

TRIPURA GAZETTE



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Agartala, Wednesday, May 12, 2021 A. D., Vaisakha 22, 1943 S. E.

**PART--I-- Orders and Notifications by the Government of Tripura,
The High Court, Government Treasury etc.**

**GOVERNMENT OF TRIPURA
DEPARTMENT OF POWER.**

AGARTALA, TRIPURA.

No. F. 3(6)-Engg.Cell/DOP/Pt.-III/2504-05

Dated, Agartala, the 19th February, 2021.

In exercise of powers conferred by sub-section (1) of Section 104 of the Electricity Act, 2003 (Central Act 36 of 2003) the Government hereby makes the following rules, namely:

RULES:

1. Short Title and commencement:-

- (a) These rules may be called the Tripura Electricity Regulatory Commission (Form and time of State Commission's Annual Accounts) Rules, 2021:
(b) They shall come into force on the date of their publication in the "Tripura.Gazette".

2. Definition: In these rules, unless the context otherwise requires:-

- a) "Act" means the Electricity Act, 2003;
b) "Commission" means the Tripura Electricity Commission constituted under Section 82 of The Electricity Act, 2003;
c) "Chairperson" means the Chairperson of Tripura Electricity Regulatory Commission;
d) "Form" means a form appended to these Rules;
e) "Schedule" means a schedule appended to these rules;
f) "Drawing and Disbursing Officer (DDO)" means an officer designated by the Commission to draw and make payment on behalf of the Commission;
g) "Accounts Officer" means an officer responsible for accounts function as nominated by Chairman.

3. Form in which and the time at which the State Commission shall prepare its Annual Accounts:

- (a). The Commission shall prepare the Annual Statement of Accounts for every financial year in the manner specified below:
(i). Receipts and Payments Account in Form-A
(ii). Income and Expenditure Accounts in Form-B.
(iii). Balance Sheet in Form-C.
(b). The Annual Statement of Accounts shall be finalized by the Commission by 31st May following the year to which the accounts relate to.

4. Approval and Audit Of Annual Statement of Accounts.—

- (a) After finalization of Annual Statement of Accounts at the end of the financial year, the DDO shall submit Annual Statement of Accounts to the Commission for approval. After approval of the Commission the Annual Statement of Accounts shall be sent to the Comptroller & Auditor General of India (CAG) / Accountant General (AG) or any other person appointed by him, for audit. These approved accounts shall be signed on behalf of the Commission by at least two Members; one of them shall be the Chairperson, where there is one. These accounts shall also be signed by the Secretary of the Commission.
(b). The audited Annual Statement of Accounts together with the audit report shall be forwarded to the State Government within six months from the end of such financial year, for laying before the Legislature.

5. Internal Audit of the Commission.—

- (a) Internal Audit of the Commission shall be entrusted to the officers/ official of the Commission designated, by the Chairperson or may entrust the work of internal audit to a firm of Chartered Accountants.

- (b). The purpose of the internal audit, as an independent function outside the function of the accounts keeping, is to ensure that the accounts of the Commission represents the facts and that financial records like cash books to ensure that the accounts of the Commission represents the facts and that financial records like cash book, Ledgers, Stock Registers are maintained correctly and up-to-date.
- (c). The Commission may decide the nature, scope and extent of internal audit from time to time

6. Format of Book Keeping and Ledgers. —

- (a) The Commission shall maintain the records in the format as shown in **Form - D. Form - E. Form - F & Form - G**
- (b) The above mentioned Books of Accounts and other relevant records shall be kept in the Commission's office. It shall be the responsibility of Accounts Officer to ensure that the Books of Account and other relevant records are properly maintained and securely preserved in safe custody and produced to audit as and when required.
- (c) The Chairperson may decide in consultation with the Accounts Officer for maintaining any other accounting records.

