

**CIRCULAR**

**Sub: Submission of monthly requirements of 2<sup>nd</sup> installment by Circle offices.**

- Ref:- 1. CGM (CF)'s ltr. No. CGM (CF)/MSEDCL/requirement/35529 dtd.21/12/2012.  
2. CGM(CF)'s Circular No.CGM(CF)/MSEDCL/Urgent requirement/2580 dtd. 24/04/2012.  
3. Dir(F)'s Circular No. Dir(F)/MSEDCL/Urgent requirement/35780 dtd. 03/12/11.  
4. CE(Dist)'s ltr. No. CE (Dist)/5124 dtd 09/02/2011.  
5. CGM(F&A)'s Circular No.17 vide letter No. MSEDCL/WM/REV/Cash Indent/487 dtd. 19/05/2006.

In earlier procedure, the fund requirement indent of 2<sup>nd</sup> installment related to immediate payment (Proforma I), supplier contractor payment (Proforma II) and employee related payments (Proforma IV) forwarded by respective field offices as per letter referred above (1) & (3) were processed by H.O. Further, the urgent requirement regarding the SPA, SPA PE, P IE, P SI, DTC Metering, DPDC & Backlog scheme (Proforma III) was processed as per the circular referred above (2).

Now from March 2013 onwards the monthly requirement in Proforma I, II, III & IV was not accepted in hard format as per the circular referred above (3). It is instructed that, a scan copy of the monthly abstract of Proforma I to IV duly signed by the respective Superintending Engineer of the O & M Circle & the agency wise list of all the proforma in excel format will be accepted from March 2013 on email only. However, it is observed that some of the circle offices are sending their monthly requirement in old format. Therefore, it is once again directed to send the monthly requirement on email id [amfaif@rediffmail.com](mailto:amfaif@rediffmail.com) in the attached format of Letter & Annexure A before 10<sup>th</sup> of every month. The indent received after 10<sup>th</sup> and those circle who has not sent the agency wise list in excel format will not be considered for the release of funds for that month.

Further, the urgent requirement regarding SPA, SPA PE, P IE, P SI, DTC Metering, DPDC & Backlog scheme as per the circular referred above (2) was processed instead of Proforma III of monthly indent. It is observed that some of the circles are sending their urgent requirement separately & along with 2<sup>nd</sup> installment i.e. included in Proforma III also. However, henceforth the urgent requirement of the circle offices be sent to this office in the attached format enclosed as Letter & Annexure B, C, D & E only in scan copy. The requirement of Proforma III will be sent to this office twice in the month i.e. the requirement pending with cashier from 1<sup>st</sup> to 15<sup>th</sup> of the month will be sent before 17<sup>th</sup> of every month & the requirement pending with cashier from 16<sup>th</sup> to end of the month will be sent before 2<sup>nd</sup> of the next month. The requirements covering page will be signed by the

**Maharashtra State Electricity Distribution Co. Ltd.**



In charge of the Circle office along with the Dy. Manager/Asst. Manager (F&A) of the circle office in the prescribed format only through email on [amcf@rediffmail.com](mailto:amcf@rediffmail.com). The requirement indented other than the prescribed format will not be considered for processing for payment. The same procedure will be implemented w.e.f. 15.07.2013.

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

Encl: Letters & Annexure A,B,C & D.

*1.7. shiroorkar*  
**Director (Finance)** *15/07/2013*

Copy to:-

1. Regional Executive Director- I/II/III, Kalyan/Pune/Nagpur.
2. All Chief Engineers, MSEDCL, (O&M) Zones.
3. All Superintending Engineers, MSEDCL,(O&M) Circles.



(Letter for Proforma I,II & IV)

To,  
The Chief General Manager(  CF)  
M.S.E.D.C.Ltd., "Prakashgad",  
Plot No. Anant Kanekar Marg,  
Bandra (E) - Mumbai-51.

**Sub: Submission of Monthly requirements of Funds 2nd Installment for the month**  
**\_\_\_\_\_20\_\_\_\_**

With reference to the above subjectthe Monthly Requiremenmt of funds for 2nd Installment for the month of \_\_\_\_\_ of \_\_\_\_\_ Circle in prescribed proforma- I,II,III, & IV is as under. The information send for requirement is audited and funds will not be utilized for other than said purposes.

Information in respect of Fund Requirement for the month of \_\_\_\_\_

Proforma	Description	Rs.in Lakhs
I	Immediate Payment	
II	Suppliers Payment	
III	Contractors Payment (Capital)	To be submitted twice in month separately.
IV	Employee Claims Other than Salary & Gratuity.	
Total		

Encl:- List of Details of Prof I ,II & IV

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

SUPERINTENDING ENGINEER  
O&M CIRCLE \_\_\_\_\_



## Annexure A

Details of Pending bills for Payment as on \_\_\_\_\_

Sr. No.	Proforma	Name of Division/ Circle	D.V. Wise Details of Pending				Month in Which requirement sent to H.O.	Remark
			Name of Agency	Nature of Work	D.V. Month	Amount		
	I							
	II							
	IV							

**Certificate:-** The information send for requirement is audited and funds will not be utilized for other than said purposes.

