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KARNATAKA POWER TRANSMISSION CORPORATION LIMITED

Corporate Identity Number (CIN): U40109KA1999SGC025521

Registered office of the Company:

Corporate Office,
Kaveri Bhavan,
Bengaluru-560 001.

Dated: 13-07-2020

No.FA(A&R)/C(F)/AOR/KCO-35/51970/2020-21/ 1715

All the Chief Engineers,
All the Controllers,
All the Superintending Engineers,
All the Deputy Controllers,
All the Executive Engineers,
All the Accounts Officers,
K P T C L.

Sir,

Sub: Guidelines for sending Fund requisitions for
transfer of funds-reg.

Ref: Circular No.FA(A&R)/CF/AOR/KCO-35/51970/2013-14
dated 13-11-2013 and dated 09-12-2013

As you are aware that with the limited inflow of resources, KPTCL is constrained to manage the funds. In view of this, drawal of funds towards current expenditure will have to be limited to the actual expenditure i.e actual bill passed amount without giving scope for keeping idle funds in the current accounts in the Banks.

Despite repeated instructions by Head office, most of the accounting units are not furnishing complete information in the Fund Requisition. For instance, nomenclature of expenditures, account code, availability of budget and payment made out of previous Fund transferred, details of Journal Entries passed are not furnished in the fund requisition.

In order to avoid such discrepancies and to bring uniformity in funds requisition the following detailed guidelines are issued for strict adherence by all the accounting units while submitting fund requisitions seeking transfer of Funds from this office.

1. The Fund Requisitions shall be preferred as indicated in the Annexure and sent to this office, for those items of payments, specified under each week (ANNEXURE I to IV enclosed).

WEEK	ANNEXURE	NATURE OF CLAIM	A/C CODE
1 st	I	Statutory Payments	
2 nd	II	Admin & General Expenditure Station Maintenance	76 Series 74.118
3 rd	III	Employees Expenditure	75 Series
4 th	IV	R & M Expenditure	74 Series

2. While submitting the Fund Requisition for subsequent WEEKS, Certificate of disbursement of the fund received previous WEEK shall invariably be furnished and Cash Balance as on date of submission of fund requisition be indicated.
3. Fund requisition shall be sent to this office only for the actual amount, for which bills are actually passed and ready for payment in the units.
4. The availability of Revenue Budget allocation shall be certified by debiting the Budget both in Online Software and Hard copy while submitting fund requisition.
5. With regards to Repairs and Maintenance works, Division wise, periodicity wise, work wise, cost allocation has to be debited to the concerned work of the accounting units. List of works will be made available in the web site.

6. In case of shortfall of budget in respect of any Head of Account, additional Budget allocation through Re-appropriation of Budget approval shall be obtained from Competent Authority and approval letter copy shall be enclosed. Certificate to the effect of uploading/Debiting Budget in Online Software to be furnished.
7. The Fund requisition for each week shall reach Head office before /on the last working day of previous week.
8. The Fund Requisition for DCRG/Commutation shall be preferred duly enclosing sanction/authorization from ESCOMs/KPTCL.
9. The Fund Requisition for Urgent expenses like Medical Advance, Court fee, Compensation and Proforma bill for any advance shall invariably preferred duly enclosing sanctioned copy from competent authority/court decree and other concerned approvals.
10. All the fund requisitions shall invariably bear the Certification of Internal Audit wing of concerned Division/Circle/Zone specified in the ANNEXUREs ensuring correctness of the amount requisitioned, availability of budget as per sanctioned Revenue Budget for 2020-21 verification of debiting of the Budget in Online Portal, utilization of previous funds for which fund was preferred and passing of necessary JV No. & Date, Fund utilized for previous months transfer and Cash Balance.
11. If urgent intermediary fund requisitions are preferred by the unit in respect of claims of "Statutory Nature", they may be sent duly verified by the Internal Audit, certified to that effect.

12. All the Accounting Units shall send the monthly expenditure statement relating to the funds obtained and utilized during the month, on every 5th of the succeeding month along with Budget details for verification and Budget Monitoring at H.O and also accounting of Expenditure in the following format.

Sl No	Nature of payment	Head of A/c	JV No. & Date	Budget sanctioned/ Re-apptd/ Available for the FY	Funds received during previous month	Actual Exp incurred during the month	Total expdr till the end of previous month	Balance Budget available at the beginning of month
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The above Guidelines shall be scrupulously followed with immediate effect and deviation if any will be viewed seriously.

This is issued with approval
of Director (Finance)

Yours faithfully,


Financial Adviser (A&R)

Copy to:

1. Financial Adviser (I/A),CA(I/A)/DCA(I/A)/AO(I/A)/AAO(I/A) KPTCL, Kaveri Bhavan, Bangaluru.
2. Superintending Engineer (Elec), MIS, KPTCL for information and request to host ANNEXURE I to V with Circular in e Prasarana, KPTCL website.
3. SPS to Managing Director ,KPTCL to place before MD, KPTCL for kind perusal.
4. SPS to Director (Finance), KPTCL to place before D(F), KPTCL for kind perusal.
5. MF

REQUISITION OF FUNDS FOR THE MONTH OF
(1st Week of every Month)

1st WEEK

ANNEXURE - I

NAME OF THE ACCOUNTING UNIT:

LOCATION CODE:

