

# Uniform Recording, Maintenance and Reporting of Information

Maharashtra Electricity Regulatory  
Commission

# UNIFORM RECORDING, MAINTENANCE AND REPORTING OF INFORMATION

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**A1: INTRODUCTION**

- 1.1 The State of Maharashtra has three companies operating in the Generation business viz. Maharashtra State Power Generation Company Limited (MSPGCL), The Tata Power Company Limited (TPC) and Reliance Infrastructure Limited (RIL) erstwhile Reliance Energy Limited (REL), three utilities operating in the Transmission business viz. Maharashtra State Electricity Transmission Company Limited (MSETCL), TPC and RIL and four utilities in the business of distribution viz. Maharashtra State Electricity Distribution Company Limited (MSEDCL), TPC, RIL and Brihan Mumbai Electric Supply & Transport Undertaking (BEST).
- 1.2 These companies were established under various Acts like the Companies Act, 1956, Electricity (Supply) Act 1948, Bombay Municipal Corporation Act, 1888. They do maintain their annual books of accounts as prescribed under the respective Acts like Companies Act, 1956, Electricity (Supply) Annual Accounts Rules (ESSAR), 1985 and the National Municipal Accounts Manual.
- 1.3 Few of these entities manage regulated businesses viz. electricity business covering generation, transmission, distribution, etc as well as non-regulated businesses which do not fall under the purview of the Commission. In regulated business too, few entities operate not only in Maharashtra but also other states which fall outside the jurisdiction of the Commission. Further, few companies have integrated bundled electricity business within the State. As a result, the utilities are following a practice of preparing combined or consolidated accounts for all their businesses covering regulated, non-regulated, within the jurisdiction, outside the jurisdiction, competitive segments and non-competitive segments.
- 1.4 Although the Commission in the past prescribed formats for providing information as per requirements from time to time, particularly during the ARR determination process, the same is furnished by the utilities by segregating it from the totality of information available for their respective business as a whole. However, from the feedback received, both during the Public Hearings, in respect of ARR and other matters as well as cases before the ATE, it was felt that the consumers need regular and more detailed information especially based on the actual, in respect of the related portion of the business, concerning them and the system of segregating of information by different utilities on different basis was lacking full satisfaction. It was also felt that in a cost plus regulation the cost incurred must be seen to be actually incurred and also regulated separately for particular business sub-segment such as Transmission, Generation, and Distribution for which the tariff is being paid, separately, by the consumers.
- 1.5 The Guidelines specifies the minimum information to be maintained by the licensee or the generating company in their books, the manner in which such information shall be maintained, the checks and other verifications to be adopted by licensee or the generating company in that connection and all other matters incidental thereto as are, in its opinion, necessary to enable the Commission to discharge satisfactorily its functions under Section 62 & 63 of the Electricity Act,2003 and Regulations 7 & 8 of the MERC (Terms and Conditions of Tariff) Regulations,2005.

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- 1.6 While the consumers were not averse to accepting a fixed return over and above the cost incurred by the business, they desired more information to be accessible to them. It must be appreciated that since all costs are expected to be recovered and return on equity at prescribed rate, the management information, apart from costs and accounting information, such as Fuel supply agreements, Power purchase done source wise, Efficiency studies undertaken by the utilities, if any etc., should also be available on the website of the utilities for consumers.
- 1.7 In view of the above, the Principles and Methodology of recording and maintaining each item of cost incurred as also important operational data for a particular regulated business should be made available. This will not only ensure transparency to the consumers but would also prove the credibility of the utilities in the eyes of the consumers.
- 1.8 Therefore, it is essential to capture the operational, accounting and financial information in respect of regulated business sub-segment ( viz Generation, Transmission, Distribution Wires and Distribution Retail supply) in the state of Maharashtra at voucher level and help the consumers understand the information in greater detail with supporting data. This document is in that direction and specifies how the licensee should record and maintain information with respect to regulated businesses within the jurisdiction of the Commission. This document will also provide specific guidelines on how the common costs would be allocated or segregated between regulated business in Maharashtra and other non-regulated business or regulated business outside the jurisdiction of Commission, to different sub-segments viz. generation, transmission, wheeling and retail sale of electricity, to competitive segment and non-competitive segments.
- 1.9 In a nutshell, the purpose of this document is to help the companies extract or prepare actual accounting, financial and operational information (expenditure, income, assets and liabilities) for each of the regulated business sub-segment within the jurisdiction of the Commission. This will not only meet the objective of transparency for the benefit of consumers but also add credibility to the operation of the Utilities.**

