

CIRCULAR

Sub : Processing of proposals for approval of General Assets Committee.

Ref : 1) T.O. Circular under Ltr. No. MSEDCL/AD/IF/GAC/09-10/38065 dtd. 08/12/09.
2) This office circular no. Dir(F)/MSEDCL/Finance/2567/25682 dtd 01/08/09.

The procedure for processing of proposal for approval of General Assets Committee is prescribed in the above referred Circulars.

The Corporate Finance Section is receiving various proposals of General Assets mentioning the requirement of various sections under one office. However, it is often noticed that no details of existing items as well as the sanctioned staff supposed to utilize the item of General Assets proposed (e.g. Personal Computers) are mentioned in the proposal. Further no mention is found in the proposal about the alternative use of old item to be replaced by the new item (e.g. Laptop, Printers, UPS etc.).

With a view to exercise proper control over the expenditure on General Assets, all the concerned are hereby directed to ensure that complete details such as full justification for requirement of the General Assets item proposed, No. of existing items, infrastructure available, existing staff strength, treatment to be given to the old items be submitted along with the proposal for purchase of General Assets item. The approval of the proposal will be given by Committee only after verifying all these details at H.O. level.

The information as per the enclosed **Proforma** shall invariably forwarded with the proposal without which the proposal will not be put up before the General Asset Committee.

All concerned are requested to take note of the above, while processing the proposals for approval of General Assets committee.

Encl : Proforma as above.


Director (Finance)

To,

- 1) Regional Executive Directors-I/II/III / 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) All General Manager / Manager / Dy.Manager (F&A) of Zones.

Maharashtra State Electricity Distribution Co. Ltd.

Prakashgad, Plot No. G-9, Bandra (E), Mumbai - 400 051 ☎ (P) 26474644 (O) 26474211 • Fax 26479941
Hongkong Bank Bldg., M. G. Road, Fort, Mumbai - 400 001 ☎ (P) 22619499 (O) 22619100 • Fax 22650747

E-mail : md@mahadiscom.in • Website : www.mahadiscom.in