

No. Dir (F)/MSEDCL/Exp. control/

**No 28 16 0**

Date: **17 NOV 2017**

## **Circular**

**Sub: Expenditure Control & Austerity Measures as per MYT Committee.**

**Ref: Minutes of meetings of Hon'ble CMD on Date 10.08.2017, 26.09.2017 & 12.10.2017.**

MERC vide its MYT order, case 48 of 2016 has approved O&M expenses of Rs 24,723 Crs against projected Rs 35,384 Crs for MYT period from FY 16-17 to FY 19-20 for the MSEDCL. There is a huge gap of Rs 10,661 Crs in O&M Expenses. In order to mitigate this gap and to suggest austerity measures MYT committee is formed at corporate level by Hon'ble CMD. During the review meeting on 26<sup>th</sup> Sep 2017 Hon'ble CMD has directed to curtail the expenditures on different account heads immediately.

To ensure this, following instructions are issued for immediate implementation. .

### **1. Rental Premises :**

Rented Offices (total 1172) of MSEDCL to be shifted to own premises, Substation and Vacant Quarters, in phase manner as follows:

- a) There are 214 rental offices which can be shifted immediately to own premises shall be shifted on or before 31<sup>st</sup> Dec 2017.
- b) 50 % of balance 958 nos rented Offices shall be shifted to own premises within period of six months by C.E. of Zonal office in coordination with Civil Dept.
- c) To Shift the section offices to nearest substation premises, wherever possible.

### **2. Expenses on hiring of Taxi :**

- a) Maintenance vehicle (Auto/Pick up Van/Ladder Vehicle etc), if any, hired at section offices shall be stopped immediately except maintenance vehicle at MIDC areas.
- b) Only one maintenance hired vehicle (Pickup Van) per subdivision shall be used. Hired cars being used by SDOs shall be stopped.
- c) No dedicated hired vehicle shall be provided to VIP/Guest, instead of this OLA/UBER/local taxi services shall be used for pickup and drop.
- d) No hired/Departmental vehicle shall be kept in pool at HO, RD offices, zones, etc.

### **3. Security Guards:**

- a) All the office premises where security guards are deployed shall be brought under the surveillance of CCTV and Security Guards to be curtailed accordingly.
- b) Chief Engineer shall review requirement of Security guards at all locations and ensure their optimum deployment.

### **4. Telephone and Postage Charges :**

- a) Landline telephone facility shall be continued to the officers on the post of CE and above. All other landlines except EPABX are to be surrendered. Landlines in interior part of State – Gadchiroli, Ratnagiri shall be reviewed by concern CE and continued, if required.

- b) One office-One lease line: one lease line shall be made available by IT department & shall be utilized for all activities. All other broadband and allied Internet services shall be disconnected.

**5. Upkeepment of Office :**

Clause of District Schedule Rate Rs 0.36/Sq.M. shall be removed from Office Housekeeping tender. Expenditure on overall Housekeeping services shall be reduced by 15%.

**6. Travelling Expenses :**

- a) Meetings at HO/Zone/Circle/Division shall be reduced. IT department shall provide Video Conferencing facility up to division level.  
b) Prior approval from the next higher authority, shall be taken well in advance, regarding expected expenditure and purpose of meeting.  
c) All documents/data to be submitted through Email/DMS.

**7. Rates and Taxes :**

- a) The statutory payments, viz, taxes are to be strictly made through ECS to avoid delay in payment and penalty thereof. Account head of circle office shall monitor closely.  
b) Efforts to be taken to adjust amount of property tax against electricity bills.

**8. Electricity Charges :**

- a) Energy Audit of all premises to be carried out and zone wise consolidated report to be submitted to Corporate Office within three months.  
b) The electricity consumption to be reduced by 20% at all Offices/Premises and it should be monitored on regular basis.

**9. Xerox and stationary :**

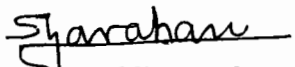
The expenditure on xerox and stationary purchase bills shall be reduced by 15 %, maximum use of soft documents shall be promoted.

**10. Advertisement Expenses :**

Standard template for advertisement/news publishes in newspapers shall be used as provided by Jt. CPRO. The concern PRO of zones shall monitor the same.

- 11. Chief Engineers shall review the temporary and permanent imprest given to employees and curtail this to bare minimum.**

All the concerned shall follow the above instructions scrupulously, CGM (T/E)-MYT Nodal Officer will monitor the same. Any deviation in this regard shall be viewed seriously.

  
Director (Finance)

To All

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