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### **A2: PRINCIPLES**

- 2.1 The scope and applicability of this guideline is to the segments where the Commission has the jurisdiction to regulate as per the Electricity Act 2003. For the Business sub-segments (viz Generation, Transmission, Distribution-wire and Distribution-retail supply) under the Commission's jurisdiction, it will be appropriate to record and maintain the financial, accounting and operational information for respective business sub-segments at voucher level. Therefore, it is appropriate to record and maintain the business transactions for respective sub-segments with supporting vouchers and journal entries.
- 2.2 Items which are directly attributable to a particular business sub- segment should be assigned accordingly.
- 2.3 Common items which cannot be directly attributable should be allocated on a causation basis. The licensee or the generating company should provide and substantiate the rationale for such allocation including the numeric factor used for allocation.
- 2.4 In addition to providing the actual financial, operational and accounting information based on the above principles, the licensee should also submit a reconciliation statement providing for different business sub-segments from the audited Annual Accounts. This will help in linking or de-linking the regulated business costs and revenues under the jurisdiction of the Commission with the consolidated Annual Accounts.
- 2.5 The formats given in the annexure should be filled on a **quarterly** basis with actual cost and revenue data for the relevant period and not the annualised forecast quantity approved by the Commission for the Control Period.
- 2.6 While filling information in the formats as per 2.5, if the sum of parts is not equal to the total, then adjustment column under Electricity Regulated Maharashtra Business can be used. For each entry filled in the adjustment column, Utilities need to give detailed explanation and justification.
- 2.7 The basis of allocation, especially for the common assets and expenditure, should be submitted to the Commission along with the actual financial and accounting information. The utilities shall be required, where relevant, to submit detailed workings and explanations for cost allocation to the Commission.

### **A3: GUIDELINES**

- 3.1 Information contained in the **quarterly** Utility Information Recording and Maintenance system provided by the utilities shall be actual information for the period under consideration and be sourced directly from the General Ledger that records the utilities actual Audited Account costs of the Business. The sub-segment wise segregation of the above items should be such that the information requirement of the Commission can be linked to the voucher level. The coding structure should be such that every transaction should be linked to a location/unit code along with regular accounting code.

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- 3.2 The accounting policies for Utility Information Recording and Maintenance system should be consistently followed from one period to other, subject to changes, if any made by the Commission.
- 3.3 A utility shall also submit to the Commission:
- the Audited Accounts of the Business ( already being provided by the Utilities);
  - the Chart of Accounts that underlie the Audited Accounts;
- 3.4 To ensure that the information provided is consistent with this Discussion Paper and facilitates interpretation and comparability the Uniform Recording, Maintenance and Reporting of Information must follow the Mandatory Headings. The Mandatory Headings are the same as those prescribed in the MERC (Terms and Conditions of Tariff), Regulations 2005.

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**A4: ANNEXURE**

**Balance Sheet**

S. No.	Description	Format Number	Audited Amount	Audited Amount for Non-regulated Business and Electricity Regulated Business outside Maharashtra	Electricity Regulated Maharashtra Business Sub-segments				
					C=A-B				
					Generation	Transmission	Distribution wire	Distribution retail supply	Adjustments
	<b>ASSETS</b>								
1	Gross Fixed Assets	1							
2	Less: Accumulated Depreciation	2							
3	Net Fixed Assets								
4	Capital Expenditure-in-progress								
5	Investments								
6	Current Assets	3							
7	Others (specify details)								
	<b>TOTAL ASSETS</b>								
	<b>LIABILITIES</b>								
8	Contributed Equity								
9	Reserves								
10	Retained Profits								
11	Loans	4							
12	Current Liabilities	5							
13	Consumer Contributions & Grants								
14	Payment due on Capital Liabilities								
15	Others								
	<b>TOTAL LIABILITIES</b>								

**Notes:**

- Investments:** The details of the investments directly related/arising out of the Maharashtra regulated business sub-segments have to be clearly demarcated and separately disclosed along with the type of investment made and interest accrued thereupon. Records should also be maintained as to show separately the investments in securities of associated/ subsidiary companies.
- Equity** directly attributable to a particular sub-segment has to be allocated, recorded, maintained and reported according to the principles and policies laid in this guideline. Any equity contribution for common assets or capital expenses allowable by MERC has to be allocated in proportion to the Gross Fixed Assets.
- The **Reserves and surplus** should be allocated to different business sub-segments of regulated business in Maharashtra as per the Tariff Regulations of the Commission.
- The **contributions** made by the Maharashtra regulated business consumers and the grants received from all sources shall be reflected clearly against each business sub-segments.

