

**NEW PAYMENT STRUCTURE FORMS**

<b>Form No.</b>	<b>Description</b>	
1.	LOC Application	
2.	Register of LOC Applications	
3.	LOC release intimation	
4.	Check List to accompany the Cash Trial Balance	
5.	Cash Balance report and List of Permanent Imprest Holders and Temporary Advances outstanding	
6.	Cash Balance Report of undisbursed Pay and Allowances of Staff (Amanath)	
7.	LOCs amount released by Head quarters during the month	
8.	GPF Schedules	
9.	Schedule of Long Term Advances	
10.	Bank/ Branch wise transfers to the Head office	
11.	Letter Advice	
12.	Register of LOAs sent	
13.	Report receipt of materials in good condition ( Form5)	
14.	Report of contract work done (M.Book details)	
15.	Payment made by FA&CCA'S Office (Form-15)	
16.	List of TDAs/TCAs	
17.	Pension and Gratuity Schedule	
18.	Fixed Asset Schedule	
19.	Capitalization Statement	
20.	Statement of Bank – wise credits at Head Office	
21	Details of Capital Contracts	
22	Details of Small Scale Industries	
23	Details of Legal Cases	
24	C.I.F. Value of imports(A)/Material consumed(B)	
25	Earnings(A)/Expenses(B) in Foreign Currency	
26	Technical Particulars	

FORM NO: 1

**ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED  
APPLICATION FOR LETTER OF CREDIT FOR THE MONTH OF**

LOC No.

UNIT (DIVISION/CIRCLE)

UNIT CODE:

BANK NAME:

BANK CODE:

BRANCH CODE:

Sl.no	Name of Cash Grant Head	Cash Grant code	Cash Grant For the year (Rs)	LOC applied to date(Rs.)	Balance grant (Rs.)	Amount applied now (Rs.)
<b>Total:</b>						

Now applied Rs. \_\_\_\_\_ (Rupees : \_\_\_\_\_)

Date:

Signature:

Place:

Designation:

**Note: Priority payments are to be highlighted of the Top of Application**

FOR USE IN FA&CCA's OFFICE

Running Serial No.

Approved for release Rs. \_\_\_\_\_, Date:

Senior Accounts Officer/B&R

Payment release by TT/Local Advice/M.T. on the above Bank

C.B.Voucher No.

Advice No.

Senior Accounts Officer/B&R

**ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED  
REGISTER OF L.O.C. APPLICATIONS**

**UNIT NAME:**

**UNIT CODE:**

Cash Grant For the year (1)			Capital Works (2)		Fuel & Generating Costs(3)		Repairs & Maintenance (4)		Salaries (5)		Other Employee Cost (6)		Exgratia (7)		Admn.&Gen Expenses (8)		Debts and Deposits (9)		GPF (10)		Pension (11)	
Sl.	LOC	Date	Now Applied For	Proggre Ssive total	Now Applied For	Proggre Ssive total	Now Applied For	Proggre Ssive total	Now Applied For	Proggre Ssive total	Now Applied For	Proggre Ssive total	Now Applied For	Proggre Ssive Total	Now Applied For	Proggre Ssive total	Now Applied For	Proggre Ssive total	Now Applied For	Proggre Ssive total	Now Applied For	Proggre Ssive total

Gratuity &TB (12)		L&A Int. Free (13)		L&A Int. bearing (14)		Total LOC (15)	LOC Received (16)		Initial of SAO/AO/DE (17)
Now Applied For	Proggre Ssive total	Now Applied For	Proggre Ssive total	Now Applied For	Proggre Ssive total	Now Applied For	Date	Amount	

**ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED  
VIDYUT SOUDHA:: HYDERABAD**

**To  
The Drawing Officer**

The following amounts have been transferred in your favour by credit to your drawing account by MT/TT Advices as per details given below except to the extent indicated in the annexure vide.

Advice No.

Date.

LOC No.	Amount Applied	Amount Released	Balance Cash Grant	Cash Grant Code Description
<b>Total:</b>				

Senior Accounts Officer/B&R  
O/o F.A &C.C.A /VS/Hyderabad.

**ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED**

**(A) CHECK LIST TO ACCOMPANY CASH TRIAL BALANCE  
FOR THE MONTH OF \_\_\_\_\_**

Sl.No.	Name of document	Form. No	No. of documents	Remarks
1	LOC Application	1		
2	Check List to Cash TB	4		
3	List of Permanent Imprest Holders and Temporary Advances Outstanding	5		
4	Cash Balance Report of undisbursed Pay and Allowances of Staff (Amanath)	6		
5	GPF Schedules of Provl. & O&M Staff	8		
6	Schedule of Long Term Loans & Adva.	9		
7	Bank/Branch wise transfers to the Head Office	10		
8	Pension & Gratuity Schedule	17		
9	List of Fixed Assets Acquired/ Put to use.	18		
10	LOC Reconciliation Statement	27		
11	Remittances to H.Q. Reconciliation Statement	28		

**(B) CHECK LIST TO ACCOMPANY ADJUSTMENT TRIAL BALANCE  
FOR THE MONTH OF \_\_\_\_\_**

Sl.No.	Name of document	Form. No	No. of documents	Remarks
1	LOC Application	1		
2	GPF Schedules of Provl. & O&M Staff	8		
3	List of TDAs/TCAs	16		
4	Pension & Gratuity Schedule	17		
5	Work in progress - Capitalisation	19		

**(C) CHECK LIST TO ACCOMPANY SUPPLEMENTAL TRIAL BALANCE  
FOR THE YEAR ENDING 31<sup>ST</sup> MARCH \_\_\_\_\_**

Sl.No.	Name of document	Form. No	No. of documents	Remarks
1	List of pending TDAs/TCAs	16		
2	List of Fixed Assets acquired /put to use	18		
3	Capitalization Statement	19		
4	Details of Capital Contracts	21		
5	List of Small Scale Industries	22		
6	List of Legal Cases	23		
7	C.I.F value of Imports & Exports	24		
8	Foreign Expenses/ Earnings	25		
9	Techl. Particulars	26		

Date:

Signature

Designation

Unit Code No.

**ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED**  
**CASH BALANCE REPORT**  
**PART I**

**STATEMENT OF CASH IN HAND ON \_\_\_\_\_ AND STANDING IMPRESTS AND  
 TEMPORARY ADVANCES TO THE END OF \_\_\_\_\_**

	Number	Amount	Remarks and explanation for large balances etc.
--	--------	--------	---

Cheques drawn in favour of self but not  
Encashed.

Demand Drafts/Cheques received but not  
Remitted to Bank.

Notes:

500 Rupees  
 100 Rupees  
 50 Rupees  
 20 Rupees  
 10 Rupees  
 5 Rupees  
 2 Rupees  
 1 Rupee

Coins:

5 Rupee  
 2 Rupee  
 1 Rupee  
 50 Paise  
 25 Paise

Revenue Stamps:-----

Total Cash

Add amount of

- 1) Imprest
- 2) Temporary Advance

Grand Total

Date:

Signature  
 Designation  
 Unit Code No.

**ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED**  
**CASH BALANCE REPORT**  
**PART II**

**ITEM WISE DETAILS OF STANDING IMPRESTS AND TEMPORARY ADVANCES**  
**WITH SUBORDINATES ON THE DAY OF \_\_\_\_\_**

**A.PERMANENT IMPREST**

S.No.	Name and designation of Officer	Amount of imprest	Date of opening and purpose in the case of special imprests
Total A:			

**B.TEMPORARY ADVANCE**

S.NO.	Name and Designation of the officer	Date opened	Amount of advance	Purpose	Reasons for pendency over one month
Total – B:					

Signature  
Designation  
Unit Code No.

**ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED**

**CASH BALANCE REPORT OF UNDISBURSED PAY AND ALLOWANCES OF STAFF (AMANATH)**

**PART A**

STATEMENT OF ACTUAL BALANCE IN HAND ON \_\_\_\_\_

	Number	Amount

Notes:

500 Rupees

100 Rupees

50 Rupees

20 Rupees

10 Rupees

5 Rupees

2 Rupees

1 Rupee

Coins:

5 Rupee

2 Rupee

1 Rupee

50 Paise

25 Paise

Total Cash in Chest:

Add balances with

Sub-Division:

Grand Total:

**PART B**

Item-wise details furnished in the enclosed statement.

