



उत्तराखण्ड पावर कारपोरेशन लि०

(उत्तराखण्ड सरकार का उपक्रम)

Uttarakhand Power Corporation Ltd.

(A. Govt. of Uttarakhand Undertaking)

CIN NO: U40109UR2001SGC025867

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Letter No. /D(F)

Date: 22/05/2025

MOST URGENT

**Director (Project)/ Director (Operation),
Uttarakhand Power Corporation Limited,
Kanwali Road, Dehradun**

Subject: Submission of Quarterly Accounts (Q4 for January to March 2025) as per RDSS guidelines, Provisional Annual Accounts and Audited Annual Accounts for FY 2024-25.

It is to inform that regular review meetings are being held by Joint Secretary (Distribution), Ministry of Power and strong displeasure has always been shown due to delay in submission of Quarterly Accounts of UPCL.

MoP has desired the tentative dates for submission of Accounts and accordingly the same has been provided as under:

1. **Tentative date for completion of Q4 Accounts: 15.06.2025.**
2. **Tentative date for completion of Provisional Annual Accounts: 22.06.2025.**
3. **Tentative date for completion of Audited Annual Accounts: 25.09.2025.**

It is to mention that although the above tentative dates have been provided but the position of closure of Accounts of field units are not upto the mark (Zone-wise day close status dated 22.05.2025 enclosed herewith).

Vide Director (Operation) Office letter no. 1992/Dir(Operation)UPCL/ERP dated 28.04.2025, directions were given for timely completion of all the activities (including capitalization) in SAP ERP pertaining to FY 2024-25 on an urgent basis. Further, vide Process Owner (FICO) letter no. 407/GM(Fin) dated 13.05.2025 and this Office mail dated 17.05.2025, directions have been given to ensure the completion of the following activities in all the units on priority basis:

1. With respect to the Project/capital estimates prepared in SAP in FY 2024-25, the following should be ensured immediately in SAP and FAS in FY 2024-25:
 - a) It must be ensured that booking of consumption of material (both centralized and decentralized) as well as all services (including Service Entry Sheet) is done on the project/estimates in SAP.
 - b) Then, the loading should be done on the basis of formula/methodology and at the rates of SAP estimates. It must be ensured that the overall balances in AG 75 and 76 should not be negative due to such loading.
 - c) Thereafter, the estimates/projects should be settled (i.e. transferred to CWIP) in SAP. Based on the SAP data, the booking done in CWIP in FAS should be reconciled.
 - d) Again, w.r.t. the completed project/capital estimates which were completed in FY 2024-25, the same should be settled/capitalised (i.e. transferred to Fixed Assets from CWIP).

Based on the SAP data, the booking in Fixed Assets head should be done in FAS. Further, the Completion Report should also reflect the same value as shown in SAP ERP w.r.t. the capitalized work. Complete details (SAP Estimate wise) should be obtained from the field units.

- e) For the incomplete works as on 31.03.2025 pertaining to the estimates created in FY 2024-25 in SAP, the amount should be duly reconciled as on 31.03.2025 between FAS and SAP.
2. Booking in FAS should be done on the basis of SAP report generated through T-code ZMM_1S only. Therefore, it must be ensured that the Inventory balance as on 31.03.2025 in SAP (both MM and FICO) should match with the Inventory balance in FAS.

In view of the above timelines regarding submission of Quarterly and Annual Accounts, it is requested to kindly take the matter into consideration on priority basis and issue necessary directions at your end to the field units to ensure completion of the above said exercise on war footing and ensure closure of Accounts for FY 2024-25 by 31.05.2025.

(Kamal Sharma)
Director (Finance)

No. 828 / D(F)/UPCL-145 Date: /05/2025

Copy to the following for kind information and necessary action:

1. Staff Officer (Level-1) to Managing Director, UPCL, Dehradun for kind information.
2. Executive Director (Human Resources) / (Technical), UPCL, Dehradun.
3. General Manager (Legal) & Co. Secy., UPCL, Dehradun.
4. All Chief Engineers (Zones)/(Project), UPCL with the instruction to ensure closure of Accounts for FY 2024-25 of all your subordinate units complete in all respects by 31.05.2025.
5. All General Manager (Finance), UPCL.
6. Process Owner (MM), UPCL, Dehradun with the instruction to close March 2025 of SAP MM only when the activities mentioned at Point no. 1 above is completed in UPCL in order to ensure correct capitalization and correct booking in CWIP at least with respect to the estimates created in FY 2024-25.
7. All Superintending Engineers of UPCL.
8. All DGM (F)/Dy. CAO, Zonal Account Offices, UPCL.
9. All Drawing & Disbursing Officer, UPCL with the direction to ensure compliance of above.
10. Executive Engineer (IT) for uploading.

(Kamal Sharma)
Director (Finance)