



Maharashtra State Electricity Distribution Co. Ltd.
Chief General Manager (CF)

Plot No. 9, Prakashgad, Anant Kanekar Marg, Bandra (E), Mumbai-51.
Phone No. (022) 2674 211/ 2674 131

No. CGM(CF)/MSEDCL/17-18/ 1260

Date : 31.3.2018

CIRCULAR

**Sub: - Mentioning Purchase Order Number generated
from the ERP System.**

Ref: Discussion in the meeting at Prakashgad dtd. 22.03.2018.

During the discussion on Annual budget held on 22.03.2018, at the level of Honorable Chairman and Managing Director, it was observed that several expenses pertaining to the earlier years for which supplies or works orders are already executed are being booked in the subsequent period resulting into the excess consumption of that subsequent year's budget. It was also observed that, many purchase orders are getting created in the ERP system only after the receipt of invoices from the contractors, thereby delaying the consumption of budget. The above issues defeat the very purpose of the budget & budgetary control and also makes it difficult to monitor the same.

Hence, it has been directed that henceforth the Purchase Orders/work orders should be strictly issued only after mentioning the **P.O. (Purchase Order) number generated from the ERP system** on it, **w.e.f: 01.04.2018**. Orders **not having the P.O.** number generated from the ERP System **printed** on it shall be treated as **invalid and shall not be processed for payment**.

Therefore, all Regional, Zonal, Circle and Division heads are directed to follow the above instructions scrupulously and issue a press release in their regions to make awareness among the contractors that they should not accept the work orders unless the P.O. number generated from the ERP System is mentioned on it. Further, emails shall be sent to all the registered suppliers/Contractors & other agencies informing them of the above directions.

All the concerned shall follow the above instructions scrupulously. The audit has to ensure the above direction is strictly complied. Any deviation in this regard shall be viewed seriously.

Chief General Manager (CF)

To All,
As per the mailing list upto Division Level