



## LIST OF RETURNS AND SUBMISSION IN RESPECT OF WORK SECTION OF CIRCLE OFFICE

Sr. No.	Name of Returns.	To be received from Division Office	Date of Submission to Chief Office.	Responsibility Centre in this Office	Actual Date of Receipt in Circle Office					Actual Date of Submit to Chief Office
					No. I	City	Theog	Sunni	No.II	
<b>FREQUENCY MONTHLY</b>										
1	Monthly T&D Losses.	15 <sup>th</sup> of every month.	25 <sup>th</sup> of every month.	AEE/AEE(W)	CMTR received on dt.28.4.10					29.4.10
2.	Pilferage/Theft of energy	Monthly-15 <sup>th</sup> of month	-----do----	AEE/AEE(W)	28.4.10	16.4.10	23.4			
3.	Return of RGGVY.	Monthly. -15 <sup>th</sup> of previous month	-----do----	AEE/AEE(W)						
4.	Critical/ Non- Critical Return (Monthly) along with Un-serviceable return	Up to 15 <sup>th</sup> of Every Month.	25 <sup>th</sup> of every month.	AEE/AEE(P)	19.4.10	20.4.10	6.4.1	9.4	6.4.10	26.4.10
5.	Metering states of DTR/ feeders, Consumer having 20 kW& above.	15 <sup>th</sup> of Every month.	25 <sup>th</sup> . of every month.	AEE/SA(W)						30.4.10
6.	CMTR-III Return (received A/C of B/A)	12 <sup>th</sup> of every month.	25 <sup>th</sup> of every month.	AEE/SA(W)	23.4.10	26.4.10	22.4	26.4.		27.4.10
7.	Damage Rotten wooden pole	12 <sup>th</sup> every month.	25 <sup>th</sup> every month.	AEE/SA(W)						
8.	Return of CFL	Monthly 15 <sup>th</sup> of	25 <sup>th</sup> every month.	AEE/SA(W)						20.4.10

9.	Dead stop defective meter / replacement	15 <sup>th</sup> every month./ Quarterly / monthly.	25 <sup>th</sup> every month.	AEE/SA(W)	27.4.10	19.4.10	19.4	27.4		27.4.10
10	Complaint handling mechanism.	Monthly -15 <sup>th</sup> every month.	25 <sup>th</sup> every month.	AEE/SA(W)						26.3.10
11.	PTCC. Return.	Monthly 15 <sup>th</sup> every month.	25 <sup>th</sup> every month.	AEE/SA(W)						26.3.10
12.	Monthly return of Condemnation of Material	Prepared at Circle office.	4 <sup>th</sup> of every month.	AEE/AE(P)						5.4.10
<b>FREQUENCY QUARTERLY</b>										
13.	Damage Transformer	Quarterly 15 <sup>th</sup> Every month.	25 <sup>th</sup> every month.	AEE/SA(W)	24.4	19.4		28.4		
14.	SAFI SADI CAFI CADI	Quarterly-15 <sup>th</sup> of previous month	-----do----	AEE/AE(W)		28.4				
15.	Standard of performance under section 142	Quarterly-15 <sup>th</sup> of previous month	-----do----	AEE/AE(W)		28.4				
16.	All returns relates to SERC.	Quarterly/ Yearly-15 <sup>th</sup> of previous month.	-----do----	AEE/AE(W)		28.4				
	Pilferage/Theft of energy	Quarterly-15 <sup>th</sup> of previous month	-----do----	AEE/AE(W)	28.4	16.4	23.4	29.4		30.4.10
<b>FREQUENCY Bi- ANNUALLY/YEARLY</b>										
17.	Energy Audit	Bi- annually i.e. Sep./Mar. -15 <sup>th</sup> of previous months	-----do----	AEE/AE(W)						
18.	MYT.(Multi year Tariff)	Yearly-15 <sup>th</sup> of previous month	-----do----	AEE/AE(W)						
19.	Requirement of	March of Every	End March of	AEE/AE(P)						

	Material (Yearly)	Year.	Every Year.							
20.	Material Consumed Quarterly, Half yearly/ yearly.	Every year when higher office demanded.		AEE/AAE(P)						23.4.10
21.	Tentative requirement of Material	Oct./Nov.	-----do-----	AEE/AAE(P)						
<b>MISCELLANEOUS</b>										
22.	C- Form Return to Excise & Taxation office.	Return has been sent after the Consumption of all C- Forms.		AEE/AAE(P)						