



KARNATAKA POWER TRANSMISSION CORPORATION LIMITED

Corporate Identity Number (CIN): U40109KA1999SGC025521

Registered office of the Company:

**Corporate Office,
Kaveri Bhavan, K.G Road,
Bengaluru-560 001.**

No.FA(A&R)/C(F)/AOR/KCO-35/51970/2020-21/3090

Dated: 09-09-2020.

All the Controllers,
All the Dy.Controllers,
All the Accounts Officers,
Manager (I/M)/Manager (Cash & Accounts),
KPTCL

Sir,

Sub: Undue delay in dispensing payment to contractors/suppliers.

Ref:1.Circular No. FA(A&R)/CF/AOR/KCO-35/51970/2013-14

Dated 13.11.2013 and dated 09.12.2013.

2. Circular No. FA(A&R)/CF/AOR/KCO-35/51970/2020-21/1715

Dated 13.07.2020.

Circular guidelines on processing of Bills, releasing the payment and Accounting procedures have already been communicated. Despite repeated instructions most of the Divisions are not complying the instructions laid down in the guidelines which is causing unnecessary comments from audit..

It is observed that, on receipt of Funds from Head Office, some of the Divisions are causing undue delay in arranging payment to contractors/suppliers. Corporate Office is receiving complaints in this regard.

In order to avoid this discrepancy, all the Accounting Units are hereby instructed to furnish breakup of payment arranged out of funds received in each trench by this office. The details needs to be given while preferring fund requisition for subsequent weeks. Each Fund Requisition should be accompanied by this detailed breakup and preferred only after utilizing the fund for the head of Account against which it is transferred in previous requisition. The same needs to be certified by the Accounts Officer having utilized the fund.

EE(CIT-1)
B.S. J.
09/09/2020

AE(CIT-1)
G. S.
10/09/2020

Name of the Accounting Unit:

Statement showing details of payments arranged out of funds received under Advice No..... dated.....

Sl No	Advice No & Date	Amount received & Paid	CBV No & Date	Date of Credit of Advice in the Bank	Payment Details					
					BR No & Date	Nature of payment / Bill details / Purpose	Name of Agency	Amount of Bill	Cheque No & Date	Remarks (Specify the Nature of Claim)

The above instructions shall be scrupulously followed with immediate effect and also note that funds requisition will not be accepted without the Annexure details.

Any deviations found will be viewed seriously.

Yours faithfully,


Financial Adviser (A&R)
KPTCL

Copy to:

1. Financial Adviser (I/A)/Controller (I/A)/Dy Controller (I/A)/AO(I/A)/AAO(I/A), KPTCL Kaveri Bhavan Bengaluru.
2. Superintending Engineer (Elec), MIS, KPTCL for information and request to the circular in e-Prasarana, KPTCL website.
3. SPS to Managing Director, KPTCL to place before MD, KPTCL for information.
4. SPS to Director(Finance), KPTCL to place before Df, KPTCL for information.
5. MF.