

CIRCULAR

Sub: Centralised Payment – Security Deposits, EMD & Retention.

- Ref.: 1. Circular No. Dir (F)/MSEDCL/Urgent Requirement/1085 dt. 05.06.2018.
2. Circular No. Dir (F)/MSEDCL/Requirement/18-19/1465 dt. 16.04.2018.
3. Circular No. Dir (F)/MSEDCL/18-19/013935 dt. 05.06.2018.

With reference to the above subject and circulars, SD, EMD & Retention liabilities will be paid through Centralised Payment System from December, 2018 onwards. Field offices are hereby instructed to include all SD, EMD & Retention documents in Proforma B instead of Proforma D of Revenue related payment and the capital related payment in Capital format which is enclosed as Annexure A and B while preparing requirement of funds for December, 2018 onwards.

Further, it is expected that field offices have updated the Bank Details for all vendors belonging to their offices. If vendor updation of some of the vendor is still pending, the updation should be done immediately without any delay.

It is observed that some of the offices have deducted the security deposits from the R.A. bills of the vendor. In this case only one document number is created for two different liabilities i.e. normal liability and liability for security deposit. To process such transaction through Centralised Payment System, separate document numbers are required for normal liability and for security deposit. Hence, field offices are instructed to create separate document of the Security Deposit deducted from the R.A. Bills of the vendor through F-41 t-code and new document number should be knocked off against the original liability through F-44 t-code. (Procedure to create separate document is attached to this circular)

Any field offices keeping pending knock off of the security deposit with the original liability document will be liable for explanation and such liabilities will be excluded from the salary payment of the concern employee.

Further, field offices need to convey some additional details to Centralised Payment Cell such as posting year of the document, original document number. Hence, the amended Proforma A to D and capital payment is attached to this circular.

In view of the above, all field offices are instructed to send the requirement of funds for the month of December, 2018 and onwards as per the amended Proforma explained above. The requirement in the old format will not be considered for payment from December 2018 onwards.

Encl: As above.

Instantiated
14/1/19
Chief General Manager (CF)

Copy s.w.r.to:-

Director (Finance), MSEDCL, HO Mumbai.

Copy to:

As per the mailing list up to Division Level.

PAYMENTS THROUGH CENTRALISED PAYMENT SYSTEM

A Centralised Outsource & Security

Document No.	Posting Year	Profit Center	Vendor No	Vendor Name	Net Amount	Month in which document Posted in SAP	Nature of Expense
							Outsource Security Only

B Centralised Other Administration

Document No. for payment	Original Doc No. if any (for SD, Retention)	Posting Year	Profit Center	Vendor No	Vendor Name	Net Amount	Month in which document Posted in SAP	Nature of Expense
								Commission Bills Bill Distribution Sweeping Charges Meter Reading Security Deposit EMD Retention etc.

C Centralised Repairs & Maintenance

Document No.	Posting Year	Profit Center	Vendor No	Vendor Name	Net Amount	Month in which document Posted in SAP	Nature of Expense
							Vehicle Repairs & Maintenance Transformer Oil etc.

LOCAL LEVEL PAYMENTS (Pavments through Field Offices)

D Local Administration

Document No.	Profit Center	Vendor No	Vendor Name	Net Amount	Month in which document Posted in SAP	Nature of Expense
						Telephone Mobile charges Municipal Taxes Water Charges Imprest etc.

E Local Employee

Profit Center	Name	Net Amount	Month/Period for which claim submitted	Nature of Expense
				TA Bill Leave Encashment Overtime etc.

Do not Merge
Any Cell

One Cell = One
Document No.

Do not convert Amount
in Lakhs or Crores

Do not Add any column

PROF III

Centralised Capital Scheme Payment

Document No.	Posting Year	Profit Center	Vendor No	Vendor Name	Net Amount	Tax Amount	Total Amount	Scheme

Centralised Capital Retention Payment

Document No.	Posting Year	Profit Center	Vendor No	Vendor Name	Net Amount	Tax Amount	Total Amount	Scheme

Do not Merge Any Cell

One Cell = One Document No.

Do not convert Amount in Lakhs or Crores

Do not Add any column