

Dir(F)/MSEDCL/18-19/

013935

Date :

05 JUN 2018

**Circular**

**Sub: Submission of Monthly Requirements by Circle Offices**

- Ref.: 1. Circular No. Dir.(F)/MSEDCL/Urgent Requirement/1085 dt. 06/04/2016.  
2. Circular No. Dir.(F)/MSEDCL/Requirement/18-19/1465 dt. 16/04/2018.

With reference to the above mentioned Circulars, presently Circle offices send the requirement of funds to the IF Section in the prescribed format on monthly basis. As per the Circular mentioned in reference 2 above, centralized payment system is being implemented all over the MSEDCL from 01.05.2018. In lieu of the same a **"New format"** for submitting the requirement of funds is attached to this letter. All Circle offices are instructed to submit the requirement, strictly in the prescribed new format.

Further, it is observed that many circles do not stick to the schedule of submitting requirement specified in the Circular mentioned in the reference (1) above. It is also observed that many circles send liabilities according to their convenience instead of sending liabilities which are booked in the immediately preceding month (i.e. Liabilities posted from 1<sup>st</sup> day to the Last day of the month). Therefore henceforth following points should be taken into the consideration while preparing and submitting the requirement of Revenue and Capital schemes as per the following :

1. Requirement of funds must be submitted in the **new prescribed format**. No addition, deletion or alteration in the columns is acceptable.
2. Liabilities specified in the list should be from the 1<sup>st</sup> day to the last day of the month regarding the payment of Security Guard, Outsourcing, Police station salary and CGRF member salary related payment should be **submitted by 5<sup>th</sup> of the next month** (for e.g. Liabilities booked from 01.04.2018 to 30.04.2018 submitted by 05.05.2018). Further, all other liabilities related to Administration, Repairs & Maintenance and Employee as specified in the attached format for which the liabilities booked in the system from the 1<sup>st</sup> day to the last day of the month should be **submitted by 10<sup>th</sup> of the next month** (for e.g. Liabilities booked from 01.04.2018 to 30.04.2018 submitted by 10.05.2018). If the requirement is received after the prescribed date as above, the same will be considered in the next month.
3. In case of Capital Schemes the requirement for the period of 1<sup>st</sup> day of the month to 15<sup>th</sup> of the month should be **submitted to Head office 16<sup>th</sup> and 17<sup>th</sup> of the month**

only and for the period of 16<sup>th</sup> of the month to 30<sup>th</sup> or 31<sup>st</sup> of the month should be **submitted to Head office on 1<sup>st</sup> or 2<sup>nd</sup> day of next month** in the **attached format only**.

4. **Merging** of any cell is **not allowed** in the excel format.
5. One cell = One document number. (a single cell should not contain more than one document number).
6. Document number submitted should be after adjusting S.D., Retention, if any. (i.e. documents number generated after knocking it off through **F-44**).
7. Amount specified in the requirement should not be converted into Lakhs/Crores. (For e.g. The amount of Rs. 12,64,329.64/- should be given as it is and not converted into either Rs. 12.64 lakhs or 0.13 Crs.)
8. While preparing requirement, Vendor details should be thoroughly checked and **only corrected details should be submitted for payment** and the other documents are sent in the requirement for payment only after the vendor master updation in the system.
9. The requirement once sent by the circle offices then no revision for addition of the documents will be entertained for payment. Hence, at the time of submission of the requirement proper verification by the concern needs to be done so that the entire pending requirement booked in the system is included in the indent.
10. All the concern are required to ensure that the payment block if allocated to the documents, then the same will be removed before sending the requirement to Head office, as the F-53 after the payment made through system is done automatically. If the payment block is not removed the F-53 will not be done for the particular document.

In view of the above, all are instructed to send the monthly requirement in the attached format from the month of April 2018. If the circle offices have already sent their requirement to Head office please resend the requirement in the new format. Further, the requirement booked in the system having correct vendor master (posting on or before 31.03.2018) and funds not disbursed to the vendor be submitted to this office in the format specified above till 11.06.2018.

