

**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.**

Prakashgad, 6th Floor, Plot G-9, Bandra (E), Mumbai-400 051.

Website : [www.mahadiscom.in](http://www.mahadiscom.in)

Phone : 26474211, 26472131

No. CGM (F&A)/MSEDCL/2060

Date : 03.06.2009

**CIRCULAR**

Sub : **Review of Revenue Collection through DCC Banks etc.**

It has been observed that the DCC Banks Reconciliation is in arrears in some of the offices. In order to crystallize the bank reconciliation position and to ensure timely reconciliation, the Action Plan for DCC Banks Reconciliation is prepared as below :-

**1. The Actions will be taken in following phased manner :-**

- Phase-I : Identifying the factual present position of DCC Banks Reconciliation.
- Phase-II : Preparation of Action Plan for clearance of backlog, if any.
- Phase-III : Implementation of Action Plan.

In Phase-I, the factual position of reconciliation already done by respective offices will be reviewed Zonewise. It will include the outstanding items in Bank Reconciliation to be cleared, Mode of reconciliation i.e. through outsourcing or departmental, Quantum of backlog etc.

In Phase-II, the Action Plan for carrying out the backlog in each zone will be prepared, considering the availability of existing staff, possibility of outsourcing the work through Chartered Accountants, Ex-employees etc. The detailed Action Plan will be prepared including the methodology for clearance of outstanding items & for future reconciliation.

In Phase-III, the actual implementation of the Action Plan will be ensured with periodical reporting.

**2. Formation of Teams :-**

(a) Six Teams at field units are formed and the Zones are allotted to these Teams considering the no. of DCC Banks in each zone. Each team will consist of following members :-

- (i) General Manager OR Manager of Zone -- as Team Leader.
- (ii) Dy. Manager of Zone.
- (iii) Zonal Accounts Officer.
- (iv) Respective Accounts Officer of each Circle.
- (v) One Accounts Officer of Inspection Unit.
- (vi) Two Management Trainees.

- (b) The details of 6 Team Leaders & their Team Members alongwith their reporting methodology are shown in Annexure-A. At present, 3 G.Ms. & 3 Managers are working in Zonal Offices, which would be the Team Leaders for 6 Teams.
- (c) Two teams i.e. consisting of 1 G.M. & 1 Manager each as Team Leader will report to one G.M. in F&A Wing at Corporate Office. 3 G.Ms. i.e. CA, Fin., & PP, at Corporate Office will be responsible for the works to be undertaken by 6 Teams. The Team Leaders will report to these G.Ms. at HO on weekly basis. The formats for factual position and reporting to Corporate Office are given at Annexure-B and Annexure-C respectively.
- (d) These 3 G.Ms. at Corporate Office will report the progress to CGM (F&A) and CGM (IA) on fortnightly basis.
- (e) The work shall be started by all the Teams w.e.f. 15.06.2009 & Phase-I shall be completed within one month's period i.e. by 15.07.2009.
- (f) Considering the volume of work involved as found in review of factual position of Phase-I, the Action Plan under Phase-II will be prepared by the Team Leader within a fortnight and it will be finalized by concerned G.Ms. in consultation with CGM (F&A) & CGM (IA). The periodicity of completion will be decided in view of the pendency of the work, outsourcing possibility, existing staff strength, no. of items etc.

All the Team Members shall carry out the functions of Team in addition to their own duties. Chief Engineers and Suptdg. Engineers shall ensure that the work pertaining to their jurisdiction is carried out by the concerned teams within the time schedule after discussing the same with the Team Leaders.

Since, time being the essence, the time bound program shall be ensured by all the teams with timely reporting to the concerned. The periodicity of reporting as shown in Annexure shall be strictly adhered.

Encl : Annexure A, B & c alongwith  
Reporting Periodicity.

**C. G. M. (F&A), MSEDCL.**

To,

**All the Team Leaders and Team Members as per Annexure 'A'**

Copy s.w.rs. to :- The Director (Finance), MSEDCL, HO, Mumbai.