FORM-A

Name of the entity: **TRIPURA ELECTRICITY REGULATORY COMMISSION RECEIPTS AND PAYMENTS**
ACCOUNTS FOR THE PERIOD / YEAR ENDED _____

(Amount-Rs.)							
Account Head (1)	RECEIPTS (2)	Current Year (3)	Previous Year (4)	Account Head (5)	PAYMENTS (6)	Current (7)	Previous (8)
1.	To Opening Balances			#	By Salary, Allowances		
	(a) Cash in Hand			#	By Wages		
	(b) Bank Balance				(i). Overtime Allowance		
	To Grant-in-Aid from State Govt.				(ii). Other Establishment charges		
	To Loan From Govt.				(iii). Staff Welfare expenses		
	To Petition fees			#	By Traveling Allowance		
	To License fees				(i) Foreign Travels		
	To Penalty				(ii). Domestic Travels		
					(iii). Local Conveyance Expenses		
	To investments				By Office Expenses		
	(i) To Face value of investment enchased			#	By Exam & Training		
	(ii) To Interest on investment			#	By Seminar, Workshop, Conference		
	To be Debit/Deposit Receipts			#	By Payments for Professional Services		
	(a). Recovery of Advance from Staff				(i) Auditors Remuneration/Legal Fee.		
	(i). House building advance			#	By Maintenance Work		
	(ii). Motor Car/Personal Computer advance			#	By Material & Supplies		
	(iii) Scooter /Motor Cycle Advance				By Repayment of loan		
	(iv) Other Advances (to be specified)				By Advances to Staff		
	(v) Recoupment of GPF Advance paid to paid deputationists				(i). House Building Advance		
	b) Recovery of Contingent Advance				(ii) Motor Carr/Personal Computer Advance.		
	(i) Advance to PWD				(iii) Scooter/Motor Cycle Advance		
	(ii) Advance to Suppliers				(iv) Contingent Advance		
	(iii) Other Advances (to be specified)				(v) Advance to PWD		
					(vi) Advance to suppliers/Contractors.		
	(c) Other Deposits				(vii) Other Advances (to be specified)		
	(i) Security Deposits				By Contributions		
	(ii) Earnest Money Deposits				(i) Pension and Gratuity		
	(iii) Any other deposit (to be specified)				(ii) Leave Salary & Pension Contributions.		
					(iii) Other Contribution (to be specified)		

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To Remittances /Receipts

- (a) Recovery from deputationists
- (b) License Fee
- (c) Income Tax
- (d) Surcharge
- (e) Sale Tax
- (f) Central Govt. Health Scheme
- (g) Postal Life Insurance
- (h) Central Govt. Employees group Insurance Scheme

Any other (to be specified)

To Other Receipts

- (i) Grant from Power Finance Corporation
- (ii) Grant by Foreign Donor
- (iii) Sale of Tender Documents.
- (iv) Processing Fee
- (v) Interest on deposits
- (vi) Certified Copying Fee .
- (vii) Misc. receipts
- (viii) Sale of old Newspapers
- (ix) Grant from Central Govt.

By Expenditure on Fixed Assets and Capital Works-in-Progress.

- (i) Land
- (ii) Buildings
- (iii) Furniture and Fixtures
- (iv) Machinery and Equipments.
- (v) Motor vehicles
- (vi) Books and Publications
- (vii) Any other (to be specified)

By Other Adjustment/ Remittances.

- (a) GPF/CPF etc. recovered from the deputationists
- (b) License fee .
- (c) Income Tax
- (d) Sales Tax
- (e) Central Govt. Health Scheme.
- (f) Postal Life insurance
- (g) CGEGIS/CGEIS
- (h) House Building Advance
- (i) . Motor Car/Computer Advances.
- (j) . Scooter/Motor cycle Advances.
- Other Recoveries (to be 'specified).

By Other Administrative Expenses:

- (i). Advertisement and Publicity.
- (ii). Freight and Forwarding Expenses.
- (iii). Packing Charges
- (iv). Subscription Expenses
- (v). Labour and Processing Expenses
- (vi). Cartage and Carriage In wards.
- (vii). Insurance
- (viii). Excise Duty
- (ix). Irrecoverable Balances written off
- (x). Others (to be specified)

3. By Investments and Deposits

Made:

- (i) Investments.
- (ii) Deposits.
 - (a) Security Deposit
 - (b) Earnest Money. Deposit

By Closing Balance

- Cash
- Bank

TOTAL

TOTAL

Accounts Officer

Commission Secretary

Member

Chairman

Agartala:

Dated the 1st January 2021

FORM-B

Name of the, entity: TRIPURA ELECTRICITY REGULATORY COMMISSION

INCOME AND EXPENDITURE ACCOUNTS

FOR THE PERIOD/YEAR EN _____

(Amount-Rs.)

