

Director (Finance)/MSEDCL /

37942

OFFICE ORDER

Date :

30 OCT 2015

Sub : Monthly visits by CGM, G.M. & AGMs from HO and Field offices to various Zones for review of Accounting / Finance issues.

Ref : Director (Finance)/MSEDCL/18713 dtd. 04/07/2012 (Copy enclosed)

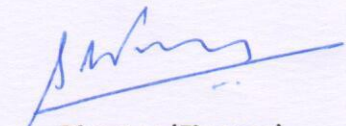
With a view to exercise better financial control and assess the efficiency in the functioning of Accounting Units, the above referred order for appointment of Zone wise Guardian / Palak Officers of the rank of C.G.M. / G.M. / A.G.M. (F&A) from H.O. and Field Offices was issued.

It is now decided to continue the concept of Guardian / Palak with the functions as mentioned in **Annexure-I**. The list of Officers and Zone/s allotted to them is enclosed herewith as **Annexure-II**.

All the Guardian Officers shall ensure that they will visit the allotted Zones atleast once in every month preferably before 10th of the month. The visit report shall be submitted to the undersigned within a week's time after the visit elaborating the observations / deviations and corrective measures suggested.

It may be please noted that failure to abide the above instructions by the Guardian / Palak Officers will be recorded in their Annual Confidential Report.

Encl : Annexure-I& II


Director (Finance)

Copy f.w.cs.to :-

- 1) The Director (Operations), MSEDCL, H.O., Mumbai
- 2) The Director (Projects), MSEDCL, H.O., Mumbai

Copy to :

- 1) Executive Director (Dist-I)- (Comm)/ (Dist-II)/(Dist-III)-(Infra)/ (Dist-IV)-(Project) MSEDCL, Prakashgad, H.O., Mumbai
- 2) All the Chief Engineer, MSEDCL (O&M) Zones,
- 3) Chief Engineer (Civil), MSEDCL, Prakashgad, H.O., Mumbai
- 4) Chief General Manager (I.T.), MSEDCL, Mumbai

- He is requested to arrange the MIS Reports as required by the Zonal Guardians / Palaks for effective monitoring.

- 5) OSD to M.D., MSEDCL, H.O., Mumbai

ANNEXURE-I

ISSUES TO BE REVIEWED BY GUARDIAN / PALAK OFFICERS IN THEIR VISITS TO FIELD OFFICES.

1) Implementation of ERP System.

- a) Review of updation of all transactions into SAP System and status of go live of all modes.
- b) Revenue reconciliation with F.L. & I.T. Data, Fixed Assets Register, Stock position.
- c) Status of inter-circle reconciliation of IBA transactions.

2) Implementation of various Circulars issued by Finance and Accounts Wing.

3) Billing / Revenue matters :-

- a) Review of various Billing Activities / Mechanism starting from Meter Reading Programme to action taken on output reports.
- b) Monitoring/ Control of B-80 Cases.
- c) Validation mechanism.
- d) Review of existing Repatriation / Collection Mechanism & possibility of adding new collection avenues and mechanism of accounting thereof in SAP.
- e) Implementation of Cash Module & Division Module for generation of B-60 files.
- f) Bank Reconciliation and Review of Banking Mechanism.

4) Expenditure Control :-

- a) Observance of budgetary limits for incurring the expenditure.
- b) Implementation of Austerity Measures
- c) Funds Management – Indenting and utilization of funds.
- d) Control on local purchases.
- e) Control on unwarranted expenditure.
- f) Compliance of Tax Laws such as Income Tax, Service Tax, VAT etc.
- g) Imprest.

5) Any other important issues as directed from time to time.

The list of issues in only indicative and not exhaustive.

ANNEXURE-II

LIST OF ZONE WISE GUARDIAN OFFICERS

Sr. No.	Name of Zone	Name of Officer / Guardian	Designation
1	Kalyan	Shri V.R. Shiroorkar,	C.G.M. (C.F.)
2	Bhandup	Smt. Swati Vyavahare	G.M.(F&A-PP)
3	Kolhapur	Shri Alok Gangurde	G.M.(F&A), Pune Zone
4	Konkan	Smt. Sailaja Sawant	G.M.(Infra)
5	Pune	Smt. Neeta Vernekar	A.G.M.(F&A-C.A.)
6	Baramati	Shri. Chandrashekhar Gadre	G.M.(F&A-W.M.)
7	Nashik & TRD Nashik	Shri. Satish D. Talnikar	G.M.(F&A-C.F.)
8	Jalgaon	Shri. Milind Mahajan	G.M.(F&A), Kalyan Zone
9	Aurangabad		
10	Latur	Mohammed Qureshi	A.G.M. (F&A-IA)
11	Nanded		
12	Amravati	Shri. Anil Kalekar	G.M.(F&A-C.A.)
13	Akola		
14	Nagpur	Shri. Sharad Dahedar	A.G.M.(F&A), Bhandup Zone
15	Gondia	Shri. Anil Barate	G.M.(F&A-Capex.)
16	Chandrapur		