Date:

Signature

Designation

Unit Code No.

**ITEM-WISE DETAILS FOR PART A FOR CAHS BALANCE OF UNDISBURSED PAY AND ALLOWANCES AS ON**

<b>S.No.</b>	<b>Name of the Employee</b>	<b>Amount of imprest</b>	<b>Date on which drawn</b>	<b>Reference to acquittance No.</b>	<b>Reasons for pendency</b>
	<b>Total A</b>				

**ITEM –WISE DETAILS FOR PARTS**

<b>S.No.</b>	<b>Designation and Head quarters of officer</b>	<b>Date of drawal</b>	<b>Reference to Acquittance No.</b>	<b>Amount</b>	<b>Reasons for pendency over one month</b>
	<b>Total B</b>				

**Signature**

**Unit Officer**

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED

STATEMENT OF LETTER OF CREDIT AMOUNTS RECEIVED DURING THE MONTH

UNIT NAME:

UNIT CODE:

NAME OF THE BANK & BRANCH

BANK CODE:

BRANCH CODE:

Sl.No.	Particulars				Amount Received
A.	Opening balance at the Beginning of the month				
B.	LOCs received (LOC wise details given below)				
LOC No.	CGR Code	Advice No.	Advice Date	Amount	
Total of LOC received _____					
<b>Sub Total:</b>					
C.	Less Cheques drawn				
<b>Sub Total:</b>					
D.	Closing Bank balance as per Cash Book at the end of the month				----- -----

Date:

Signature  
Designation  
Unit Code No.

## ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED

Office of the

Debit docket

Provl. G.P.F. (Debits) for the month of

SL. No.	Name of the Employee	GPF Account No.	Voucher No.	Cheque No & Date	Amount of loan paid	Refund of GPF	Remarks

Certified that the payments made out of G.P.F. as exhibited in the schedule agreed with the debits in the cash book and trial balance for the month.

Signature  
Designation  
Unit Code No.

**ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED**

Office of the

Credit docket

Provl. G.P.F. (Credits) for the month of							
Sl.No.	Voucher.No.	Cash Book Folio No.	Date	Amount of GPF contributions	Amount of loan recovery	Total Amount	Ramarks

Certified that the amount of G.P.F. contribution and loan recoveries exhibited in the schedule docket agrees with the credits in the cash book and Trial Balance for the month.

Signature  
Designation  
Unit Code No.

**ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED**  
**DEBIT SCHEDULE**  
**PROVL. GENERAL PROVIDENT FUND ACCOUNTING SYSTEM**

Transaction  
Identification

Month

Year

Category

Office Code No.

Sl.No.	G.P.F.A/c. No.	Name of the employee	Voucher No.	Cheque No.& date	Amount of loan paid	Part/Final withdrawal of GPF	Loan sanction Date	No.of installment agreed for loan repayment	Remarks

Certified that the amount shown in the docket tallied with \_\_\_\_\_ debit.

**ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED  
CREDIT SCHEDULE  
PROVL . GENERAL PROVIDENT FUND ACCOUNTING SYSTEM**

Transaction Identification                      Month                      Year                      Category                      Office Code No.

Sl.No.	P.F.A/c No.	Name of the Subscriber	Pay	G.P.F. Contribution	G.P.F.Loan recovery	Total amount recovered	No.of installments of recovery	Remarks

Certified that the amount shown in the schedule tallied with \_\_\_\_\_ credit.

DRAWING OFFICER

UNIT NAME:

UNIT CODE:

**ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED**

Office of the

Debit docket

O&M G.P.F. (Debits) for the month of

<b>SL. No.</b>	<b>Name of the Employee</b>	<b>Account No.</b>	<b>Voucher No.</b>	<b>Cheque No &amp; Date</b>	<b>Amount of loan paid</b>	<b>Refund of GPF</b>	<b>Remarks</b>

Certified that the payments made out of G.P.F. as exhibited in the schedule agreed with the debits in the cash book and trial balance for the month.

Signature  
Designation  
Unit Code No.

**ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED**

Officer of the

Credit docket

O&M G.P.F. (Credits) for the month of							
Sl.No.	Voucher.No.	Cash Book	Date	Amount of GPF contribution	Amount of loan recovery	Total Amount	Ramarks

Certified that the amount of G.P.F. contribution and loan recoveries exhibited in the schedule docket agrees with the credits in the cash book and Trial Balance for the month.

Signature  
Designation  
Unit Code No.

**ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED**  
**DEBIT SCHEDULE**  
**O&M GENERAL PROVIDENT FUND ACCOUNTING SYSTEM**

Transaction  
Identification

Month

Year

Category

Office Code No.

Sl.No.	P.F.A/c. No.	Name of the employee	Voucher No.	Cheque No.& date	Amount of loan paid	Final withdrawal of GPF	Loan sanction Date	No.of installment agreed for loan repayment	Remarks

Certified that the amount shown in the docket tallied with \_\_\_\_\_ debit.

**ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED**  
**CREDIT SCHEDULE**  
**O&M GENERAL PROVIDENT FUND ACCOUNTING SYSTEM**

Transaction Identification                      Month                      Year                      Category                      Office Code No.

Sl.No.	P.F.A/c No.	Name of the Subscriber	Pay	P.F. Contribution	P.F.Loan recovery	Total amount recovered	No.of installments of recovery	Remarks

Certified that the amount shown in the schedule tallied with \_\_\_\_\_ credit.

DRAWING OFFICER

**ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED**  
**SCHEDULE OF LONG TERM LOANS AND ADVANCES FOR THE MONTH OF \_\_\_\_\_**

**Unit Code:**

**Unit Name:**

Emp. Code.	Name of the Employee & Design.	No.&date and substance of order and amount sanctioned	Monthly rate of Recovery	Rate of interest	Amount drawn including balance of principal brought forward at the beginning of the year	Total interest due or brought forward at the beginning of the year	Amount Recovered		Total recoveries		Balance at the end of the month		Remarks
							To end of last month during the year	During the month	Principal	Interest	Principal	Interest	
							Principal	Interest	Principal/Inst.No.	Interest/Inst.No.			

Note: Particulars of original mortgage bond and of the insurance cover notes are to be noted in the remarks column, whenever necessary in order to watch the dates of first insurance and subsequent renewals.

SIGNATURE

DESIGNATION.

**ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED**

**STATEMENT OF BANK –WISE TRANSFERS TO HEADOFFICE**

**UNIT CODE:                      NAME OF THE UNIT**

**NAME OF BANK:                      LOCATION OF THE BRANCH:                      BRANCH CODE:**

Sl.No.	TT/MT/DD No.	Transfer Date	Amount Transferred
<b>Total</b>			
Total tallied with _____ of the Trial Balance for the month _____ 20			

Date:

Signature  
Designation

**ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED  
LETTER OF ADVICE**

Unit Name

Unit Code:

LOA NO:

LOA Date:

Cash Grant Code:

1. Suppliers/contractors name to whom payable

Suppliers Code

2. Complete postal address

3. Reference to Purchase Order/Works agreement

P.O.code

4. Invoice/Bill No. & date

5. Description of material Works

Material Code

6. Amount (Net) passed for payment

Payment mode code

21

7. Hundies and date in case of Hundi payment

8. Due date of payment if any

9. Account group to which chargeable

Scheme Code  
Account Code

10. In case of works contract

a) Budget provision available

Yes/No.

b) Within the sanctioned estimate

Yes/No.

11. Documents enclosed

- i) Invoice
- ii) Form 13/14
- iii) Certificates

Date:

Signature and  
Designation

FOR USE IN FA&CCA'S OFFICE

Receipt serial No.of year

Checks exercised

Vide Check slip enclosed

Amount admitted

Rs.

Mode of Payment

Payment Code

Hundi No.of date  
(in case of Hundi Payments)

Due date:

Cash grant Rs.  
So far utilized Rs.  
Balance Rs.

Signature of Checking Officer

Approved for release Rs. \_\_\_\_\_ 22 Date: \_\_\_\_\_ Bank Code

Senior Accounts Officer/B&R

Payment Details:

Date:

Rs:

C.B.Voucher No.