INCOME	Current Year	Previous Year
<p>1. By Grants/Subsidies –</p> <p> 1.1 State Government</p> <p> 1.2 Other Sources (to be specified)</p> <p>2. By Seminars and Conferences</p> <p>3. By Consultancy</p> <p>4. By Fees/Subscriptions/fines</p> <p> 4.1 Fee -for Petitions</p> <p> 4.2 License Fee</p> <p> 4.3 Penalty</p> <p> 4.4 Other Receipts</p> <p> (i). Grant from Power Finance Corporation.</p> <p> (ii). Grant by Foreign Donor</p> <p> (iii). Sale of Tender Documents</p> <p> (iv). Processing Fee .</p> <p> (v). Interest on Deposits</p> <p> (vi). Certified Copying Fee .</p> <p> (vii). Misc. Receipts</p> <p> (viii). Sale of old Newspapers</p> <p> (ix). Grant from Central Govt.</p> <p> (x). Accrued Income.</p> <p> 4.5 Any Other Income (to be specified)</p> <p>5. By Investment (income on investment from earmarked/endow funds transferred to funds).</p> <p>6. By Royalty, Publications etc.</p> <p> 6.1 Royalty</p> <p> 6.2 Publications</p> <p>7. By Interest</p> <p> 7.1 Interest on Deposits (to be specified)</p> <p> 7.2 Interest on Loans and Advances</p> <p> 7.3 interest on Investment</p> <p> 7.4 Interest on Cash at Bank</p> <p> 7.5 Any other (to be-specified)</p> <p>8. By Other Income</p> <p> 8.1 Medical Health Care facilities</p> <p> 8.2 Sale of-Newspapers</p> <p> 8.3 Gifts</p> <p> 8.4 Gains on Sale of Assets</p> <p> 8.5 Staff Car, Recoveries</p> <p>9. By Excess of Expenditure over income (transferred to Capital fund account)</p>		
10. TOTAL (A)		

Expenditure	Current Year	Previous Year
1. To Salary and Allowances		
1.1 Pay & Allowances of Chairman & Members		
1.2 Pay & Allowances of Officers and Establishments		
1.3 Pay & Allowances of Staff		
1.4 Honorarium		
1.5 Overtime Allowance		
1.6 Medical and Health Care Facilities		
1.7 Bonus		
1.8 Any Other Establishment Charges (to be specified)		
2 To Payment on Professional & Other Services		
3 To Travel Expenses		
3.1 Domestic Travels - Chairman, Members & Other Officers - Staff.		
3.2 Foreign Travels - Chairman, Members & Other Officers - Staff.		
4. To Other Administrative Expenses		
4.1 Telephone and Fax		
4.2 Rent, Rate & Taxes		
4.3 News Paper/Periodicals		
4.4 Advertisement and Publicity		
4.5 Postage and Telegram		
4.6 Liveries		
4.7 Water & Electricity		
4.8 Local Conveyance		
4.9 Any other (to be specified)		
5. TO Stationery & Printing		
5.1 Stationery		
5.2 Printing		
6. To Publications		
7. To Miscellaneous and Other Expenses		
8. To Repair and Maintenance		
8.1 Buildings		
8.2 Machinery & Equipment		
8.3 Furniture & Fixtures		
8.4 Vehicles		
9. To Petrol, Oil & Lubricants		
10. To Hospitality Expenses		
11. To Audit Fees		
12. To Legal Charges		
13. To Provident Fund & Other Contributions		
13.1 Pension & Gratuity (Including Commuted Value of Pension)		
13.2 Contribution to CPF		

