

19 JUL 2018

CIRCULAR

Sub: Revenue Budget for F.Y. 2018-19.

- Ref:- 1. 20% approved Budget allocated in the system dtd. 10.04.2018.
2. Balance 80% approved Budget allocated in the system dtd. 05.06.2018.
3. Minutes of meeting dtd. 10.04.2018.

The Revenue Budget for FY 2018-19 has been uploaded in the system as referred above. Initially, 20% of the approved Revenue Budget was allocated as per the old commitment items for the Repairs and Maintenance expenses. The remaining 80% budget amount has been released against the new commitment items viz. 11 KV LT lines, 22 KV LT lines, 33 KV LT lines, HT lines, transformer repairs, transformer oil, substation maintenance, R & M Building, etc. as per the Board approval. The list of new commitment items along with the GL is attached herewith as **Annexure A**.

The initial 20% budget has been utilized for the balance invoicing of the Purchase orders created in FY 2017-18 as the carry forward of the FY 2017-18 was not done. Further, for creation of urgent Purchase orders, the same 20% amount of budget can be consumed. Instructions in this regard were given during discussions on budget issues in the meeting held on 10.04.2018. To know the head wise expenditure, it has been decided to prepare different sub heads under the Repairs and Maintenance, Administration & General Expenses. As per the Board approval the balance 80% of the Repairs and Maintenance expenses budget is further bifurcated into various sub heads as mentioned above. It is expected from all the field offices that the purchase order will be created through system as per the new commitment items only and the old commitment items will not be used for the creation of new purchase orders in FY 2018-19.

As per the Board approval, different head wise budget for Repairs and Maintenance, Administration & General Expenses, Outsourcing and Overtime of employees is allocated in the system for FY 2018-19 and carry forward of the FY 2017-18 budget is also done in the system. While preparation of sub head wise budget the various norms like no of transformers, no. of lines, substations, employees, etc. are

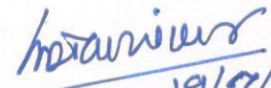
Maharashtra State Electricity Distribution Co. Ltd.

taken into consideration. While according approval for the Revenue Budget for FY 2018-19, Board has clearly directed to ensure that budgetary limits are strictly followed and no excess expenditure will be approved. All the field offices are therefore directed to plan their activities in such a way that in no case budgetary limits are exceeded.

However, in case of emergency or exceptional situations where it is necessary to incur expenditure more than the budget allocated for a particular head, the concerned authorities should verify the need of expenditure and propose for diversion of amount from other accounting unit/budget head within the overall sanctioned budget. For according approval for such exceptional reallocation of Revenue Budget, Board has accorded approval for Delegation of Powers to various authorities. The details of Delegation of Powers are enclosed as per **Annexure B**. As per the Delegation the budget proposal should be submitted to the Regional office for reallocation of the budget and after approval of the Region the approval may be conveyed to this office for system updation. For reallocation beyond the Powers of Regional Director, the proposals, to be approved by the Head Office authorities, shall be forwarded to Head office through Regional Director with due justifications/ recommendations.

The circular will be made available on Company's website i.e. www.mahadiscom.in

Encl: Annexure A & B.


19/7/18
Chief General Manager (CF)

To All,
As per the mailing list upto Division level.

Annexure A
Repairs & Maintenance Expenses

SR. NO.	Commitment Items	General Ledgers		GL CODE	Commitment item	
1	Transformer Repairs	R&M-Transformer	NEW GL	40300015	4030001500	New Commitment item
		R&M-Transformer -LabourCharges	NEW GL	40300106	4030001500	
2	Transformer Oil	Transformer Oil	NEW GL	40300016	4030001600	New Commitment item
3	LT Lines & Cables	LT Lines & Cables	NEW GL	40300017	4030001700	New Commitment item
		R&M LT Lines & Cables-LabourCharges	NEW GL	40300107	4030001700	
4	HT Lines & Cables 33kv	HT Lines & Cables 33kv	NEW GL	40300018	4030001800	New Commitment item
		R&M HT Lines & Cables 33kv-LabourCharges	NEW GL	40300108	4030001800	
5	HT Lines & Cables 22kv	HT Lines & Cables 22kv	NEW GL	40300019	4030001900	New Commitment item
		R&M HT Lines & Cables 22kv-LabourCharges	NEW GL	40300109	4030001900	
6	HT Lines & Cables 11kv	HT Lines & Cables 11kv	NEW GL	40300020	4030002000	New Commitment item
		R&M HT Lines & Cables 11kv-LabourCharges	NEW GL	40300110	4030002000	
7	Substation Maintenance	Substation Maintenance	NEW GL	40300021	4030002100	New Commitment item
		R&M Substation Maintenance-LabourCharges	NEW GL	40300111	4030002100	
8	R&M Building	R&M-Civil Works-LabourCharges	NEW GL	40300112	4030011200	New Commitment item
		R&M-Buliding-LabourCharges	NEW GL	40300113	4030011200	

