USER GUIDE FOR GENERATION OF ONLINE REPORTS

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Below is a list of reports available for different process like :

1) Billing And Collection
2) Claims
3) Disbursement
4) Policy servicing
5) Request Indexing
6) Loan

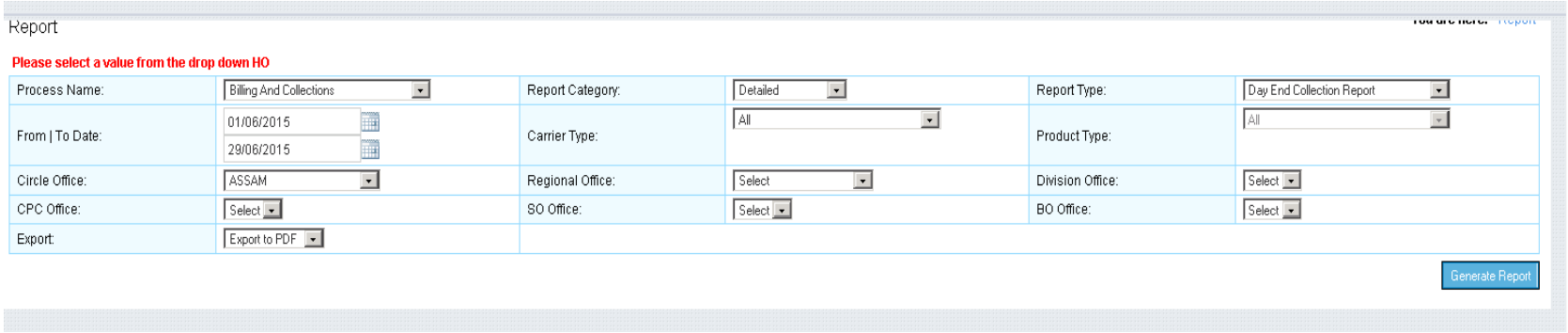
Under these process name there are list of many reports that serve different purpose and are also configured at different levels .

- Here is a list of reports that are available at CPC/HO level

- Detail Day End Collection Report
- Detail PLI Receipt Payment Report
- Detail Premium Collection Report
- Detail Premium Realization Report
- Detail Day End Disbursement Report
- Detail Pending Renewal report
- Detail Loan Interest Recovered report
- Detail Request indexed
- Detail Cheque Realization report

CPC/HO level reports

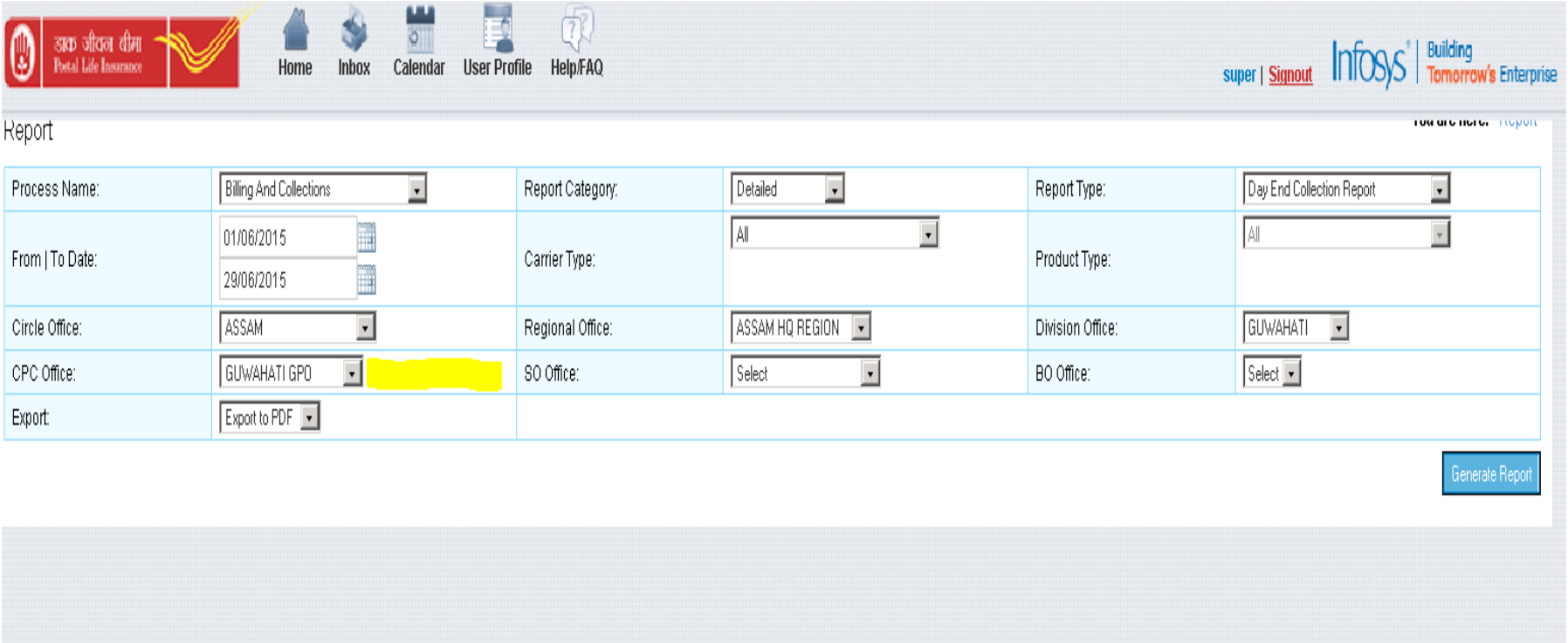
- These reports can be generated at CPC/HO level
- And at SO and BO level also
- If we try to generate these reports at CO/RO/DO level then an error message is displayed