Expenditure	Current Year	Previous Year
13.3 Deposit Linked Insurance Scheme		
13.4 Pension Contribution		
13.5 Leave Salary Contribution		
13.6 Gratuity Contribution		
14. To Interest		
14.1 Interest on-GPF		
14.2 Interest. on CPF		
14.3 Any other (to be specified)		
15. To Group Insurance Scheme		
15.1 CGEGIS - Saving Fund		
- Insurance Fund.		
15.2 CGEIS - Saving Fund		
- Insurance Fund.		
16. To Depreciation		
17. To Loss on Sale of Assets		
18. To Bad-debts written off		
19. To Excess of Income over Expenditure (Transferred to Capital Fund Account)		
20. Outstanding Expenses		
21. TOTAL (B)		

Accounts Officer

Commission Secretary

Member

Chairman

Agartala

Dated the

FORM-C

**NAME OF THE, ENTITY: TRIPURA ELECTRICITY REGULATORY COMMISSION
BALANCE SHEET AS AT**

(Amount Rs.)

CORPUS/CAPITAL FUND AND LIABILITIES	Schedule	Current Year	Previous Year
1. Corpus/Capital Fund	1		
2. Others Funds			
2.1 Provident Funds			
2.2 Others (to be specified)			
3. Reserves and Surplus			
4. Earmarked/Endowment Funds	2		
5. Secured Loans and Borrowings	3		
	4		

CORPUS/CAPITAL FUND AND LIABILITIES	Schedule	Current Year	Previous Year
6. Unsecured Loans and borrowings	5		
7. Current Liabilities and Provisions	6		
TOTAL			
ASSETS			
1. Fixed Assets	7		
2. Capital Work-in-Progress			
3. Investments- From Earmarked/Endowment Funds of MPERC	8		
4. Sundry Debtors			
5. Current Assets , Loans & Advances	9		
6. Cash and Bank Balance			
6.1 Cash in Hand			
6.2 Cash in Bank			
6.3 With Treasury			
6.4 Cheques /Drafts in Hand			
6.5 Imprest			
7. Miscellaneous Expenses (To the extent not written off)			
TOTAL			

Accounts Officer

Commission Secretary

Member

Chairman

TRIPURA ELECTRICITY REGULATORY COMMISSION

SCHEDULES FORMING PART-OF BALANCE SHEET AS AT _____

•Schedule - 1 Corpus / Capital Fund

	Current Year	Previous Year
Balance at the beginning of the year		
Add : Contributions towards Corpus/Capital Fund		
Add/(Deduct): Balance of net income/(expenditure) transferred from the Income and Expenditure Account.		
BALANCE AT THE YEAR – END		

Accounts Officer

Commission Secretary

Member

Chairman

**TRIPURA ELECTRICITY REGULATORY COMMISSION
SCHEDULES FORMING, PART OF BALANCE SHEET AS AT _____**

Schedule- 2: Reserves and Surplus

	Current Year	Previous Year
1. Capital Reserve.		
As per last Account		
Addition during the year		
Less: Deductions during the year		
2. Revaluation Reserve		
As per last Account		
Addition during the year		
Less : Deductions during the year		
3. Special Reserves		
As per last Account		
Addition during the year		
Less : Deductions during the year		
4. General Reserve		
As per last Account		
Addition during the year		
Less :Deductions during the year		
TOTAL		

Accounts Officer

Commission Secretary

Member

Chairman

**TRIPURA ELECTRICITY REGULATORY COMMISSION
SCHEDULES FORMING PART OF BALANCE SHEET AS AT _____**

Schedule - 3 : EA RMA RK ED/ENDO WMENT FUND

	Fund WW	Fund XX	Fund YY	Fund ZZ	Current Year	Previous Year
(a) Opening balance of the funds						
(b) Additions to the Funds:						
(i). Donations/Grants						
(ii). Income from Investment made on Account of Funds						
(iii). Other additions (specify nature)						
TOTAL (a+b)						
(c) Utilization/Expenditure towards objectives of funds						
(i) Capital Expenditure						
• Fixed Assets						
• Others						
Total						

	Fund WW	Fund XX	Fund YY	Fund ZZ	Current Year	Previous Year
(ii). Revenue Expenditure						
(iii). - Salaries, Wages and allowances etc. Rent						
(iv). - Other Administrative Expenses						
Total						

TOTAL (c)
NET BALANCE AS AT THE YEAR - END (a+b+c)

Notes-- (1) Disclosures shall be made under relevant Heads based on conditions attaching to the Grains

(2) Plan Funds received from the Central State Governments are to be shown as separate-Funds and not to be mixed up with any other Funds.