Cheque No.

Advice No.

Bank

Bank Code:

SENIOR ACCOUNTS OFFICER  
(Pay & Accounts)  
O/o.FA&CCA, Vidyut Soudha,  
Hyderabad.

Note : LOA books supplied by the Head Quarter only

**ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED  
REGISTER OF LETTER OF ADVICES**

Running S.No.	Name of the supplier/Contractor with full postal Address	Ref to P.O./Agt.		Description of material/work	Invoice No./Bill.No. & Date	Gross Amount		Recoveries			Net Amt. for which LOA is now applied for payment /acceptance of Hundi	Initials	JEVR No.for recovery	H.Qs. Ch.No.& date for LOA amt.	Initials of SAO/AO/ DE	
		P.O.Agt. No.	P.O.Code.No.			A/c.No.	Amt.	Nature	A/c.No.	Amt.						

**ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED  
REPORT ON RECEIPT OF MATERIAL IN STORES**

1. LPO No. and Date
2. Name of the Supplier
3. Company's reference No.
4. Date of Receipt
  - a) Rly .Station/Lorry Transport
  - b) Central Stores
5. Condition of the materials
6. Particulars of the materials
  - a) As per challan
  - b) Actually accepted
  - c) Short receipt
  - d) Breakage/Damages
7. Whether the material are as per specification
8. Reference to
  - a) SRB No.& Date
  - b) T.Note No. and Date
9. Has any Rly. Freight paid to the consignment with Weight of the material as per LPO
10. Under charges paid if any
11. Demmorage/Wharfage paid if any
12. Handling charges paid if any 24
13. Siding charges paid if any
14. Rly.Crane charges paid if any
15. Date of check measurement
16. By whom check measured
17. Agency of Transport
18. Has the supply been made in time if not, indicate the Delay in number of days
19. Whether 'C' form is issued or not
20. If so the No.& Date of 'C' form issued
21. If not, why the 'C' form is not issued
22. Bill/Invoice No. Date: for Rs.
23. Date of receipt of LR/RR in Stores.
24. RR/LR received from Supplier Central Office
25. Whether the test certificate was approved by the Competent authority

Asst. Engineer (Stores)

Remarks of the check measurement officer

Check measured by:

COUNTER SIGNED

Asst.Divisional Engineer(Stores)

**ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED**  
**WORK BILL-REPORT ON WORK DONE**

1. Name of the work
2. Estimate sanction No.
3. Contract/Agt.No. &Date
4. By whom entered
5. Name of the Contractor
6. Face value of the contract /Agt.
7. Bill No. and Date
8. Amount of the bill
9. Total value of the bills so far paid including the present bill
10. Period during which the work covered in the present bill was executed
11. Are there any variations in quantities beyond  $\pm 10\%$
12. Reference to the approval for supplemental slip for new /supplemental items and for quantities beyond  $\pm 10\%$
13. Whether there are any items for which quoted rates are identified as high and whether intermediate payments are admitted at estimate rates only for such items.
14. Reference to M Book No. pages in which measurements for the work done are recorded.
15. Date of check measurement and by whom check measured
16. Whether the cost of material supplied by the Corporation is recovered
17. In case of final bill
  - a) Has the work been done in time according to approved time schedule.
  - b) If not, delay in no. of days and penalty levied.

25

Asst.Engineer.

Asst.Divisional Engineer

COUNTER SIGNED

EXECUTIVE ENGINEER

**ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED  
LOA PAYMENTS MADE BY FA&CCA'S OFFICE FOR THE MONTH OF**

**Unit Name:**

**Unit Code:**

<b>Account Head</b>	<b>Description</b>	<b>Sl. No.</b>	<b>Voucher No.</b>	<b>Payees Name and Address</b>	<b>Purchase Order Code</b>	<b>Material Code</b>	<b>LOA No.</b>	<b>Cheque/ Advice No.</b>	<b>Amount</b>
<b>Total:</b>									

Form – 16 A  
LIST OF TDAs RAISED AGAINST OTHER UNITS

Sl.No.	TDA No.	MONTH/YEAR	RAISED AGAINST	CREDIT A/C HEAD	AMOUNT (Rs.)	<u>ACCEPTED VIDE J.E.No.</u> MM/YY

Total A:

