

MSEDCL/CGM(CF) / 382/

Date: 12/7/2019

**CIRCULAR****Sub : Introduction of New Energy Bill Collection Channel -  
MSEDCL own Wallet System**

It is constant endeavor of MSEDCL to encourage consumers for energy bill payment by providing payment facility in their vicinity. We have enabled all online payment option through our website and mobile app. In this process of consumer facilitation **MSEDCL introduced the new collection channel "MSEDCL wallet"**.

Salient features of the system are

- 1) System is mobile as well as desktop based just like any other wallet
- 2) Wallet can be allotted to any person with minimum required documents as per annexure A.
- 3) System is fully online and will be managed centrally from Head Office.
- 4) It is based on prepaid system i.e. wallet owner has to deposit the amount to MSEDCL and then collect the energy bills against amount deposited.
- 5) Commission charges @ Rs. 5 per receipt (taxes extra) will be auto credited in wallet directly and No need for processing commission bills.
- 6) All accounting will be taken care through system only.
- 7) The details of the system and manual are attached herewith as annexure A & B.

Process of allotment and operations of wallet is very simple and user friendly to attract any one. This collection channel will enable MSEDCL to spread collection counters everywhere. Field offices are hereby instructed to

1. Identify various channels for allotment of wallet through wide publicity and orientation meet for prospective vendors.
2. To avoid fake counters under name of MSEDCL, keen monitoring of MSEDCL wallet counters.

Efforts should be taken for smooth implementation and promotion of new channel of collection in rural areas where collection facilities are not adequate on priority. Brochure as designed by Head office (Attached with email) to be printed as per requirement at circle level. Brochure is also available on MSEDCL website.

  
Chief General Manager (CF)

**Copy f. w. r. s to :**

- 1) Director (Finance)/(Operations)/(Projects)/ (Commercial) MSEDCL, HO Mumbai.
- 2) Joint Managing Director, Region Office, MSEDCL, Aurangabad.
- 3) Executive Director (BR), MSEDCL, HO Mumbai.
- 4) Regional Director, MSEDCL, Konkan, Pune, Nagpur.

**Copy f. w. c. s to :**

- 1) Chief Engineer, All O & M zone, MSEDCL
- 2) Chief General Manager IA/CA/IT, MSEDCL, HO Mumbai
- 3) OSD To MD, MSEDCL, HO, Mumbai.

Copy to: As per mailing list.

## Details of MSEDCL wallet System

### A. Wallet allotment:

#### a. Wallet can be allotted to

- i. Individuals ( Above age of 18 Years), Daily needs shop owner, Medical Shops, Grocery shops
- ii. MSEDCL Bill Distribution and Meter Reading Agencies.

#### b. Documents required

- i. Adhar Card
- ii. Pan Card
- iii. GST Registration Certificate (If Applicable)
- iv. Shop & establishment certificate Or Letter from Grampanchayat (In case of establishment in the area of Grampanchayat (applicable for other than individual)
- v. Address Proof ( If business place address is different from adhar card)
- vi. Photo Graph
- vii. Cancelled Cheque

### B. Operational guidelines

#### a. Allotment of wallet

- 1) Wallet registration and allotment is online process. Interested person has to apply online at MSEDCL web site.
- 2) Assistant Accountant of Sub Division of that area has to verify the original documents as above and submit spot inspection report through mobile app. of MSEDCL. Points to be verified
  - a. All original documents with documents uploaded
  - b. Verification of original documents is mandatory as per RBI rules (KYC). Address details confirmation with documentary evidence
  - c. Photo
- 3) There are no registration and spot inspection charges.
- 4) After physical spot inspection Assistant accountant has to forward the proper request through employee mitra app. to head office.
- 5) If any discrepancy observed, the same should be noted and request should be rejected.
- 6) Wallet applicant can resubmit the request by rectifying the discrepancy.
- 7) After clearance from Sub Division officer, wallet allotment will be approved by Head Office with intimation to all concern field offices through system.
- 8) Wallet owner will also be informed about approval on his register email ID.

## **b. Operation of wallet**

- 1) Wallet system is Mobile based as well as computer based
- 2) There are two types of wallet operations
  - a. Single wallet for individual outlets.
  - b. Single wallet with multiple login who can share the same wallet. (The main agency will be the wallet owner who can allocate different limits to different individuals with unique login ID.)
- 3) Collection Centre Category Code allotted to wallet is "18".
- 4) **Recharge of Wallet:**
  - a. First time minimum wallet recharge amount is Rs. 5,000/- and thereafter in multiples of Rs. 1000/- can be done by wallet Owner.
  - b. Wallet recharge can be done Online using recharge option in wallet after registration using Debit card, Credit card, Net Banking, UPI option.
- 5) **Collection from Consumers :**
  - a. After recharge, wallet owner can collect the amount from consumers after taking required entries in wallet app.
  - b. Mode of Collection from consumer is **CASH** only.
  - c. SMS will be delivered to consumers from MSEDCL on making payment at MSEDCL wallet as acknowledgement/ receipt of payment.
  - d. Wallet owner has to provide the receipt to consumers. Printer details are given in online registration form.

## **c. Closure of wallet and refund of amount.**

- 1) Process for Closure of wallet or refund of amount is also online.
- 2) On receipt of request from wallet owner Head Office will verify the details and will process the final settlement.
- 3) Closure of wallet will be published in newspaper under intimation to all offices of concerned.

## **C. Commercials**

- 1) Commission rate is Rs. 5.00 per receipt (taxes Extra) for MSEDCL wallet.
- 2) Commission will be credited in wallet monthly upon online submission of invoice through MSEDCL wallet app. No physical invoices need to be processed.

## **D. Accounting Entries**

- 1) All accounting entries will be taken through interphase.
- 2) As operations of wallet are managed from Head Office, Field offices are not required to take any entries except monitoring of wallet owner functioning.



## Process flow of MSEDCL-Wallet