## Format 1 Gross Fixed Asset

S.No.	Asset Particulars	Audited Amount	Audited Amount for Non-regulated Business and Electricity Regulated Business outside Maharashtra	Electricity Regulated Maharashtra Business Sub- segments					
				A	B	C=A-B			Adjustments
						Generation	Transmission	Distribution wire	
1	Land & land rights								
2	Buildings and Roads								
3	Intangible Assets								
4	Hydraulic Works								
5	Other civil works								
6	Plant & Machinery								
a	Generators								
	Conventional								
	Hydel								
	Thermal								
	Nuclear								
	Renewables								
	Wind								
	Small Hydro								
	Biomass								
b	Transmission & Distribution								
	Volatge wise Details of								
	Plant and Machinery - 33 KV								
	Transformers								
	T kiosks, substation equipments, switchgear								
	Switchgear including cable connections								
	Plant and Machinery - 22 KV								
	Transformers								
	T kiosks, substation equipments, switchgear								
	Switchgear including cable connections								
	Plant and Machinery - .....KV								
	Transformers								
	T kiosks, substation equipments, switchgear								
	Switchgear including cable connections								
	Volatge wise Details of								
	Line Cable Network - 33KV								
	Overhead Lines								
	Underground Cables								
	Metering Equipments								
	Line Cable Network - 22KV								
	Overhead Lines								
	Underground Cables								
	Metering Equipments								
	Line Cable Network - .....KV								
	Overhead Lines								
	Underground Cables								
	Metering Equipments								
7	Vehicles								
8	Furniture & Fixtures								
9	Office Equipment								
10	Fully Depreciated Fixed Assets								
11	Others								
	Total								

### Notes:

- Existing **Gross Fixed Assets** have to be allocated between different business segments. The Utilities have already prepared segregated accounting statements including opening balance sheets and the same may be utilised for the above allocation.
- For future purpose, fixed assets which are directly attributable to a particular business sub- segment has to be recorded, maintained and reported accordingly.
- Any common fixed assets have to be allocated to various business sub-segments in the proportion of fixed assets.

## Format 2 Accumulated Depreciation

S.No.	Description of assets	Audited Amount	Audited Amount for Non-regulated Business and Electricity Regulated Business outside Maharashtra	Electricity Regulated Maharashtra Business Sub-segments					
				A	B	C=A-B			
						Generation	Transmission	Distribution wire	Distribution retail supply
1	Land & land rights								
2	Buildings and Roads								
3	Intangible Assets								
4	Hydraulic Works								
5	Other civil works								
6	Plant & Machinery								
a	Generators								
	Conventional								
	Hydel								
	Thermal								
	Nuclear								
	Renewables								
	Biomass								
	Wind								
	Small Hydro								
b	Transmission & Distribution								
	Volatge wise Details of								
	Plant and Machinery - 33 KV								
	Transformers								
	T kiosks, substation equipments, switchgear								
	Switchgear including cable connections								
	Plant and Machinery - 22 KV								
	Transformers								
	T kiosks, substation equipments, switchgear								
	Switchgear including cable connections								
	Plant and Machinery - .....KV								
	Transformers								
	T kiosks, substation equipments, switchgear								
	Switchgear including cable connections								
	Volatge wise Details of								
	Line Cable Network - 33KV								
	Overhead Lines								
	Underground Cables								
	Metering Equipments								
	Line Cable Network - 22KV								
	Overhead Lines								
	Underground Cables								
	Metering Equipments								
	Line Cable Network - .....KV								
	Overhead Lines								
	Underground Cables								
	Metering Equipments								
7	Vehicles								
8	Furniture & Fixtures								
9	Office Equipment								
10	Amortization on Capital Spares								
11	Others								
	Grand Total								

