



**Circular**

Ref. No. Dir(F)/MSEDCL/Purchasing Computers/219

Date: 06 OCT 2015

**Sub:** Purchasing of Computers & its peripheral including printers

It is observed that purchase proposals of Computers, Printers, other hardware & software, etc for Billing purpose, ERP, MIS works, etc are not generally routed through IT Section/IT Center. This makes difficult to prepare an inventory of all IT hardware available in MSEDCL. Thus, in order to create updated IT hardware inventory and have suitable justification of purchase of new IT hardware based on the availability of present hardware and need for the new one, the purchase proposal of all IT hardware shall necessarily be routed through respective IT Center by field offices and through CGM (IT) by Departments in Corporate Office.

While forwarding the purchase proposal, the following details required to be included

- 1) No of computers and printers available with user details as on \_\_\_\_ (date)
- 2) No of computers and printers in use out of available as on \_\_\_\_ (date)
- 3) Additional requirement of computers and printers with following details
  - a. Purpose.
  - b. No of users.
  - c. Additional financial burden.
  - d. Specification of proposed computers, printers, etc.
- 4) Previous purchase details such as
  - a. No of computers, printers, etc.
  - b. Year in which purchased.
  - c. Purchase price.
  - d. Specifications of existing computers, printers, etc.

The proposals (assented by IT Section/IT Center) with above details should be submitted to Competent Authority for approval as per respective Delegation of Powers (GO-II). Further for year 2015-16, the capital budget has not been finalized due to ERP issue, therefore budget may not be observed for purchase of Computers and Printers for the year 2015-16.

The above instructions need to be followed with immediate effect

  
Director (Finance)

**Copy f.w.cs.to:**

Director (Operations)/(Projects), MSEDCL, H.O. Mumbai

**Copy to :**

- 1) The Executive Directors, (Comml.) / (Distribution) / (Infra) / (Project) / (HR)
- 2) All The Chief Engineers (O&M) Zones / Chief Engineers & CGMs at HO.
- 3) All The Superintending Engineers (O&M) Circles & Civil Circles.

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