Accounts Officer Commission Secretary Member Chairman

TRIPURA ELECTRICITY REGULATORY COMMISSION
SCHEDULES FORMING PART OF BALANCE SHEET AS AT _____
 Schedule - 4: SECURED LOANS and BORROWINGS

(Amount Rs.)

	Current Year	Previous Year
1. Central Government		
2. State Government (Specify)		
3. Financial Institutions		
(a). Term Loans		
(b). Interest accrued and due		
4. Banks		
(a). Term Loans		
Interest accrued and due		
(b). Other Loans (specify)		
- Interest accrued and due		
5. Other Institutions and Agencies		
6. Debentures and Loans		
7. Others (Specify)		
TOTAL		

Note -Amount due within one year

Accounts Officer Commission Secretary Member Chairman

TRIPURA ELECTRICITY REGULATORY COMMISSION
SCHEDULES FORMING PART OF BALANCE SHEET AS AT _____
Schedule - 5: UNSECURED LOANS and BORROWINGS

	Current Year	Previous Year
1. Central Government		
2. State Government		
3. Financial Institutions		
4. Banks:		
(a) Term Loans		
(b) Other Loans (specify)		
5. Other Institutions and Agencies		
6. Debentures and Bonds		
7. Fixed Deposits		
8. Others (specify)		
TOTAL		

Note.—Amounts due within one year –

Accounts Officer Commission Secretary Member Chairman

TRIPURA ELECTRICITY REGULATORY COMMISSION
SCHEDULES FORMING PART OF BALANCE SHEET AS AT _____
Schedule - 6: CURRENT LIABILITIES and PROVISION

	(Amount Rs.)	
	Current Year	Previous Year
A. CURRENT LIABILITIES		
1. Acceptances		
2. Sundry Creditors:-		
3. Advances Received		
4. Interest accrued but not due on: (a) Secured Loans/Borrowings		
(b) Unsecured Loans/Borrowings		
5. Statutory Liabilities:		
(a) Overdue		
(b) Others		
6. Other Current Liabilities		
TOTAL (A)		
B. PROVISIONS		
1. For Taxation		
2. Gratuity		
3. Superannuation/Pension		
4. Accumulated Leave Encashment		
5. Others (Specify)		
TOTAL (B)		
Total (A+B)		

Accounts Officer Commission Secretary Member Chairman

TRIPURA ELECTRICITY REGULATORY COMMISSION
SCHEDULES FORMING PART OF BALANCE SHEET AS AT _____

Schedule - 7: Fixed Assets

(Amount Rs.)

Asset Group	Gross Block				Depreciation				Net Block			
	At the beginning of the year	Additions during the year	Deductions during the year	Reclassifications	At the end of the year	At the end of the previous year	Depreciation during the year	Adjustments on deductions	Reclassifications	At the end of the year	At the end of the year	At the end of the year
Land and Land rights												
Building												
Plant and Machinery												
Vehicles												
Furniture and fixtures												
Other Assets												
TOTAL												
TOTAL FOR PREVIOUS YEAR												

Note:- 1. Previous year's figures should be shown in brackets below each figure.
 2. Disclose by way of note that "Gross block does not include value of small and low value assets each costing below Rs.5000 charged to Income and Expenditure account" during the year Rs.....

