

CIRCULAR

Sub: Review of energy bill Collection agreement in respect of Credit Co-operative Societies, Urban Co-operative Banks & Departmental Collection Centres.

- Ref:- 1. T.O.Circular No. AD/IF/MSEDCL/BC/Bank/1739 dtd. 20/01/2006.
2. T.O.Circular No. AD/IF/BC/Bank/20956 dtd. 23/06/2005.
3. T.O.Circular No. AD/IF/BC/ Private Agency/3249 dtd. 31/01/2005.

At present the L.T. energy bill collection work is being done through various modes such as Urban Co-op. Banks and Credit Co-op. societies including MSEB/MSEDCL Employee Credit Co-op. Societies registered under Co operative Societies Act. 1912, alongwith other modes.

As per the procedure laid down vide Circulars referred above, the proposals in respect of Credit Co-op Societies & Urban Co-op Banks are received in Field Offices i.e. Division / Circle Offices. The Agreements are executed with Credit Co-op Societies at Division level after the approval from the Supdt. Engineer of the Circle. In respect of Urban Co-op. Banks the approval is accorded by Director (Finance) and Agreement is executed at H.O. level.

It has been observed that in many Field Offices that the Agreement executed with the Credit Co-op Societies are not as per the draft Agreement circulated by H.O.. Further, timely renewal of the Agreement has not been done by the Field Offices. While reviewing the performance of Credit Co-op Societies & Urban Co-op Banks many deviations from the Agreement Clauses have been noticed. This has lead to misappropriation of funds by the Credit Co-op Societies & Urban Co-op Banks at many places throughout Maharashtra.

In view of the above, it has been now decided by Management to review Agreements / Collection mechanism of the existing modes of collection through Credit Co-op Societies including MSEB/MSEDCL employee Credit Co-op. Societies, Urban Co-op. Banks & Departmental collection centres. The review of remaining modes of collection such as DCC Banks, India Post, ATP Machines etc. will be taken up in the next phase. For this purpose information about collection counters of the existing collection Agencies such as Credit Co-op. societies including MSEB/MSEDCL employee Credit Co-op. Societies and Urban co-op. Banks & Departmental collection counters shall be forwarded by

respective Zonal Office to Chief General Manager (Corporate Finance) at H.O., Mumbai in the **Prescribed Format cum Checklist** (enclosed herewith as **Annexure-A**).

While submitting the information to H.O. it shall be ensured by the respective Field Offices that the copies of the Agreement in respect of Credit Co-op Societies & Urban Co-op. Banks are enclosed as part of the information. If a collection agency has more than 1 collection centre/ counter, the information shall be forwarded collection centre / counter wise.

The Dy. Manager (F&A)/ Manager (F&A) of the Zone shall be the Nodal Officer for arranging the desired information of the existing collection centres as above in the prescribed format. He will consolidate the above information at Zone level in respect of collection counters under the Zone and forward the same to H.O. He will be held personally responsible for any incomplete / lacuna in the information received from the Zone Office. No Division / Circle office shall forward the above information directly to H.O.

The above information shall reach H.O. by 20th March, 2013. The Field Offices i.e. Division / Circle / Zone shall not approve any new proposal for LT energy bill collection work received in their offices till the completion of review process of existing collection centres at H.O. and clearance is given by H.O. for processing of the new collection proposals.

The Prescribed Format cum Check list for forwarding of the above information is enclosed herewith as **Annexure-A**.



Director (Finance)

Copy f.w.cs. to:

The Director (operations), MSEDCL, H.O., Mumbai.

Copy to :

The Executive Director (Comm.), MSEDCL, H.O., Mumbai.

The Regional Executive Director I/II/III, Kalyan/Pune /Nagpur, MSEDCL.

The Chief General Manager (I.A.)/(I.T.), MSEDCL, H.O., Mumbai.

All The Chief Engineer, MSEDCL (O&M) Zones as per mailing list

The General Manager (F&A), MSEDCL (O&M), Pune / Nagpur /Kalyan Zone.