Copy f.w.cs. to :-  
1. C.G.M. (IA), MSEDCL, HO, Mumbai.  
2. C.Es. of all Zones, MSEDCL.  
3. O.S.D. to MD, MSEDCL, HO, Mumbai.

Copy to :-  
1. S.Es. of all Circles, MSEDCL.  
2. G.Ms. / Managers / Dy. Managers of all Zones, MSEDCL.  
3. O.S.D. to MD, MSEDCL.

**Formation of Teams for DCC Banks Reconciliation**

**TEAM-1**

Zones covered ;	Nashik Zone 762	Branches.
	<u>Kalyan Zone 152</u>	<u>Branches.</u>
	<u>TOTAL 914</u>	<u>Branches.</u>

1. Team Leader – Shri Badhiye, G.M. (F&A), Kalyan Zone.
2. Shri Dhanve – Dy. Manager, Nashik Zone.
3. Shri Todase – Dy. Manager, Kalyan Zone.
4. Shri Pendase, A.O., Kalyan Zone.
5. Shri Kshirsagar, A.O., Nashik Zone.
6. Shri S.A. Sankhe, A.O., Internal Audit Unit, Vasai.
7. Management Trainee – 2 Nos. (i) Kum. S.L. Tambe, PP Section, HO.  
(ii) Kum. R.S. Kumawat, CPA Section, HO.
8. Respective A.O. of Circles in Nashik & Kalyan Zone.

**TEAM-2**

Zones covered ;	Nagpur Zone 198	Branches.
	<u>Nagpur (U) Zone 78</u>	<u>Branches.</u>
	<u>TOTAL 276</u>	<u>Branches.</u>

1. Team Leader – Shri Khodke, G.M. (F&A), Nagpur Zone.
2. Shri Ghogale – Dy. CAO, Nagpur (U) Zone.
3. Shri Madavi – A.O., Nagpur Zone.
4. Shri S.S. Pahade, A.O. Internal Audit Unit, Nagpur (R) Circle.
5. Management Trainee – 2 Nos. (i) Shri R.H. Dhakale, Nagpur (U) Zone.  
(ii) Shri A.Y. Raut, Nagpur (U) Zone.
6. Respective A.O. of Circles in Nagpur Zone & Nagpur (U) Zone.

**TEAM-3**

Zones covered ;	Kolhapur Zone 831	Branches.
	<u>Pune Zone 225</u>	<u>Branches.</u>
	<u>TOTAL 1056</u>	<u>Branches.</u>

1. Team Leader – Shri Barate, G.M. (F&A), Pune Zone.
2. Shri Rode – Dy. Manager, Pune Zone.
3. Shri Ghag – Dy. Manager, Kolhapur Zone.
4. Shri Khot – A.O., Kolhapur Zone.

5. Ms. Madhuri Raut – A.O., Pune Zone.
6. Shri S.D. Joshi, A.O., Inspection Unit, Pune (R) Circle..
7. Management Trainee – 2 Nos. (i) Shri R.E. Pawar, Pune Zone.  
(ii) Kum. S.D. Vinchu, Pune Zone.
8. Respective A.O. of Circels in Kolhapur & Pune Zone.

#### **TEAM-4**

Zones covered ;	Aurangabad Zone	271	Branches.
	Konkan Zone	87	Branches.
	<b><u>TOTAL</u></b>	<b><u>358</u></b>	<b><u>Branches.</u></b>

1. Team Leader – Shri Gadkari, Manager, Bhandup (U) Zone.
2. Shri P.P. Patil – Dy. Manager, Konkan Zone.
3. Shri Kamble – A.O., Aurangabad Zone.
4. Mrs. Moghe – D.A., Konkan Zone.
5. Shri S.V. Lavarale, A.O., Internal Audit Unit, Aurangabad (R) Circle..
6. Management Trainee – 2 Nos. (i) Shri M.B. Chudiwal, Aurangabad Zone.  
(ii) Shri G.K. Kahnake, Comml. Section.
7. Respective A.O. of Circles under Aurangabad & Konkan Zone