Accounts Officer Commission Secretary Member Chairman

TRIPURA ELECTRICITY REGULATORY COMMISSION
SCHEDULES FORMING PART OF BALANCE SHEET AS AT _____
 Schedule - 8: INVESTMENTS FROM EARMARKED/ENDOWMENT FUNDS

(Amount -Rs)

	Current Year	Previous Year
1. In Government Securities		
2. Other Approved Securities		
3. Shares		
4. Debentures and Bonds		
5. Subsidiaries and Joint Ventures		
6. Others (to be specified)		
TOTAL		

Accounts Officer Commission Secretary Member Chairman

LEDGER LIST OF EXPENDITURE HEADS

1. 11 - Salary, Allowances

- a. 001 Salary
- b. 003 Dearness Allowance
- c. 006 House Rent Allowance
- d. 008 Other Allowances
- e. 009 Medical Reimbursement
- f. 010 Leave LEDGER
- g. 011 Festival Advance
- h. 016 Grain Advance
- i. 018 Medical Advance

2. 12 - Wages

- i. Overtime Allowance
- ii. Other Establishment Charges
- iii. Staff Welfare Expenses

3. 21 - Traveling Allowance

- i. Traveling Allowance on Tour, etc.
- ii. Foreign Travels
- iii. Domestic Travels
- iv. Local Conveyance Expenses

4. 22 - Office Expenses

- 001 Postage and Telegram Expenses
- 002 Telephone Expenses
- 003 Furniture and Office Equipment
- 004 Books and Periodicals
- 005 Electricity and Water Charges
- 006 Dresses
- 007 Printing, Stationery and Forms
- 008 Petrol, Oil and Lubricants
- 009 Rent, Tax and Local Tax.

5. 24 Exams and Training

- 001 Exams
- 002 Training

6. 26 Seminar, Workshop, Conference

7. 31 Payments for Professional Services

- 003 Fees for Advocates

8. 33 Maintenance Work

- 01 Maintenance of Fixed Assets

9. Repayment of Loans

10. 34 Material and Supplies

001 Purchase of Materials

II. Other Administrative Expenses.

- (i). News Paper/Periodicals
- (ii). Liveries
- (iii). Any other (to be specified)

12. Publications

13. Miscellaneous and Other Expenses

14. Repair and Maintenance

- (i). Buildings
- (ii). Machinery & Equipment
- (iii). Furniture & Fixtures
- (iv). Vehicles

15. Hospitality Expenses

16. Audit Fees

17. Legal Charges

18. Provident Fund & Other Contributions

- (i). Pension & Gratuity (including Commuted Value of Pension)
- (ii). Contribution to CPF
- (iii). Deposit Linked Insurance Scheme
- (iv). Pension Contribution
- (v). Leave Salary Contribution
- (vi). Gratuity Contribution

19. Interest

- (i). Interest on GPF
- (ii). Interest on CPF
- (iii). Any other (to be specified)

20. Group Insurance Scheme

- (i). CGEGIS - Saving Fund
- Insurance Fund.
- (ii). OGEIS - Saving Fund
- Insurance Fund.

21. Depreciation

22. Loss on sale of Assets

23. Bad-debts written off

24. Excess of Income over Expenditure (Transferred to Capital Fund Account)

25. Outstanding Expenses

26. Repayment of Loss

27. Advances to Staff

- (i). House Building Advance

- (ii). Motor Car/Personal Computer Advance'
 - (iii). Scooter/Motor Cycle Advance
 - (iv). Contingent Advance
 - (v). Advance to PWD
 - (vi). Advance to Suppliers/Contractors
 - (vii). Other Advances (to be spec
- 28. Contributions**
- (i). Pension and Gratuity
 - (ii). 'Leave Salary & Pension Contributions
 - (iii). Other..Contributions (to be specified)
- 29. Expenditure on Fixed Assets. and Capital Works-in-Progress**
- (i). Land
 - (ii). Buildings
 - (iii). Furniture and Fixtures
 - (iv). Machinery and Equipments
 - (v). Motor Vehicles
 - (vi). Books and Publications
 - (vii). Any other (to be specified).
- 30. Other Adjustments/Remittances**
- (a) GPF/CPF, etc. recovered from the deputationists
 - (b) License Fee
 - (c) Income Tax
 - (d) Sales Tax
 - (e) Central Govt. Health Scheme
 - (f) Postal Life Insurance
 - (g) GEGIS/CGEIS
 - (h) House Building Advance
 - (i) Motor Car/Computer Advances
 - (j) Scooter/Motor cycle Advances
 - (k) Other Recoveries (to be specified)
- 31. Other Administrative Expenses.**
- (i). Advertisement and Publicity
 - (ii). Freight and Forwarding Expenses
 - (iii). Packing Charges
 - (iv). Subscription Expenses
 - (v). Labour and Processing Expenses
 - (vi). Cartage and Carriage Inwards
 - (vii). Insurance Excise Duty
 - (viii). Irrecoverable Balances written off
 - (ix). Others (to be specified)
- 32. Investments and Deposits Made**
- (i). Investments
 - (ii). Deposits
 - (c) Security Deposit
 - (d). 'Earnest Money Deposit