**Dy. Manager (F&A)/Asst.Manager (F&A)**  
O&M Circle \_\_\_\_\_

**SUPERINTENDING ENGINEER**  
O&M CIRCLE \_\_\_\_\_



(Letter for Proforma III only)

To,  
The Chief General Manager(CF)  
M.S.E.D.C.Ltd., "Prakashgad",  
Plot Anant Kanekar Marg,  
Bandra (E) - Mumbai-51.

Requirement of Funds for the month of _____ for which bills are with cashier from _____ to _____								
Sr. No.	Particulars	Details as per Annexure	Scheme code (Loan Code)	Loan amount sanctioned	Payment already made till date	Requirement for month	Balance As on	Remark
1	2	3	4	5	6	7	8	9
	<b>Capital Expenditure</b>							
	Supplier & Contractor under scheme							
a	SPA	B						
b	SPA:PE	B						
c	P:SI	B						
d	P:IE	B						
e	DPDC/SCP/ND	D						
f	Backlog	C						
g	DTC Metering	B						
h	ORC	E						
i	DDF/Non- DDF	E						
j	RE Grant	E						
k	Any other (Please specify the details)							
	<b>Sub-Total (a to k)</b>							
	<b>Grand Total</b>							

**Certificate:-** The information send for requirement is audited and funds will not be utilized for other than said purposes.

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

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

Suprintending Engineer  
O&M Circle \_\_\_\_\_



**Annexure B**

**Format For SPA, SPA PE, DTC Metering, P IE & P SI scheme**

<b>Sr. No.</b>	<b>Name of agency</b>	<b>Tender No.</b>	<b>Contract Value (amt.in lakhs)</b>	<b>Bill No. &amp; Date</b>	<b>Amount of Indent</b>	<b>Due date of Payment</b>	<b>Scheme Name &amp; scheme Code</b>	<b>Balance against Scheme</b>	<b>Date of Claim Lodged to REC</b>
1	2	3	4	5	6	7	8	9	10

Certificate:- This is to Certify that above requirement is not sent earlier sepearately or in second installment, Monthly indent. The information send for requirement is audited and funds will not be utilized for other than said purposes. The funds demanded against our requirement dated \_\_\_\_\_ for Capital Scheme No. \_\_\_\_\_ claim to REC lodged on \_\_\_\_\_.

**Jr. Manager (F&A)**  
O&M Circle \_\_\_\_\_

**Dy. Manager (F&A)/Asst.Manager (F&A)**  
O&M Circle \_\_\_\_\_

**Suprintending Engineer**  
O&M Circle \_\_\_\_\_



**Annexure C**

**Format For Backlog Scheme**

Sr. No.	Balance funds as on _____	Present status						Balance funds as on date _____
		Name of agency	Tender No.	Contract Value (amt.in lakhs)	Bill No. & Date	Amount of Indent	Due date of Payment	
1	2	3	4	5	6	7	8	9

Certificate:- This is to Certify that above requirement is not sent earlier sepearately or in second installment, Monthly indent. The information send for requirement is audited and funds will not be utilized for other than said purposes. The balance funds for the Backlog scheme of our Circle is notify in above coloumn which is as per our office record.

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

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

Suprintending Engineer  
O&M Circle \_\_\_\_\_



**Annexure D**

<b>Format For DPDC/SCP/ND Scheme</b>								
Sr. No.	Present status						Amount Received against this	Amount Transferred to WM section with Date & receipt No.
	Name of agency	Tender No.	Contract Value (amt.in lakhs)	Bill No. & Date	Amount of Indent	Due date of Payment		
1	2	3	4	5	6	7	8	9

Certificate:- This is to Certify that above requirement is not sent earlier sepearately or in second installment, Monthly indent. The information send for requirement is audited and funds will not be utilized for other than said purposes. The funds received from District Collector of \_\_\_\_\_ district for the FY\_\_\_\_\_ of Rs. \_\_\_\_\_ out of which the funds utilised are Rs. \_\_\_\_\_ and the balance funds available as on \_\_\_\_\_ under this scheme Rs. \_\_\_\_\_.

**Jr. Manager (F&A)**  
O&M Circle \_\_\_\_\_

**Dy. Manager (F&A)/Asst.Manager (F&A)**  
O&M Circle \_\_\_\_\_

**Suprintending Engineer**  
O&M Circle \_\_\_\_\_



## Annexure E

[illegible]

Certificate:- This is to Certify that above requirement is not sent earlier sepearately or in second installment, Monthly indent. The information send for requirement is audited and funds will not be utilized for other than said purposes. The funds received against \_\_\_\_\_scheme for the FY\_\_\_\_\_ of Rs. \_\_\_\_\_ out of which the funds utilised are Rs. \_\_\_\_\_ and the balance funds available as on \_\_\_\_\_ under this scheme Rs. \_\_\_\_\_.

**Jr. Manager (F&A)** \_\_\_\_\_ **Dy. Manager (F&A)/Asst. Manager (F&A)** \_\_\_\_\_  
**O&M Circle** \_\_\_\_\_ **O&M Circle** \_\_\_\_\_

**Suprintending Engineer**  
**O&M Circle** \_\_\_\_\_