For these CPC/HO level reports

We can generate an HO level report by 3 ways

1) By only choosing CPC/HO name from the drop down .



This report will have data for the transactions done at CPC/HO level only.

Rural/Postal Life Insurance

HO Level Detailed Day End Collection Report

Guwahati University HO (GU041000000) - HO

Guwahati University HO

During The Period From 28/06/2015 To 29/06/2015

29/06/15

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SR. NO.	RECEIPT NUMBER	OFFICE NAME	POLICY NUMBER / PROPOSAL NUMBER / SPECIAL GROUP NUMBER	INSURED NAME / ORGANISATION NAME	USER_ID	FROM DATE	TO DATE	EFFECTIVE DATE	NET AMOUNT COLLECTED ₹	DEFAULT FEE / LOAN INTREST ₹	REBATE	S.TAX ₹	GROSS AMOUNT ₹	PAYMENT TYPE	PAYMENT MODE
1	11548048	Guwahati University HO	AM-119503-CS	PRADIP KR. TALUKDAR	kranti_barua	01/11/2014	30/06/2015	29/06/2015	8,715.00	290	0	144.90	8280	Revival Premium	Cash
2	11548434	Guwahati University HO	R-AS-EA-309844	SUKUMAR BORO	kranti_barua	01/05/2015	30/06/2015	29/06/2015	1,053.00	5	0	18.02	1030	Revival Premium	Cash
3	11548555	Guwahati University HO	R-AS-EA-184296	MUNINDRA KUMAR BORO	kranti_barua	01/05/2015	30/06/2015	29/06/2015	385.00	2	0	6.58	376	Revival Premium	Cash
4	11548648	Guwahati University HO	R-AS-EA-184296	MUNINDRA KUMAR BORO	kranti_barua	01/07/2015	31/07/2015	29/06/2015	191.00	0	0	3.29	188	Renewal Premium	Cash
5	11548723	Guwahati University HO	R-AS-EA-309844	SUKUMAR BORO	kranti_barua	01/07/2015	31/07/2015	29/06/2015	524.00	0	0	9.01	515	Renewal Premium	Cash
6	11550320	Guwahati University HO	0000000002631	MANAJIT BRAHMA	kranti_barua	01/06/2015	30/06/2015	29/06/2015	1,040.00	0	0	35.17	1005	Renewal Premium	Cash
7	11553406	Guwahati University HO	AM-118103-CS	ACHYUT DEKA	kranti_barua	01/06/2015	30/06/2015	29/06/2015	890.00	0	0	15.31	875	Renewal Premium	Cash
8	11553498	Guwahati University HO	AM-107116-CS	ACHYUT DEKA	kranti_barua	01/06/2015	30/06/2015	29/06/2015	2,671.00	0	0	45.94	2625	Renewal Premium	Cash
9	11553964	Guwahati University HO	0000000013303	PRANJIT KALITA	kranti_barua	01/06/2015	30/06/2015	29/06/2015	274.00	0	0	9.27	265	Renewal Premium	Cash
10	11554131	Guwahati University HO	AM-79203-CS	PRANJAL SHARMA BASHISHTHA	kranti_barua	01/06/2015	30/06/2015	29/06/2015	682.00	0	0	11.73	670	Renewal Premium	Cash
11	11554214	Guwahati University HO	AM-79204-CS	PRANJAL SHARMA BASHISHTHA	kranti_barua	01/06/2015	30/06/2015	29/06/2015	1,292.00	0	0	22.23	1270	Renewal Premium	Cash
12	11554314	Guwahati University HO	AM-115363-CS	PRANJAL SHARMA BASHISHTHA	kranti_barua	01/06/2015	30/06/2015	29/06/2015	2,111.00	0	0	36.31	2075	Renewal Premium	Cash

