

**KARNATAKA POWER TRANSMISSION CORPORATION LIMITED**

**No. M(IM)/B3/1123/2014-15**

**Encl:**

**Corporate Office,  
Kaveri Bhavan,  
Bangalore-560 009.**

**Dated:- 5 MAR 2015**

**CIRCULAR**

**Sub:-** Preparation of March-2015 Final Accounts- Submission of Salary Bills, R&M Bills and General Expenses Bills-reg.

**Ref:-** Letter No. KCO-21/6936/14-15 dated 02.02.2015 of Financial Adviser(A&R), KPTCL

The Financial Adviser (A&R), KPTCL, Kaveri Bhavan, Bangalore vide above cited reference has directed to all KPTCL units to submit March 2015 Final Accounts during 1<sup>st</sup> week of April 2015.

In order to compile & submit the Final Accounts as per scheduled date, the expenditure of Salary, Repair and Maintenance Bills of Building, Vehicle, Computer, Office Equipment and Administration & General expenses bills such as Legal Expenses, Audit Fee, Consultancy Charges, Vehicle hiring, Vehicle Running Expenses Bills, Advertisements Bills etc. relating to the Financial Year 2014-15 needs to be accounted and incorporated into Accounts in the month of March - 2015 itself.

Therefore, the Salary Bill of Group A&B Officers for the month of March 2015 has to be sent to Manager, Internal Management on or before 15<sup>th</sup> March 2015 to take advance action for closure of March 2015 Accounts.

In respect of R&M/General Expenses/Advertisement & all other bills on hand to be sent to Internal Management before 15<sup>th</sup> March 2015 duly observing Corporate formalities in order to book the expenditure during the current financial year only.

During auditing of March Final 2014 accounts, the Statutory Auditors have issued Audit Enquiry relating to not properly accounting outstanding liability. Thereby enquiry was issued by the Auditors & the Trial Balance was revised. Therefore the expenses relating to works completed for the Financial Year 2014-15 for which bills are payable during the year to be furnished for creation of outstanding liability and for incorporation into March 2015 Final Accounts and also a list of Purchase Order / work order issued during 2014-15 but bills not received may be furnished to Manager (IM) section.

EE (C)	✓
EE (M)	✓
DCA (M)	
SEE (M)	

9/3/15

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Ab  
9/3/2015

SEE CITAMIS  
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Please note that if these particulars are not furnished within 15.03.2015 outstanding liability cannot be created and the bills will not be passed against Budget Grant/ Purchase Grant already provided for the Financial Year 2014-15. Hence it is requested to furnish the required information within the prescribed time limit.

The Imprest vouchers on hand up to end of 31<sup>st</sup> March 2015 has to be sent to IM Section for recoupment on 1<sup>st</sup> April 2015 to enable the expenditure incurred out of imprest as on 31<sup>st</sup> March 2015 to incorporate in accounts for the Financial Year 2014-15

Further, for preparation of proposed Revenue Budget for Financial Year 2015-16, the guidelines issued by the Financial Adviser (A&R) vide Ltr No. FA(A&R)/KCO-32/12742/2014-15 dated 05.02.2015 may please be referred and the information to be furnished for consolidation & submission to Financial Adviser (A&R) for further action.

  
Deputy General Manager (Per),  
KPTCL 43

**Copy for information to:**

1. The CEE, P&C, KPTCL, Kaveri Bhavan, Bangalore-9.
2. The CEE (TA&QC), KPTCL, Kaveri Bhavan, Bangalore-9

**Copy for information and needful to:-**

3. The Deputy General Manager (Tech), KPTCL, Kaveri Bhavan, Bangalore-9
4. The SEEs/Planning, Technical, P&M, IT&MIS, KPTCL, Kaveri Bhavan, Bangalore-9
5. The PRO, KPTCL, Kaveri Bhavan, Bangalore-9
6. The EEE/DCA, HRD Centre, Hoody, Bangalore.
7. All the AGM's/Managers/AOs/AM/AAO's of Corporate Office., KPTCL, Kaveri Bhavan. Bangalore.
8. The AEE(EI) Transport Section, A.R.Circle, Bangalore.
9. The AO (IA) Admn. Office, Bangalore.
10. PS to MD, Director (Trans), Director (Finance), Director (A&HR),
11. PS to DGM (P).