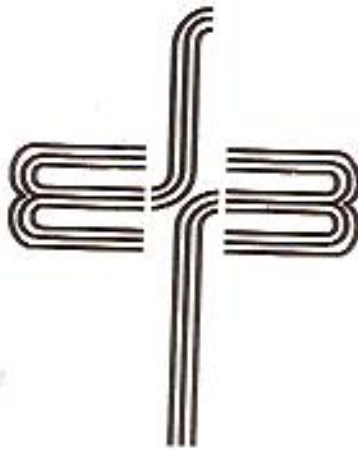


Commercial Accounting Systems

Vol. VIII

Inter Unit Accounting



PUNJAB STATE ELECTRICITY BOARD

Punjab State Electricity Board

First Edition 1986	:	2000 Copies
Second Edition 1996	:	1000 Copies
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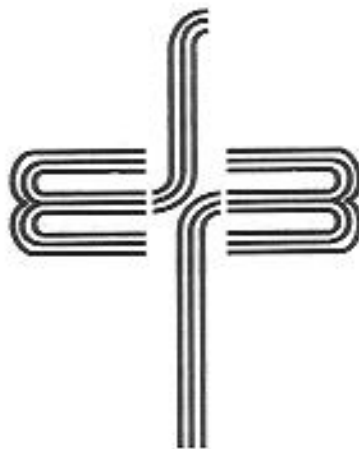
Near Railway Double Phatak Jat College Road,

HISAR-125001 Ph.: 01662-233262

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INTRODUCTION (First Edition, 1986)

Inter Unit Accounting has assumed great significance in recent times because of the bulging number and value of such transactions and their cumulative residues over the years. Inter Unit transactions have tremendously gone up due to increase in the number of divisions as a result of expanding power distribution network, substantial step up in the rate of capital formation and functionalisation of a number of activities of the Board, such as setting up of a separate organisation for stores under Chief Engineer, Material Management and for giving tubewell connections under Chief Engineer, Rural Electrification. The Govt. of India have framed The Electricity (Supply) (Annual Accounts) Rules, 1985 for putting the accounts of various SEBs on commercial lines. These Rules inter-alia, provide for maintenance of asset accounts in the divisions where the assets are maintained & operated and transfer of asset value alongwith the transfer of assets from one division to another. This implies that apart from transfer of the cost of assets on reorganisation or disbanding of a division, cost of assets erected by the construction divisions like the RE Divisions will require to be transferred to O & M Divisions to which the assets are transferred on completion. This has added a new dimension to the area of Inter Unit Accounting. The aforesaid rules have also classified Inter Unit Transactions into nine group heads as against only one account code under which these have been classified so far. The existing system of inter unit accounting needs to be streamlined and strengthened to cope with the growing magnitude and complexity of such transactions.

The Board has engaged M/S AF Ferguson & Co. as consultants to provide assistance in the implementation of Commercial Accounting Systems and Procedure in the Board. They have examined the Rules, Regulations and procedures being followed presently in this area and have prepared a Manual on Inter Unit Accounting. The Manual incorporates a number of structural and organisational changes to make the system more effective and result oriented. A unique feature of inter unit accounting is the introduction of the system of Unencashable cheques (U-cheques) for settlement of Inter Unit transactions. The manual has been discussed with various concerned officers in the field and the officers in Accounts, Audit & Finance Wings of the Board and an exposure thereof has been given in the Training Seminars held for officers and staff. The manual has been finalized taking into consideration the feedback received from the officers and participants

in the Seminars.

This Manual supersedes all previous accounting instruction issued on the subject from time to time. The Manual does not contemplate any change in the existing duties/responsibilities of the various officers in regard to the Inter Unit Transactions and their accounting.

The Manual has been approved in terms of the decision taken by the Board in its 14/85 meeting held at Chandigarh. Chief Accounts Officer has been authorised to amend, modify and issue clarifications, as may be necessary, with respect to the Manual, within the frame work of the Rules issued by the Govt. of India.

Co-operation received from the Chief Auditor, the Financial Advisor and their officers, as also the officers in the field in finalising this Manual and the work done by the officers of the Commercial Accounting Cell of the Board in this behalf are gratefully acknowledged.++

V.B. Vohra, ACA
Chief Accounts Officer
P.S.E.B., Patiala

DISTINCTIVE FEATURES

- 1. Lead time for raising the Advice to Transfer Debit (ATD), now called IUT Bills.**

Presently the ATD is required to be raised in 2nd/3rd week of the following month after compilation of the monthly account and its delivery in the recipient division is to take, on an average, a period of one and a half month after the date of transaction. Actual period in many cases is even more than that. The lead period for raising the IUT Bill and its settlement has been reduced by providing that (i) IUT Bill for transfer of cash will be raised on the spot and cash made over against a newly introduced document 'Un-encashable cheque' nicknamed as 'U-cheque' and (ii) IUT Bill for transfer of store (other than stores centralised under the Controller of Stores) will be raised within 10 days after the transaction and its settlement made through U-cheque without waiting for monthly Stock Account.

- 2. IUT Bill for Inter Store Transfers**

The existing procedure does not provide for issue of any ATD for transfer of stock materials from one store to another. Such transactions are paired by linking store challan with the corresponding entry in the GRN. In order to bring about uniformity, the system of raising IUT Bill and its payment through U-cheque has been made applicable in case of Inter Store transfers.

- 3. U-cheque to settle IUT Bill**

A new document 'U-cheque' has been introduced in place of the acceptance of ATD. The existing procedure does not provide for making of any accounting entry by the originating division on receipt of Acceptance of an ATD. In absence thereof, it has not been possible for the division to keep an accounting control over the unsettled ATDs. U-cheque, on the other hand, would require to be reflected in the accounts by the originating division.

- 4. Advice of Credit (ATC) originating**

The procedure of issuing credit Advice (Originating) has been

discontinued, U-cheque will be issued in its place.

5. Ledger Account of IUT Bills

At present Registers of ATDs (incoming and outgoing) are maintained for recording Inter Unit transactions. The accounts do not reflect the amount of ATDs issued, Acceptances received and the outstanding balances at any period end. With the introduction of U-cheque for settlement of such transactions and their reciprocal accounting set off, the originating divisions have been required to maintain a Sub-ledger account showing IUT Bills issued, U-cheques received and balance amount outstanding division-wise. This will enable the division to have a better and effective control over the transactions.

6. Decentralisation of Board-sheet

Maintenance of detailed accounts of Inter Unit transactions in the Head Office had become unwieldy, resulting in avoidable accumulation of balance and inadequate follow-up. Maintenance of Broadsheet for such transactions has, therefore, been decentralised to Circle Accounting Units.

7. Computerisation

The new procedure would facilitate computerisation of Inter Unit transactions.

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ACCOUNTING POLICIES AND PROCEDURES

1. NATURE OF INTER UNIT TRANSACTIONS

Inter Unit transactions will be recognised in accounts when they are between offices linked to two different Accounting Units. Transfers between sub divisions of the Same Division will not be treated as Inter Unit Transactions (IUT) but as Transfers within Division (TWD). Such transactions shall be paired/accounted for in the month of their occurrence without exception.

2. CLASSIFICATION OF INTER UNIT ACCOUNTS

Inter Unit Accounts shall be classified in the following manner :

30. Inter Unit Accounts-Fuel

Transfer of coal, oil and fuel related transactions between Thermal Plants.

31. Inter Unit Accounts-Materials

Transfer of material and material related transactions other than fuel between Divisions/Accounting Units.

32. Inter Unit Accounts-Capital Expenditure and Fixed Assets Transfer of the cost of assets from :-

- i) Construction Divisions to the Divisions where the assets are to be operated and maintained.
- ii) Reorganised Divisions and disbanded Divisions to other Divisions, and
- iii) Assets related transactions between Divisions/Accounting Units.

33. Inter Unit Accounts-Remittances to Head Office

Cash remittances by various Division, Sub Divisions and Sub Offices into the Board's Bank Account.

34. Inter Unit Accounts-Funds transfer from Head Office

Cheques drawn by various Drawing and Disbursing Officers and payments made directly by the Bank on the Board's advice.

35. Inter Unit Accounts-Head Office disbursements

Payments made by bills accepted by Head Office on behalf of Divisions/Accounting Units and other transfers from Head Office to Accounting Units.