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2) If we select All from the SO office drop down then that data will also come in the report

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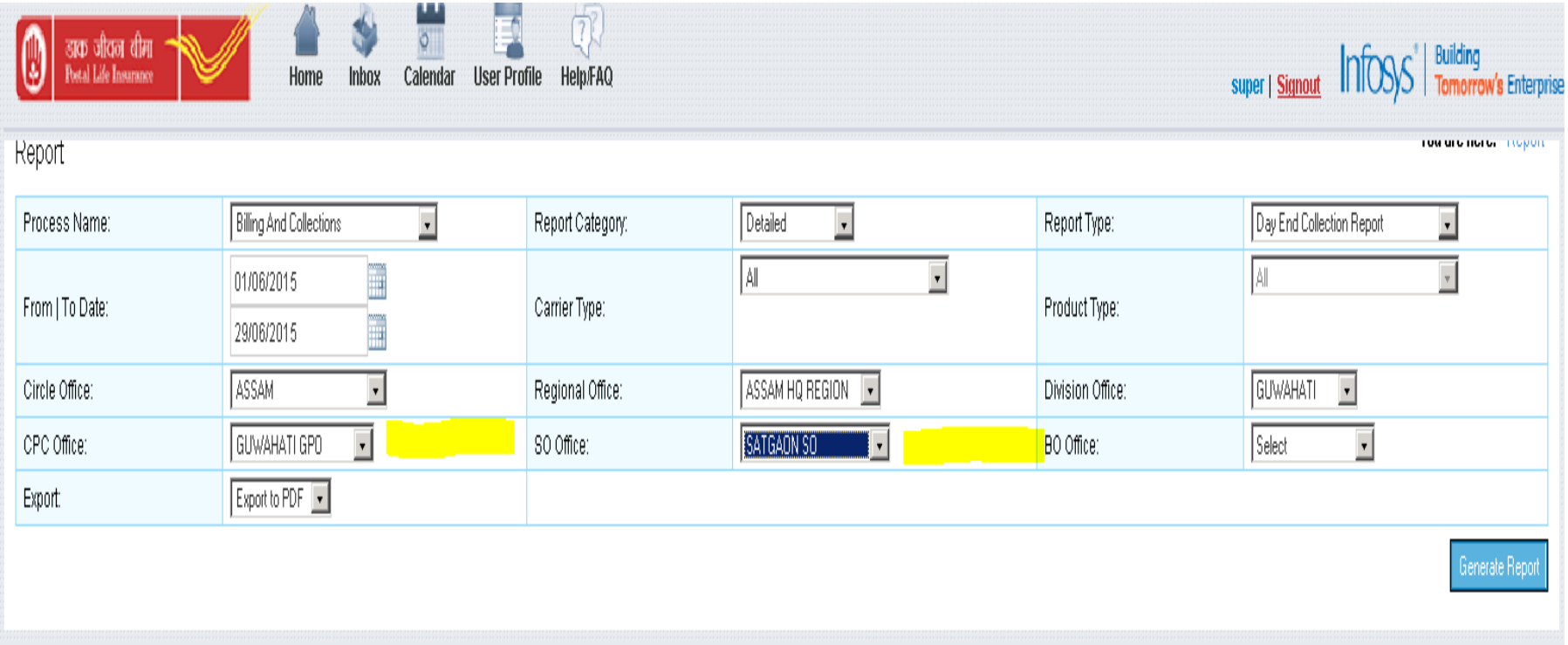
Report