All The Supdt. Engineer, MSEDCL (O&M) Circles as per mailing list

All The Executive Engineer, MSEDCL (O&M) Divisions as per mailing list

Annexure -A

(* Please see the notes mentioned below before filling the information)

	Name of Agency with Address / Location	:	
2	Service Tax Registration details of the Agency	:	
3	PAN No. of Agency for TDS	:	
4	Name of Circle	:	
5	Division	:	
6	Sub Division	:	
7	Billing Unit Code	:	
8	Collection Center Code No.(Alloted by IT Section for the purpose of Cash Tally)	:	
9	Categoary : Whether Credit Co-op. Society, Employee Society or Co-op. Bank	:	
10	Urban/ Rural	:	
11	Total No.of consumers under S/Dn.	:	
12	Whether premises owned by MSEDCL or Agency ?	:	
13	If premises is of MSEDCL rent is charged or otherwise ?	:	
14	Number of Counters of the above Agency in one premises	:	
15	Mode of Collection Computerised or Manual	:	
16	Rate of Commission paid to the Agency in the previous quarter (per bill /receipt charges)	:	
17	Anmount of Service Tax paid to the Agency during last quarter ending Dec.2012	:	
18	Total no.of Reeipts for last quarter ending Dec 12 (No. of receipts from 01/10/12 To 31/12/12)	:	
19	Total Cash collection for last quaerter ending Dec 12 (Rs. in Lakhs)	:	
20	Total Cheque collection for last quaerter ending Dec 12 (Rs. in Lakhs)	:	
21	Security Deposit available as on 31/12/12	:	
	In cash (Rs. Lakhs)	:	
	In BG (Rs. Lakhs)	:	
	Validity of Bank Gurantee	:	
22	Required Security Deposit as on 31/12/12 as per Circular No.51 under ltr. No. AD/IF/MSEDCL/07-08/32224 dtd 13/08/07	:	
23	Date of Execution of Agreement	:	
24	Validity of Agreement	:	

25	Last Renewal date of Agreement	:	
26	Agreement executed by		
27	Name of the Bank & Branch where the amount Collected is deposited by the Agency	:	
28	Frequency of deposit of amount in the MSEDCL's Bank by the Agency		
29	Distance of the Bank from Collection Centre	:	
30	Working Days & Working Hours of the collection centre.		
31	Details of Fidelity & Transit Insurance policy drawn by the Agency as per Agreement Clause. Whether Agency has submitted the physical copy of the policies to MSEDCL. If yes, zerox copy of the same be attached.	:	
32	Amount of Insurance policy.	:	
33	Instances of deviations from the Agreement Clauses by the Agencies during last 1 year. If yes, specify the exact nature of deviations and action taken against the Agency by MSEDCL.	:	
34	Performance of the Agency whether satisfactory or not? (If not satisfactory give specific details)	:	

CERTIFICATE

This is to certify that the Agency/Bill collector of Departmental collection centre has been depositing the amount collected (both Cash & Cheque) in the designated Bank Account of MSEDCL daily / next day as per Agreement Clause and submits the acknowledgement of the Bank pay-in-slip to MSEDCL Office and the same is verified by Billing staff daily.

Signature :

Jr. Manager (F&A) _____ Dn.

Signature :

Ex. Engineer (O&M) _____ Dn.

* Notes :

1	The above information shall be prepared / forwarded to H.O. for each collection centre, If the Agency has more than one collection centre.
2	In respect of Dept. cash collection counters only relevant clauses in the above information shall be filled by the concern Field Office.
3	Insurance policy details shall be provided for all the categories i.e. Credit Co-op societies, Urban Co-op. Banks & Departmental collection centre.
4	In case of Credit Co-op. Societies including MSEB/MSEDCL Employee Societies and Urban Cooperative Banks, Zerox copy of the latest Agreement shall be enclosed with the information.
5	The information shall be provided in Excel sheets only without disturbing the sequence as above.