### Notes:

1. The amount of Accumulated Depreciation for the reporting period should be de-segregated between the various businesses sub-segments based on the rationale provided for Gross Fixed Assets.
2. The depreciation rates and methodology should be as specified by the Commission under MERC (Terms and Conditions of Tariff) Regulations, 2005.
3. The differences in the depreciation rates for Accounting and Tariffs will be evident in the reconciliation statement provided by the licensee or generating company

### Format 3 Current Assets

S.No.	Description	Audited Amount	Audited amount for Non-regulated Business and Electricity Regulated Business outside Maharashtra	Electricity Regulated Maharashtra Business Sub- segments						
				A	B	C=A-B				
						Generation	Transmission	Distribution wire	Distribution retail supply	Adjustments
1	Inventories									
2	Sundry debtors									
3	Cash and Bank Balances									
4	Other Current Assets									
5	Loans and Advances									
	<b>Total Current Assets</b>									

#### Notes:

1. The details of the inventories directly related/arising out of the Maharashtra regulated business sub-segments has to be clearly demarcated and separately disclosed along with the type and method of inventory accounting. Nonetheless, the Commission shall use the norms specified in the regulation for tariff determination purpose.
2. The transactions in cash and bank shall reflect only those items which are directly related or arising out of Maharashtra regulated business sub-segments. This will also help in understanding the cash recovery from respective business sub-segments and also that the regulated tariffs ensuring recovery of cash requirements for working capital purpose. Nonetheless, the Commission shall use the norms specified in the regulation for tariff determination purpose.
3. The loans are normally to the employees and the advances are to the contractors, suppliers, advance taxes & deposits with Govt authorities like customs, port trust etc. But these should relate only to the employees and the transactions arising out of Maharashtra regulated business segments and should be recorded for each business sub-segment separately. Any loans and advances for common purposes should be allocated on the basis of Gross Fixed Assets,

## Format 4 Loans

S.No.	Loan Type	Audited Amount	Audited amount for Non-regulated Business and Electricity Regulated Business outside Maharashtra	Electricity Regulated Maharashtra Business Sub- segments				
				A	B	C=A-B		
						Generation	Transmission	Distribution wire
	<b>Secured Loans</b>							
1	Bonds							
	Source 1							
	Source 2							
	Source ..							
2	Debentures							
	Source 1							
	Source2							
	Source .....							
3	Other Loans and Advances							
	Source 1							
	Source....							
	<b>UnSecured Loans</b>							
4	Short term loans and Advances							
	From Banks							
	Source1							
	Source2							
	Source .....							
	From Others							
	Source 1							
	Source 2							
	Source .....							
5	Other Loans and Advances							
	Source1							
	Source 2							
	Source .....							
	<b>TOTAL Loans</b>							

### Notes:

- Loans should be allocated to different business sub- segments using the same rationale provided for Gross Fixed Assets. Loans for Working Capital should be shown separately. Nonetheless the Commission shall use the norms specified in the Tariff Regulations for determining the working capital requirements.

## Format 5: Current Liabilities

S.No.	Description	Audited Amount	Audited Amount for Non-regulated Business and Electricity Regulated Business outside Maharashtra	Electricity Regulated Maharashtra Business Sub-segments						
				A	B	C=A-B				
						Generation	Transmission	Distribution wire	Distribution retail supply	Adjustments
1	Consumer Benefits Account									
2	Sundry Creditors									
3	Working Capital Loan from Banks									
4	Security Deposits from Consumers									
5	Deposits and Advances from Consumers									
6	Other Liabilities									
	<b>Total current liabilities</b>									
	<b>Provisions</b>									

### Notes:

1. Current Liabilities should be allocated to different business sub-segments using the same rationale provided for Gross Fixed Assets i.e. which are directly attributable to a particular business have to be allocated or recorded accordingly. Common liabilities which cannot be segregated have to be allocated based on Gross Fixed Assets.