36. Inter Unit Accounts-Personnel

Employee related transactions between various Divisions/Accounting Units.

37. Inter Units Accounts-Other Transactions/Adjustments

Transfer of cash, expenses, income and liability accounts not covered under Group Head - 30 to 36.

38. Inter Unit Accounts-Head Office Reserve Account

At the year end, the annual closure entry passed by each Division/Accounting Unit, debiting all income heads and crediting all expense heads as appearing in the Trial balance and debiting/crediting the net surplus/deficit shall appear under this head.

39. Inter Unit Accounts-balances prior to 1-4-1986.

The old balances of ATDs, ATCs/Inter Unit Transfers shall be restated under this account head.

3. LOCATION CODE OF DIVISIONS BUILT INTO ACCOUNT CODE

The location code of the Division with which the Inter Unit transaction is taking places shall be used as a Sub-account under each of the relevant Group Head - 30 to 37, while accounting for the transaction. Thus the originating divisions raising the Advice of Transfer Debit (ATD), now called the IUT Bill will operate the account code consisting of the relevant account group followed by the location code of the responding division. Similarly the responding division issuing the Acceptance of ATD, now issuing the U-Cheque (un-encashable cheque) in settlement of IUT bill will indicate the location of the originating division on the U-cheque.

IUT bill raised by a division must bear the location code (preprinted or rubber stamped) allotted to it.

4. SETTLEMENT OF INTER-UNIT TRANSACTIONS

IUT Bill will be settled in full. Part settlement is strictly prohibited.

ACCOUNTING PROCEDURES

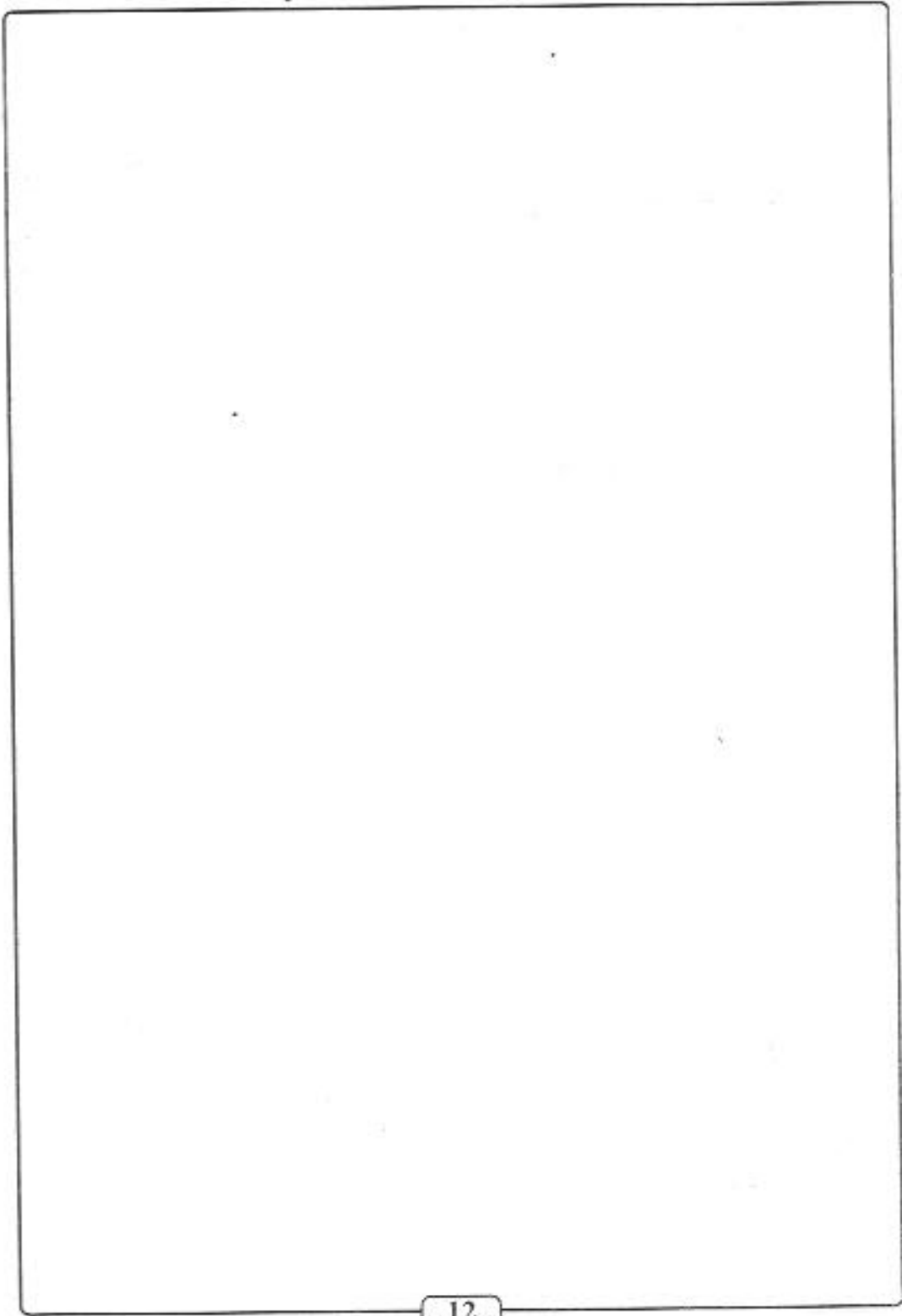
1. An Advice of Transfer Debit (ATD) will now be called an IUT Bill.
2. An IUT Bill be paid/settled by issuing a U-cheque. An acceptance of ATD/IUT Bill will not be required. No advice of Transfer Credit (ATC) originating will be issued now, a U-cheque will be sent in its place.
3. U-Cheques issued and received by a division will be accounted for under a newly introduced account head, blank account code 37.000*.

A separate Cash Book will be maintained to record the receipt and issue of U-Cheques in the Divisional Accounts Section.

4. For Inter Store transfers of materials (other than between CE/S & D an IUT Bill will be issued by originating Division and the payment of the bill made through a U-cheque issued by the responding Division. Presently no ATD is required to be issued for inter stores transfers.
5. In the case of transactions between the Divisions within the same Circle, the Circle Accounting Unit (CAU) will be responsible for reconciliation based on statements and documents received from Divisions.

In the case of transaction between divisions falling under different circles, the parent CAUs of both the originating and responding divisions will be responsible for reconciliation based on statements and documents received from the divisions.

Broadsheet for U-cheques will be maintained in the HO Broadsheet Section.



01 - Raising of Inter Unit Transfer Bills

RESPONSIBLE	ACTION	TIMING
Accounts Section at Division Office/ Accounting Unit (AU)	1. Prepare Inter Unit Transfer (IUT) bills in respect of transactions regarding transfers between one Accounting Unit (AU) and another.	10th of Next month.
Store Sub Division	2. In Construction and Hydel Organisations, IUT bills will be prepared by the Store Sub Divisions in 6 copies. 5 copies of the bill along with a receipted copy of store Challan/Store Requisition will be forwarded to its Division (Accounts Section) duly signed by SDO, Store Sub Division.	Within two days of issue of materials.
Accounts Section at Division	3. The Division will stand the IUT bill to the receiving Division/ Accounting Unit alongwith a copy of receipted Store Challan/Store Requisition duly signed by the Divisional Officer without waiting for the monthly stock account.	Within a week.
Store Sub Division	4. Project Stores under Guru Nanak Dev Thermal Plant Bhatinda, Thermal Plant Ropar and GHTP Lehra Muhabbat will send the receipted Store Challans to the AO (Evaluation Cell) of the Project.	Within two days of issue of Materials.
AO, (Evaluation) Project)	5. AO, Evaluation, after evaluating the store Challans will raise IUT bill on the receiving Division/ Accounting Unit without waiting for the monthly stock account.	Within a week.
	6. In case of transfer of cash from one Division to another IUT bill be raised on the spot and cash transferred only against U-Cheque.	

