



MAHA VITARAN

Maharashtra State Electricity Distribution Co. Ltd.

(A Govt. of Maharashtra Undertaking)

CIN : U40109MH2005SGC153645

Ref.No.Dir(F)/MSEDCL/Exp.control/2506/No 12682

Date:- 23.04.2014

Circular

Sub - Ensuring Expenditure Control & Austerity Measures

- Ref: -
- 1) CGM (CF)/MSEDCL/ 1938/10916 Dtd. 18.04.2013.
 - 2) Corrigendum vide no.Dir (F)/5922 Dtd 26.02.2013.
 - 3) Corrigendum vide no.Dir (F)/33696 Dtd 05.12.2012.
 - 4) Dir (F)/5921 Dtd 08.11.2012.
 - 5) Director (Finance)/MSEDCL/Expenditure control/ 14365 Dtd 22.05.2012.
 - 6) Dir (F)/MSEDCL/ Finance/ 6504/32787 Dtd 26.10.2010.
 - 7) MSEDCL/AD/IF/GAC/09-10/38065 Dtd 08.12.2009.
 - 8) Dir (F)/MSEDCL/Finance/2567/25682 Dtd 01.08.2009.

Time and again it is reiterated for an urgent need for stricter financial discipline and accordingly instructions were issued for strict compliance and implementation of various Circulars issued in this regard. However, inspite of this it is come to our notice that instructions are not implemented by the field offices and austerity measures has not been controlled by the Zonal CE and Superintending Engineer of the Circle.

To ensure this, following instructions are reiterated for immediate implementation:-

1. Economy in Controllable Experience.

a. Local purchases & supplies at field offices.

- i. Unnecessary purchases shall not be made.
- ii. Chief Engineers shall ensure that the process of e-tendering is followed and orders are placed on the basis of e-tendering only.
- iii. Budget provision is to be followed and orders shall be placed within the Budget only.
- iv. Chief Engineers shall consolidate the zone's requirement and issue the orders from Zonal level or finalize the standard rates for purchases to be made locally for the minimum and absolutely necessary quantities.
- v. Inventory record of local purchases shall be properly maintained and monitored.
- vi. Orders not to be split by Circle/Division in parts.
- vii. Regional EDs will review the inventories in their Circles/Divisions and divert the required quantities as per the needs amongst the Circles & Zones.
- viii. Chief Engineers will arrange to review the temporary and permanent imprest and curtail this to a bare minimum.
- ix. Outsourcing of the contracts for the FABC Data Punching work, Bank Reconciliation, Taxation matters like Hiring of consultant services for filling of TDS/Service Tax returns, preparation of MVAT, etc and hiring of Manpower such as office Assistants & Peons in Accounts/GAD &

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Technical section will be discontinued after 01.07.2014 and only be given where there is absolute necessity with prior permission of Competent Authority.

b. Need based Constructions / major repairs.

New Civil Works like Administrative Building, major renovation etc. which require the funding from internal sources should not be taken up except where the work orders have already been placed. Similarly, no major repairs/Civil works shall be undertaken, unless these are absolutely essential & due approval of the Competent Authorities / MERC as required is sought.

C. Need based expenditure on Air Journey.

Air journey to the Officers of the level of CE and equivalent only is permissible. If needed in the events of urgencies approval from the concerned Director/ Executive Director (HR) will be required for officers below the rank of Chief Engineers.

(i) Meetings at HO / Field office / any other place shall be attended by the concerned officers without any assistants.

(ii) Company Guest House or Govt. Rest Houses only be preferred for stay while on tour.

D. 50% Cut in following expenditure of the present level shall be ensured.

- i. Office Furniture.
- ii. Expenditure towards Meetings and Entertainment.
- iii. Telephone Bills.
- iv. Legal Expenses.

2. Ensuring proper demand of Funds by the Field Offices.

- a. Monthly requirement sent to IF Section shall be duly audited and shall include list of audited vouchers only which was pending with Cashier.
- b. Utilization of funds of previous months shall also be audited and the balances, if any reviewed and reduced from the requisition.
- c. Utilization of funds for the purpose for which the funds were sent.
- d. While recommending for release of funds here-onwards, the C.E. & E.D. concerned at H.O. will keep the instructions in this Circular in view.
- e. No funds will be released beyond Budget provision of the concerned circle

3. All the concerned shall scrupulously follow the above instructions. Any deviation in this regard shall be viewed seriously by the Competent Authorities.

All are therefore again directed that control on expenditure should be monitored by the Concerned officials scrupulously alongwith the strict implementation of the above referred Circulars.



Director (Finance)

Copy f.w.cs.to:

Director (operations)/ (projects), MSEDCL, H.O. Mumbai

Copy to:

- 1) The Regional Executive Directors, I- Kalyan/II-Pune /III-Nagpur/,MSEDCL
- 2) All The Chief Engineers (O&M) Zones, MSEDCL.
- 3) All Guardians of the Zones.
- 4) All The Superintending Engineers (O&M) Circles, MSEDCL.