## Profit and Loss Statement

S.No.	Particulars	Format Number	Audited Amount	Audited amount for Non-regulated Business and Electricity Regulated Business outside Maharashtra	Electricity Regulated Maharashtra Business Sub- segments				
					C=A-B				
					Generation	Transmission	Distribution wire	Distribution retail supply	Adjustments
1	Cost of Fuel	6							
2	Cost of Power Purchase	7							
3	Operation & Maintenance Expenses	8.1,8.2 & 8.3							
4	Depreciation								
5	Interest on Long-term Loan Capital	9							
6	Interest on Working Capital and on consumer security deposits	10							
7	Bad Debts Written off								
8	Other Expenses								
9	Income Tax	11							
10	Transmission Charges								
11	Wheeling Charges								
12	Contribution to contingency reserves								
13	Return on Equity Capital	12							
	<b>Total Expenditure</b>								
14	Revenue								
15	Non Tariff Income								
16	Income from Open Access consumers								
a	Income from Transmission service charges								
b	Income from wheeling charges								
17	Income from Other Business								
18	Receipt on account of Cross Subsidy and additional Surcharge								
	<b>Total Revenue</b>								
	<b>Net Profit/(Loss)=Total Revenue- Total Expenditure</b>								

### Notes:

1. Revenues shall be shown separately for each business sub-segment. Revenues will be accounted for on the basis of actual bills raised. This would be applicable similarly to generation business, transmission business, distribution wire business and retail sale business.
2. Non Tariff Income/ Other Income shall include all income under Maharashtra licensed business
3. Income from other Business: For any assets that are commonly used, the Utility shall allocate 1/3<sup>rd</sup> of the revenues to transmission or distribution business accordingly.
4. Income from UI charges: Any receipt through the UI pool should be recorded under this head, along with details of the applicable UI rate for such receipt.
5. Any receipt on account of Cross Subsidy and/or Additional Surcharge payable by an Open Access User is to be recorded under this head. Proper records should be maintained for the collection of such surcharges along with the consumer details that have paid these charges.

## Format 6 Cost of Fuel

S.No.	Unit	Particular	Audited Amount	Audited amount for Non-regulated Business and Electricity Regulated Business outside Maharashtra	Electricity Regulated Maharashtra Business Sub- segments					
				A	B	C=A-B				
						Generation	Transmission	Distribution wire	Distribution retail supply	Adjustments
1		Basic Cost								
2		Freight								
3		Freight Surcharge, if applicable								
4		Fuel Handling Charges								
5		Taxes and Duties (pl. specify details)								
6		Any other charges								
		<b>Total Price excluding Transit Loss</b>								
7		Transit Loss								
		<b>Total Price including Transit Loss</b>								

### Notes:

- Fuel expenses should be shown separately for each unit of a generating plant based on actual performance. However, the Commission shall use the norms for tariff determination purpose.

## Format 7 Cost of Power Purchase

S.No.	Unit	Particular	Audited Amount	Audited Amount for Non-regulated Business and Electricity Regulated Business outside Maharashtra	Electricity Regulated Maharashtra Business Sub- segments						
					A	B	C=A-B				
							Generation	Transmission	Distribution wire	Distribution retail supply	Adjustments
		Sources of Energy:									
1		Own Generation									
		Source 1									
		Source 2									
2		Central Sector Purchase									
		Source 1									
		Source 2									
3		RPS									
		Wind									
		Biomass									
		Small Hydro									
		Solar									
4		CPP / IPP									
		Source 1									
		Source 2									
5		Bilateral									
		Source 1									
		Source 2									
6		Traders									
		Source 1									
		Source 2									
7		UI									
		Total									

**Notes:**

1. The proper records shall be maintained showing the quantum and rate of power purchased from various sources. The information of power purchased from own plants as well as from other sources should be disclosed separately.

## Format 8.1 Administrative and General Expenses

S.no.	Particulars	Audited Amount	Audited amount for Non-regulated Business and Electricity Regulated Business outside Maharashtra	Electricity Regulated Maharashtra Business Sub- segments					
			A	B	C=A-B				
					Generation	Transmission	Distribution wire	Distribution retail supply	Adjustments
1	Rent Rates & Taxes								
2	Insurance								
3	Telephone & Postage, etc.								
4	Legal charges & Audit fee								
5	Professional, Consultancy, Technical fee								
6	Conveyance & Travel								
7	Electricity charges								
8	Water charges								
9	Security arrangements								
10	Fees & subscription								
11	Books & periodicals								
12	Computer Stationery								
13	Printing & Stationery								
14	Advertisements								
15	Purchase Related Advertisement Expenses								
16	Contribution/Donations								
17	License Fee and other related fee								
18	Vehicle Running Expenses Truck / Delivery Van								
19	Vehicle Hiring Expenses Truck / Delivery Van								
20	Cost of services procured								
21	Outsourcing of metering and billing system								
22	Freight On Capital Equipments								
23	V-sat, Internet and related charges								
24	Training								
25	Bank Charges								
26	Miscellaneous Expenses								
27	Office Expenses								
28	Others								
29	Gross A&G Expenses								
30	Less: Expenses Capitalised								
31	Net A&G Expenses								