RESPONSIBLE	ACTION	TIMING
Accounts Section	7. Enter particulars of IUT bills in the IUT Subsidiary Ledger.	
	8. Each Accounting Unit will use consecutive IUT bill numbers till the year end.	
	9. The IUT bill prepared will specify the following information :	
	1) Date	
	2) Serial Number	
	3) Name and location code of transferer AU/Division	
	4) Name and location code of transferee AU/Division	
	5) Account code as per the Chart of Accounts related to the type of Inter Unit Transaction i.e. fuel, materials etc.	
	6) Particulars of transactions including details and number of supporting documents.	
	7) Amount.	
	10. The IUT bill will be prepared in the following number of copies:	
	1) In case of transaction relating to divisions within the same circle, 4 copies to be distributed as follows.	
	a) 2 copies to the transferee division.	
	(Division will retain one copy and forward the other copy to Sub Division for Verification).	
	b) 1 Copy to the parent Circle, Accounting Unit (CAU) (Broadsheet Section).	

RESPONSIBLE**ACTION****TIMING**

- c) 1 copy to be retained as office copy.
2. In case of transactions relating to divisions not within the same circle, 5 copies to be distributed as follows :
- a) 2 copies to the transferee division.
 - b) 1 copy to the transferee division's parent CAU (Broadsheet Section).
 - c) 1 copy to its own parent CAU (Broadsheet Section).
 - d) 1 copy to be retained as office copy.
3. In case of transactions between a division and its parent CAU, 3 copies to be distributed as follows:
- a) 2 copies to the parent CAU (1 for Accounting Section and 1 for Broadsheet Section)
 - b) One copy to be retained as office copy.
4. In case of transactions between a division and another CAU, 4 copies to be distributed as follows:
- a) 2 copies to the transferee CAU (1 for Accounting Section and 1 for Broadsheet Section).

RESPONSIBLE	ACTION	TIMING
	<ul style="list-style-type: none"> b) 1 copy to its own parent CAU. c) 1 copy to be retained as office copy. 	
	<p>5) In case of transactions between one CAU and another, 4 copies to be distributed as follows :</p> <ul style="list-style-type: none"> a) 2 copies to the transferee CAU (1 for accounting Section and 1 for BROADSHEET Section). b) 1 copy for its own BROADSHEET Section. c) 1 copy to be retained as office copy. 	
	<p>6) In case of transactions between a CAU and the Head Office (HO), 4 copies to be distributed as follows :</p> <ul style="list-style-type: none"> a) 2 copies to the HO (1 for Accounting Section and 1 for BROADSHEET Section) b) 1 copy for its BROADSHEET Section. c) 1 copy to be retained as office copy. 	
	<p>7) In case of transactions between a division and the Head Office (HO), 4 copies to be distributed as follows :</p> <ul style="list-style-type: none"> a) 2 Copies to the HO (1 for Accounting Section and 1 for BROADSHEET Section) b) 1 copy to the parent CAU (BROADSHEET Section) 	

RESPONSIBLE	ACTION	TIMING
	c) 1 copy to be retained as office copy.	
	8) In case of transactions between HO and a division, 4 copies to be distributed as follows : a) 1 copy to the transferee division. b) 1 copy to the division's parent CAU (Broadsheet Section). c) 1 copy to the HO Broadsheet Section d) 1 copy to be retained as office copy.	
	11. Forward requisite number of copies to the concerned location as specified in Sr. No. 10 alongwith supporting documents to the transferee division.	Immediately
	12. Receive U-cheque and enter details in the U-cheque Cash book. Follow procedure as per Subject Code 03.	As and when
	13. Enter Particulars of U-Cheques received in the IUT Subsidiary Ledger. Follow procedure as per Subject Code 04.	
	14. File U-cheques alongwith IUT bills in relevant monthly files.	
	15. Prepare a monthly statement of Inter Unit Transfers (Debits only) both in respect of inter circle and intra circle transfers in duplicate (existing form PWA-39). Forward one	10th of Next Month

RESPONSIBLE	ACTION	TIMING
	One copy to the parent Circle Accounting Unit (CAU) (Broadsheet Section) alongwith copies of the IUT bills specified in Sr. No. 10.	
	16. Prepare a monthly statement of U-cheque received in triplicate and forward one copy each to the parent CAU (Broadsheet Section) & HO (Broadsheet Section).	10th of Next Month
FORM TITLE	FORM NO.	
Inter Unit Transfer Bill	IUT-1	
U-cheque	IUT-2	
U-cheque Cash Book	IUT-3	
Monthly Statement of Inter Unit Transfers (Debits)	IUT-4	
Inter Unit Transfers Subsidiary Ledger	IUT-5	
Monthly Statement of U-Cheque received	IUT-7	

**02 - Receiving of Inter Unit Transfer Bills
and their settlement**

RESPONSIBLE	ACTION	TIMING
Accounts Section	1. Receive IUT bill alongwith attached documents and prima facie scrutinise to see that all documents are attached.	As and when
	2. Enter particulars of IUT bill in the IUT Bills Register. (Not IUT Subsidiary Ledger).	Same day
	3. Forward the IUT bill to the sub-division/section concerned for verification.	Next day
Sub Division/ Section Concerned	4. Receive the IUT bill and verify with the relevant records quoting reference of such records on the IUT bill giving name of work and account head to which the expenditure is chargeable.	Within three days
S.D.C.	5. 'Maintain Register of Store Requisition & IUT Bills control Register (IUT-9A) JE wise allotting separate folio for each work. After attesting the entries by the AEE/ AE in the Register, forward the verified IUT Bill to the Divisional Accounts Section. Keep the Register (IUT-9A) in personal custody.	Same day
	6. The IUT bill is to be verified/ accepted for full amount and not in part.	

RESPONSIBLE	ACTION	TIMING
Accounts Section	7. Receive verified bill and scrutinize as to its correctness of amount verified and classification.	As and when
	8. Prepare U-cheque and enter in the U-cheque Cash Book. Follow procedure as per Subject Code 03.	Within 2 days
	9. Forward U-cheque to the concerned accounting unit under a covering letter. Forward copies of the covering letter as under : 1) In case of transactions between divisions within the same circle : a) 1 copy to the parent circle Accounting Unit (CAU) (Broadsheet Section). 2) In case of transaction between divisions not with in the same circle. a) 1 copy of the parent CAU of the transferor division for its Broadsheet Section. b) 1 copy to its own parent CAU for Broadsheet Section. 3) In case transactions between a division and its parent CAU a) 1 copy to the parent CAU Broadsheet Section. 4) In case of transactions between a division and another CAU :	Same day

RESPONSIBLE	ACTION	TIMING
	<ul style="list-style-type: none"> a) 1 copy to the transferor CAU Broadsheet Section. b) 1 copy to its own parent CAU Broadsheet Section. 	
	5) In case of transactions between one CAU and another: <ul style="list-style-type: none"> a) 1 copy to the transferor CAU Broadsheet Section. b) Retain 1 copy for its own Broadsheet Section. 	
	6) In case of transaction between a CAU and the Head Office : <ul style="list-style-type: none"> a) 1 Copy to the HO Broadsheet Section. b) Retain 1 copy for its own Broadsheet Section. 	
	7) In case of transaction between a division and the Head Office : <ul style="list-style-type: none"> a) 1 copy to the HO Broadsheet Section. b) 1 copy to the parent CAU Broadsheet Section. 	
	8) In case of transactions between Head Office and a division : <ul style="list-style-type: none"> a) 1 copy to the parent CAU of the transferee division for its Broadsheet Section. b) 1 copy to the HO Broadsheet Section. 	