Process Name:	Billing And Collections	Report Category:	Detailed	Report Type:	Day End Collection Report
From | To Date:	01/06/2015 29/06/2015	Carrier Type:	All	Product Type:	All
Circle Office:	ASSAM	Regional Office:	ASSAM HQ REGION	Division Office:	GUWAHATI
CPC Office:	GUWAHATI GPO	SO Office:	All	BO Office:	Select
Export:	Export to PDF				

All
RUPNAGAR SO
REHABARI SO
SATGAON SO
PALTAN BAZAR SO
SAUKUCHI SO
PATHARQUARRY SO
PANJABARI SO
SILPUKHURI SO
CHENIKUTHI SO
BINOVANAGAR SO
CHANDRAPUR SO
BHARALUMUKH SO
BASISTHA SO
KHANAPARA SO
BELTOLA SO
KHARGHULI SO
ASSAM TRIBUNE SO
ODALBAKRA SO
BAMUNIMAIDAM
KAMAKHYA SO
ASSAM SACHIVALAYA
KHETRI SO
ZOO ROAD
UZAN BAZAR SO
ULUBARI SO
UDAYAN VIHAR SO
HATIGAON CHARALI
HENGRABARI SO
INDRAPUR SO

Generate Report

3) When we select a particular SO office from the drop down



The report generated by using 2 and 3 method will also have data for that particular SO or All SO's coming under that HO and same thing should be done to get BO level data also

