



MAHARASHTRA STATE ELECTRICITY TRANSMISSION Co. Ltd.

[Finance & Accounts Department]

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

No 1 4 6 5 7

Date :-

29 SEP 2011

CIRCULAR

Sub:- Various economy measures to be adopted for
controlling Administrative & General Expenditures.

The meeting of all HoD's was conveyed on 6th September, 2011 to discuss various economy measures to be adopted for controlling "Administrative & General Expenditure". It is observed that the "Administrative & General Expenditure" for FY 2010-11 are increased over those of FY 2009-10.

In view of the same following directives are issued:-

1. The Other expenses i.e. Telephones, Conveyance & Travel, meeting expenses, hiring of vehicles etc. which are increased are controllable and all concerned Competent Authorities are has requested to take suitable measures to reduce the same at their level while granting approval for the same.
2. To control the electricity expenses it is instructed that the electrical appliances shall be used as per minimum requirement. It shall be ensured by all S/s in-charge that MSEDCL is charging bills for S/s under "Industrial" consumer category instead of "Commercial" category. Further, while paying the electricity bills the correctness of the Units consumed shall be confirmed in consideration to the actual electricity consumption and corrective actions to be taken for any abnormality observed.
3. The Security Charges has been increased sizably. It is requested that all Zonal Chief Engineers shall review the sub-station capacity-wise requirement of security personnel and the excess security staff shall be discontinued in consultation with CVO.

4. It is observed that the items of high value spares which are to be specifically procured by CPA Section are being procured by field offices at higher rates. In view of the same the CE(Procurement) is requested to review and finalise with approval of CMD the list of the items to be procured by the CPA at CO. The field offices shall not procure locally the items of CPA level in any case.
5. All concerned offices are instructed to control "Administrative & General Expenditure" for FY 2011-12 below 10% of the actual expenditure for FY 2010-11 and this parameter of controlling the expenses will be incorporated in KPI of all officers.



Director (Finance)

Copy s.w.r. to:-
Hon'ble CMD, MSETCL, Mumbai

Copy f.w.cs to:-
Director (Operations)/(Project), MSETCL, Mumbai

Copy to:-
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.