

Typical formats of Registers/Statements

[illegible]

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED

STATEMENT - 1

UNIT CODE:

UNIT NAME:

CASH PAYMENT VOUCHER

Payee name:

Voucher No:

Date :

Debit Account Code	Debit Account Description	Bill Reference	Amount in Rs
	Total Amount		

Narration:

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED

STATEMENT - 2

UNIT CODE:

UNIT NAME:

BANK PAYMENT VOUCHER

Account code (Bank) :

Voucher No:

Bank Description :

Date :

Cheque Number :

Cheque Payee name :

Debit Account Code	Debit Account Description	Bill Reference	Amount in Rs
	Total Amount		
Narration:			

ANDHRA PRADESH POWER GENERATION CORPORATION LTD.
UNIT CODE:

STATEMENT - 3
UNIT NAME:

CASH/BANK RECEIPT VOUCHER

Received from:

Voucher No:

Date :

Account Code

Cash:

Bank:

PNR No.	Credit Account Code	Credit Account Description	Bill Reference	Amount in Rs
		Total Amount		
Narration:				

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED

STATEMENT – 4

UNIT CODE::

UNIT NAME:

JOURNAL VOUCHER

Voucher No:

Date :

(Amount in Rs.)

Account Code	Account Description	Debit	Credit
	Total Amount		
Narration:			

STATEMENT – 5(A)

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED

BANK RECONCILIATION STATEMENT (DRAWING ACCOUNT)

UNIT CODE:

BANK NAME:

ACCOUNT NO:

UNIT NAME:

MONTH:

BRANCH CODE:

PART – I

Particulars	Rs.
Balance as per cash book at the beginning of the month	XXXX
Add: LOC received from the head office	XXXX
Total	XXXX
Less: Cheques issued during the month	XXXX
Balance as per cash Book at the end of the month	XXXX

PART – II

Particulars	Rs.	Rs.
Balance as per cash book at the end of the month		XXXX
Add: 1.Cheques issued but not presented for payment (List to be enclosed) 2..LOC credited by bank but not accounted in the cash book. 3. Others(Give details)	XXXX XXXX XXXX	XXXX
Total:		XXXX
Less: 1. Bank charges etc., not accounted in the Cash book 2. LOC received and accounted in the Cash book but not credited by Bank 3. Others(Give details)	XXXX XXXX XXXX	XXXX
Balance as per Bank Scroll at the end of the month		XXXX

BANK RECONCILIATION STATEMENT (RECEIPT ACCOUNT)

UNIT CODE:

UNIT NAME:

BANK NAME:

MONTH:

ACCOUNT NO:

BRANCH CODE:

PART – I

Particulars	Rs.	Rs.
Balance as per bank receipt account at the beginning of the month		XXXX
ADD: Amount remitted during the month		XXXX
Total:		XXXX
LESS: 1. Amount transferred to headquarters during the month (Form 10 to be enclosed)	XXXX	
2. Bank charges etc., accounted during the month	XXXX	XXXX
		XXXX
Balance as per Receipt bank account at the end of the month		XXXX

PART-II

Particulars	Rs.	Rs.
Balance as per Receipt Bank account at the end of the month		XXXX
ADD: 1. Amount acknowledged by bank but not accounted in the receipt account.	XXXX	
2. Others	XXXX	XXXX
Total:		XXXX
LESS: 1. Amount transferred to the bank but not accounted in the receipt	XXXX	
2. Bank Charges etc., not accounted in cash book	XXXX	
3. Others	XXXX	XXXX
Total:		XXXX
Balance as per Bank Scroll		XXXX

FORM – 6(A)

Register of TDA's Raised by the Unit

SL.No.	<u>TDA.No</u> MM/YY	Amount	On whom TDA raised	Details of TDA	Ref.in which TDA sent	Acceptance Particulars	Signature

FORM-6(B)

Register of TDAs Raised by other Units

Sl.No.	<u>TDA.No</u> MM/YY.	Amount	From Whom TDA Received	Letter.No.	Acceptance Particulars	Signature

FORM – 6(C)

Register of TCA's Raised by the Unit

SL.No.	<u>TCA.No</u> MM/YY.	Amount	On whom TCA raised	Details of TCA	Ref.in which TCA sent	Acceptance Particulars	Signature

FORM-6(D)

Register of TCAs Raised by other Units

Sl.No.	<u>TCA.No</u> MM/YY	Amount	From Whom TCA Received	Letter.No.	Acceptance Particulars	Signature

REGISTER OF SUPPLIERS/CONTRACTORS

NAME Of SUPPLIER/CONTRACTOR:

CODE NO.

Dr.

Date	Particulars	CBF/ JE.No	EMD	SD	Retention Amount	Advance Payment (O&M)	Liability for Supply/Work
1	2	3	4	5	6	7	8

Cr.