### Notes:

1. Administrative and General Expenses should be accounted on actual cash and not on provisional basis subject to any limit as prescribed by MERC. Where MERC (Terms & Conditions of Tariff) Regulations, 2005 has specified any norms for these expenses, same shall be applicable for the purpose of tariff computation.
2. Any administrative and general expenses with respect to common services or assets would be allocated in the proportion of Gross Fixed Assets
3. Advertising and marketing cost will **include**
  - i. Providing information to the customers and conducting promotional activities, in order to improve the utilisation of the network asset by improving the power factor or the load factor

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- ii. Providing contact telephone numbers for fault reporting through bill inserts
- iii. Publicising reliability targets and communicating with network customers on reliability matters
- iv. Development of network tariffs
- v. Communicating with customers on distribution matters, for instance, providing notice on planned interruptions
- vi. Educating the public on network related electrical safety
- vii. Activities arising from the Distribution business obligation in relation to the quality of supply

**Excluded from the cost category are:**

- i. Brand Advertising, Corporate image making
- ii. Corporate /community sponsorships and donations
- iii. Communication internal to the business
- iv. Research and Analysis on business other than Maharashtra Regulated Business
- v. Advertising of retail services.

## Format 8.2 Repair and Maintenance Expenses

S.no.	Particulars	Audited Amount	Audited amount for Non-regulated Business and Electricity Regulated Business outside Maharashtra	Electricity Regulated Maharashtra Business Sub- segments						
				A	B	C=A-B				
						Generation	Transmission	Distribution wire	Distribution retail supply	Adjustments
1	Plant & Machinery									
2	Buildings									
3	Civil Works									
4	Hydraulic Works									
5	Lines & Cable Networks									
6	Vehicles									
7	Furniture & Fixtures									
8	Office Equipment									
9	Gross R&M Expenses									
10	Less: Expenses Capitalised									
11	Net R&M Expenses									
12	Gross Fixed Assets at beginning of year									
13	R&M Expenses as % of GFA at beginning of year									

### Notes:

1. Repair and Maintenance expenses should be accounted on actual cash and not on provisional basis subject to any limit as prescribed by MERC.
2. Any repair and maintenance expenses with respect to common services or assets would be allocated in the proportion of Gross Fixed Assets

## Format 8.3 Employee Expenses

S.no.	Particulars	Audited Amount	Audited amount for Non-regulated Business and Electricity Regulated Business outside Maharashtra	Electricity Regulated Maharashtra Business Sub- segments						
				A	B	C=A-B				
						Generation	Transmission	Distribution wire	Distribution retail supply	Adjustments
1	Basic Salary									
2	Dearness Allowance (DA)									
3	House Rent Allowance									
4	Conveyance Allowance									
5	Leave Travel Allowance									
6	Earned Leave Encashment									
7	Other Allowances									
8	Medical Reimbursement									
9	Overtime Payment									
10	Bonus/Ex-Gratia Payments									
11	Interim Relief / Wage Revision									
12	Staff welfare expenses									
13	VRS Expenses/Retrenchment Compensation									
14	Commission to Directors									
15	Training Expenses									
16	Payment under Workmen's Compensation Act									
17	Net Employee Costs									
18	Others									
19	Gross Employee Expenses									
20	Less: Expenses Capitalised									
21	Net Employee Expenses									

### Notes:

- Employee expenses should be accounted on actual cash and not on provisional basis subject to any limit as prescribed by MERC. Where MERC (Terms & Conditions of Tariff) Regulations, 2005 has specified any norms for these expenses, same shall be applicable for the purpose of tariff computation.
- Revision in salary and wages for preceding year/s will be not be debited in Profit and loss account.
- Any employee expenses with respect to common services or assets would be allocated in the proportion of Gross Fixed Assets.
- No provision for gratuity, provident fund, pension etc. should be included in the employee expenses.
- Cost related to the business development activities should not be considered in the employee expenses.