From – 16 B  
LIST OF TDAs RAISED BY OTHER UNITS

Sl.No.	TDA No.	MONTH/YEAR	RAISED BY WHOM	DEBIT A/C HEAD	AMOUNT	<u>ACCEPTED VIDE J.E.No.</u> MM/YY

Total B:

(Note Total A &amp; Total B should be tallied)

From – 16 C  
LIST OF TCAs RAISED BY OTHER UNITS

Sl.No.	TCA No.	MONTH/YEAR	RAISED BY WHOM	CREDIT A/C HEAD	AMOUNT	<u>ACCEPTED VIDE J.E.No.</u> MM/YY

Total C:

Form – 16 D  
LIST OF TCAs RAISED AGAINST OTHER UNITS

Sl.No.	TCA No.	MONTH/YEAR	RAISED AGAINST	DEBIT A/C HEAD	AMOUNT (Rs.)	<u>ACCEPTED VIDE J.E.No.</u> MM/YY

Total D:

(Note: Total C &amp; Total D should be tallied)

1. Credit A/c head in case of TDAs raised / TCAs accepted are to be indicated.
2. Debit A/C head in case of TCAs raised / TDAs accepted are to be indicated.

## PENSION AND GRATUITY SCHEDULE

**18 (a) payment particulars of the pensioners who retired before 1/2/99.**

Sl.No.	P.P.O.No.	Name of the Pensioner	Date of Retirement	Nature of payment (P,F,G,C)	Amount

**18 (b) payment particulars of the pensioners who retired on or after 1/2/99.**

Sl.No.	P.P.O.No.	Name of the Pensioner	Date of Retirement	Nature of payment (P,F,G,C)	Amount

\*Type of Pension

- P – Pension
- F – Family Pension
- G – Gratuity
- C – Commutation

ANDHRA PRADESH GENERATION CORPORATION LIMITED

FORM - 18

UNIT CODE:

UNIT NAME:

FIXED ASSET SCHEDULE

Account Code	Asset code	Asset description	Date of purchase/sale	Date of Installation	Location	Quantity	Rate (In Rs.)	Value (In Rs.)

**STATEMENT INDICATING AMOUNTS TRANSFERRED FROM WORK- IN –  
PROGRESS TO ASSETS IN USE i.e. ASSETS COMMISSIONED DURING THE  
YEAR, WORKS IN PROGRESS, Etc.**

Sl.No.	Item. Name (Asset)	Acct Code	Opening Balance	Additions	Deductions/ withdrawal/ Reclassification	Amount transferred to Asset in use.	Closing Balance	Date of put to use.

**ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED**

**STATEMENT OF BANK –WISE CREDITS AT HEAD OFFICE**

**UNIT CODE:**

**NAME OF THE UNIT:**

**NAME OF BANK:**

**LOCATION OF THE BRANCH:**

**BRANCH CODE:**

Sl.No.	Credit Date	Transfer Date (Optional)	Amount Transferred
<b>Total</b>			
Total tallied with _____ of the Trial Balance for the month of _____			

Signature  
Designation

DETAILS OF CAPITAL CONTRACTS SUBSISTING ON 31<sup>ST</sup> MARCH 200\_\_

Sl. No.	Name of the Contractor	Description of the work	Total value of the Contract	Expenditure incurred up to 31 <sup>st</sup> March 200__

THE LIST CONTAINING NAMES OF SMALL SCALE INDUSTRIES TO WHOM THE  
COMPANY OWED TO END OF 31-03-200\_\_\_ FOR A PERIOD OF 30 DAYS.

Sl. No.	Name of Small Scale Industry	Account Code	Amount

**DETAILS OF LEGAL CASES HAVING FINANCIAL COMMITMENT PENDING  
AGAINST APGENCO TO THE END OF 31<sup>ST</sup> MARCH 200\_\_\_\_\_**

Sl. No.	Case Reference	Filed by whom	Gist of the Case/ Suit	Likely Financial Commitment.