Rural/Postal Life Insurance

HO Level Detailed Day End Collection Report

Guwahati University HO (GU041000000) - Head Office

Guwahati University HO

During The Period From 28/06/2015 To 30/06/2015

29/06/15

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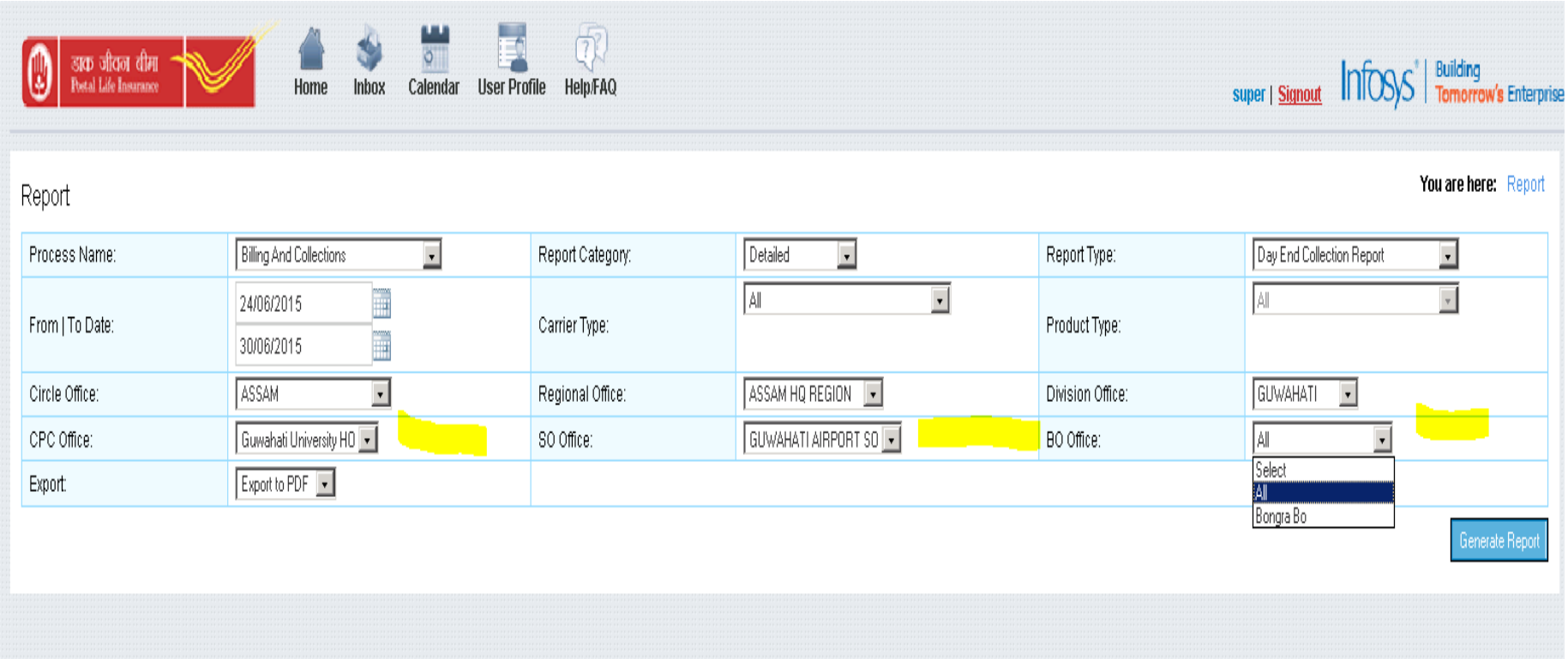
SR. NO.	RECEIPT NUMBER	OFFICE NAME	POLICY NUMBER / PROPOSAL NUMBER / SPECIAL GROUP NUMBER	INSURED NAME / ORGANISATION NAME	USER_ID	FROM DATE	TO DATE	EFFECTIVE DATE	NET AMOUNT COLLECTED ₹	DEFAULT FEE / LOAN INTREST ₹	REBATE	S.TAX ₹	GROSS AMOUNT ₹	PAYMENT TYPE	PAYMENT MODE
1	11551865	AZARA SO	AM-109349-CS	PABITRA MALI	pabitra_kumardas	01/02/2015	30/06/2015	29/06/2015	9,026.00	174	0	152.25	8700	Revival Premium	Cash
2	11552186	AZARA SO	0000000027888	PABITRA MALI	pabitra_kumardas	01/03/2015	30/06/2015	29/06/2015	7,749.00	111	0	258.30	7380	Revival Premium	Cash
3	11557587	AZARA SO	0000000041908	SWAPNA DEVI	pabitra_kumardas	01/05/2015	30/06/2015	29/06/2015	2,444.00	12	0	82.25	2350	Revival Premium	Cash
4	11557887	AZARA SO	AM-135550-CS	SWAPNA DEVI	pabitra_kumardas	01/03/2015	30/06/2015	29/06/2015	3,614.00	53	0	61.25	3500	Revival Premium	Cash
5	11591987	AZARA SO	GJ-675450-CC	PRAFULLA DIHINGIA	pabitra_kumardas	01/02/2015	30/06/2015	29/06/2015	4,955.00	96	0	83.56	4775	Revival Premium	Cash
6	11547409	BOKO SO	AM-106763-CS	MD.SULTAN MAMUD	ripunjoy_rabha	01/06/2015	30/06/2015	29/06/2015	967.00	0	0	16.63	950	Renewal Premium	Cash
7	11570589	BOKO SO	AM-142576-CS	ABHIRAM RABHA	ripunjoy_rabha	01/06/2015	30/06/2015	29/06/2015	2,060.00	0	0	35.44	2025	Renewal Premium	Cash
8	11570876	BOKO SO	AM-138936-CS	ABHIRAM RABHA	ripunjoy_rabha	01/06/2015	30/06/2015	29/06/2015	3,434.00	0	0	59.06	3375	Renewal Premium	Cash
9	11571402	BOKO SO	AM-132085-CS	ABHIRAM RABHA	ripunjoy_rabha	01/06/2015	30/06/2015	29/06/2015	1,252.00	0	0	21.52	1230	Renewal Premium	Cash
10	11546341	Baihata Chariali SO	R-AS-GY-266149	BIJAYA DEKA	chandan_deka	01/06/2015	30/06/2015	29/06/2015	997.00	0	0	17.15	980	Renewal Premium	Cash
11	11546677	Baihata Chariali SO	R-AS-EA-298744	SRI UMESH DEKA	chandan_deka	01/03/2015	30/06/2015	29/06/2015	2,354.00	34	0	39.90	2280	Revival Premium	Cash
12	11547042	Baihata Chariali SO	R-AS-EA-300807	CHANDANA KALITA	chandan_deka	01/03/2015	30/06/2015	29/06/2015	784.00	11	0	13.30	760	Revival Premium	Cash

BO level data will also come in the report generated.

