

Instructions

1. Proforma 1 to 7 for Actuarial Valuation as at 31.03.2022.xls is Macro-enabled, on opening the file, the user will be prompted as follows:

Security Warning Macros have been disabled

Option.....

The screenshot shows the Microsoft Excel interface with a security warning banner that reads "Security Warning Macros have been disabled." and an "Options..." button. The active worksheet is titled "Actuarial Valuation Proforma 1 to 7 as at 31_3_2022.xlsm". The main content is a table for "Electricity Supply Company Limited MARCH FINAL 2022 ACCOUNTS Proforma 1".

The table is titled "Statement showing the Pension & Gratuity contribution payable for FY 2021-22 in respect of Officers/Employees appointed prior to 1-4-2006". It includes a header for "Name of the Accounting Unit" and "Location Code". The main table has the following columns:

| Sl. No | L.C. | Name of the Officer/Employee | Group | Designation | ID No. | Date of Entry into Service (dd-mmm-yyyy) | From 1-4-2021 to 31-3-2022 (Total of the payments made during the year) | | | | Pension Contribution @ 64.90% on Basic+DP+DA (Col. 8*64.90%) | Gratuity Contribution @ 6.10% on Basic+DP (Col. (5+6)*6.10%) | Total Contribution (Col.9+10) | Remarks | |
|--------|------------------------------------------------------------------------|------------------------------|-------|-------------|--------|------------------------------------------|-------------------------------------------------------------------------|----|----|--------------------|--------------------------------------------------------------|--------------------------------------------------------------|-------------------------------|---------|--|
| | | | | | | | Basic Pay | DP | DA | Total (Col. 5+6+7) | | | | | |
| 1 | 1a | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | |
| 10 | 0 | | | | | | | | | 0 | 0 | 0 | 0 | | |
| 11 | 0 | | | | | | | | | 0 | 0 | 0 | 0 | | |
| 12 | 0 | | | | | | | | | 0 | 0 | 0 | 0 | | |
| 13 | 0 | | | | | | | | | 0 | 0 | 0 | 0 | | |
| 14 | 0 | | | | | | | | | 0 | 0 | 0 | 0 | | |
| 15 | 0 | | | | | | | | | 0 | 0 | 0 | 0 | | |
| 16 | 0 | | | | | | | | | 0 | 0 | 0 | 0 | | |
| 18 | Grand Total | | | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| 19 | Less last year OSL | | | | | | | | | | | | | | |
| 20 | Add present year OSL | | | | | | | | | | | | | | |
| 21 | Add: Deputed employees expenditure | | | | | | | | | | | | | | |
| 22 | Add: Amount included in TB but not considered for Contributions | | | | | | | | | | | | | | |
| 23 | Total | | | | | | 0 | 0 | 0 | 0 | | | | | |
| 24 | As per TB | | | | | | | | | | | | | | |
| 25 | Diff (B-C) | | | | | | 0 | 0 | 0 | 0 | | | | 0 | |

The bottom of the screenshot shows the Excel taskbar with tabs for Proforma 1 through Proforma 7, and the Windows taskbar at the very bottom with the system clock showing 11:18 AM on 04-Mar-22.

2. Each time the user opens the file, he has to click the options and then Enable Macros by clicking Enable Content.

The screenshot displays the Microsoft Excel interface with a 'Security Warning' bar at the top stating 'Macros have been disabled.' A 'Microsoft Office Security Options' dialog box is open in the center, titled 'Security Alert - Macro'. The dialog contains the following text:

Macro
 Macros have been disabled. Macros might contain viruses or other security hazards. Do not enable this content unless you trust the source of this file.

Warning: It is not possible to determine that this content came from a trustworthy source. You should leave this content disabled unless the content provides critical functionality and you trust its source.

[More information](#)

File Path: C:\...rust\Desktop\Actuarial Valuation Proforma 1 to 7 as at 31_3_2022.xlsm

Help protect me from unknown content (recommended)

Enable this content

Buttons: OK, Cancel, Open the Trust Center

The background spreadsheet shows a table with columns: Sl. No, L.C., Name of the Officer/Employee, and a 'Grand Total' section. The 'Grand Total' section includes rows for 'Less last year OSL', 'Add present year OSL', 'Add: Deputed employees expenditure', 'Add: Amount included in TB but not considered for Contributions', 'Total', 'As per TB', and 'Diff (B-C)'. The 'Total' row shows values of 0 for columns B, C, and D.

3. There is a button “INSERT ROWS” on all the sheets (Proforma 1 to 7). The user will have to enter the number of rows required in Cell **YELLOW COLOURED** in the respective pages and click on the INSERT ROWS button.

The screenshot shows the Microsoft Excel interface with the following details:

- Title Bar:** Actuarial Valuation Proforma 1 to 7 as at 31_3_2022.xlsm - Microsoft Excel
- Formulas Bar:** H7 From 1-4-2021 to 31-3-2022
- Worksheet Content:**
 - Row 1: Electricity Supply Company Limited
 - Row 2: MARCH FINAL 2022 ACCOUNTS
 - Row 3: Proforma 1
 - Row 4: Statement showing the Pension & Gratuity contribution payable for FY 2021-22 in respect of Officers/Employees appointed prior to 1-4-2006
 - Row 5: Name of the Accounting Unit :
 - Row 6: Location Code :
 - Row 7: Table header for the contribution table.
 - Row 8: Table header for the contribution table.
 - Row 24: As per TB
 - Row 25: Diff (B-C)
 - Row 27: Senior Assistant Assistant Accounts Officer Signature of the Head of Accounting Unit
 - Row 28: For additional rows enter number in the Yellow-coloured cell below and press on the button
 - Row 29: Yellow cell with 'INSERT ROWS' button
 - Row 31: To be submitted to P & G TRUST through Corporate Office (Both soft & Hard Copies)
 - Row 32: The list should contain above particulars in respect of all the Employees & Officers appointed prior to 1-4-2006 & working under the jurisdiction of the Accounting Unit.
 - Row 33: Strictly no columns should be left blank
 - Row 34: Date Format must be in dd-mmm-yyyy only (Other date formats are not allowed)
- Taskbar:** Shows various application icons and the system clock: 11:31 AM 04-Mar-22