
	<p style="text-align: center;">RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LTD. (A Govt. of Rajasthan Undertaking) CIN:- L40109RJ20005GC016485 Regd. Office: Vidyut Bhawan, Jyoti Nagar, Jaipur 302005 (AN ISO 9001:2008 CERTIFIED COMPANY)</p>	
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No.RVPN/CCOA/CAO(A/cs-W&M)/Sr.AO(A/Cs.)/ D. 244 Dated: 02.11.18

The Zonal Chief Engineer (T&C).....
The Superintending Engineer (T&C).....
RVPN,
.....

Sub:- Reconciliation of Fixed Assets Register.

Your kind attention is invited towards minutes of Video conferencing meeting held on 25.09.2018. In the meeting, the matter regarding mismatch of fixed assets register (generated through SAP-ERP) with the fixed assets physically available at units was discussed. It has been reported that there may be some items (i.e. assets) in the fixed assets register of RVPN which may not be physically available. On the other hand, there may be some fixed assets physically available with units but these are not appearing in the fixed assets register of company. In order to resolve the issue of assets mismatch, the following Circle Level, Zone Level & Corporate Level Committees are hereby constituted:-

(A) Circle Level Committee

- a) Superintending Engineer (T&C)
- b) Accounts Officer (T&C)
- c) All Engineer- In-charge of GSS/T&C/Civil/ MPT&S/Comm./ ACOS etc. of Circle.
- d) One AEN/ JEN to be nominated by SE for this work having well acquaintance with SAP.

The following works are to be done by the members of Circle Level Committee:-

- a) The concerned Engineer- Incharge of GSS /T&C /Civil /MPT&S /ACOS /Communication etc. shall carry out physical verification

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of the fixed assets with reference to the assets register of his unit as on 31.03.2018 generated through SAP-ERP.

- b)** The concerned Engineer-Incharge shall prepare item wise/ asset code wise statement of excess/ shortage as per format given in annexure-A. Reasons should be explained for the mis-matched item to the extent possible, particularly in case of all items above Rs. 5 lakhs. *(For example: transfer of fixed assets from one unit to another unit without transfer entry in book of accounts)*
- c)** The Circle Level Committee shall reconcile/ match the excess item(s) of one unit against the short item(s) of another unit and vice versa to the extent possible at circle level.
- d)** The fixed assets register shall be updated on the basis of above findings through suitable entry in books of accounts but without changing the overall value of the total fixed assets of circle.
- e)** Unsettled matters, if any, shall be forwarded to the Zonal level Committee with complete details. Reasons should be explained for the mis-matched item to the extent possible, particularly in case of all items, above Rs. 5 lakhs.

The above task is to be completed by 30th Nov., 2018.

(B) Zonal Level Committee

- a)** Zonal Chief Engineer (T&C)
- b)** Regional Chief Accounts Officer
- c)** All Circle SE (T&C) of Zone

The following works is be done by the committee:-

- a)** The Zonal Level Committee shall reconcile/match the excess item(s) of one circle against the short item(s) of another circle and vice versa to the extent possible at Zonal level.
- b)** The fixed assets register shall be updated on the basis of above reconciliation through suitable entry in books of accounts but without changing the overall value of the total fixed assets of Zone.

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- c) Unsettled matters, if any, shall be forwarded to the Corporate level Committee with complete details. Reasons should be explained for the mis-matched item to the extent possible, particularly in case of all items, above Rs. 5 lakhs.

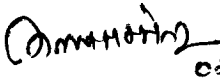
(C) Corporate Level Committee

- (a) Zonal Chief Engineers (T&C), Jaipur/Ajmer/Jodhpur.
(b) Chief Controller of Accounts.
(c) Regional CAO (T&C) Jaipur/Ajmer/Jodhpur.

The following works is to be done by the Committee:

- (a) The Corporate Level Committee shall reconcile/ match the excess item(s) of one Zone against the short item(s) of another Zone and vice versa.
- (b) On unanimous decision of committee, the fixed assets register shall be updated on the basis of above reconciliation through suitable entry in books of accounts but without changing the overall value of the total fixed assets of the three T&C Zones.
- (c) Unsettled matters, if any, shall be forwarded to the Director (Technical) for further needful action at corporate level. Reasons should be explained for the mis-matched item to the extent possible, particularly in case of all items, above Rs. 5 Lakhs.

This bears approval of CMD,RVPN.


02/11/18
(Manish Saxena)

Chief Controller of Accounts

Copy of letter regarding reconciliation of fixed assets register submitted/ forwarded to the following for information and necessary action :-

1. The Director (Technical/ Operations), RVPN, Jaipur.
2. The Chief Engineer (IT & Trg.)/ LD/Procurement/ Contracts), RVPN, Jaipur with request to arrange to carry out physical verification in all the offices under their control to find out shortage or excess of fixed assets so as to match the fixed assets register of company with the assets physically available.
3. The CAO (P&C), RVPN, Jaipur.
4. The Regional CAO (T&C), RVPN, Jaipur/Ajmer/Jodhpur.
5. The Sr.Accounts Officer (EA-Cash/ LD), RVPN, Jaipur
6. The Accounts Officer (T&C), RVPN, _____
7. TA to CMD, RVPN, Jaipur.
8. PS to Director (Finance), RVPN, Jaipur.



(Anju Sultania)

Chief Accounts Officer (A/Cs-W& M)

Statement of Reconciliation of Fixed Assets

As per Fixed Assets Register

As per physical verification

Sl.NO	Name of Profit Center	Name of Cost Center	Assets Code	Name of Assets	Dt. Of Purchase /Completion	Qty.	Gross Amount (31.03.2018)	Accumulated Depreciation (31.03.2018)	Net Amount (31.03.2018)	Qty	Shortage	Excess	Valuation of shortage	Valuation of excess	Remarks (see note 1)
1	2	3	4	5		6	8	9	10						

Note No 1:- Indicate here the reasons for short/excess material and the details of Basis/Document for valuation of short/excess material.

Signature of Incharge