## Format 9: Long Term Interest Charges

S.No.	Loan Details	Audited Amount	Audited amount for Non-regulated Business and Electricity Regulated Business outside Maharashtra	Electricity Regulated Maharashtra Business Sub- segments						
				A	B	C=A-B				
						Generation	Transmission	Distribution wire	Distribution retail supply	Adjustments
<b>1</b>	<b>Interest</b>									
	a Interest on Debenture loans									
	b Interest on term Loans									
	c capitalisation interest									
	d Other Interest Charges									
<b>2</b>	<b>Finance Charges</b>									
	a Loss on exchange									
	b Commission and Brokerage									
	c Other finance charges									

### Notes:

- Interest charges will be shown separately for each business segment as per the rationale provided for Gross Fixed Assets and Loans.

## Format 10 Interest on working capital

S. No.	Particular	Audited Amount	Audited amount for Non-regulated Business and Electricity Regulated Business outside Maharashtra	Electricity Regulated Maharashtra Business Sub- segments						
				A	B	C=A-B				
						Generation	Transmission	Distribution wire	Distribution retail supply	Adjustments
1	Total Interest on Working Capital									
2	Total interest on consumer security deposits									

### Notes:

1. Utilities should record the actual working capital loan taken and interests paid for each business sub-segment and submit to the Commission in the quarterly Information System.
2. For the purpose of tariff determination, the Commission shall use the norms specified in the regulation.

## Format 11 Income Tax

S. No.	Particular	Audited Amount	Audited amount for Non-regulated Business and Electricity Regulated Business outside Maharashtra	Electricity Regulated Maharashtra Business Sub- segments						
				A	B	C=A-B				
						Generation	Transmission	Distribution wire	Distribution retail supply	Adjustments
1	2	3	4	5	6	7	8	9		
1	Income Tax									

### Notes:

1. The Actual Income Tax paid by the company should be allocated between the different business sub-segments.
2. No provision for deferred tax shall be included under Columns 5 to 8.

## Format 12 Return on Equity

S.No.	Code	Data Required	Reference	Audited Amount	Audited amount for Non-regulated Business and Electricity Regulated Business outside Maharashtra	Electricity Regulated Maharashtra Business Sub-segments				
						A	B	C=A-B		
								Generation	Transmission	Distribution wire
1		Regulatory Equity at the beginning of the year								
2		Capitalisation								
3		Equity portion of capitalisation								
4		Regulatory Equity at the end of the year								
		<b>Return Computation</b>								
5		Return on Regulatory Equity at the beginning of the year	16%*(1)							
6		Return on Equity portion of capitalisation	16%*(3)/2							
7		Total Return on Regulatory Equity	(5)+(6)							

### Notes:

1. Utilities also need to give information on the actual equity invested by the Utilities in various capital expenditure projects wise and for each business segment and sub-segments.
2. IDC computation will be based on proportionate injection of equity and loan drawl.

**UNIFORM RECORDING, MAINTENANCE AND REPORTING OF INFORMATION**

## Cash Flow

S.No.	Particulars	Audited Amount	Audited amount for Non-regulated Business and Electricity Regulated Business outside Maharashtra	Electricity Regulated Maharashtra Business Sub- segments					
				A	B	C=A-B			Adjustments
						Generation	Transmission	Distribution wire	
<b>1</b>	<b>Cash Flows from Operating Activities</b>								
a	Net Profit before Tax								
b	Adjustments for:								
i	Depreciation/ Amortisation								
ii	Interest Expenditure								
iii	Interest from trade investments								
iv	Dividend from trade investments								
v	Dividend from subsidiaries								
vi	Interest from other investments								
vii	Dividend from other investments								
viii	Profit on sale/ retirement of assets ( Net)								
ix	Profit on sale of investments ( Net)								
x	Bad debts								
xi	Retiring Gratuities								
xii	Leave encashment								
xiii	Pension scheme								
xiv	Realised exchange loss on loan repayments/swap settlement								
xv	Provisions								
xvi	Others								
<b>2</b>	<b>Operating income before working capital charges</b>								
c	Adjustments for:								
i	Trade and other receivables								
ii	Inventories								
iii	Trade payables								
<b>3</b>	<b>Cash generated from operations</b>								
i	Taxes paid (including FBT) ( Net)								
ii	Retiring Gratuities								
iii	Leave encashment								
iv	Pension scheme								
v	VRS compensation paid								
<b>4</b>	<b>Net cash from generated from operating activities</b>								
<b>5</b>	<b>Cash Flows from Investing Activities</b>								
i	Purchase of Fixed Assets (Including Interest capitalised)								
ii	Sale of Fixed Assets								
iii	Reserves in Government Bonds								
iv	Interest received								
v	Dividends from Subsidiaries								
vi	Dividend from Trade Investments								
vii	Purchase of Other Investment Activities								
viii	Sale of Other Investment Activities								
ix	Deposit with bank under Escrow agreements								
x	Inter corporate Deposits/ advances ( net)								
xi	Dividend from other investments								
xii	Others								
<b>6</b>	<b>Net cash used in (from) investment activities</b>								
<b>7</b>	<b>Cash Flows from Financing Activities</b>								
i	Proceeds of share capital including share premium								
ii	Proceeds from Borrowings ( debentures)								
iii	Proceeds from Borrowings (secured)								
iv	Repayment of secured loans								
v	Proceeds from Borrowings (unsecured)								
vi	Repayment of unsecured loans								
vii	Proceeds from Govt. Subsidies and Grants								
viii	Swap income								
ix	Deposits and Contributions from Consumers								
x	Lease rentals								
xi	Interest paid including FCCB issue expenses								
xii	Dividends paid onequity shares including tax								
<b>8</b>	<b>Net cash from (used in) financing activities</b>								
	<b>Net Change in Cash Equivalents</b>								
	Cash and Cash Equivalents at Beginning of Year								
	Cash and Cash Equivalents at End of Year								

