**PROFORMA FOR ELECTRICITY BILL PAYMENT**

**(FOR ISSUING CHEQUE AS SELF FROM RPA) – STEP 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. | Name of the Dept./RRS/KVK/Section |  | | | |
| 2. | District |  | | | |
| 3. | Electricity Bill Details |  | | | |
| A. | Account No. |  | | | |
| B. | Bill No. |  | | | |
| C. | Issue Date |  | | | |
| D. | Due Date |  | | | |
| E. | Amount of the bill ₹ |  | | | |
| F. | Meter Reading Date | Old | New | | Period Days |
|  |  | |  |
| G. | Meter Reading (kVAh) | Old | New | | Consumed Units |
|  |  |  | |  |
| H. | Slab Calculation | Unit | Rate | | Amount (₹) – Energy Charges |
|  |  | |  |
| 4. | **Details of Charges for Current Cycle** | | **5.** | **Details of Amount Payable** | |
| A. | **Description** | **Amount (₹)** | **A.** | **Description** | **Amount (₹)** |
| 1. | Fixed Charges |  | 1. | Current Cycle Charges |  |
| 2. | Energy Charges |  | 2. | Arrears/Outstanding Dues |  |
| 3. | MMC/FC for Reconnection |  | 3. | Sundry Charges/Allowances |  |
| 4. | Amount to cover MMC |  | 4. | Provisional Adjustment/BR Adj.) |  |
| 5. | FPPAS |  | 5. | LPS Adjustment |  |
| 6. | TDS/TCS |  | 6. | Adv. Security Deposit Amt/Non Energy Chrg |  |
| 7. | Excess Load Surcharge |  | **7.** | **Net Payable Amount On or Before Due Date (₹)** |  |
| 8. | Capacitor Surcharge |  |  |  |  |
| 9. | MSC/Green Energy Premium |  |  |  |  |
| 10. | Line Service Charges |  |  |  |  |
| 11. | Capacitor Service Charges |  |  |  |  |
| 12. | Solar Rebate/Prepaid Rebate/Gaushala Rebate |  |  |  |  |
| 13. | Govt. Subsidy/Battery Rbt |  |  |  |  |
| 14. | Electricity Duty |  |  |  |  |
| 15. | Municipal Tax / P Tax |  |  |  |  |
| **16.** | **Total Current Cycle Charges (₹)** |  |  |  |  |

Sign. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HQ. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mob. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**AFTER PAYMENT OF THE ELECTRICITY BILL – Step 2**

|  |  |  |
| --- | --- | --- |
| **1.** | **Details of Cheque** | |
| A. | Cheque No. |  |
| B. | Date of issue |  |
| C. | Amount (**₹)** |  |
| D. | Cheque Book Bank Name |  |
| E. | Bank Account No. |  |
| **2.** | **Cheque Register details** | |
| A. | Page No. |  |
| B. | Month |  |
| C. | Entry No. |  |
| D. | Date of posting cheque in Cheque Register |  |
| **3.** | **Bank Cash details** | |
| A. | Date of deposit of cheque in Bank |  |
| B. | Cash Amount (**₹**) |  |
| **4.** | **Cash Book details (To be shown to the internal audit)** | |
| A. | Cash Book Page No. |  |
| B. | Bank Challan No./Date |  |
| C. | Amount for payment (**₹**) |  |
| **5.** | **Receipt Details (To be shown to the internal audit)** | |
| A. | Reference No. /Receipt No. |  |
| B. | Date of receipt |  |
| C. | Amount paid (**₹)** |  |

Sign. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HQ. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mob. No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_