Maintenance Stock General Ledgers

SR. NO.	Commitment Items	General Ledgers		GL CODE	Commitment item	
1	Transformer Oil	Transformer Oil	NEW GL	20800036	2080003600	New Commitment item

Salary Expenses

SR. NO.	Commitment Items	General Ledgers		GL CODE	Commitment item	
1	Overtime Allowance	Overtime Allowance	OLD GL	40200401	4020040101	New Commitment item
2	Outsource Expenses	Outsource Expenses	OLD GL	40203201	4020320102	New Commitment item

Administration & General Expenses

SR. NO.	Commitment Items	General Ledgers		GL CODE	Commitment item	
1	Legal Expenses	Legal Charges	OLD GL	40604004	4060400400	New Commitment item
			OLD GL	40401201	4060400400	New Commitment item
				GL CODE	Commitment item	
2	Vehicle Expenses	Exp on hire Charges of Taxi/Vehicle for	OLD GL	40401805	4040180501	New Commitment item
		VehiclesExp Petrol&Oil for Trucks/Deliv	OLD GL	40401806	4040180501	New Commitment item
		Vehicles Licence & Registration Fees	OLD GL	40401807	4040180501	New Commitment item
		Vehicle running Expenses Trucks and del	OLD GL	40401808	4040180501	New Commitment item
		Maintenance Vehicles	OLD GL	40401812	4040180501	New Commitment item
				GL CODE	Commitment item	
3	Securtiy Expenses	SecurityMeasures fr Safety&Protection C	OLD GL	40402410	4040241000	New Commitment item
				GL CODE	Commitment item	
4	Billing Expenses	Expenditure on Computer Billing & EDP C	OLD GL	40402411	4040241100	New Commitment item
		Expenditure on Consumers billing	OLD GL	40402412	4040241100	New Commitment item
				GL CODE	Commitment item	
5	Rent, Rates & Taxes	Rent	OLD GL	40400001	4040000102	New Commitment item
		Rates and Taxes	OLD GL	40400002	4040000102	New Commitment item
		LEASE RENTAL LEASE FINAN PROJ	OLD GL	40400301	4040000102	New Commitment item
				GL CODE	Commitment item	
6	R&M Office Equipments	Maintenance Furniture and Fixtures	NEW GL	40402437	4040243500	New Commitment item
		Maintenance Office Equipemnts	NEW GL	40402438	4040243500	New Commitment item
				GL CODE	Commitment item	
7	Other Administrati on Expenses	Insurance on Fixed Assets	OLD GL	40400601	4040240100	Old Commitment item
		Insurance on Stocks	OLD GL	40400602	4040240100	Old Commitment item
		Insurance on asset under construction	OLD GL	40400603	4040240100	Old Commitment item
		Transit Insurance	OLD GL	40400604	4040240100	Old Commitment item
		TELEPHONES & TRUNKCALLS	OLD GL	40400901	4040240100	Old Commitment item
		POSTAGE & TELEGRAMS	OLD GL	40400902	4040240100	Old Commitment item
		Consultancy Charges	OLD GL	40401202	4040240100	Old Commitment item
		Technical Fees	OLD GL	40401203	4040240100	Old Commitment item
		Other Professional Charges	OLD GL	40401204	4040240100	Old Commitment item
		Remuneration& exp of chairperson/member	OLD GL	40401205	4040240100	Old Commitment item
		Statutory Auditors Fees	OLD GL	40401501	4040240100	Old Commitment item
		Other Audit Fees	OLD GL	40401502	4040240100	Old Commitment item
		Out of pocket expenses of Auditors	OLD GL	40401503	4040240100	Old Commitment item
		Out of pocket expenses of Other Auditor	OLD GL	40401504	4040240100	Old Commitment item
		Conveyance Expenses	OLD GL	40401801	4040240100	Old Commitment item
		Travelling Expenses	OLD GL	40401802	4040240100	Old Commitment item
		Vehicle Allowance to employees using ow	OLD GL	40401803	4040240100	Old Commitment item
		Expenditure on Foreign Travel	OLD GL	40401804	4040240100	Old Commitment item
		Transportation charges(Admin)-5%	OLD GL	40401810	4040240100	Old Commitment item
		Loading unloading charges(Admin)-5%	OLD GL	40401811	4040240100	Old Commitment item
		Bank Commission for Collections from Co	OLD GL	40402101	4040240100	Old Commitment item
		Collection charges HDFC	OLD GL	40402102	4040240100	Old Commitment item
		Collection Charges Bill Desk	OLD GL	40402103	4040240100	Old Commitment item
		Commission for collection fr consumer-D	OLD GL	40402104	4040240100	Old Commitment item
		Commission for collection fr consumer-C	OLD GL	40402106	4040240100	Old Commitment item
		Commission for collection fr consumer-U	OLD GL	40402107	4040240100	Old Commitment item
		Commission for collection from consumer	OLD GL	40402108	4040240100	Old Commitment item
		Commission for collection fr consumers-	OLD GL	40402109	4040240100	Old Commitment item
		Collection charges for Tec-Process solu	OLD GL	40402110	4040240100	Old Commitment item
		Fees and Subscriptions	OLD GL	40402401	4040240100	Old Commitment item
		Books and Periodicals	OLD GL	40402402	4040240100	Old Commitment item
		Printing and Stationery	OLD GL	40402403	4040240100	Old Commitment item
		Advertisement Expenses	OLD GL	40402404	4040240100	Old Commitment item
		Electricity Charges	OLD GL	40402405	4040240100	Old Commitment item
		Water Charges	OLD GL	40402406	4040240100	Old Commitment item
		Entertainment Expenses	OLD GL	40402407	4040240100	Old Commitment item
		Expenditure on meetings/conference etc.	OLD GL	40402408	4040240100	Old Commitment item
		Upkeep of office premises	OLD GL	40402409	4040240100	Old Commitment item
		Remuneration to recovery Officer/Inspec	OLD GL	40402415	4040240100	Old Commitment item
		Gorvement Gurantee fees	OLD GL	40402416	4040240100	Old Commitment item
		Government InstallationFees fr Boards I	OLD GL	40402417	4040240100	Old Commitment item
		Octroi	OLD GL	40402418	4040240100	Old Commitment item
		Advt.of Tenders/Notices & othr Purch re	OLD GL	40402419	4040240100	Old Commitment item
		Incidental Stores Expenses	OLD GL	40402420	4040240100	Old Commitment item
		Other material related Expenses	OLD GL	40402421	4040240100	Old Commitment item
		Fabrication Charges	OLD GL	40402422	4040240100	Old Commitment item
		Freight	OLD GL	40402423	4040240100	Old Commitment item
		Miscellaneous expenses	OLD GL	40402427	4040240100	Old Commitment item
		Advertisement Expenses-Purchase related	OLD GL	40402429	4040240100	Old Commitment item
		Internate & Related Charges	OLD GL	40402430	4040240100	Old Commitment item