## Capex Format

S.No.	Name of Scheme	Project Code	Benefits in Quantified terms	Approved Capital Cost	Year wise Outlay approved					Actual Capital Expenditure					Physical progress					Debt Equity Ratio	Capitalisation					Date of Completion	Benefits Accrued in quantified terms		
					1st year	2nd year	3rd year	4th year	5th year	1st year	2nd year	3rd year	4th year	5th year	1st year	2nd year	3rd year	4th year	5th year		1st year	2nd year	3rd year	4th year	5th year				
1																													
2																													
3																													
4																													
5																													
6																													
7																													
n																													

### Notes:

1. The information for Capital expenditure should be filled in detail. Companies can use one full page for each scheme.

## Operational Parameter Format- Generation

S.No.	Particulars	Units	Previous year	Current year
1	<b>Plant Load Factor</b>			
2	<b>Auxiliary energy consumption</b>			
3	<b>Station Heat Rate</b>			
4	<b>Planned Outage</b>			
a	Annual Overhaul			
b	Complete Overhaul			
5	<b>Forced Outage</b>			
a	Boiler Tube leakage			
b	External Electrical faults			
c	Pressure parts leakage			
d	Flame Failures			
e	Condenser tube leakage			

### Notes:

1. The information provided in the above table should be filled for each unit of each generating station.

## Operational Parameter Format- Transmission

S.No.	Particulars	Units	Previous year	Current year
	<b>HVAC</b>			
<b>1</b>	<b>Planned Transmission Outage</b>			
a	Switch yard maintenance			
b	Line maintenance			
<b>2</b>	<b>Forced Transmission Outage</b>			
a	Electrical Fault			
b	Transformer failure			
c	Line Trippings			
d	Cascade Trippings			
e	Line earth			
<b>3</b>	<b>Availability</b>			
<b>4</b>	<b>Transmission loss</b>			
	<b>HVDC</b>			
<b>1</b>	<b>Planned Transmission Outage</b>			
a	Switch yard maintenance			
b	Line maintenance			
<b>2</b>	<b>Forced Transmission Outage</b>			
a	Electrical Fault			
b	Transformer failure			
c	Line Trippings			
d	Cascade Trippings			
e	Line earth			
<b>3</b>	<b>Availability</b>			
<b>4</b>	<b>Transmission loss</b>			

## Operational Parameter Format- Distribution

Division	Parameter	SAIDI		SAIFI		CAIDI		Distribution Loss		Collection efficiency		Availability		Metered Consumption	
		Previous Year	Current Year	Previous Year	Current Year	Previous Year	Current Year	Previous Year	Current Year	Previous Year	Current Year	Previous Year	Current Year	Previous Year	Current Year
	Units of Measurement														
Division 1															
Division 2															
Division 3															
Division 4															
..															
..															
..															
Division n															

### Notes:

1. The information provided in the above table should be filled for each division of the Utilities.