition No. 4 of 2016 in petition no. 78 of 2015, as proposed by the office of Financial Advisor PSPCL.

<u>Account Code</u>	<u>Account Head</u>
23.420	Provision for un-billed revenue accrued but not due.
61.292	SOP recognized by PSERC.

Explanation:

Revenue to be allowed to PSPCL recognized by PSERC at the time of True-up of PSPCL for 2014-15 shall be accounted under above account codes. Office of Financial Advisor PSPCL shall insure that the above provision is reversed in the accounts of financial year, in which this revenue is realized by PSPCL.

This issued with the approval of Chief Financial Officer, PSPCL.


Accounts Officer/WM&G,
PSPCL, Patiala.

9361/9537
Endst.No: 9537/CFO/WM&G/CAC-37/Vol-XIV Dated: 28.12.16

Copy of the above is forwarded to the following for information & further necessary action:-

- 1. Financial Advisor, PSPCL Patiala in response to Sr. AO/Budget office note dated 23.12.2016.
- 2. All CAOs/CA/FA&CAOs in PSPCL.
- 3. All Dy.CEs/SEs in PSPCL.
- 4. All Dy.CAOs/Dy.CAs/Dy.FAs in PSPCL.
- 5. RAO, PSPCL, Patiala.


Accounts Officer/WM&G,
PSPCL, Patiala