Date	Particulars	CBF/ SRB/ JE No.	EMD	SD	RA	Advance Payment (O&M)	Liability for Supply/Work
9	10	11	12	13	14	15	16

Construction/ Operation Accounts Ledger

Name of the work :	CR.NO.:	Schedule of Major Material
Agency :	W.E. No. :	Description Qty Value
Work Order.No. :	Main A/c.No.	
Cost Code No.	Sub.A/c.Nos.:	

Dr.

Date	Particulars	CB Vr.No/ SIB/JE No.	Material			Labour	Others	Total
			Description	Quantity	Value		Rs.	Rs.

Cr.

Date	Particulars	CB vr.No/ Dev No./JE No.	Material			Labour	Others	Total
			Description	Quantity	Value		Rs.	Rs.

STATEMENT - 10

Register of Bank Guarantees

[illegible]

CASH BOOK

UNIT NAME:
CASH BOOK FOR THE MONTH OF _____

UNIT CODE:

Dr.

Date of Receipt	Receipt No.	A/c No.	From whom Received etc.	Ledger		Receipts		Remarks
				No	Folio	Bank	Cash	
1	2	3	4	5	6	7	8	9

Cr.

Date of Payment	Voucher No	A/c No.	To whom Paid etc.,	Ledger		Payments		
				No.	Folio	Cheque No.	Bank	Cash
10	11	12	13	14	15	16	17	18

ANDHRA PRADESH GENERATION CORPORATION LIMITED

UNIT CODE:UNIT NAME:

CASH BOOK

Month :
Year:

Receipts					Payments				
Date	Amount in Rs	Credit account code	Credit account Description	Cash voucher no	Date	Amount in Rs	Debit account code	Debit account Description	Cash voucher no
							Closing balance		

ANDHRA PRADESH GENERATION CORPORATION LIMITED
UNIT CODE:

STATEMENT-13
UNIT NAME:

BILL REGISTER - PURCHASES/WORKS CONTRACTS

[illegible]

ANDHRA PRADESH GENERATION CORPORATION LIMITED
UNIT CODE:

STATEMENT - 14

CHEQUES INWARD REGISTER

[illegible]

ANDHRA PRADESH GENERATION CORPORATION LIMITED
UNIT CODE: UNIT

STATEMENT - 16

INVESTMENT REGISTER

Type of investment :
Description :

[illegible]

STATEMENT - 17

UNIT Name:

Debtor code :

Debtor name :

(Amount in Rs.)

[illegible]

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED

UNIT CODE:

UNIT NAME:

RECEIPT BANK BOOK

Account code (Bank) :

Bank Description :

[illegible]

STATEMENT - 19

NAME OF THE UNIT:

Asset Code:

Location:

[illegible]

Exhibit 1

ANDHRA PRADESH POWER GENERATION CORPORATION LIMITED
BALANCE SHEET AS ON _____

		Schedule No.	Figures as at the end of Current Financial Year/Period	Figures as at the end of Previous Financial Year/Period
I. Sources of Funds				
1	Shareholder's funds			
	(a) Capital			
	(b) Reserves and Surplus			
2	Loan funds			
	(a) Secured loans			
	(b) Unsecured loans			
	TOTAL :			
II. Applications of Funds				
1	Fixed assets			
	(a) Gross block			
	(b) Less depreciation			
	(c) Net block			
	(d) Capital work-in-progress			
2	Investments			
3	Current assets, loans, and advances :			
	(a) Inventories			
	(b) Sundry debtors			
	(c) Cash and bank balances			
	(d) Other current assets			
	(e) Loans and advances			
	Less :			
	Current liabilities and provisions :			
	(a) Liabilities			
	(b) Provisions			
	Net current assets			
4	(a) Miscellaneous expenditure to the extent not written off or adjusted			
	(b) Profit and Loss account			
	TOTAL :			

ANDHRA PRADESH GENERATION CORPORATION LIMITED
PROFIT AND LOSS ACCOUNT FOR THE YEAR/PERIOD ENDED _____

EXIBIT -2

	Schedule No.	Figures for the Current Financial Year/Period	Figures for the Previous Financial Year/Period
Sale of Power			
Other Income			
Total			
Cost Of Power Generation			
Employees' Remuneration and Benefits			
Other Expenditure			
Interest			
Depreciation			
Profit before Tax	-		
<u>Less:</u> Provision for Taxation			
Profit after Tax	-		
<u>Add:</u> Balance brought forward from previous year			
	-		
<u>Appropriations</u>			
Interim Dividend Paid			
Proposed Final Dividend			
Corporate Dividend Tax			
Transfer to General Reserve			
Surplus carried to Balance Sheet			
Notes on Accounts			
Basic and Diluted Earnings Per Share(in Rs.)			