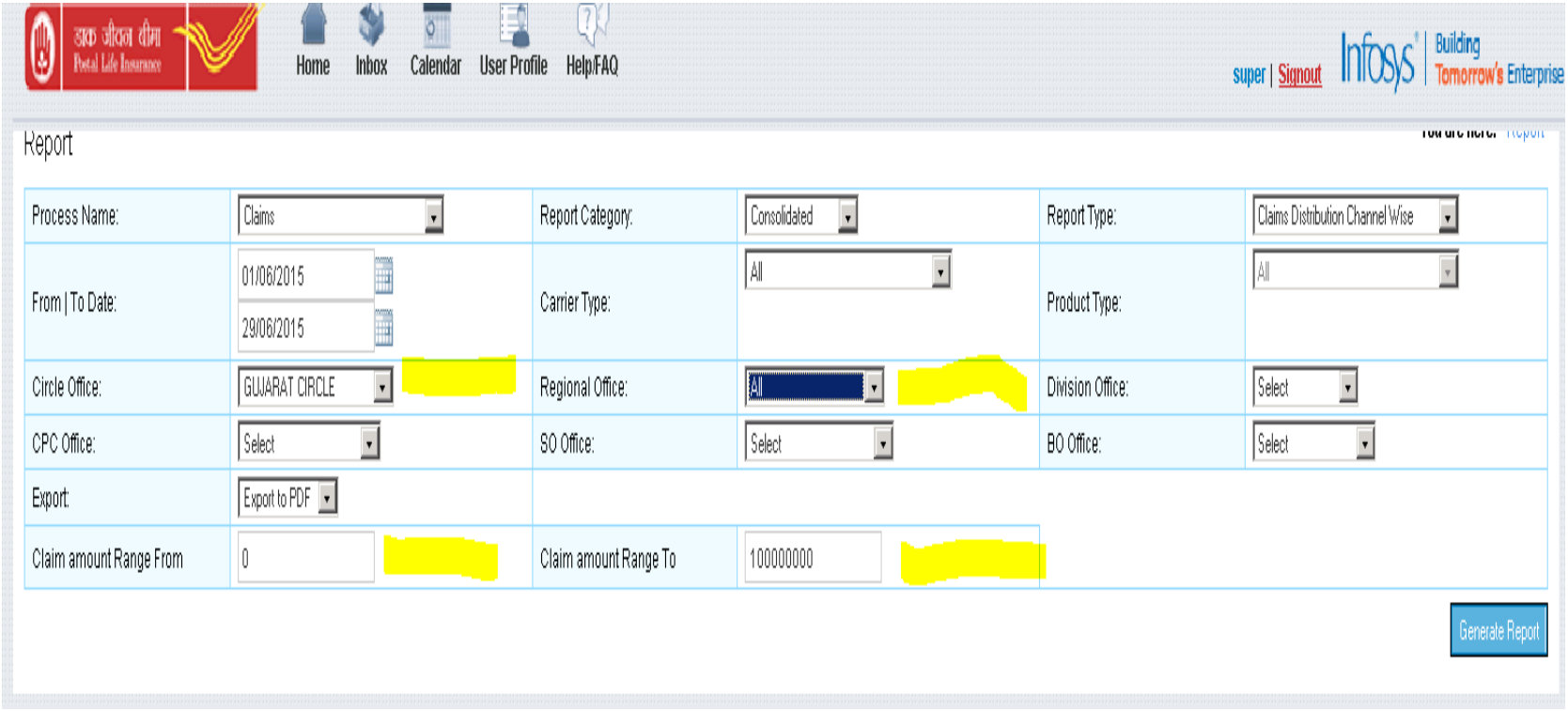


Reports that can be generated for all levels From Circle level –BO level

- Claim Approval Report
- Claim Distribution Channel Wise Report
- Death Claim Report
- Detail Claim Approval Report
- Detail Claim Pending Report
- Detail Death Claim Report
- Detail Maturity Policies Report
- Detail Service Index Stage Report
- Detail Survival Benefit Due Report
- Pending Renewal Report
- Pending Renewal Report
- Product Wise Loan Interest Recovered Report
- Product Wise Pending Renewal Report

Generation of circle level report

- To generate a report at circle level regional office drop down value should be selected as ALL and claim range should also be provided.