RESPONSIBLE	ACTION	TIMING
	10. Enter particulars of U-cheques issued in the IUT Bill Register (not IUT Subsidiary Ledger). Follow procedure as per subject code 05.	Immediately
	11. File IUT bills in monthly files.	
	12. Prepare a monthly statement of U-cheque issued in triplicate and forward one copy each to the parent CAU Broadsheet Section and HO Broadsheet Section.	10th of Next Month
FORM TITLE	FORM NO.	
IUT Bill	IUT-1	
U-Cheque	IUT-2	
U-Cheque Cash Book Monthly Statement of	IUT-3	
U-cheques Issues	IUT-6	
IUT Bill Register	IUT-9	

03 - Issue, Receipt and Accounting of U-cheques

RESPONSIBLE	ACTION	TIMING
	Inter Unit transactions will be settled by means of U-cheques instead by the issuance of acceptances.	
Accounts Section (Responding Division)	<ol style="list-style-type: none"> 1. On receipt of verified IUT bill from the Sub Division, prepare a U-cheque. 2. Enter U-cheque in the U-cheque Cash Book. 3. Assign monthly running item no. to each entry and also IUT bill. 4. Pass accounting entry as per Sr. no. 2, Subject Code 15. 5. Enter Item No. U-cheque number and month of issue on the IUT Bill. 6. Put up to the Divisional Officer/Officer Incharge for signatures and also attestation of entry in the U-cheque cash book. 	As and when
Accounts Section (Originating Division)	<ol style="list-style-type: none"> 7. On receipt of U-cheque, enter in the U-cheque Cash Book. 8. Assign monthly running item no. to each entry. 9. Pass accounting entry as per Sr. No. 3, Subject Code 15. 10. Enter particulars of U-cheque received on office copy of IUT bill. 11. Put up to the Divisional Officer alongwith office copy of IUT bill for attestation of entries. 	

RESPONSIBLE	ACTION	TIMING
Accounts Section	12. Prepare a monthly abstract of issues and receipts of U-cheques. Note: Total amount of U-cheques issued and received will be correspondingly credited and debited to the blank Account Code 37.000.	Monthly
	13. Incorporate the abstract in the Abstract Book. Follow procedure as per Compilation of Accounts Manual.	
	14. Prepare a monthly statement of U-cheques issued and received during the month in triplicate. Forward one copy each to its CAU (Broadsheet Section) and HO (Broadsheet Section).	10th of Next Month
	15. In case of loss of U-cheque in transit reported by the AU in whose favour it is issued, a certificate in the following form will be issued by the Issuing AU. Certified that U cheque No. date.....amounting to Rs..... was issued in favour of (Name of AU and location code) in settlement of IUT bill no. date...../recoveries made on his behalf.	As and when
	Supdt. (Divnl. A/cs.) Officer Incharge On the basis of this certificate the receiving AU will pass necessary entries in his account. (U-cheque Cash Book).	
FORM TITLE		FORM NO.
U-cheque U-cheque Cash Book		IUT-2 IUT-3

**04 - Maintenance of Inter Unit Transfers
(IUT) Subsidiary Ledger (Originating)**

RESPONSIBLE	ACTION	TIMING
Accounts Section	1. Maintain Inter Unit Transfers (IUT) Subsidiary Ledger to record the transactions pertaining to the IUT bills (Originating) issued and their settlement.	
	2. Separate ledgers will be kept for each IUT Account Code viz. 31, 32, 33 and so on.	
	Separate folios will be set apart for each transferee Accounting Unit.	
	3. On issuing of IUT bills enter the particulars in the Subsidiary Ledger as under : 1) IUT bill no. and date. 2) Month. 3) Amount.	By 10th of Next Month
	4. On receipt of U-cheques from transferee Accounting Unit (AU), enter the following particulars : i) U-cheques no. date. ii) Month iii) Amount iv) Reference to Original item no. Indicate U-cheque No. and date against original entry also.	As and when
	5. Prepare a monthly abstract at the end of the ledger.	Monthly
	6. Strike balances as the end of the month and reconcile with the General Ledger Balances.	— do —

RESPONSIBLE	ACTION	TIMING
CAU Broadsheet Section	<p>7. Prepare a list of IUT bills outstanding for more than 3 month in quadruplicate at quarterly intervals. Forward one copy to the AU concerned and one copy to Circle Accounting Unit (CAU) of that AU and one copy to its own CAU. Take follow-up action.</p> <p>8. Receive a copy of the list of outstanding IUT bills. Follow up with the CAU concerned.</p>	<p>Quarterly</p> <p>Quarterly</p>
FORM TITLE		FORM NO.
IUT Subsidiary Ledger		IUT-5

**05 - Maintenance of Inter Unit Transfers (IUT)
Bill Register.**

RESPONSIBLE	ACTION	TIMING
Accounts Section	1. The record of IUT bills received and issuing of U-cheques there against will be maintained in the IUT Bills Register.	
	2. One Register will be kept covering transactions under all the IUT Account Codes. However, separate folios will be set apart for each transferor AU.	
	3. On receipt of IUT bills from the transferor AU, record the following particulars in the Register : (1) IUT bill no. and date. (2) Month (3) Amount	As and when
	4. On issuing U-cheques, record particulars against the relevant original entries in the Register as under: (1) U-cheques no. and date. (2) Month (3) Amount	
	5. Prepare in duplicate a list of IUT bills for which U-cheques are yet to be issued. Forward one copy to the Sub Divisions Concerned for their speedy verification.	Monthly

FORM TITLE

FORM NO.

IUT Bill Register

IUT-9

**06 - Treatment of Inter Unit Credits for recoveries
Made on behalf of other Accounting Units
and materials returned to Stores**

RESPONSIBLE	ACTION	TIMING
Accounts Section	<p>In case of recoveries made on behalf of other Accounting Units and material returned to stores, an Advice of Transfer Credit (ATC) will not be issued. The following procedure will be followed in this regard :</p> <ol style="list-style-type: none"> 1. Prepare U-cheque and enter in the U-cheque Cash Book. Follow procedure as per Subject Code 03. 2. Pass accounting enteries as per Sr. No. 4 and 6 of Subect Code 15. 3. Forward U-cheque to the AU concerned under a covering letter. Attach details of recoveries made or copies of Stores Return Warrant as the case may be. 4. Endorse copies of covering letters of U-cheques to its CAU (Broad-sheet Section) etc. as per procedure laid down in subject Code 02. 5. Enter particulars of U-cheques issued in the Register of Credits for recoveries /SRWs. 6. On receipt of U-cheque enter it in the U-cheque Cash Book. Follow procedure as per Subject Code 03. 	<p>As and when</p>

RESPONSIBLE	ACTION	TIMING
	7. Pass accounting entries as per Sr. No. 5 and 7 of Subject Code 15.	
	8. Enter particulars of U-cheques issued in the Register of Credits for recoveries/SRWs.	
	9. Complete the relevant accounts records giving reference to item No. of U-cheque Cash Book as also U-cheque No. and date.	
FORM TITLE		FORM NO.
Register of credits for recoveries and Materials Returned to Stores		IUT-10

07 - Record and Custody of U-cheque Books

RESPONSIBLE	ACTION	TIMING
	U-cheque Books shall be treated in the same way as the Bank Cheque Books in regard to their record and safe custody.	
HO Broadsheet Section	<ol style="list-style-type: none"> 1. The record of receipt and issue of U-cheque Books will be maintained by Broadsheet Section in the register of forms giving no. of each book. 2. The blank U-cheque books will remain in the personal custody of AO Broadsheet Section. 	
	<ol style="list-style-type: none"> 3. Issue blank U-cheque Books on receipt of requisition from accounting Units and enter in the register of Form S, U-cheque Books giving book no. issued. 	As and when
Account Section	<ol style="list-style-type: none"> 4. On receipt of U-cheque Books, check that both original and counterfoils are intact and are in consecutive order. 5. The record of U-cheque Books will be maintained in a separate register giving No. of each book. 6. Indicate the dates of first and last entries in the U-cheque Cash Book. 7. The blank U-cheque Books will remain in the custody of Divisional Officer/Officer Incharge. 	