Sl.No	Particulars (Nature of Claim/Expenses)	A/c Code	Sanctioned Budget (including appropriation/ re- appropriation)	Expenditure till date excluding present requisition	Balance Budget - available	BR No. & Date	Amount Requisitioned		J V Details		Remarks
							Amt in Rs	Amt in Lakhs	JV No. & Date	Amount	
1	2	3	4	5	6	7	8	9	10	11	12
Statutory Payments											
1	Income Tax	46,924 & 25									
2	GST	46,956,58 to 60									
3	TDS on GST	46,901 to 904									
4	Property Tax	76.103									
5	Vehicle Tax/Insurance										
6	Other statutory to be Specified	46,450,60,70									

CERTIFICATES

- 1 Certified that the amount indicated in the Fund requisition is correct as verified from the Bills passed and pending payment in the Cash Section. The funds transferred previously have been spent for specific purpose for which it was sent. The closing balance as on this date as per the cash Book is Rs..... (Break up details for this Closing Balance as per Cash Book)
- 2 Certified that the necessary J V No..... Dated has been passed for Rs..... To incur this/these expenses.
- 3 Certified that the expense/s is/are debited to allotted Revenue Budget of 2020-21 through Online in the KPTCL Web based Revenue Monitoring System to facilitate cross verification at Head Office (H.O).

VERIFIED BY

Asst. Accounts Officer

AAO(I/A)/AO(I/A)/DCA(I/A)

AO/DCA

REQUISITION OF FUNDS FOR THE MONTH OF

(2nd Week of every Month)

ANNEXURE - II

NAME OF THE ACCOUNTING UNIT:

LOCATION CODE:

Sl.No	Particulars (Nature of Claim/Expenses)	A/c Code	Sanctioned Budget (including appropriation/ re- appropriation)	Expenditure till date excluding present requisition	Balance Budget - available	BR No. & Date	Amount Requisitioned		J V Details		Remarks
							Amt in Rs	Amt in Lakhs	JV No. & Date	Amount	
1	2	3	4	5	6	7	8	9	10	11	12
76 - Admin & General Expenses											
1	Rent & Rates	76.101 & 2									
2	Security to Stations	76.103									
3	Telephone/Mobile/Postage	76.111 to 114									
4	Internet Charges	76.116									
5	Legal Charges	76.121									
6	Consultancy Fees	76.123									
7	Other Professional Fees	76.125									
8	Shift & Minor Maintenance	76.127									
9	Contract Agency (Incl HK)	76.128 & 29									
10	Conveyance & Travel Expenses	76.131 & 32									
11	Vehicle Hiring	76.137 & 138									
12	Printing & Stationary	76.153									
13	Advertisement	76.155									
14	Electricity/Water	76.158 & 160									
15	Crop & Tree Compensation	76.169									
16	Imprest	76.190									
17	Other A & G to be Specified										
74 - Repairs and Maintenance Expenses											
1	Station Maintenance	74.118									

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- 3 Certified that the expense/s is/ are debited to allotted Revenue Budget of 2020-21 through Online in the KPTEL Web based Revenue Monitoring System to facilitate cross verification at Head Office (H.O).

VERIFIED BY

Asst. Accounts Officer

AAO(I/A)/AO(I/A)/DCA(I/A)

AO/DCA

3rd WEEK

REQUISITION OF FUNDS FOR THE MONTH OF
(3rd Week of every Month)

ANNEXURE - III

NAME OF THE ACCOUNTING UNIT:

LOCATION CODE:

Sl.No	Particulars (Nature of Claim/Expenses)	A/c Code	Sanctioned Budget (including re-appropriation)	Expenditure till date excluding present requisition	Balance Budget - available	BR No. & Date	Amount Requisitioned		J V Details		Remarks
							Amt in Rs	Amt in Lakhs	J V No. & Date	Amount	
1	2	3	4	5	6	7	8	9	10	11	12
75 - Employee Expenses											
1	Salary	75.110 to 172									
2	Supplementary salary	75.110 to 172									
3	ELS Regular	75.616 & 617									
4	ELS Retired	75.618									
5	Bonus	75.500									
6	DA/Pay Arrears	75.300									
7	Shift allowance	75.400									
8	Over time allowance	75.200									
9	Duble wages	75.400									
10	Medical Bill	75.611									
11	Workmen compensation	75.629									
12	FRF	75.860 & 861									
13	Other Employee Expenses to be Specified										

CERTIFICATES

- Certified that the amount indicated in the Fund requisition is correct as verified from the Bills passed and pending payment in the Cash Section. The funds transferred previously have been spent for specific purpose for which it was sent. The closing balance as on this date as per the cash Book is Rs..... (Break up details for this Closing Balance as per Cash Book)
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Asst. Accounts Officer

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AO/DCA

NAME OF THE ACCOUNTING UNIT:

LOCATION CODE:

Sl.No	Particulars (Nature of Claim/Expenses)	A/c Code	Sanctioned Budget (including appropriation/ re-appropriation)	Expenditure till date excluding present requisition	Balance Budget - available	BR No. & Date	Amount Requisitioned		J V Details		Remarks
							Amt in Rs	Amt in Lakhs	JV No. & Date	Amount	
1	2	3	4	5	6	7	8	9	10	11	12
74 - Repairs and Maintenance Expenses											
A											
1	Plant & Machinery	74.110									
2	Power Transformer	74.116									
3	Buildings & Others	74.200									
4	Civil Works	74.300									
5	Lines Cable & others	74.510									
6	Lines Cable & others PGCLL	74.518									
7	Vehicle	74.600									
8	Furniture & Fixtures	74.700									
9	Office Equip & Computers	74.800									
10	Other R & M Expenses to be Specified										
B											
1	Revex - Supply										
2	Proforma Bill										
3	EMD/Refund										
4	Others to be Specified										

CERTIFICATES

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