

### NEW PAYMENT STRUCTURE FORMS

| Form No. | Description                                                                                  |  |
|----------|----------------------------------------------------------------------------------------------|--|
| 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<br>For the year<br>(1) |     |      | Capital<br>Works<br>(2)   |                           | Fuel &<br>Generating<br>Costs(3) |                           | Repairs &<br>Maintenance<br>(4) |                           | Salaries<br>(5)       |                           | Other Employee<br>Cost<br>(6) |                           | Exgratia<br>(7)           |                           | Admn.&Gen<br>Expenses<br>(8) |                           | Debts and<br>Deposits<br>(9) |                               | GPF<br>(10)               |                               | Pension<br>(11)           |                               |
|-----------------------------------|-----|------|---------------------------|---------------------------|----------------------------------|---------------------------|---------------------------------|---------------------------|-----------------------|---------------------------|-------------------------------|---------------------------|---------------------------|---------------------------|------------------------------|---------------------------|------------------------------|-------------------------------|---------------------------|-------------------------------|---------------------------|-------------------------------|
| Sl.                               | LOC | Date | Now<br>Appli<br>ed<br>For | Proggre<br>Ssive<br>total | Now<br>Applied<br>For            | Proggre<br>Ssive<br>total | Now<br>Applied<br>For           | Proggre<br>Ssive<br>total | Now<br>Applied<br>For | Proggre<br>Ssive<br>total | Now<br>Applied<br>For         | Proggre<br>Ssive<br>total | Now<br>Appli<br>ed<br>For | Proggre<br>Ssive<br>Total | Now<br>Appli<br>ed<br>For    | Proggre<br>Ssive<br>total | Now<br>Appli<br>ed<br>For    | Progg<br>re<br>Ssive<br>total | Now<br>Appli<br>ed<br>For | Progg<br>re<br>Ssive<br>total | Now<br>Appli<br>ed<br>For | Progg<br>re<br>Ssive<br>total |
|                                   |     |      |                           |                           |                                  |                           |                                 |                           |                       |                           |                               |                           |                           |                           |                              |                           |                              |                               |                           |                               |                           |                               |

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

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 | Remakrs and<br>explanation for large<br>balances etc. |
|--|--------|--------|-------------------------------------------------------|
|--|--------|--------|-------------------------------------------------------|

Cheques drawn in favour of self but not  
Encashed.

Demand Drafts/Cheques received but not  
Remitted to Bank.

Notes:

500 Rpees  
 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<br>of Officer | Amount of<br>imprest | Date of opening and purpose in the<br>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 ETAILS FOR PART A FOR CAHS BALANCE OF UNDISBURSED PAY AND ALLOWANCES AS ON

| S.No. | Name of the Employee | Amount of imprest | Date on which drawn | Reference to acquittance No. | Reasons for pendency |
|-------|----------------------|-------------------|---------------------|------------------------------|----------------------|
|       | Total A              |                   |                     |                              |                      |

ITEM –WISE DETAILS FOR PARTS

| S.No. | Designation and Head quarters of officer | Date of drawal | Reference to Acquittance No. | Amount | Reasons for pendency over one month |
|-------|------------------------------------------|----------------|------------------------------|--------|-------------------------------------|
|       | Total 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 &amp; BRANCH

BANK CODE:

BRANCH CODE:

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

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.<br>No. | Name of the<br>Employee | GPF<br>Account<br>No. | Voucher<br>No. | Cheque<br>No & Date | Amount of<br>loan paid | Refund of<br>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<br>Folio No. | Date | Amount of GPF<br>contributions | Amount of<br>loan<br>recovery | Total<br>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.<br>No. | Name of<br>the<br>employee | Voucher<br>No. | Cheque<br>No.&<br>date | Amount<br>of loan<br>paid | Part/Final<br>withdrawal<br>of GPF | Loan<br>sanction<br>Date | No.of<br>installment<br>agreed for<br>loan<br>repayment | Remarks |
|--------|-------------------|----------------------------|----------------|------------------------|---------------------------|------------------------------------|--------------------------|---------------------------------------------------------|---------|
|        |                   |                            |                |                        |                           |                                    |                          |                                                         |         |

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

FROM NO: 8 (d)

**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<br>No. | Name of<br>the<br>Subscriber | Pay | G.P.F.<br>Contribution | G.P.F.Loan<br>recovery | Total<br>amount<br>recovered | No.of<br>installments<br>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

| SL.<br>No. | Name of the<br>Employee | Account<br>No. | Voucher<br>No. | Cheque<br>No & Date | Amount of<br>loan paid | Refund of<br>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

