



No. Dir(F)/MSEDCL/Urgent requirement/1085

Date : 06/04/2016

CIRCULAR

Sub: Submission of monthly requirements of 2nd installment by Circle offices (Proforma-I, II, IV).

Ref:-1. ERP Circular No. Director (F)/CAS/ERP/FICO/96 Dtd. 03.02.2015.

2. CGM (CF)/MSEDCL/Urgent Requirement/26147 Dtd. 18.06.2015.

As per above referred circular (2), the indent of 2nd installment for requirement of funds are forwarded by respective field offices in **Proforma I** (related to Administrative payment), **Proforma II** (supplier contractor payment) and **Proforma IV**, (employee related payments).

Now as you all are aware that the ERP system is implemented in the MSEDCL and the Budget has also been prepared for the F.Y. 2016-17. It has been decided by the management that the overall budget and the Funds released against the budget for the F.Y.2016-17 will be reviewed by the management regularly. Therefore an extensive and real time MIS/ reports will be needed by the management.

Therefore, all the fields offices are (Circle office in charge) are hereby instructed to submit the monthly indent of May-2016 (liabilities booked in the month of April-2016) as per revised format of the abstract for indent enclosed herewith as annexure A along the DV wise details in the excel file format.

As per the earlier procedure the circle offices should have submitted the requirement on or before 10th of every month of the last month which includes the liability booked in the system in last month. However, it is observed that some of the circle offices are not sending the requirement in prescribed time limit. Therefore once again it is directed to send the indents on or before 10th of every month which includes the liability booked for the last month. (Ex. Indent of May 2016 must be submitted on or before 10th May 2016 which includes the liability booked in the system during 01.04.2016 to 30.04.2016). The indents received after 10th of the month will not be considered.

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

Encl: Annexure A & B.


Director (Finance)

Copy fw.cs to:-

1. Director (Operations)/ (Projects).

Copy to:-

1. Chief General Manager (CA)/ (IA)/ (IT),
2. Chief Engineer (Dist.)
3. All Chief Engineers, MSEDCL, (O&M) Zones.
4. All Superintending Engineers, MSEDCL, (O&M) Circles.
5. OSD to MD (MSEDCL).

Maharashtra State Electricity Distribution Co. Ltd.

Prakashgad, Plot No. G-9, Bandra (E), Mumbai - 51. ☎ (P) 26472912 (O) 26474211 • Fax : 26479941
Hongkong Bank Bldg., M. G. Road, Fort, Mumbai - 01. ☎ (P) 22650796 (O) 22619100 • Fax : 22676194
E-mail : df@mahadiscom.in • Website : www.mahadiscom.in

Annexure A

(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 _____

(Rs. In Lakhs)

Sr. No.	Proforma	Name of Circle/ Division	Profit Centre No.	Budget for F.Y. 16-17	Amount received in April 2016 to March-17	Requirement for the month of ____16-17	Balance against Budget for the F.Y. 16-17
	Proforma I Administrative & Overheads (Immediate)	Division I					
		Division II					
		Division III					
		Circle					
	Proforma I Total						
	Proforma II Repairs & Maintenance (Suppliers Payment)	Division I					
		Division II					
		Division III					
		Circle					
	Proforma II Total						
	Proforma IV Employee Claims (Other than Salary, Final Gratuity and Final leave Encashment)	Division I					
		Division II					
		Division III					
		Circle					
	Proforma IV Total						

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

Annexure B

Details of Outstanding bills for payment up to 31th March 2016

Sr. No.	Proforma	Name of Circle/ Division	Profit Centre No.	Amount of Liability booked in the ERP system
	Proforma I Administrative & Overheads (Immediate Payment)	Division I		
		Division II		
		Division III		
		Circle		
Proforma I Total				
	Proforma II Repairs & Maintenance (Suppliers Payment)	Division I		
		Division II		
		Division III		
		Circle		
Proforma II Total				
	Proforma IV Employee Claims (Other than Salary, Final Gratuity and Final leave Encashment)	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 _____

Format for Details of Prof I ,II & IV to be sent 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
	Proforma I	Division I							
	Administrative & Overheads (Immediate Payment)	Division II							
		Division III							
		Circle							
	Proforma I Total								
	Proforma II	Division I							
	Repairs & Maint. (Suppliers Payment)	Division II							
		Division III							
		Circle							
	Proforma II Total								
	Proforma IV	Division I							
	Employee Claims (Other than Salary, Final Gratuity and Final leave Encashment)	Division II							
		Division III							
		Circle							
	Proforma IV Total								