



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

Corporate Accounts Section

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MSEDCL/CAS/J-1/MEETING/120

Date:15-02-2010

**Sub.: Minutes of the meeting held on 8<sup>th</sup> February, 2010 at Corporate Office, Mumbai.**

A meeting of all General Managers, Managers, Dy. Managers and Assistant Managers was held at Prakashgad, Bandra, Mumbai on 8<sup>th</sup> February, 2010.

Director (Finance), Presided over the meeting and expressed his deep concern over important issues like. Maintenance of fixed Asset Register, Bank Reconciliation, non capitalization of WIP, Manual! Bill Collection Work, non-reconciliation of cash-in-transit, CGL reconciliation with FL. The various issues pertaining to finance and accounts have been addressed/discussed by Chief General Manager (C.A.), Chief General Manager (C.F.) and Chief General Manager (I.A.).

The Superintending Engineer being incharge of the Circle will be responsible for overall functions of the Finance and Account Sections of his Circle. He will monitor all the work of F&A Section and ensure that all the pending work is completed on priority basis ad all the data / information is submitted to Corporate Office timely. The Dy. Manager (F&A)/Asstt. Manager (F&A) of the concerned circle will ensure the completion of pending work as discussed in the meeting an indicated in the Annexure 'A'. The General Manager (F&A)/Manager (F&A)/ Dy. Manager (F&A) of the zone shall monitor the given assignment.

Encl.: Annexure 'A'.

Chief General Manager (Corporate Account)

To,

- 1) The General Manager (F&A) C.A./Finance/Commercial/Capex/Power Purchase/ Corp. Office, Mumbai.
- 2) The General Manager (F&A), Kalyan/Pune/Nasik/Nagpur.
- 3) The General Manager (IT), Corp. Office, Mumbai.
- 4) The Superintending Engineers of all O&M Circles and CCCM Bandra.
- 5) The Manager (F&A), MSEDCL, Akola Zone/Bhandup Zone/Aurangabad Zone/WM Section/SB/C.A.
- 6) The Dy. Manager (F&A), MSEDCL. Kalyan/Ratnagiri/Kolhapur/Pune/Nasik/Aurangabad/Latur/Jalgaon/Nanded/Nagpur(R)/ Nagpur(Urban)/Akola/SM Wing, Corp. Office, Mumbai.
- 7) Asstt. Manager (F&A)/Dy. Manager (F&A), O&M Circle \_\_\_\_\_

Copy submitted with respect to :

- 1) The Director (Finance), MSEDCL, Mumbai.

Copy f.w.cs. to:-

- 1) The Chief General Manager (C.F./I.A.), MSEDCL, Corp. Office, Mumbai.
- 2) The Chief General Manager (I.T.), MSEDCL, Corp. Office, Mumbai.
- 3) The Chief Engineer, MSEDCL, O&M Zone. Bhandup/Kalyan/Ratnagiri/Pune/Kolhapur/Nasik/Aurangabad/Jalgaon/Nanded/Latur/Akola /Nagpur (Rural)/Nagpur (Urban)/TRD Nasik.

**M.S.E.D.C.L.**  
**Corporate Accounts Section**

**Annexure 'A'**

**Minutes for the Meeting held at Corporate Office on 8<sup>th</sup> February 2010**

| Sr. No. | Description of Subject   | Remarks  |
|---------|--|--|
| 1.      | Revenue Budget   | Various issues regarding preparation of revenue budget have been discussed. Based on the discussion revised revenue budget shall be submitted by 16 <sup>th</sup> Feb. 2010.   |
| 2.      | Reconciliation of Nationalised Banks, D.C.C.Banks, Other Banks and post offices.                         | The position of Bank reconciliation as on 31 <sup>st</sup> Jan.2010 shall be submitted to the corporate office by the concerned General Manager (F&A)/ Manager (F&A) as per Circular No. CGM(F&A) MSEDCL / 2060 dt.03-06-2009.   |
| 3       | Cash in Transit  | All old balance shall be cleared up to March 2010 and age wise list of cash in transit outstanding as on 31-03-2010 shall be submitted alongwith Final Account.  |
| 4       | Capital Expenditure and capitalisation of WIP.   | Quarterly capital expenditure duly tallied with Accounts shall be submitted alongwith quarterly accounts.  |
| 5       | Utilisation of computers provided for bill collection centres.   | It is reported by many circles that the computers given for cash collection centres are not being utilized and manual receipts are being issued. In some case computerised receipts are issued however, the said computerised data is not being furnished to I.T. Billing Centres. It shall be ensured by all the concerned that computers given for cash collection centres will be used for said purpose.  |
| 6       | Cost Audit for 2008-09   | Cost Audit data in the prescribed formats shall be submitted to the concerned cost Auditors on top priority.   |
| 7       | Reconciliation of C.G.L. with F.L. and Reconciliation of S.D. with I.T.Record.                           | Reconciliation of C.G.L. with F.L. is to be completed. Reconciliation of security deposit with I.T. records to be completed up to the end of March 2010.   |
| 8       | Maintenance of fixed Asset Register.   | Fixed asset register shall be updated and the same should be made available to the audit.  |
| 9       | Review of visits by Assistant Manager (F&A), Dy. Manager (F&A), Manager (F&A) and General Manager (F&A). | In last meeting it was decided that General Manager (F&A)/Manager (F&A)/ Manager (F&A) of the concerned Zone must visit all the circles and division under their control once in a month and quarter respectively. Dy. Manager (F&A)/Assistant Manager (F&A) of the concerned circle must visit all the divisions/sub divisions under their control once in a month and quarter respectively. Jr. Manger (F&A) of the Division must visit all the sub divisions once in a month. After their visits they shall submit the report to the concerned incharge and copy should be submitted to corporate office. But no such reports are being received at corporate office. Hence, the concerned must visit field offices and copy of the said report shall be submitted to Corporate Office. |
| 10      | Proper Billing and collection.   | The proper and timely billing is very much essential in order to enhance the revenue so that increased purchase cost can be mitigated. Further, recovery of billed amount and arrears is atmost important as the survival of the company is based requisite recovery. All the concerned shall keep these points in view.   |

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|----|---------------------------------|--|
| 11 | Issue of Corporate Bank.        | Dy. Manager (F&A) Nagpur urban will issue notice to Corporation Bank to vacate the building and charge commercial rent till premises is vacated.   |
| 12 | Presentation of various issued. | All General Managers (F&A) / Mangers (F&A) / Dy. Manger (F&A)/ of the Zone shall give presentation of the various issues pertaining to their Zone. The format for various issues is being sent separately. |
| 13 | Scrutiny of the proposal        | All the proposal shall be scrutinised by the concerned as per check list and guidelines issued by Corporate Office from time to time.  |