FORM – 24(A)

C.I.F VALUE OF IMPORTS

Sl.No.	A/c Code	Description	Imported From	Amount in Rs.	Amount in Foreign Currency	
					Name of the Currency	Amount

FORM – 24(B)

C.I.F. VALUE OF MATERIAL CONSUMED

Sl.No.	A/c Code	Description	Imported From	Amount in Rs.	Amount in Foreign Currency	
					Name of the Currency	Amount

FORM – 25(A)

EARNINGS IN FOREIGN CURRENCY

Sl.No.	A/c Code	Description	Nature of Earnings	Amount in Rs.	Amount in Foreign Currency	
					Name of the Currency	Amount

FORM – 25(B)

EXPENSES IN FOREIGN CURRENCY

Sl.No.	A/c Code	Description	Nature of Expenditure	Amount in Rs.	Amount in Foreign Currency	
					Name of the Currency	Amount

## STATEMENT OF TECHNICAL PARTICULARS

Sl. No.	Particulars	This Year	Previous Year
1.	Installed Generating Capacity (in MW) at the year end Hydel Thermal Wind_____		
	_____	_____	_____
	TOTAL	_____	_____
2.	Plant Load Factor		
3.	Generation ( in Million KWH) Hydel Thermal Wind_____		
	_____	_____	_____
	TOTAL:	_____	_____
4.	Auxiliary Consumption ( in Million KWH)		
5.	Power Purchases ( in Million KWH) Sources TOTAL:		
6.	Power Sold ( in Million KWH) (3 – 4 + 5)		
	Fuel		
	(a) Consumption(in MT)		
	Coal		
	RFO/FO		
	LD Qil/HSD		
	(b) Average Calorific Value per kg of Fuel Consumed (in K.Cal/Kg)		
	Coal		
	RFO/FO		
	LD Qil/HSD		
	(C)Consumption per unit of Generation (in Kg/KWH)		
	Coal		
	RFO/FO		
	LD Qil/HSD		

## LOC RECONCILIATION STATEMENT

UNIT CODE:

UNIT NAME:

## PART -A

PARTICULARS	Rs.
LOC in transit at the beginning of the month _____	XXXXXXX
Add: LOC released during the month _____	XXXXXXX
Sub Total	XXXXXXX
Less: LOC received and accounted for in Cash Book	XXXXXX
LOC in transit at the end of the month(Closing Balance)	XXXXXX

## PART – B

(i) LOC Details break up for the LOCs in transit at the end of the month						
Sl.No.	LOC No.	CG Code	Advice No	Advice Date	Amount	
Total B(i)						
(ii) Discrepancy if any in the amount of LOC at the time of transfer (or) at the time of accounting should also be shown below:						
Sl.No.	LOC No.	CG Code	Advice No	Advice Date	Amount	
Total B(ii):						
Total B(i)+ B(ii)						
Part – A (-) Part - B						Nil

## REMITTANCES TO HEAD QUARTERS RECONCILIATION STATEMENT

## Part - A

PARTICULARS	Rs.
Remittances in transit at the beginning of the month (Bank Wise)	XXXXXX
Add: Amounts acknowledged and Credited in the Receipt A/c During the month0	
Sub Total(a)	XXXXXX
Less:	
Amount Transferred to Head Quarters	XXXXXXX
Bank Charges if any debited	XXXXXXX
Sub Total (b)	XXXXXX
Remittance in transit at the end of the month (a-b)(CB of A)	XXXXXX

## Part – B

(i) Remittance in transit details at the end of the month				
Sl. No.	Instrument No.	Instrument Date	Remitted on	Amount
		Total(a)		

(ii) Discrepancy if any between Bank & unit				
Sl. No.	Instrument No.	Instrument Date	Remitted on	Amount
		Total(b)		

Part B Total

Total(a) + Total(b)

XXXXXX

A – B

NIL

**ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED**

**Claim against the company not acknowledge as debits**

<b>Sl.No</b>	<b>A/C No</b>	<b>Name of the Complaint</b>	<b>Nature of Claim</b>	<b>Amount</b>	<b>Remarks</b>

Note : All claims for which no provision is made in the books of account are to be disclosed duly indicating the nature of dispute and reasons of non closure