

**Table 4: Sample Format for raising the electricity charges by IWD to Hall Office**

**Indian Institute of Technology Kanpur**

**Institute Works Department**

**Date:**\_\_\_\_\_

**Hall no.:**\_\_\_\_\_

**Month:**\_\_\_\_\_

Sr. no.	Details	Units	Amount Rs.
1.	Units consumed by the hall	A1	
2.	Units consumed by shops and canteens in the hall and the amount (bills enclosed)	A2	A3
3.	Units consumed by the hall office <b>(For Information only)</b>	A4	
4.	Units to be paid for by the hall <b>(A = A1 – A2)</b>	A	
5.	Electricity rate per unit	B	
6.	Electricity charges		<b>C = A * B</b>
7.	Fixed charges for the hall <b>(α% of monthly charges C)</b>		<b>C * α%</b>
8.	<b>Total (6 + 7)</b>		<b>D</b>
9.	Electricity duty <b>(β% of D)</b>		<b>D * β%</b>
10.	Regulatory charges <b>(γ % of D)</b>		<b>D * γ%</b>
11.	Protective load charges <b>(δ% of E, E = X * Y x 1)</b>		<b>E * δ%</b>
12.	<b>TOTAL (F = 8 + 9 + 10 + 11)</b>		<b>F</b>
13.	Contribution by Institute to common area/community charges <b>(θ% of F)</b>		<b>F * θ%</b>
14.	Electricity charges to be paid by the hall <b>(J = 12 – 13)</b>		<b>J</b>
15.	Total Electricity charges to be paid by the Hall <b>(K = J + A3)</b>		<b>K</b>

**Prevailing values of α =            %, β =            %, γ =            %, δ =            %, θ =            %, E = \_\_\_\_\_ \* \_\_\_\_\_ x 1 = \_\_\_\_\_**

**Enclosures**

(1) Separate detailed bills for electricity consumption for Canteen and Shops

(Signature)

Authorized signatory from IWD (AE)

**Copy to:** (i) Accounts section (ii) Estate Office

Cheque to be prepared for amount Rs. \_\_\_\_\_ in favour of **Director, IIT Kanpur** or **Registrar, IIT Kanpur**