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Ref. No : MSETCL/Dir(Fin.)/12487

Dt: 16.08.2011

CORRIGENDUM to CIRCULAR No. 11542 dtd. 30.07.2011

Sub:- Audit and payment of Bills related to Turnkey, JICA and CPA Contracts
- Decentralisation of the work thereof on pilot basis under Vashi Zone.

Ref:- Director (Finance)'s Circular No. MSETCL/Dir(Fin.)/11542 dtd. 30.07.2011

The procedure was circulated vide above referred Circular for Audit and payment of Bills related to Turnkey, JICA and CPA Contracts on pilot basis under Vashi Zone. However, now it has been instructed to pass the bills by the Sr. Manager (F&A) of EHVT Construction Circle who is presently auditing/passing the bills of EPC Contracts within in Zone instead of sending the same to AGM(F&A) of Zone. In view of this the above referred Circular stands repealed as under.

Procedure for issuing Orders :-

The CE (Procurement)/CE(SP) shall issue Circle wise orders on the basis of the indent for material w.e.f. 1st August 2011 and to instruct the concerned stores to send MRI/SR Notes to Manager(F&A) of concerned Circle Office for auditing the bills. Similarly, CE(Trans Project) shall issue Circle wise Orders on the basis of location of TKC Project work w.e.f. 1st August 2011 and to instruct the Executive Engineer of concerned divisions to submit the bills duly audited by Dy. Manager(F&A) along with all relevant documents i.e. copies of Agreements, Payment files containing all history of the previous payments, correspondence etc to Sr. Manager (F&A) of EHVT Construction Circle for passing of the bills. The concerned order issuing authorities shall include clear cut instructions in the order regarding the revised procedure for audit and payment of bill so that the Contractors shall not face any difficulty. The modality adopted for tenderization, approvals, audit of LoA etc which is being followed at Corporate Office will remained same.

Procedure for Audit of Bills :-

The Manager(F&A) of Circle shall audit the bills of supply orders on the basis of MRI/SR Notes received from concerned local stores. Similarly Sr. Manager (F&A) of EHVT Construction Circle will, after due verification of relevant records, pass the claims to TKC/JICA orders on the basis of audited bill/docket received from Executive Engineer/Dy. Manager(F&A) of concerned division, along with all relevant documents i.e. copies of Agreements, Payment files containing all history of the previous payments, correspondence etc.

In short, the Sr. Manager (F&A) of EHVT Construction Circle will carry out all the functions of Sr. Manager(F&A) of SB Section as per GO1 and parallel records of all transactions/payments shall be maintained by F&A Section of Circle/Division Office. The bills of PV, as applicable, shall also be audited at local level. The accounting of the bills will be done in the books of concerned Divisions.

Procedure of Payment Bills :-

The Circle Office shall submit the requirements of funds separately for payment of bills to CGM(F&A) where the payment is to be made through internal sources. The Circle Office will issue IBA of the payment to concerned Division on behalf of for which the payment is made.

However, in case of payment of bills through PFC/REC/JICA/Banks where the financial tie-up is made, the Manager/Dy. Manager(F&A) of concerned Circle/Division shall submit the audited claim of the supplier to AGM(F&A), Loan Section at Corporate Office along with the relevant documents.

Miscellaneous :-

As regards the ongoing TKC/JICA/CPA contracts, the Manager(F&A) of concerned Circle shall depute representative for collection of all original records i.e. AT, Agreements, Payments/correspondence files etc from SB Section, Corporate Office. Original record shall be handed over concerned division and copy of the same shall be maintained at Circle Office for controlling/monitoring.

The payment of statutory levies i.e. Income Tax & MVAT, TDS, CST etc regarding Turnkey and other contracts shall be paid by the concerned Division Office and Certificate thereof to be issued to the suppliers. The form "C" under CST Act being issued to the supplier from Corporate Office centrally, hence the Division Office shall submit the quarterly requisition of Form "C" as per procedure circulated vide T.O Circular No CGM(F&A)/SB/VAT/492 dtd. 31.12.2010 to concerned Circle office and the Manager (F&A) of concerned Circle shall submit the consolidated quarterly requirement to SB Section at Corporate Office.

This revised procedure is applicable under Vashi Zone on pilot basis w.e.f. 01.08.2011. However, the present system of audit and payment of bills of EPC Contracts will be continued.

This circular is placed on MSETCL's website www.mahatransco.in



Director (Finance)

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Director (Operations)/(Projects), MSETCL, Mumbai

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Ex. Director (Project)/(Operations), MSETCL, Mumbai
All Chief Engineers at Corporate Office and Field Offices

Copy to
All concerned as per mailing list upto Divisional level.