#### **TEAM-5**

Zones covered ;	Latur Zone	435	Branches.
-----------------	------------	-----	-----------

1. Team Leader – Shri Ahire, Manager, Latur Zone.
2. Shri Ingale – In-charge Dy. CAO, Latur Zone.
3. Shri L.B. Sangvikar – A.O., Inspection Unit, Nanded Circle.
4. Management Trainee – 2 Nos. (i) Shri P.R. Panhale, Loan Section, HO.  
(ii) Shri P.S. Gundeli, Fin-Capex, HO.
5. Respective A.O. of Circles in Latur Zone.

#### **TEAM-6**

Zones covered ;	Amravati Zone	334	Branches.
-----------------	---------------	-----	-----------

1. Team Leader – Shri Lawankar, Manager, Amravati Zone.
2. Mrs. Janorkar – In-charge Dy. CAO, Amravati Zone.
3. Shri Dani – In-charge A.O., Amravati Zone.
4. Shri N.G. Pachare, A.O., Inspection Unit, Yeotmal.
5. Management Trainee – 2 Nos. (i) Shri N.D. Meshram, Nagpur Zone.  
(ii) Shri D.P. Bhadane, PP Section, HO.
6. Respective A.O. of Circles in Amravati Zone.

**Reporting Methodology**

<u>Sr. No.</u>	<u>Reporting by</u>	<u>Reporting to</u>	<u>Periodicity</u>
1.	All the Members of Teams	-- Reporting to Team Leader.	Daily.
2.	Team-1 & Team-4	-- Reporting to Shri Shiroorkar, G.M. (CF), at Corporate Office.	Weekly.
3.	Team-2 & Team-5	-- Reporting to Shri Bhoyar, G.M. (CA), at Corporate Office.	Weekly.
4.	Team-3 & Team-6	-- Reporting to Mrs. Vyavahare, G.M. (PP), at H.O.	Weekly.
5.	G.M. (CF) / (CA) / (PP)	-- Reporting to C.G.M. (F&A) & C.G.M. (I.A.).	Fortnightly.
6.	C.G.M. (F&A) & C.G.M. (IA)	-- Reporting to Director (Finance), MSEDCL.	Monthly.

**FACTUAL POSITION OF RECONCILIATION OF DISTRICT CO-OPERATIVE BANKS AS ON 1ST JUNE 2009**  
 (to be submitted by concerned Team Members to team Laeder )

**Annexture -B**

Name of celce	Name of Division	Bank Name and Address	DCCBank Non- Operative Account Number	Whether DCCB Branch is Computerize d	Reconcile d up to the Month year	Pending items in reconciliation						Whether reconciliation has been carried out by keeping earliear reconciliation pending	If reply to Column 13 is yes then the period for which reconciliation is kept pending	Wheter Reconciliatio n is audited	Any other Remarks
						Less than Three months		More than Three Months but less than Six months		More than six months					
						nos. of items	Amount in Lakhs	nos of items	Amount in Lakhs	nos of item	Amount in Lakhs				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Date

Signature of Team Members

**Format of Report to be Submitted to Corporate Office  
(to be submitted by Team Leader to Corporate Office)**

Annexure -C

**Status of Reconciliation of D.C.C.Bank as on 1st June 2009**

Name of Zone	Name of Circle	Reconciled Up-to		Nos. of Branches Computerized	Pending Items for More than Six Months		whether reconciliation is carried out by keeping pending for earlier period	If Reply to column no 8 is yes then Period for which reconciliation is Pending	Remarks
		Nos. of Branches	Month		Nos. Of Items	Amount in Lakhs			
1	2	3	4	5	6	7	8	9	10

Date

Signature of Team Leader  
(Team No .)