Annexure B

Delegation of Powers

	Particulars	Authority	Changes in ERP
Region	For reallocating budget from one Circle to another within the same commitment item, Region incharge is authorized reallocate up to 25% of the allocated budget of transferee circle.	Regional Director in consultation with General Manager (F&A) of Region	Updation in ERP System will be done at Head Office after the approval of RD office for re-allocation of Budget.
Head office	1. For reallocation budget beyond 25% from one circle to another within same Region and same Commitment item. 2. For reallocating budget from one Region to another within the same commitment item, among regions within the overall budget limit of the same commitment item ED (Dist.) in consultation with CGM (CF) is authorized to reallocate the budget	ED Dist in consultation with CGM(CF)	
	For reallocating budget from one commitment item to another within same expense nature, Director (Operations) and Director (Finance) are authorized to reallocate the budget among commitment items within the overall budget limit of a particular expense viz R&M, Admin and Employee Expenses.	Director (Operations) in consultation with Director (F)	Updation in ERP System will be done at Head Office after the approval for re-allocation of Budget.
	For reallocating budget from one Expense to another, Chairman & Managing Director in consultation with Director (Operations) & Director (Finance) are authorized to reallocate the budget among expenses, restricted to the budget sanctioned for O & M Expenses as a whole.	Chairman & Managing Director in consultation with Director (Operations) & Director (F)	

Note :- 25% should be computed as accumulated over the year