RESPONSIBLE	ACTION	TIMING
	8. The counterfoils of used U-cheque Books will be kept in the custody of the Supdt./Divnl. Accounts.	
	9. Review register of blank U-Cheque Books. Place indent on the AO BROADSHEET Section well in time when supply of U-cheque Books is about to exhaust.	
	10. The blank U-cheque Books and the counterfoils will be handed over under proper acknowledgement in the register on transfer of Divisional Officer/Officer Incharge and Supdt./Divisional Accounts.	
FORM TITLE	FORM NO.	
Register of U-Cheques Books	IUT-8	

08 - Reconciliation of Intra Circle Transactions

RESPONSIBLE	ACTION	TIMING
Broadsheet Section at Circle Accounting Unit	1. Receive copies of the Inter Unit Transfer bills from various divisions within the circle alongwith the monthly statement of Inter Unit Transfers (Debits).	By 10th of Next Month
	2. Enter Particulars of intra circle transfers, including (1) IUT bill number and date (2) Location code of transferee division and (3) Amounts, classified into the account code of the transaction into a Reconciliation Register for Intra Circle transfers (Debits).	Same day
	3. A separate set of folios will be provided for each division, to record IUT bills raised by that division.	Immediately
	4. Maintain division wise files for IUT bills.	
	5. Receive copies of the covering letters for U-cheques issued in settlement of IUT bills from various divisions within the circle.	As and when
	6. Using the following information, link the U-cheques with the concerned IUT bills : (1) IUT bill no and date (2) Location codes of the transferor and transferee divisions. (3) Amounts.	Same day

RESPONSIBLE	ACTION	TIMING
	7. Enter details of the linked U-cheques alongside particulars of the IUT bills in the columns provided in the Reconciliation Register for Intra Circle transactions.	Same day
	8. Receive copies of monthly statement of U-cheques issued by CAUs own responding divisions. Scrutinise these statements with the copies of covering letters of U-cheques received from the responding divisions.	
	9. File statements alongwith copies of covering letter with the IUT bills received from the originating divisions.	
Accounts Section at Circle Accounting Units	10. Receive monthly Trial Balances of all divisions within the circle.	By 10th of next Month
	11. Prepare division wise list of Inter Unit Account balances and for ward to the Broadsheet Section.	By 15th of Next Month
Broadsheet Section of Circle Accounting Unit	12. Receive division wise list of Inter Unit Account balances from the accounts section.	Same day
	13. Compute monthly balances, division wise from the Reconciliation Register for Intra Circle Transactions and reconcile with the list received from the accounts section.	By 25th of Next month

RESPONSIBLE	ACTION	TIMING
	14. Scrutinise the Reconciliation Register for Intra Circle Transactions for any unresponded IUT bill and follow up with the concerned divisions for speedy settlement.	As and when
	15. Ensure that at the year end, at the time of final consolidation and compilation of circle accounts all inter unit transactions between divisions of the same circle have been reconciled.	Finalisation of Accounts
FORM TITLE	FORM NO.	
Reconciliation Register for Intra Circle Transactions	IUT-12	
Inter Unit Transfer Bill	IUT-1	
U-Cheque	IUT-2	
Monthly Statement of IUT (Debits)	IUT-4	
Monthly Statement of U-Cheques Issued/ Received	IUT-6 & IUT-7	

RESPONSIBLE	ACTION	TIMING
	6. Using the following information link the U-cheques with the concerned IUT bills advice : (1) IUT bill no. and date (2) Location codes of the transferor and transferee divisions. (3) Amounts	
	7. Enter details of the linked U-cheques alongside particulars of the IUT bills in the column provided in the Reconciliation Register of Originating Debits for Inter Circle transactions. The month in which the IUT bill has been accounted for in the accounts of the responding division must be mentioned in the relevant column of the register.	Same day
	8. Receive copies of monthly statements of U-cheques sent by its own divisions. Scrutinise with copies of covering letters of U-cheques received from transferee divisions.	
	9. file the statements alongwith copies of covering letters of U-cheques with the IUT bills received from its own originating divisions.	
Accounts Section at CAU	10. Receive monthly Trial balance from all the divisions within the circle.	By 10th of Next month.
	11. Prepare a list of Inter Unit Account balances of divisions/circles NOT with the same circle and forward to the Broadsheet section.	By 20th of Next Month.
	12. Consolidate the balances of all divisions within the same circle so that in the consolidated Trial Balance sent to the Head Office only circle-wise Inter Unit Account balances are shown.	

RESPONSIBLE	ACTION	TIMING
Broadsheet Section CAU	13. Receive the list of Inter Unit Account balance from the accounts section.	By 20th of Next Month
	14. Reconcile with the above list, the total debit and credit balances (division wise) shown by the Reconciliation Register of Originating Debit for Inter Circle Transactions.	By 25th of Next Month
	15. Prepare quarterly statements of unsettled Inter Unit Transactions of the circle with every other circle in duplicate and forward the original copy to the concerned CAU. Take follow up action.	Quarterly
	16. Receive quarterly statements of unsettled Inter Unit Transactions from other CAU and reconcile with own records. Follow up with own divisions.	
	17. On final closure of accounts ensure that all Inter Unit Transactions have been responded.	
FORM TITLE	FORM NO.	
Reconciliation Register of Originating Debits for Inter Circle Transactions	ITU-13	
Inter Unit Transfer Bill	IUT-1	
U-Cheques	IUT-2	
Monthly Statement of IUT (Debits)	IUT-4	
Monthly statement of U-cheques received	IUT-7	

**10 - Reconciliation of Inter Circle Transaction
Initiated by other Divisions**

RESPONSIBLE	ACTION	TIMING
Broadsheet Section at CAU	1. Receive copies of covering letters of U-cheques issued in settlements of Inter Unit Transfer bills from its own divisions.	As and when
	2. Identify the CAU to which the transferor division belongs and enter particular of the transaction into the Reconciliation Register of Responding Debits (IUT bills) for Inter Circle Transfers.	Same day
	3. The registers will be maintained responding division wise and a separate set of folios will be provided for each CAU to record the IUT bills received from various divisions within each CAU.	
	4. Receive copies of the IUT bills from divisions outside the CAU and file in an 'open' file.	As and when
	5. Link the U-cheques with the concerned IUT bills and enter details in the columns provided in the Reconciliation Register of Responding Debits/(IUT bills in the correct circle folio, mentioning the name of the originating division there under.	

RESPONSIBLE	ACTION	TIMING
CAU Accounts Section/Broad-sheet Section.	6. Receive copies of monthly statements of U-cheques issued by CAU's own division. Scrutinise with the copies of covering letters of U-cheques.	10th of next month
	7. File the statements alongwith copies of covering letters of U-cheques with the IUT bills received from the orginating divisions.	
	8. Receive monthly Trial Balances from divisions and follow procedure of reconciliation of inter Unit accounts as prescribed in Sr. No. 11 to 14 and 16 Subject Code 09.	
	9. Follow up with concerned CAUs and own divisions regarding IUT bills not received or not responded to by own divisions.	
	10. On final closure of accounts ensure that all inter Unit Transactions have been settled.	
FORM TITLE	FORM NO.	
Reconciliation Register of Responding IUT Bills for Inter Circle Transactions	IUT-14	
Inter Unit Transfer Bill	IUT-1	
U-Cheque	IUT-2	
Monthly statement of U-cheques Issued	IUT-6	

**11 - Reconciliation of Transactions Between
Divisions and Head Office
(Responding and Originating)**

RESPONSIBLE	ACTION	TIMING
	Head Office (HO) Responding Transactions	
HO Accounts Section	1. Receive IUT bills. Follow procedure prescribed in Subject Code 02 for payment of IUT bills and accountal of U-cheques issued.	As and when
HO Accounts Section	<p>2. Receive copies of the IUT bills from the originating Accounting Units (AUs) and enter particulars in the Reconciliation Register or Responding IUT Bills for HO Transactions. The registers are to be maintained circle wise and the IUT bills received will be identified to their parent CAU and entered in that folio where the originating division is also indicated in the column provided.</p> <p>3. Receive from HO accounts section: (1) Copies of covering letters of U-cheques issued. (2) Copies of monthly statements of U-cheques issued.</p> <p>4. Follow procedure as laid down in Subject Code 10 for linking of U-Cheques reconciliation of balances as per Reconciliation Register with General Ledger balances, and record of covering letters of U-Cheques and monthly statements of U-cheques issued by HO Accounts</p>	

RESPONSIBLE	ACTION	TIMING
	Section with IUT bills received from originating AUs.	
	Head Office (HO) Originating Transactions	
HO Accounts Section	5. For preparation of IUT bills, receipt of U-cheques there against and their accountal, follow procedure as laid down in Subject Code 01.	By 10th of next month
HO Broadsheet Section	6. Receive copies of the IUT bills raised against various AUs from HO Accounts Section and enter particulars in the Reconciliation Register of Originating IUT Bills for HO Transactions. These registers are to be maintained circlewise, giving name of transferee divisions thereunder.	
	7. Receive the following : (1) Monthly Statement of IUT transactions (Debits) with the field AUs from HO Accounts Section. (2) Copies of covering letters of U-cheques issued by various AUs in favour of HO. (3) Monthly statement of U-cheques received by HO Accounts Section.	
	8. Follow procedure as prescribed in subject Code 09 for linking of U cheques, reconciliation of balances as per reconciliation Register with	

