

**CIRCULAR**

**Sub: Payment of Security Guard, outsource Employees and Bill collection agencies.**

- Ref: - 1.T.O. Cir. No.CGM(CF)/MSEDCL/2059/11364 dtd. 23/04/2013.  
2. T. O. Cir. No. CGM(CF)/MSEDCL/urgent Requirement/26147 dtd. 18/06/2015.  
3. T. O. Cir. No. CGM(CF)/MSEDCL/urgent Requirement/1085 dtd. 06/04/2016.  
4. T. O. Cir. No. Director(F)/1270 dtd. 25/03/2015.

As per above referred circular (3), the indent of 2<sup>nd</sup> installment for requirement of funds are forwarded by respective field offices in **Proforma I** (related to immediate payment) to Corporate Finance Section.

Further, to make the immediate payment of Security Guard and Outsourced employee salary in time, 10% extra amount was transferred to all the profit centers as per the above referred circular no. (1). Further, it is observed that some of the offices are sending special requirement for the payment of salary to Security Guard and Outsourced employee to WM Section directly in spite of the same amount being included in the monthly indent of Proforma I (immediate payment).

Meanwhile, as per the circular referred above (4), the requirement of payment of bill collection agencies, the separate requirement was sent to WM section on or before 22<sup>nd</sup> of every month. However, many of the offices are including the requirement in monthly indent of Proforma I and also sending a separate requirement as per the Circular to WM section.

However it has been observed that payment to security guards, outsourced employees and payment to bill collection agencies are delayed to great extent.

Now for making timely payments, it is instructed to all the concern that the requirement details of salary of Security Guard, Outsource employee and the payments of Bill collection agencies should be considered in Proforma I (Administrative Expenses) of 2<sup>nd</sup> installment of monthly indent with a separate demand specifically mentioned with required amount as per actual requirement. From October 2016, the 10% extra amount along with salary will not be transferred to the field offices.

The indent for the Proforma-I needs to be sent by all the circle offices as per enclosed format. Entire amount for the Proforma-I (A) will be transferred for the payment of salary of Security Guard, outsource employees and remuneration of bill collection agencies.

All the concerned will be held responsible, if the pending bills are not included in monthly indent of Proforma I. No separate requirement will be processed from October 2016, by WM section. It is the responsibility of the officer In-charge to make payment of the amount which has been transferred by WM section for Proforma-I (A) and also to ensure proper utilization of funds for the purpose only.

The requirement of Proforma I will be sent in attached format so as to make the immediate payment and regular payment separately. The circular will be implemented from 1<sup>st</sup> October 2016.

The circular will be made available on Company's website i.e. [www.mahadiscom.in](http://www.mahadiscom.in)

Encl: Format.



**Director (Finance)**

Copy f.w.cs.to:-

1. Director (Operations)/(Project).
2. Executive Director I/II/III/IV.
3. OSD to MD

Copy to:-

1. Chief General Manager (CA)/(IA)

2. All Chief Engineers, MSEDCL, (O&M) Zones.
3. All Superintending Engineers, MSEDCL,(O&M) Circles.

All are hereby instructed to scrupulously send relevant information in given format and ensure timely payments.

4. All General Manager(F&A)/AGM (F&A)/SR. Manager (F&A) of Zonal Offices
5. Asst. General Manager (F&A-WM), HSBC Bank Bldg, Fort, Mumbai.
6. All Sr Manager (F&A)/ Manager (F&A) of Circle Offices.
7. All Executive Engineers, MSEDCL,(O&M) Divisions.

Proforma I (A)

Sr. No.	Profit Centers	Name of Division/Circle	Name of Contractor/Agency	Document No.	Amount (in Lakhs)
1		Circle			
2		Division I			
3		Division II			
4		Division III			
		Total			

This Proforma I (A) includes only Security Guard, bill collection agencies and outsource Employee related payment details.

Proforma I (B)

Sr. No.	Profit Centers	Name of Division/Circle	Name of Contractor/Agency	Document No.	Amount (in Lakhs)
1		Circle			
2		Division I			
3		Division II			
4		Division III			
		Total			

This Proforma I (B) includes all the other payments of administrative expenses.

Certificate:- This is to Certify that the above requirement is audited and no separate requirement will be sent against this.

Manager/Sr. Manager (F&A)  
 \_\_\_\_\_(O&M) Circle

Superintending Engineer  
 \_\_\_\_\_(O&M) Circle