



M. P. MADHYA KSHETRA VIDYUT VITARAN COMPANY LIMITED
(Government of M. P. Undertaking)
Nishtha Parisar, Bijalee Nagar, Govindpura, Bhopal – 462023
☎ 0755-4260394 4261703; Fax: 2589821 Website: www.mpcz.co.in

No. MK/05/Dir/B&A/ 4463

Bhopal, dated 23/12/2013

To

The Sr. / Regional Accounts Officer,
O/o CE (BR) / (GR), SE (O&M/City Circle)/HOAU,
..... MPMKVVCL,

The Chartered Accountant,
O/o CE (BR) / (GR), SE (O&M/City Circle),
..... MPMKVVCL


Sub: Finalization of Annual Accounts for Financial Year 2013-14.

The annual accounts of MPMKVVCL for the financial year 2013-14 have to be prepared and after audit by both, the Statutory Auditors and C&AG, the accounts along with audited report are to be placed before the AGM. Further, the accounts for the financial year 2013-14 are to be submitted to Statutory Auditors by first week of June'2014.

The process of compilation of accounts, submission of final annual trial balance for FY 2013-14 by the RAOs for the purpose of certification by Head Quarter is to be started from 1st May, 2014 and certification have to be completed by 15th May, 2014. Kindly ensure the trial balance should be duly checked for errors and certified by the RAO's. The target dates for completing various activities are enclosed in Annexure I.

All Incharge Account Officers/ Sr. Accounts Officer of Accounting Units shall ensure that there shall be no delay on their part in completion of the tasks as scheduled in "Annexure I" and submission of required information along with final annual trial balance of FY 2013-14.

It is mandatory on the part of the Company to adhere to the stipulated time schedule, no delay in compliance with the statutory requirement will be condoned in any circumstances, in case of any delay, responsibility will be fixed and suitable action will be taken against defaulting officials.


(Sanjay Shrivastava)
DIRECTOR (Finance)

No. CMD/MK/Dir/B&A/4464

Copy to:-

1. PS to MD, O/o MD (CZ) Bhopal (for information).
2. Sr. Advisor, O/o MD (CZ) Bhopal.
3. CGM (HR&A), O/o MD (CZ) Bhopal.
4. Chief General Manager (BR) / (GR), MP MK VV CL, Bhopal / Gwalior.
5. General Manager (City Circle)/ (O&M), MP MK VV CL,.....
6. Addl. Director (Finance), O/o MD (CZ) Bhopal.
7. Joint Director (Finance), O/o CGM (BR/GR), MP MK VV CL.
8. Deputy General Manager (B&CM / FRTM /Rev./Bills) O/o MD (CZ) Bhopal
9. Webmaster (IT), MPMKVCL, Bhopal.
10. Server Room, O/o MD (CZ) Bhopal.
11. TCS-Finance Lead, data Center, MPMKVCL, Bhopal.

(Rajeev Agrawal)
Dy. General Manager (B&A)

ANNEXURE-I**SCHEDULE OF FINALIZATION OF ACCOUNTS**

S.No.	ACTIVITIES	TARGET DATE
1.	Reconciliation of inter unit Balances	Within 15 days of finalization of punching of vouchers for the month
2.	Complete Punching in all aspects Upto March 2014	30 th April'2014
3.	Submission of Final Dump to HO after Inter Unit Reconciliation and Scrutiny of Trail Balance	10 th May'2014
4.	Re-Scrutiny of Trial Balances by CA's at HO	Between 11 th to 15 th May'2014
5.	Passing of Correction Entries/JVs if required	16 th to 19 th May'2014
6.	Final Consolidation	20 th May'2014