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Postal Life Insurance

Rural/Postal Life Insurance

29/06/2015

Claim Distribution Channelwise Report

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GUJARAT CIRCLE (GJ000000000) - Circle Office

GUJARAT CIRCLE

During The Period From 01/06/2015 To 29/06/2015

SR. NO.	NAME OF CHANNEL	PRODUCT TYPE	NO. OF DEATH CLAIMS PAID	NO. OF MATURITY CLIAMS PAID	NO. OF SURVIVAL CLIAMS PAID	TOTAL NO OF CLAIMS PAID
1	BRANCH	Gram Priya	0	1	1	2
2	BRANCH	Gram Santosh	6	30	0	36
3	BRANCH	Sumangal	0	10	15	25
4	BRANCH	Santosh	5	213	0	218
5	BRANCH	Gram Sumangal	0	0	5	5
6	BRANCH	Yugal Suraksha	0	1	0	1

Same is to be followed for RO level ,DO level report . The next corresponding value should be selected as ALL

Report

Process Name:	Claims	Report Category:	Consolidated	Report Type:	Product Wise Claim Paid Report
From | To Date:	01/06/2015 29/06/2015	Carrier Type:	All	Product Type:	All
Circle Office:	GUJARAT CIRCLE	Regional Office:	VADODARA REGION	Division Office:	All
CPC Office:	Select	SO Office:	Select	BO Office:	Select
Export:	Export to PDF				
Claim amount Range From	0	Claim amount Range To	100000000		

Generate Report

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Regional Level Consolidated Product Wise Claim Paid Report

VADODARA REGION (VD000000000) - Regional Office

VADODARA REGION

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During The Period From 01/06/2015 To 29/06/2015

SR. NO.	PRODUCT TYPE	CLAIM TYPE	TOTAL NO OF POLICIES	NET CLAIM AMOUNT ₹	NET CLAIM AMOUNT RANGE		
					< = 2 LAKHS	> 2 LAKH < = 5 LAKH	> 5 LAKH < = 10 LAKH
1	Sumangal	Survival Claim	4	106000	4	0	0
2	Gram Sumangal	Survival Claim	1	20000	1	0	0
3	Santosh	Death Claim	1	125560	1	0	0
4	Gram Santosh	Maturity Claim	3	141470	3	0	0
5	Santosh	Maturity Claim	39	6679573	25	14	0

DO (Divisional Level) level report

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Report

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Process Name:	Claims	Report Category:	Consolidated	Report Type:	Product Wise Claim Paid Report
From | To Date:	01/06/2015 29/06/2015	Carrier Type:	All	Product Type:	All
Circle Office:	GUJARAT CIRCLE	Regional Office:	VADODARA REGION	Division Office:	NAVSARI DIVISION
CPC Office:	All	SO Office:	Select	BO Office:	Select
Export:	Export to PDF				
Claim amount Range From		Claim amount Range To			

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Postal Life Insurance

PDF file: 29/06/2015

Rural/Postal Life Insurance

Division Level Consolidated Product Wise Claim Paid Report

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SURAT DIVISION (VD080000000) - Division Office

SURAT DIVISION

During The Period From 01/06/2015 To 29/06/2015

SR. NO.	PRODUCT TYPE	CLAIM TYPE	TOTAL NO OF POLICIES	NET CLAIM AMOUNT ₹	NET CLAIM AMOUNT RANGE		
					< = 2 LAKHS	> 2 LAKH < = 5 LAKH	> 5 LAKH < = 10 LAKH
1	Sumangal	Survival Claim	3	94000	3	0	0
2	Gram Sumangal	Survival Claim	1	20000	1	0	0
3	Gram Santosh	Maturity Claim	2	92762	2	0	0
4	Santosh	Maturity Claim	33	5789965	20	13	0

For the 'CLAIMS' related reports the claim amount drop down is mandatory to be chosen or else it will give an error message

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Postal Life Insurance

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Report

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Missing Claim amount Range From
Missing Claim amount Range To

Process Name:	Claims	Report Category:	Consolidated	Report Type:	Claim Pending Report
Claim Types:	All				
From | To Date:	14/06/2015 30/06/2015	Carrier Type:	All	Product Type:	All
Circle Office:	GUJARAT CIRCLE	Regional Office:	VADODARA REGION	Division Office:	Select
CPC Office:	NANPURA HO	SO Office:	Select	BO Office:	Select
Export:	Export to PDF				
Claim amount Range From		Claim amount Range To			

Generate Report

List of reports that can only be generated at National level and Circle level

- Fund Flow Circle Wise Report
- Fund Flow PAO Wise Status Report

National And Circle level report generation

Report

You are here: Report

Process Name:	Accounting	Report Category:	Consolidated	Report Type:	Fund Flow PAO Wise Status Report
From | To Date:	28/06/2015 28/06/2015	Carrier Type:	All	Product Type:	All
Circle Office:	All	Regional Office:	Select	Division Office:	Select
CPC Office:	Select	SO Office:	Select	BO Office:	Select
Export:	Export to PDF				

