



ACCOUNTS BRANCH

Circular Memo. No.CFC/GI/DFC/Funds/D.No.153 dated 15.05.2024.

Sub: TANGEDCO-Accounts Branch-Funds Division-
Certain instructions to be issued to Officials of
TANGEDCO at the Circle & Headquarters level
with regard to posting of bills entry in the ERP
Portal-Issued.

It has been observed that, many complaints are evolved pertaining to non-payment of Employee's Terminal Benefits, Subsistence allowance & Vehicle bill and also delayed payment of the same. In this regards, the circle officials of TANGEDCO, especially the administrative officials, are hereby instructed to follow the below guidelines, while entering afore classified bills in the ERP module, so as to avoid any sort of complaints in future.

- 2.1) The bills, has to be processed for payment, strictly in accordance with the proper categorisation, as per the provisions made in the ERP system.
- 2.2) Posting of bills using T-Code & opting for 'Miscellaneous' category instead of Outsourcing, Rent, Fuel, Hire Vehicle etc., which are made available in the ERP module has to be strictly avoided.
- 2.3) It is hereby reiterated that, the proper Bank A/c particulars has to be furnished since the centralised payment system has been implemented at the Headquarters. In case of 'Return of Payment' due to furnishing of improper Bank A/c details, the concerned officials shall be held responsible for the same.
- 2.4) The 'Employee's Terminal Benefits' bill entry has to be strictly processed through the concerned 'Employee ID' only during the retirement month itself. In the 'Employee's Terminal Benefit' bills, the individual items viz., DCRG, SPFG-2000, SPF-1984, FSFS, Commutation, EL Encashment & UEL on Private Affairs encashment has to be processed through Employee ID, in ZHR-MISC-ENTRY and approval in ZHR-MISC-APP. User manual enclosed for detailed study.

- 2.5) In case of payment of 'Terminal Benefits' to the deceased employee, a separate 'Vendor ID' has to be created in the name of Spouse/Legal heir, as the case may be, and the bill has to be prepared in the name of Spouse/Legal heir only. The Bank A/c particulars of the person, in whose name the bill has been sanctioned, has to be provided for making payment.
 - 2.6) The subsistence allowance bill has to be entered in the '**SUBSISTENCE ALLOWANCE**' category in the ERP module, in accordance with the 'Employee ID' of the suspended employee.
 - 2.7) The Employee's Loans/Advances like Festival Advance, Vehicle Advance, GPF Loan/Part Final withdrawal, HBA has to be categorised properly and in accordance with the Employee ID.
 - 2.8) The vehicle bill has to be entered in the '**HIRE VEHICLE**' category alone.
 - 2.9) The Circle officials must avoid reversing of the bills, after raising fund indent to Headquarters, without getting prior approval from the HQ officials.
 - 2.10) The Superintending Engineer/Financial Controller's are hereby directed, to issue strict instructions to their administrative officials, to process the employee related bills with due care in the ERP module and forward the bills to 'Accounts Wing' of the Circle for approving the same for payment. The payment approval has to be done by Accounts Wing, as Treasury Hunting Accounting and 'fund indent' shall be raised auto on approval by the Circle Financial Controller/ Deputy Financial Controller (or) Circle Accounts Officer to Headquarters, so as to make payment, to Employee's through centralised payment system.
3. All instructions pertaining to entering of data in the ERP module for payment, has been issued in the form of Memo. and explained through 'Video Conferencing' then and there. In spite of clear instructions from the headquarters it has been observed that, the administrative officials at the Circle/Head Quarters level are not posting the entries properly, which paves way for either non-payment (or) delayed payment.

4. Hence, the Superintending Engineer's of the Circle concerned are hereby directed to issue instructions to their officials concerned, with regard to posting of entries in the ERP module, in a proper way for smooth and hassle free payment, through the proposed centralised payment system. Any deviation in the aforesaid instructions issued, shall be viewed seriously and the concerned official shall be held responsible for the same and suitable action may be taken as deemed fit.

5. Once again it is strictly reiterated, to follow the guidelines stipulated in this Memo., to avoid complaints in future.

Vishu Mahajan
15/5/24
(VISHU MAHAJAN)

Joint Managing Director/Finance/TANGEDCO

To:

1. The CE's of all Thermal Power Stations & Projects.
2. The SE's of all EDC's of TANGEDCO.
3. The SE's of all Hydro Generation Station & all Gas Generation Stations.
4. All Pay drawing officials at TANGEDCO Headquarters.

Copy submitted to:

The JMD/Finance/TANGEDCO.

Copy to:

1. All CE's of Headquarters.
2. All Regional CE's.
3. All SE's of Headquarters.