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Ref: CE MMC/SM/ Circular/ Tech / **003574**

Date 25.10.2016

CIRCULAR

Sub: Guidelines for proper accounting of the old removed material while implementing new schemes.

Ref : Circular No. CE/MMC/SM/E-AUCTION/2847 dt. 24/08/2016.

No. of works like O/H to U/G conversion, Augmentation of Transformer & Conductors, Shifting of lines, etc are being undertaken under various schemes. During the execution of these works, old materials like Transformers, poles, conductors, insulators, CTs, etc are removed from various sites. Many of these materials are in good condition and can be used at other places for our O&M works. A circular regarding the disposal of material, which have outlived its usefulness and declared as scrap, has already been issued vide letter under reference. Accordingly, it has been instructed that the old material should be credited to our designated stores immediately after the work is completed and proper material account of these removed materials should be kept.

Further, it is also observed that for the materials which can't be reused & need to be scrapped, no regular e-auction is done for which instructions have been given through various review meetings. This is depriving the company from additional revenue. The scrapped material is also occupying space at our various store-centres / sub-stations.

The issues have been discussed at the top level & Hon'ble CMD has shown great concern on this matter & directed to form a Standard Policy for accounting the old removed materials.

In view of this, for proper accounting of all the removed materials through various schemes, following instructions shall be scrupulously followed by all the concerned.

1. The concerned SDO shall prepare major component wise estimated quantity of the materials to be dismantled before commencement of actual work.
2. The EE (O&M), Division, MSEDCL shall be the nodal officer for accounting of all removed materials and for onwards submission to concerned SE (O&M) Circle. The valuation of these materials shall be worked out by the Manager (F&A) / Sr. Manager (F&A) of Circle.
3. All the material shall be deposited at Division Stores under the jurisdiction of Circle office.
4. There shall be proper accounting of all the removed material like transformers, conductors & poles etc. and Accounts/ Finance Department should keep account of these material.
5. The EE (O&M), Division, MSEDCL shall be responsible for verification of the material deposited and to confirm which material can be reused.
6. All the scrap material should be accounted strictly through ERP system only.
7. The SE (O&M) Circle shall carry out the e-auction of the scrapped material which cannot be reused, every quarterly. The amount collected towards this auction shall be accounted against the head Scrap. The statement giving details of scrap material auctioned along with Revenue generated shall be submitted to CE (Stores), MSEDCL, Mumbai.
8. The surplus old material under the jurisdiction of Circle office which can be reused shall be co-ordinated with concerned Zonal office.
9. There shall be quarterly reconciliation of all the material; new as well as scraped.
10. The SE (O&M) Circle Office shall report the reconciled data to Zonal as well as Regional Directors office.

11. The reconciled quarterly report on the utilization of the material and Revenue accounting thereof shall be submitted by the Regional Directors office to the Office of the Director (Operations), Director (Projects) and Director (Finance).
12. The same shall be apprised to the Hon'ble Chairman and Managing Director, MSEDCL.

All the field officers are directed to take necessary action accordingly.


Chief Engineer (MM Cell)

Copy: As per mailing list.

Copy s.w.rs to:-

- 1) Director (Operations) / Director (Projects) / Director (Finance), MSEDCL, Prakashgad, Mumbai
- 2) Regional Director, Kalyan, Pune, Aurangabad, Nagpur, Region office, MSEDCL
- 3) Executive Director (Dist-I/II/III/IV), MSEDCL, Prakashgad, Mumbai

Copy f.w.cs to:-

- 1) All Chief Engineers, O&M, Zones, MSEDCL
- 2) Chief General Manager (IT), MSEDCL, Prakashgad, Mumbai
- 3) Chief General Manager (CF), MSEDCL, Prakashgad, Mumbai
- 4) OSD to Hon.CMD, MSEDCL, Prakashgad, Mumbai

Copy to :-

- 1) All Superintending Engineer, O&M, circles, MSEDCL
- 2) All Executive Engineers, O&M, divisions, MSEDCL