



MAHARASHTRA STATE ELECTRICITY DISTRIBUTION CO. LTD.

Prakashgad, 1st Floor, Plot G-9, Bandra (E), Mumbai-400 051.

Website : www.mahadiscom.in

Phone : 26474211, 26472131

No. CGM(F&A)/MSEDCL/4456/33741

Date : 22th October 2009

CIRCULAR

Sub. :- Revenue Budget : RE 2009-10 and BE 2010-11.

The Revised Estimates (RE) 2009-10 and Budget Estimates (BE) F.Y. 2010-11 of Revenue Budget are required to be compiled and submitted to the Board of Directors for approval.

The requisite information is to be submitted in Annexure-I (Consolidated Summary Abstract) and **Formats** 1 to 9 (enclosed except Format No. 3 prepared by H.O). It may please be ensured that the information is furnished strictly in the formats prescribed, without any changes in the "Account Heads". Further, no efforts should be made for clubbing the data, as it becomes difficult to show Accounts head wise summery. Any change/ difficulty in furnishing the information along with any suggestion, the same may please be referred to us for review and acceptance

The information, about Repair & Maintenance expenses (Old Schedule No. 8 and new schedule 18) needs to be compiled on the basis of past experience and the scheduled Repairs & Maintenance Programme and its overall relation with Fixed Assets.

As regards Format No. 3 is to be prepared by Corporate Office for MSEDCL as a whole based on the set of information.

In the Revised Estimates for 2009-10, actuals for the first six months i.e. from April, 2009 to Sept., 2009 may be shown and considering the trend in the expenses, estimates shall be arrived for the balance months of the current year. In this respect it is to be noted that actuals for the first six months should include all the relevant provisions for outstanding income / expenditure for the said period and it should invariably matched with the Half yearly Accounts submitted to the Corporate Office Mumbai. **While considering the Revised Estimates for 2009-10, the Employee cost should be revised as per the Revised Scale. Also depreciation should be as per the Companies Act as circulated for migration of accounts.**

While submitting the Budget, Superintending Engineer of the concerned O&M Circle /Stores should ensure that all the units/offices attached to his Circle stand included in the Budget under each Head of Account.

Each O&M division/ CCCM division to submit information to concerned O&M Circle/ CCCM Circle only for further review and each circle shall prepare a consolidated position of the entire Circle and submit the information in the prescribed formats (duly vetted by the Zonal C.E.) to **CGM (F&A) through respective ED's latest by 30th November, 2009, with an advance copy to CGM (F&A) - MSEDCL.**

On receipt of information at H.O. joint discussions will be held for individual Circles/CCCM/ Major stores so as to finalise the budget requirement and the associated Technical parameters of each unit.

The consolidated position of the Budget Estimates is proposed to submit to the Board for approval by **first week of February 2010**. Hence all are requested to strictly adhere to the submission date.

The information in the prescribed formats is also to be submitted in **soft copy in EXCEL form in the prescribed Format in C.D. & by e-mail to cgmfa@mahadiscom.in**.

Encl: Summary Abstract &
Formats 1 to 9

Chief General Manager (F&A)

To,

All Chief Engineers (O&M Zone)/C.E.(IR)/C.E (Dist)

All Superintending Engineers (O&M / CCCM /Circles)

The Executive Engineers , Major Stores,

All General Managers (F&A)/ Manager(F&A)/Dy. Managers (F&A) (O&M Zones/ Circles)

Copy submitted w.r.to:-

1. Director (Finance), MSEDCL, Mumbai.
2. Director (Project), MSEDCL, Mumbai.
3. Director (Operations), MSEDCL, Mumbai
4. The Executive Director (I) / (II) / (III) / (Project) / (HR), MSEDCL

Copy to :-

General Manager (Corp. Accounts) / (PP) / (Commercial) / (Capex), MSEDCL, Mumbai.
Manager (F&A) / (Corporate Accounts), MSEDCL, Prakashgad, Mumbai