



Maharashtra State Electricity Distribution Co. Ltd.

Office of the Director (Finance)
Plot No. 9, Prakashgad, Anant Kanekar Marg, Bandra (E), Mumbai-51.
Phone No. (022) 2674 211/ 2674 131

No. DIR (Fin)/MSIEDCL// Bank Reconciliation/ No **31874**

Date : **30 SEP 2009**

To,
All Chief Engineers,
MSIEDCL,
(O&M) Zone _____

Sub : Bank Reconciliation of Non-operative Bank accounts in Nationalised & Other Banks – Monitoring.

During the review of Bank Reconciliation of Collection accounts, it is noticed that the work of Bank Reconciliation is not attended properly and found pending in some of the offices. The old outstanding items are also not cleared in time. This issue has been constantly followed up from H.O. through various meetings and issue of circulars on the subject. Since the issue involves major financial impact or possibility of manipulation or frauds, it needs attention at all levels i.e. sample checks by SEs, EEs, GMs etc. CEs, SEs and EEs shall also ensure that this important work is timely attended by the concerned or else the necessary disciplinary actions shall be initiated against the concerned for non-compliance. In view of this, the status report as on 30th June,2009 in respect of Bank Reconciliation of the Non-operative Bank Accounts (Collection Accounts) of Nationalised & other Banks excluding DCC Banks shall be forwarded to H O by 20th October,09 in respect of the Banks operating under your Zone's area. The Status Report shall be submitted in the following format.

Name of Zone: _____

Status of Nationalised & Other Banks Reconciliation As on 30/06/2009

Name of Circle	Name of Division	Name of the Bank & Branch	Bank Account No.	Position of Reconciliation as on 30/06/2009 i.e. Reconciled upto	No. of Outstanding items for more than 2 months	Amount of outstanding items for more than 2 months (Rs. in Lakhs)	Remarks

Certified that the above position has been verified by the undersigned as per the records maintained at the respective offices.

Dy. Manager (F&A)
Zone.

Manager (F&A)
Zone

General Manager (F&A)
Zone

The Officers certifying the above status of the concerned Zone shall preserve a copy of the latest Bank Reconciliation Statement of each office with them for verification, if required.

The first such report, duly consolidated for a zone shall be submitted by the concerned Zone to the undersigned before 20th Oct.2009. This report shall be updated every month by the concerned and be submitted as a monthly report to the General Manager, (Corp.Accounts), MSEDCL, H.O. Mumbai on regular basis by 20th of the next month.

The matter, being of utmost importance, shall be attended on TOP Priority without fail.


Director (Finance)
MSEDCL

Copy to :

1. The Regional Executive Directors, MSEDCL, Kalyan, Pune & Nagpur.
2. CGM (F&A) / (I.A.), MSEDCL, H.O.Mumbai.
3. The Supdt. Engineers, all O&M Circles.
4. General Manager (F&A-CA) / (F&A-CF) / (F&A-Comm., WM), (F&A-PP), H.O., Mumbai
5. General Manager (F&A), MSEDCL, O&M Zones, Kalyan, Pune, Nasik.
6. Manager (F&A-SB/IF), (F&A-WM), H.O.Mumbai.
7. Manager(F&A), MSEDCL, O&M Zones, Akola / Bhandup / Aurangabad
8. Dy. Manager(F&A), MSEDCL, O&M Zones, Kalyan / Konkan - Ratnagiri/ Nashik / Kolhapur / Latur / Akola / Napur Urban / Nagpur Rural / Pune / Aurangabad / Jalgaon / Nanded Zones.
9. OSD to M.D. MSEDCL, H.O., Mumbai.

— Sr. No. 5 to 8 above shall ensure that the consolidated report of the zone, as mentioned above shall reach to H.O., at e-mail address: managerfa_fm@mahadiscom.in by 20th October, 2009 & then by 20th of every month thereafter followed by hardcopies of the same. This shall be followed scrupulously.