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.<br>No. | Name of<br>the<br>employee | Voucher<br>No. | Cheque<br>No.&<br>date | Amount<br>of loan<br>paid | Final<br>withdrawal<br>of GPF | Loan<br>sanction<br>Date | No.of<br>installment<br>agreed for<br>loan<br>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<br>No. | Name of<br>the<br>Subscriber | Pay | P.F.<br>Contribution | P.F.Loan<br>recovery | Total<br>amount<br>recovered | No.of<br>installments<br>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.<br>Code. | Name of<br>the<br>Employee<br>&<br>Design. | No.&date<br>and<br>substance<br>of order<br>and<br>amount<br>sanctioned | Monthly<br>rate of<br>Recovery | Rate of<br>interest | Amount<br>drawn<br>including<br>balance<br>of<br>principal<br>brought<br>forward<br>at the<br>beginning<br>of the<br>year | Total<br>interest<br>due or<br>brought<br>forward<br>at the<br>beginning<br>of the<br>year | Amount Recovered                           |          |                                |                       | Total recoveries |              | Balance at the end of<br>the month |          | Rem<br>arks |
|---------------|--------------------------------------------|-------------------------------------------------------------------------|--------------------------------|---------------------|---------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|--------------------------------------------|----------|--------------------------------|-----------------------|------------------|--------------|------------------------------------|----------|-------------|
|               |                                            |                                                                         |                                |                     |                                                                                                                           |                                                                                            | To end of last<br>month during<br>the year |          | During the month               |                       | Principal        | Inter<br>est | Principal                          | Interest |             |
|               |                                            |                                                                         |                                |                     |                                                                                                                           |                                                                                            | Prin<br>cipal                              | Interest | Princi<br>pal/<br>Inst.N<br>o. | Interest/<br>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.



**FORM NO:11**

**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

7. Hundies and date in case of Hundi payment

21

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&amp;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&amp;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<br>S.No. | Name of the<br>supplier/Contractor<br>with full postal<br>Address | Ref to P.O./Agt. |                  | Description<br>of material/<br>work | Invoice<br>No./Bill.No.<br>& Date | Gross Amount |      | Recoveries |         |      | Net Amt.<br>for which<br>LOA is now<br>applied for<br>payment<br>/acceptance<br>of Hundi | Initials | JEVR<br>No.for<br>recovery | H.Qs.<br>Ch.No.&<br>date for<br>LOA<br>amt. | Initials of<br>SAO/AO/<br>DE |
|------------------|-------------------------------------------------------------------|------------------|------------------|-------------------------------------|-----------------------------------|--------------|------|------------|---------|------|------------------------------------------------------------------------------------------|----------|----------------------------|---------------------------------------------|------------------------------|
|                  |                                                                   | P.O.Agt.<br>No.  | P.O.Cod<br>e.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:

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

Form – 16 A  
LIST OF TDAs RAISED AGAINST OTHER UNITS

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

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.) |
|--------------|------------|-------------------|-----------------------|----------------------|----------|----------|---------------|----------------|
|              |            |                   |                       |                      |          |          |               |                |
|              |            |                   |                       |                      |          |          |               |                |
|              |            |                   |                       |                      |          |          |               |                |
|              |            |                   |                       |                      |          |          |               |                |
|              |            |                   |                       |                      |          |          |               |                |
|              |            |                   |                       |                      |          |          |               |                |
|              |            |                   |                       |                      |          |          |               |                |
|              |            |                   |                       |                      |          |          |               |                |
|              |            |                   |                       |                      |          |          |               |                |

**FORM - 19**

**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.<br>Name<br>(Asset) | Acct<br>Code | Opening<br>Balance | Additions | Deductions/<br>withdrawal/<br>Reclassification | Amount<br>transferred<br>to Asset in<br>use. | Closing<br>Balance | Date of<br>put to<br>use. |
|--------|--------------------------|--------------|--------------------|-----------|------------------------------------------------|----------------------------------------------|--------------------|---------------------------|
|        |                          |              |                    |           |                                                |                                              |                    |                           |
|        |                          |              |                    |           |                                                |                                              |                    |                           |

FORM NO: 20

**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<br>(Optional) | Amount<br>Transferred |
|-------------------------------------------------------------------------|-------------|-----------------------------|-----------------------|
|                                                                         |             |                             |                       |
| <b>Total</b>                                                            |             |                             |                       |
| Total tallied with _____ of the Trial Balance for the month<br>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<br>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<br>whom | Gist of the Case/ Suit | Likely Financial<br>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<br>Hydel<br>Thermal<br>Wind_____                                                                                                                                                                                                                   |           |               |
|         | _____ TOTAL                                                                                                                                                                                                                                                                                              |           |               |
| 2.      | Plant Load Factor                                                                                                                                                                                                                                                                                        |           |               |
| 3.      | Generation ( in Million KWH)<br>Hydel<br>Thermal<br>Wind_____                                                                                                                                                                                                                                            |           |               |
|         | _____ TOTAL:                                                                                                                                                                                                                                                                                             |           |               |
| 4.      | Auxiliary Consumption ( in Million KWH)                                                                                                                                                                                                                                                                  |           |               |
| 5.      | Power Purchases ( in Million KWH)<br>Sources<br>TOTAL:                                                                                                                                                                                                                                                   |           |               |
| 6.      | Power Sold ( in Million KWH) (3 – 4 + 5)<br><br>Fuel<br>(a) Consumption(in MT)<br>Coal<br>RFO/FO<br>LD Qil/HSD<br>(b) Average Calorific Value per kg of Fuel Consumed (in K.Cal/Kg)<br>Coal<br>RFO/FO<br>LD Qil/HSD<br>(C)Consumption per unit of Generation (in Kg/KWH)<br>Coal<br>RFO/FO<br>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:<br>LOC released during the month _____             | XXXXXXX |
| Sub Total                                               | XXXXXXX |
| Less:<br>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:<br>Amounts acknowledged and Credited in the Receipt A/c During the month0  |                    |
| Sub Total(a)                                                                    | XXXXXX             |
| Less:<br><br>Amount Transferred to Head Quarters<br>Bank Charges if any debited | XXXXXXX<br>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)

xxxxxxx

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