RESPONSIBLE	ACTION	TIMING
HO Compilation Section	the General Ledger balances, record of covering letter of U-cheques and monthly statements of U-cheques received from HO Accounts Section with IUT bills issued by HO.	
	9. Prepare a list of unsettled/unlinked IUT bills and follow up with concerned Circle Accounting Units (CAU) for speedy action for their settlement.	Quarterly
	10. On final consolidation of circle wise trial balance compute the figure of Inter Unit Account outstanding balances and forward to concerned CAU/HO Broadsheet Section to assist them in their reconciliation.	By 30th of next month
	FORM TITLE	FORM NO.
	Reconciliation Register of Responding IUT Bills for HO Transactions	IUT-14
	Reconciliation Register of Originating IUT Bills for HO Transactions	IUT-13
	Inter Unit Transfer Bill	IUT-1
	U-cheque	IUT-2
	Monthly Statement of Inter Unit Transfers (Debits)	IUT-4
	Monthly Statement of U-Cheques Issued/received	IUT-6 & IUT-7

**12 - Reconciliation of Transactions Between
CE/Stores & Disposal and other
Accounting Units**

RESPONSIBLE	ACTION	TIMING
	Originating-IUT Bills	
Accounts Section (CE/S&D)	<ol style="list-style-type: none"> 1. Prepare IUT bills in respect of transactions regarding transfer/ issue of materials to the divisions and other stores which are not under CE/S&D. 2. IUT bill be prepared in 5 copies to be distributed as follows: <ol style="list-style-type: none"> (1) 2 copies to the transferee Accounting Unit (Division will retain one copy and forward the other to the Sub-Division for Verification). (2) 1 copy to the Broadsheet Section of the parent CAU of the transferee division. (3) 1 copy to the CE/S&D Broadsheet Section. (4) 1 copy to be retained as office copy. 3. IUT bill will contain all the information specified in Sr. No. 9 of Subject Code 01. 4. Enter particulars of IUT bills in the IUT Subsidiary Ledger. 5. Forward 2 copies of IUT bills to the concerned Accounting Units alongwith supporting documents. 	By 10th of Next Month.

RESPONSIBLE	ACTION	TIMING
Accounts Section (CE/S&D)	6. For receipt and accountal of U-cheques follow procedure as per Subject Code 03.	As and when
	7. Prepare a monthly statement of Inter Unit Transfers (Debits only) and forward one copy to CE/S&D Broadsheet Section alongwith copies of IUT bills as specified in Sr. No. 2.	By 10th of Next Month
	8. Prepare a montly statement of U-cheques received in triplicate and forward one copy each to CE/S&D Broadsheet Section and HO Broadsheet Section.	
	Settlement of IUT Bills received	
	9. For receipt, recording and settlement of IUT bills received from other Accounting Untits, follow procedure as per Subject Code 02.	
	A) Originating Transaction Broadsheet	
Broadsheet Section CE/S&D	10. Receive copies of the IUT bills raised on various Accounting Units from the CE/S&D Accounting Section alongwith monthly statement of Inter Unit Transfers (Debits only).	By 10th of Next Month
	11. Enter particulars of the transactions in Reconciliation Register of	Immediately

RESPONSIBLE	ACTION	TIMING
	originating IUT bills for CE/S&D transactions.	
	12. A separate set of folios will be provided for each Circle/HO and divisions will be mentioned thereunder.	
	13. Receive copies of covering letters of U-cheques Issued by various Accounting Units in favour of CE/S&D.	
	14. Receive a copy of Monthly Statement of U-cheques received by CE/S&D Accounts Section.	
	15. Follow procedure as prescribed in Subject Code 09 for linking of U-cheques, reconciliation of balances as per Reconciliation Register with the General Ledger balances and recording of copies of covering letters of U-cheques and monthly statements of U-cheques with originating IUT bills.	
	16. Prepare in duplicate quarterly statement of unsettled Inter Unit Transactions with different Circles and HO and forward a copy to the Boardsheet Section of the concerned Circle Accounting Unit. Take follow up action.	Quarterly

RESPONSIBLE**ACTION****TIMING****B) Responding Transactions
Broadsheet**

17. Receive copies of IUT bills raised by various Accounting Units (AUs) on CE/S&D.
18. Enter particulars of transaction in the Reconciliation Register of Responding IUT bills.
19. A separate set of folios will be provided for each Accounting Circle Unit/HO and Divisions will be mentioned thereunder.
20. Receive copies of covering letters of U-cheques issued by CE/S&D Accounts Section in favour of various AUs/HO.
21. Follow procedure as laid down in Subject Code 10 for linking of U-cheques, reconciliation of balances as per Reconciliation Register with the General Ledger balances and recording of copies of covering letters of U-cheques with the responding IUT bills.
22. Receive quarterly statements of unsettled Inter Unit Transactions from various circles Accounting Units and reconcile balances. Take follow up action with CE/S & D Accounts Section.

**13 - Reconciliation of U-cheques Issued/
Received-Balance Under Blank
Account Code 37,000**

RESPONSIBLE	ACTION	TIMING
	<ol style="list-style-type: none"> As provided in the instructions under Subject Code 03 Accounting Unit Issuing/receiving U-cheques will correspondingly credit/debit the amount to the Blank Account Code 37.000. Thus ultimately the accounts under the Blank Account Code 37.000 will be squared up and no amount should appear thereunder in the Board's Balance Sheet. 	Monthly
HO Broad Sheet Section	<ol style="list-style-type: none"> HO Broadsheet Section will maintain a reconciliation register of U-cheques issued and received. The Register will be maintained circle wise. Separate folios will be set apart for each issuing Accounting Unit. Receive monthly statement of U-cheques issued and received from Accounting Units as provided in Subject Code 03. Post the particulars of U-cheques issued, Circle Accounting Unit/ Accounting Unit/(CAU/AU) wise (in whose favour U-cheques were issued) in the relevant columns of the Reconciliation Register. 	

RESPONSIBLE	ACTION	TIMING
	6. As per statements of U-cheques received from receiving AUs post items No. and month of receipt in the relevant columns.	
	7. In case of items remaining unpaired, follow up with both CAU and AU concerned to account for U-cheques.	
	8. Before final closure of the Accounts for the year ensure that the total of U-cheques issued tally with the totals of U-cheques received. Also ensure that the balance under Blank Account Code 37.000 is Nil.	

**14 - Inter Regional Transfers/Settlement
Account with BBMS and RSEB**

RESPONSIBLE	ACTION	TIMING
Claims Section at HO	<ol style="list-style-type: none"> 1. Scrutinise the monthly consolidated Trial Balance in the compilation section. 2. Determine the amount of claims to be raised on HSEB, HPSEB, UT Chandigarh and RSEB. 3. Call for the relevant details/ documents from the Accounting Units concerned. 4. Prepare and lodge the claims with the respective State Electricity Boards duly approved by Officer Incharge. 5. Enter particulars of the claim in a separate register for each State Electricity Board. 6. Monitor the settlement of the claims. 7. Receive cheques on settlement of claims and forward to cash section for credit to Account Head 'Inter Regional Transfers' and in case of cheque received from RSEB to 'Settlement Account with RSEB'. 8. Make necessary entries in the claims register. 9. Maintain broadsheet in respect of Account Heads operated by Claims Section. Reconcile balances with General ledger balances. 	<p>Monthly</p> <p>As and when</p>

FORM TITLE

FORM NO.