Report

You are here: Report

Process Name:	Accounting	Report Category:	Consolidated	Report Type:	Fund Flow PAO Wise Status Report
From | To Date:	28/06/2015 28/06/2015	Carrier Type:	All	Product Type:	All
Circle Office:	ASSAM	Regional Office:	Select	Division Office:	Select
CPC Office:	Select	SO Office:	Select	BO Office:	Select
Export:	Export to PDF				

Generate Report

Reports 1) National level 2) Circle Level

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Rural/Postal Life Insurance
FUND FLOW STATUS REPORT
PLI DIRECTORATE (PLIDirectorate) National Level
PLIDirectorate
During The Period From 28/06/2015 To 28/06/2015

29/06/2015
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SR NO.	PAO CODE	PAO NAME	PLI							RPLI						
			OTL RECV	LOAN RECV	TOTAL RECEIVED	OTL PAID	LOAN PAID	TOTAL PAID	NET ACCRETION	OTL RECV	LOAN RECV	TOTAL RECEIVED	OTL PAID	LOAN PAID	TOTAL PAID	NET ACCRETION
			₹	₹	₹	₹	₹	₹	₹	₹	₹	₹	₹	₹	₹	₹
Assam																
1	GU030400000	BARPETA HO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	GU020700000	DHUBRI HO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	GU081300000	DIBRUGARH HO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	GU050800000	DIPHU HO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	GU061700000	GOLAGHAT HO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	GU040900000	GUWAHATI GPO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	GU041000000	Guwahati	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	GU011800000	HAILAKANDI HO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	GU060500000	JORHAT HO	85,415.00	0.00	85,415.00	0.00	0.00	0.00	85,415.00	29,913.00	0.00	29,913.00	0.00	0.00	0.00	29,913.00
10	GU021900000	KOKRAJHAR HO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	GU010200000	Karimganj HO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12	GU091600000	Mangaldai HO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	GU051100000	NAGAON HO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	GU030300000	NALBARI HO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	GU081200000	NORTH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	GU010100000	SILCHAR HO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17	GU060600000	SIVASAGAR HO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18	GU091500000	TEZPUR HO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19	GU071400000	TINSUKIA HO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
BIHAR																
1	PT010100000	ARRAH HO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	PT050900000	BANKIPORE HO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	PT030100000	BHAGALPUR HO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Click on Sign to add text and place signatures on a PDF file.

Rural/Postal Life Insurance
FUND FLOW STATUS REPORT
Assam (GU000000000) Circle Office
Assam Circle
During The Period From 28/06/2015 To 28/06/2015

29/06/2015
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SR NO.	PAO CODE	PAO NAME	PLI							RPLI						
			OTL RECV	LOAN RECV	TOTAL RECEIVED	OTL PAID	LOAN PAID	TOTAL PAID	NET ACCRETION	OTL RECV	LOAN RECV	TOTAL RECEIVED	OTL PAID	LOAN PAID	TOTAL PAID	NET ACCRETION
			₹	₹	₹	₹	₹	₹	₹	₹	₹	₹	₹	₹	₹	₹
Assam																
1	GU030400000	BARPETA HO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2	GU020700000	DHUBRI HO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3	GU081300000	DIBRUGARH HO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	GU050800000	DIPHU HO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	GU061700000	GOLAGHAT HO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	GU040900000	GUWAHATI GPO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	GU041000000	Guwahati	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	GU011800000	HAILAKANDI HO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	GU060500000	JORHAT HO	85,415.00	0.00	85,415.00	0.00	0.00	0.00	85,415.00	29,913.00	0.00	29,913.00	0.00	0.00	0.00	29,913.00
10	GU021900000	KOKRAJHAR HO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	GU010200000	Karimganj HO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12	GU091600000	Mangaldai HO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	GU051100000	NAGAON HO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	GU030300000	NALBARI HO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	GU081200000	NORTH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	GU010100000	SILCHAR HO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17	GU060600000	SIVASAGAR HO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18	GU091500000	TEZPUR HO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19	GU071400000	TINSUKIA HO	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL :			85,415.00	0.00	85,415.00	0.00	0.00	0.00	85,415.00	29,913.00	0.00	29,913.00	0.00	0.00	0.00	29,913.00

THANK YOU