

No.CGM(CF)/MSEDCL/Urgent requirement/

26147

Date: **18 JUN 2015**

CIRCULAR

Sub: Submission of monthly requirements of 2nd installment by Circle offices.

Ref:- 1. Dir (F)'s ltr. No. Dir(F)/MSEDCL/Urgent requirement/3844 dtd.08/07/2013.
2. ERP Circular No. Director (F)/CAS/ERP/FICO/96 dtd. 03.02.2015.

As per above referred circular (1), the indent of 2nd installment for requirement of funds are forwarded by respective field offices in **Proforma I** (related to immediate payment), **Proforma II** (supplier contractor payment), **Proforma III** (SPA, SPA PE, P IE, P SI, DTC Metering, DPDC, DDF, Non DDF, RE grant & Backlog scheme) and **Proforma IV**, (employee related payments).

Now, vide above referred circular no. (2), Director (Finance) has instructed to all the field offices that the system of release of manual payment will be effective only upto 31.03.2015 & thereafter no payment will be released manually. However, it is observed that some of the field offices are still making payments through manual system.

Therefore, all the field offices (Circle office in charge) are hereby instructed to submit the pending liability of Proforma I, II and IV in the format enclosed as **Annexure A**.

Further, till the finalization of formats for Proforma I to IV in the ERP system, the requirement of monthly indents of Proforma I, II & IV will be sent by the circle office as per **Annexure-B** i.e. scan copy of abstract of Proforma I to IV duly signed by the respective Superintending Engineer of the O & M Circle along with the agency wise list in excel file format mentioning the document number generated in ERP system on email id amfaif@rediffmail.com on or before 10th of every month.

The indent received after 10th of every month and indents of those circle offices which has not sent the agency wise list in excel format will not be considered for the release of funds for that month. Further, the requirement of Proforma I, II & IV has already

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been sent by some circle offices for the month of May 2015, they are instructed to send the revised requirement in the prescribed format as per **Annexure-B**.

The requirement related to SPA, SPA PE, P IE, P SI, DTC Metering, DPDC, SCP, ND, SI, Backlog, DDF, Non DDF, RE Grant, ORC, Street Light and AG Special package scheme for Vidharbha & Marathwada (Proforma III) will be sent in the format enclosed as **Annexure-C** along with the document number generated in ERP system. A scan copy along with the necessary certificate mention in the format will be sent to this office twice in the month i.e. the requirement pending with cashier from 1st to 15th of the month will be sent before 17th of every month & the requirement pending with cashier from 16th to end of the month will be sent before 2nd of the next month on email on amcf@rediffmail.com.

The requirement indented other than the prescribed format will not be considered for processing for payment. The procedure mentioned above will be implemented with immediate effect. Further, in case any requirement of Proforma III has already been sent by circle office and which is still pending for any compliance then the revised requirement should be sent in the prescribed format as per **Annexure-C**.

The list submitted by the circle office will be verified by the Guardian of the Zone by making surprise visits and if any irregularity observed in the system, then the concerned field officers will be held personally responsible. The detailed report on the irregularities observed will be reported by the guardians to the Director (Finance) directly.

The circular will be made available on Company's website i.e. www.mahadiscom.in

Encl: Annexure A, B & C.

H. J. Shirodekar
Chief General Manager (CF)
7/2/2015

Copy s.w.rs. to:-

Director (Finance) / (Operations) / (Projects).

Copy f.w.cs. to:-

1. Chief General Manager (CA)/ (IA)/ (IT),
2. Chief Engineer (Dist.)
3. All Chief Engineers, MSEDCL, (O&M) Zones.

Copy to:-

1. All Superintending Engineers, MSEDCL, (O&M) Circles.
2. OSD to The Managing Director (MSEDCL).

Annexure A

Details of Outstanding bills for payment upto 31th May 2015

Sr. No.	Proforma	Name of Circle/ Division	Profit Centre No.	Amount of Liability booked in the ERP system
	I	Division I		
		Division II		
		Division III		
		Circle		
Proforma I Total				
	II	Division I		
		Division II		
		Division III		
		Circle		
Proforma II Total				
	IV	Division I		
		Division II		
		Division III		
		Circle		
Proforma IV Total				

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

SUPERINTENDING ENGINEER
O&M Circle _____

Outward No: _____

Date: _____

Annexure B

(Letter for Proforma I, II & IV)

To,
The Chief General Manager(CF),
M.S.E.D.C.Ltd., "Prakashgad",
Plot No.9, 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 subject the Monthly Requirement of funds for 2nd Installment for the month of _____ in prescribed proforma- I,II & IV is as under. The information send for requirement for which the liability booked in the ERP system and document number are mentioned for the same 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	
IV	Employee Claims Other than Salary & Gratuity.	
Total		

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

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

SUPERINTENDING ENGINEER
O&M Circle _____

List of Details of Prof I ,II & IV (in excel file format only)

Sr. No.	Proforma	Name of Circle/ Division	Profit Center No.	Name of Agency	Nature of Work	Document No. in ERP system	Amount	Month in which requirement send to HO	Remark
	I	Divn. I							
		Divn. II							
		Divn. III							
		Circle							
Proforma I Total									
	II	Divn. I							
		Divn. II							
		Divn. III							
		Circle							
Proforma II Total									
	IV	Divn. I							
		Divn. II							
		Divn. III							
		Circle							
Proforma IV Total									

Outward No: _____

Date: _____

Annexure C
(Letter for Proforma III)

To,
The Chief General Manager(CF),
M.S.E.D.C.Ltd., "Prakashgad",
Plot No.9, Anant Kanekar Marg,
Bandra (E) - Mumbai-51.

Sub: Submission of requirement of Proforma III for the period of _____ to _____

With reference to the above subject the requirement for the Agriculture scheme i.e. SPA, SPA PE, P IE, P SI, DTC Metering, DPDC, SCP, ND, SI, Backlog, DDF, Non DDF, RE Grant, ORC, Street Light and AG Special package scheme for Vidharbha & Marathwada for the period of _____ to _____ are as under:-

Sr. No.	Name of Circle/ Division	Profit Center No.	Scheme Name and Scheme Code	Document No. in ERP system	Amount of Net Payment to Vendor	Amount of Statutory Payment	Amount including Statutory payment	Due Date
1	2	3	4	5	6	7	8	9
Total								

Certificate:-

1. This is to certify that the amount shown against Document Number in the ERP system is due for payment, the liability is booked in the system and the balance against the particular scheme code is maintained.
2. In case of DPDC/SCP/ND/SI/ORC scheme it is to certify that the funds received from District Collector/Consumer etc are repatriated to WM section and the sufficient balance is available against the particular scheme.
3. The funds will be released immediately to the vendor as soon as received from WM Section.

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

SUPERINTENDING ENGINEER
O&M Circle _____