Claims

Existing

Claims Register

Existing

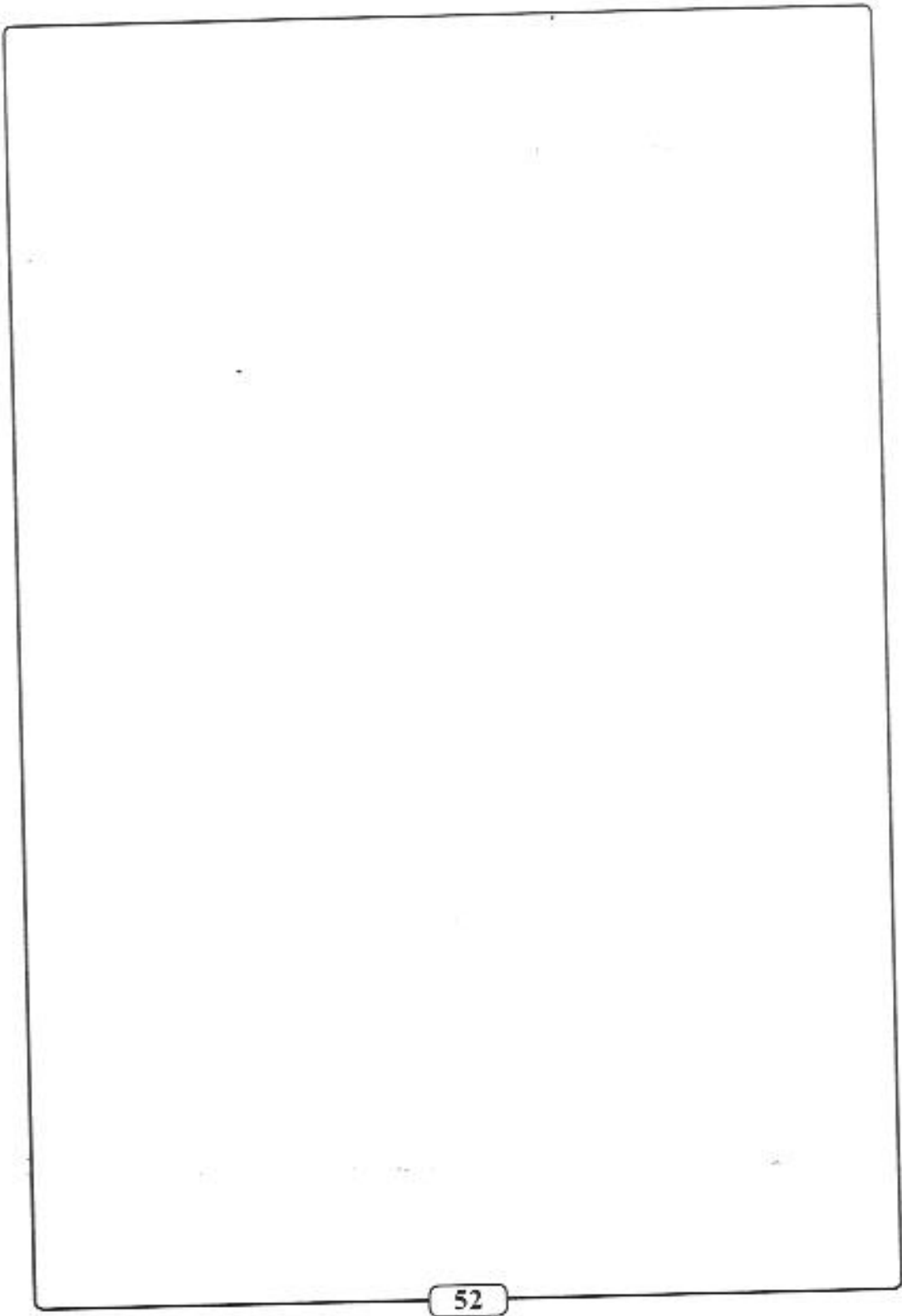
Broadsheet Register

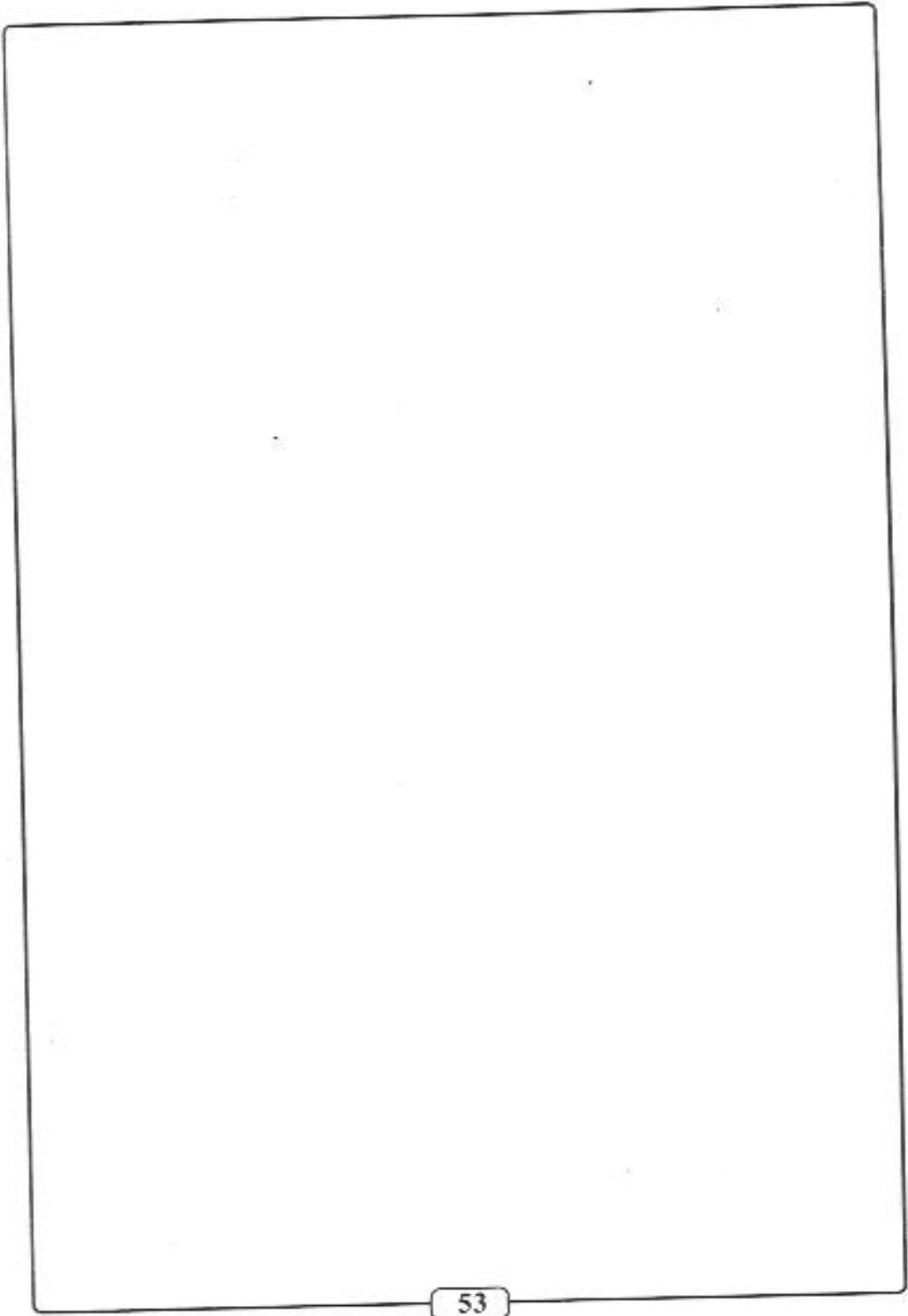
Existing

15 - Accounting Entries

Sr. NO.	SUBJ. CODE	EVENT	GENERAL LEDGER	
			Debit	Credit
1.	01	Raising of IUT bill	Various Inter Unit Accounts (Account Codes 30 to 38 and Location Codes)	Account Head Concerned
2.	03	Settlement of IUT bill issuing of U-cheque	Account head concerned	Inter Unit Accounts - Blank Account Code 37.000
3.	03	Receipt of U-cheque by AU Concerned	Inter Unit Accounts Blank Account Code 37.000	Various Inter Unit Accounts (Account Codes 30 to 38 and Location Codes)
4.	06	(a) Credits for recoveries made on behalf of other AUs.	Employee cost Account code 75	Account Code 46.941
		(b) Issuing of U-cheque	Account code 46.941	Inter Unit A/cs Blank Account Code 37.000
5.	06	Receipt of U-Cheque by AU Concerned	Inter Unit Accounts Blank Account Code 37.000	Account head Concerned
6.	06	(a) Credits for materials returned to Stores by divisions not having Stores (Stock-Account)	Materials Issue Accounts Capital and O & M 22.3	Account Code 46.941
		(b) Issue of U-Cheque	Account Code 46.941	Inter Unit A/cs Blank Account Code 37.000