Form-D

TRIPURA ELECTRICITY REGULATORY COMMISSION AGARTALA												
Proforma Cash Book												
RECEIPTS						PAYMENTS						
Date and Month	Voucher No.	LF	Cash	Bank	Total Amount	Date & Month	Voucher No.	Particulars	LF	Cash	Bank	Total Amount

Form-E

TRIPURA ELECTRICITY REGULATORY COMMISSION AGARTALA						
Proforma for Ledger						
A/c _____						
Month & Date	Particulars	CBF	Debit Rs.	Credit Rs.	Balance	CR/DR

Form-F

TRIPURA ELECTRICITY REGULATORY COMMISSION AGARTALA						
Proforma for Stock Register						
Name of Article _____						
Month & Date	Particulars	Bill No.	Received	Issue	Balance Quantity	Remarks.

Form-G

TRIPURA ELECTRICITY REGULATORY COMMISSION AGARTALA

Proforma for Fees Register

Sl. No.	Date	Name of Party	Mode of Payment			Petition	License	Penalty	Other Receipts	Total	Remarks
			Bank Draft No.	Name of Bank	Cash						

LEDGER LIST OF RECEIPT HEADS

1. To Grant-in-Aid from State Govt
2. To Loan Prom Govt_
3. To Petition fees
4. To License Fees
5. To Penalty
6. To Investments
 - (i). To Face value of Investment enchased
 - (ii). To Interest on Investment
7. To Debt/Deposit Receipts
 - (a). Recovery of Advance from Staff
 - (i). House Building Advance
 - (ii). Motor Car/Personal Computer Advance
 - (iii). Scooter/Motor Cycle Advance
 - (iv). Other Advances (to be specified)
 - (v). Recoupment of GPF Advance paid to deputationists.
 - (b). Recovery of Contingent Advance
 - (i). Advance to PWD'
 - (ii). Advance to Suppliers
 - (iii). Other Advances (to be specified)
8. Other Deposits
 - (i). Security Deposits
 - (ii). Earnest Money Deposits
 - (iii). Any other deposit (to be specified)

9. To Remittances /Receipts

- (a) Recovery from Deputationists
 - (b) License Fee
 - (c) Income Tax
 - (d) Surcharge S
 - (e) Sale Tax
 - (f) Central Govt Health Scheme
 - (g) Postal Life Insurance
 - (h) Central Govt Employees Group Insurance Scheme
- Any other (to be specified)

10. To Other Receipts

- (i). Grant from Power Finance Corporation
- (ii). Grant by Foreign Donor
- (iii). Sale of Tender Documents
- (iv). Processing Fee
- (v). Interest on Deposits
- (vi). Certified Copying Fee
- (vii). Mist. Receipts
- (viii). Sale of old Newspapers
- (ix). Grant from Central Govt.
- (x). Medical Health Care facilities
- (xi). Gifts
- (xii). Gains on sale of Assets

11. To Seminars and Conference

12. To Consultancy

13. To Royalty, Publication etc.

13.1 Royalty

13.2 Publications

14. To Interest

14.1 Interest on Deposits (to be specified)

14.2 Interest on Loans and Advances

14.3 Interest on Investment

14.4 Interest on Cash at Bank

15. Staff Car Recoveries

16. Increase/(Decrease) in Stock of Finished Goods and Works - in – Progress

17. Excess of Expenditure over Income (transferred to Capital fund. account)

By order and in the name of the Government, of Tripura