The above circular will be available on MSEDCL website.

**Encl:** As above.

  
**Director (Finance)**

Copy to:-

As per the mailing list upto Division level

## Covering Letter

(Letter for O & M Expenses (Administrative, Repairs & Maintenance and Employee))

To  
The Chief General Manager (CF)  
M.S.E.D.C.L., Prakashgad  
Plot No.09, Anant Kanekar Marg,  
Bandra (E) Mumbai-51

**Sub: Submission of Monthly Fund requirement for the period \_\_\_\_\_ 2018 to \_\_\_\_\_**

With referenece to the above subject the Monthly Requirement of funds for the month of Mar-2018 (document post for the period 01.03.2018 to 31.03.2018) in prescribe format is as under. The below mentioned requirement is **booked in the ERP system and the document numbers submitted for payment for those vendor whose Bank details are updated the system is correct.**

Sr. No	Description	Total	Amt in Rs.
A	Centralised Payment (Outsourcing & Security Guard, Police Station Salary & CGRF)		
B	Centralised Payment (Administration)		
C	Centralised Payment (Repairs & Maintainance)		
D	Local Payment (Administration)		
E	Local Payment (Employee)		
<b>Total</b>			

Encl:-List Attached

Manager (F&A)  
O&M Circle \_\_\_\_\_

Superintending Engineer  
O&M Circle \_\_\_\_\_

# Payment through Centralised Payment System (Payment through Head office)

## A Centralized Outsourcing & Security Guard

Document No.	Profit Center	Vendor No	Vendor Name	Net Amount	Month in which document Posted in SAP	This includes following type of requirements
						Outsource Agencies, CGRF Member remuneration, Security Guard, Police Station Salary
Total						

One Row = One Document No.

## B Centralized Other Administration

Document No.	Profit Center	Vendor No	Vendor Name	Net Amount	Month in which document Posted in SAP	This includes following type of requirements
						Hiring Vehicle, Commission Bills, Bill Distribution, Meter Reading, Sweeping Charges, Rent, Advertising bills
Total						

Do not convert Amount in Lakhs or Crores

## C Centralized Repairs & Maintenance

Document No.	Profit Center	Vendor No	Vendor Name	Net Amount	Month in which document Posted in SAP	This includes following type of requirements
						Transformer Repair, Repairs & Maintenance, Transformer repair, Other Maintenance & R & M purchase related requirement
Total						

Do not Add any column

# Local Level Payment (Payment through field offices)

## D Local Administration

Document No.	Profit Center	Vendor No	Vendor Name	Net Amount	Month in which document Posted in SAP	This includes following type of requirements
						SD,EMD, Telephone, mobile bill, Municipal Taxes, Water Charges, Retention, etc
Total						

## E Local Employee

Document No.	Profit Center	Vendor No	Vendor Name	Net Amount	Month in which document Posted in SAP	This includes following type of requirements
						TA,LTC, Mobile Bill, Leave Encashment, Overtime, Supplementary Payment, Other employee benefits, Apprentice stipend & GO 74 difference, etc.
Total						



**Capital Scheme Payment through Centralised Payment System**

Document No.	Profit Center	Vendor No	Vendor Name	Net Amount	Tax Amount	Total Amount	Scheme
							DPDC SCP, NT, TSP OTSP
							AG Backlog
							SPA, SPA PE, P SI, PIE
							AG Special Package
							MIDC
							100% DDF, ORC
							Special Schemes
							Shet Tale

**Capital Scheme Payment through Field offices**

RETENTION							
Document No.	Profit Center	Vendor No	Vendor Name	Net Amount	Scheme		
					DPDC SCP, NT, TSP OTSP		
					AG Backlog		
					SPA, SPA PE, P SI, PIE		
					AG Special Package		
					MIDC		
					100% DDF, ORC		
					Special Schemes		
					Shet Tale		

**Do not Merge Any Cell**

**One Row = One Document No.**

**Do not convert Amount in Lakhs or Crores**

**Do not Add any column**

**Scheme wise total to be mentioned**