

**Sub : Control over expenditure towards General Assets.**

**Ref :** This office circular no. Dir(F)/MSEDCL/Finance/2567/25682 dtd 01/08/2009.

In view of the urgent need for stricter financial discipline and to use the available resources most judicially, guidelines have been issued vide circular referred above. In continuation to this, a Committee has been constituted with following members at H.O. to accord approval for purchase of items of Capital Expenditure under General Assets.

- |                                      |              |
|--------------------------------------|--------------|
| 1) Director (Finance)                | : - Chairman |
| 2) Executive Director (CP)/(Project) | : - Member   |
| 3) Chief Engineer (Dist)             | : - Member   |
| 4) Chief General Manager (CF)        | : - Member   |
| 5) General Manager (F)               | : - Member   |

The above Committee will scrutinize the proposal forwarded through respective sectional heads. The sectional heads will examine the expenditure towards General Assets with reference to the necessity / inevitability and prudence for incurring the expenditure.

The first meeting of the Committee was held on 11/11/2009, it was decided unanimously to follow the following procedure for according the approval for expenditure on General Assets.

**1) General Assets :**

The term **General Assets**, will include following items of **Capital expenditure** which are not covered under specific scheme.

- Administrative Building, Staff Quarters, Workshop Building, Rest House and any other assets such as Land, Building.
- Vehicles for O&M
- Office furniture and equipments including Computer Peripherals such as Printers, Inverters etc., Air conditioners, Coolers (Air/Water), Mobiles, Telephones, Fax, Scanner Machines, Training aids and equipments etc.
- Any other item of Capital expenditure not included any specific scheme.

**2) Administrative Approval :**

All the General Assets proposal shall be duly approved by the concerned Competent Authority as per the delegation of powers and a copy of such approval shall be enclosed with the proposal to be forwarded to General Assets Committee for approval.

All the proposals of General Assets from Field Offices shall be routed through the respective Regional Executive Directors, who will in turn forward these proposal to Chief General Manager (C.F.)/(I.A.) along with recommendations / comments if any.

In case of H.O. the proposals for General Assets are to be routed through the respective departmental Heads along with their recommendation and copy of Administrative approval.

**3) Accounting of Expenditure on General Assets :**

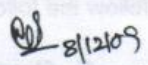
The General Assets Committee will scrutinize the proposals in the light of available budget provision in the Capital Expenditure Budget and approval will be communicated to the concerned accordingly.

After receipt of approval of General Assets Committee, the concerned Section / Office will purchase the General Assets as per the procedures laid down and delegation of powers.

The concerned Accounts Staff shall ensure that the expenditure on General Assets shall be booked under respective capital expenditure Account Head as per the Accounts Code Volume and necessary entries are taken in Asset Register after procurement of material.

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

The copy of this Circular is available on website [www.mahadiscom.in](http://www.mahadiscom.in).

  
Director (Finance)

To,

- 1) Regional Executive Directors / Zonal Chief Engineers / Supdt. Engineers of all Circles / Ex. Engineers of all Divisions, MSEDCL.
- 2) Executive Director (CP) / (Project) / (Comm.) / (HR), MSEDCL, H.O., Mumbai.
- 3) All Heads of Departments in Corporate Office, Mumbai.
- 4) OSD To M.D., MSEDCL, H.O., Mumbai.
- 5) All General Manager / Manager / Dy. Manager (F&A) of all Zones.

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