Sr. NO.	SUBJ. CODE	EVENT	GENERAL LEDGER	
			Debit	Credit
7.	06	Receipt of u-Cheque by AU concerned	Inter Unit A/cs Blank Account Code 37.000	Work/Account Head Concerned
8.	01	Transfer of Cash to another AU	Inter Unit Accounts Account Code 37	Cash 24.110
9.	02	(a) Receipt of Cash by Accounting Unit (Transferee)	Cash 24.110	Account Code 46.941
	02	(b) Issue of U-cheque	Account Code 46.941	Inter Unit A/cs Blank Account Code 37.000
10.	01	Receipt of U-cheque By AU concerned (Transferor)	Inter Unit Accounts Blank Account Code 37.000	Inter Unit A/cs Account Code 37
11.	01	(a) Inter Store Transfers-outward (Stock Account) raising of IUT Bill	Inter Unit A/cs.- Account Code 31	Materials Transfer outward 22.42 and 22.43
	01	(b) Receipt of U-cheque	Inter Unit A/cs Blank Account Code 37.000	Inter Unit A/c Account Code 31
12.	02	(a) Inter Store Transfer Inward (Stock Account)	Materials Transfer Inward 22.40 and 22.41	Account Code 46.941
	02	(b) Issue of U-cheque	Account Code 46.941	Inter Unit A/cs Blank Account Code 37.000





INTER UNIT TRANSFER BILL

To

Bill No..... Date.....

.....

Name of Division (AU)

.....

Location Code.....

.....

IUT Account Code.....

Location Code.....

The undersigned is pleased to raise IUT bill for Rs. (Rs.) as detailed below in the accounts for month. U-Cheque may please be furnished at the earliest.

No. and Date of Voucher, if any	Particulars of Transactions	Amount	
		Rs.	P.

Total No. of Vouchers Sent :

Supdt./Divnl. Accounts :

Divisional Officer :

For use in Transfree Office :

Amount paid in the account for.....vide U-Cheque No.....

Dated.....U-Cheque Cash Book Item No.

Supdt./Divnl. Accounts

Divisional Officer

**PUNJAB STATE ELECTRICITY BOARD
U-CHEQUE BOOK**

Counterfoil

Cheque No.....

Date.....

Name of AU Dr. A/c Code

Location Code

Issued in favour of

.....

Location code.....

on account of IUT Bill

No.....dated.....

recoveries made/materials

returned to stores.

Rs.....

Supdt./Divnl. Accounts

Officer Incharge

Cheque No. (Preprinted)

Date.....

Name of Division/AU

.....

Location Code

.....

Issued in favour of.....

(Name of Division/AU)

Location Code.....

for Rs.....on A/c of

IUT Bill No.....dated

...../recoveries made on his

behalf/material returned to stores as per

details/documents attached.

Rs.

Supdt./Divnl. Accounts Officer In-charge

U-CHEQUE

Name of Accounting Unit :

RECEIPTS SIDE

Date	Item No.	From Whom re- ceived etc. (with Location code)	Amount	Classification	Initials

CASH BOOK

FORM NO. IUT-3

Location Code : _____

PAYMENT SIDE

Date	Item No.	From Whom received etc. with (Location code)	Amount	Classification	Initials

MONTHLY STATEMENT OF INTER

Name of Accounting Unit :
(Division)

Location Code :

Sr. No.	Name of Accounting Units (Divisions)	Location Code	IUT Bill No.	Date
A	Intra Circle			
	Total 'A'			
B	Inter Circle			
	Total 'B'			
C	Transaction with CE/S&D			
	Total 'C'			
D	H.O.			
	Total 'D'			
	Grand Total			

INTER UNIT TRANSFERS SUBSIDIARY LEDGER

Name of Accounting Unit :

Location Code :

(Responding)

S. No.	IUT Bill No. & Date/U-cheque No. and Date	Month	Debits	Credits	Balance	Cross reference item No.	Accountant's Initials
1	2	3	4	5	6	7	8

MONTHLY STATEMENT OF U-CHEQUES ISSUED

Name of Accounting Unit :

Month :

Location Code :

Credit Account Code 37.000

Item No.	To whom issued Name of Accounting Unit	Location Code	IUT Bill No. and date credit particulars	U-cheque no. and date	Amount	Remarks
1	2	3	4	5	6	7

Supdt. (Divnl. Accounts)

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Officer Incharge

MONTHLY STATEMENT OF U-CHEQUES RECEIVED

Name of Accounting Unit :
 Location Code :

Month :
 Debit Account Code 37.000

Item No.	From whom Received Name of Accounting Unit	Location Code	IUT Bill No. and date credit particulars	U-cheque no. and date	Amount	Remarks
1	2	3	4	5	6	7

Supdt. (Divnl. Accounts)

Officer Incharge

REGISTER OF U-CHEQUE BOOKS.

Book No.	Date of receipt from Head Office	Date of Issue	Date of first entry in the U-cheque Cash Book	Date of last entry in the U-cheque Cash Book	Dated initials of Supdt./Divnl. Accounts
1	2	3	4	5	6

INTER UNIT TRANSFER BILLS

Name of Accounting Unit :
(Originating)

Location Code :

Sr. No.	IUT Bill No. and date	Month in which received with diary no.	Amount						
			31	32	33	34	35	36	37

REGISTER (RESPONDING)

Letter No. & Dt. under which sent to Sub Divn. for verification (With Name of Sub Divn.)	Dated initials of Supdt./ Divnl. Accounts	Date of receipt with diary No.	U-Cheque No. & Date	Amount	Letter under which sent to A.U. concerned	Dated initials of Supdt./ Divnl. Accounts

S. Rs. AND I.U.T. BILLS
To be maintained

SUB DIVISION.....

DIVISION.....

Sr. No.	IUT Bill No. and Date	Ref. of Division	Month in which received with Diary No.	No. of S. Rs. (S.R. No. & Date one by one)	Amount
1	2	3	4	5	6

CONTROL REGISTER
in Sub Divisions)

Name of work.....

Sanctioned Estimate No./Year.....

Estimated Cost of Material.....

Entry recorded in IWR/MECR No./Page No.	Name/ Sign. of J.E. Code No.	Verified IUT Bill sent back to Division vide Memo No. and date	Name /Signature of S.D.C. A.E./A.E.E.
7	8	9	10 11

**REGISTER OF IUT CREDITS FOR RECOVERIES
MADE ON BEHALF OF OTHER ACCOUNTING
UNITS/MATERIALS RETURNED TO STORES**

Name of Accounting Unit :

Location Code :

Sr. No.	Particulars of recoveries /Materials returned to stores as per SRW No.	Amount	U-Cheque No. and Date	Month	Letter under which received	Dated initial of Supdt./ Divnl. Accounts
1	2	3	4	5	6	7

RECONCILIATION REGISTER OF

Folio No. :

Division Name :

TRANSFEREE DIVISION		IUT Bill No.	Month			
Name	Location Code			31	32	33

RECONCILIATION REGISTER OF

Folio No. :

Originating Division Name :

Location Code :

TRANSFEREE DIVISION		IUT Bill No.	Month			
Name	Location Code			31	32	33

ORIGINATING IUT BILLS (INTER CIRCLE)

Responding CAU Name :

Location Code :

AMOUNT				U-Cheque No.	Month (1)	Month (2)	Month (3)	Month (4)
34	35	36	37					

RECONCILIATION REGISTER OF

Folio No. :

Responding Division Name :

Location Code :

TRANSFEROR DIVISION		U-Cheque No.	Month			
Name	Location Code			31	32	33

RESPONDING IUT BILLS (INTER CIRCLE) .

Originating CAU Name :

Location Code :

AMOUNTS				IUT Bill No.	Month (1)	Month (2)	Month (3)	Month (4)
34	35	36	37					

**Commercial
Accounting Systems
Vol. VIII**

Inter Unit Accounting Manual



**PUNJAB STATE ELECTRICITY BOARD
2006**