

EASTERN POWER DISTRIBUTION COMPANY OF A.P LIMITED
CORPORATE OFFICE :: VISAKHAPATNAM

Memo No.CMD/EPDCL/VSP/CGM/T/D.No. 05 /2010, dated 02.01.2010

Sub : APEPDCL – remittance of cash and instruments collection of EROs – reg.

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As you are aware, it is the fundamental duty of the AAOs and JAOs (Cash) of each ERO Office to ensure that cash and instrument collections from different sources are reconciled with the corresponding remittances to the bank account of EPDCL on a daily basis. However, it is observed that in many ERO offices both the activities of entry of daily collections and entry of bank remittance particulars are being done once a week or even once a fortnight.

This constitutes a major financial irregularity, amounting to temporary misappropriation of funds, and is liable to be punished with major penalties. In fact, it is one of the basic responsibilities of a public servant to account for all the cash account that he deals with on a daily basis.

There have been a number of scams related due to such lapses, the most recent one being in ERO (Rural) Vizianagaram. The failure of the AAO (Rural) to effectively monitor the collections by outsourced agency at Kothavalasa led to embezzlement of more than Rs.2 Lakhs. In order to avoid such instances the following instructions are issued.

1. The daily collections of cash and instruments through outsourced agencies (like Customer Care Centers, AP Online, RIV Centers, ERO Office, e-Seva Centers etc.) should be compulsorily countersigned by the JAO (Cash) and AAO everyday without fail.
2. The aforementioned collections should be entered into the BMS module everyday (for the collections of the previous day). The AAO shall ensure compliance with the same.
3. The AAO (ERO) shall monitor and ensure that all the individual agency-wise collections of the previous day have been remitted to the corresponding bank. If there are any instances of non-remittance, it should immediately be verified and remittance particulars obtained.

4. The aforementioned remittance and collection particulars should be compulsorily entered into the SAP module on the same day.
5. The AAO (ERO) shall ensure that the reconciliation of collections is done for every outsourced agency, revenue cashier, Collection Center and all other channels of collection for the respective ERO office on a daily basis. He shall also do the same with respect to remittance to the bank account of the each of the collections from the previous day.
6. The GM (IT) should develop and install the application required to ensure that the collections data entered into BMS is transferred into SAP, so that the remittance entries can be reconciled with collections.

The SAOs and AO (Revenue) of each Circle should ensure that both the activities – entries of collection and remittance particulars – are mandatorily reconciled and entered into BMS and SAP everyday. For the next few weeks, the SAOs should obtain compliance report on the same from all the AAOs within their jurisdiction everyday. The CGM (Expr.) should in turn obtain compliance from all the five SAOs daily and brief the Director (Finance). The Director (Finance) is requested to monitor the implementation of the same and periodically brief the CMD.

Sd/ N. Gulzar
Chairman & Managing Director,
A.P.E.P.D.C.L., Visakhapatnam.

To
The AAOs / EROs / A.P.E.P.D.C.L.
The Accounts Officers (Revenue) Opn.Circles / A.P.E.P.D.C.L.
The Senior Accounts Officers / Opn.Circles / A.P.E.P.D.C.L.

Copy to:
General Manger / IT / APEPDCL
The Chef General Manager / Expr. / A.P.E.P.D.C.L.
The Director (Finance) / A.P.E.P.D.C.L.

Chairman & Managing Director
APEPDCL :: Visakhapatnam

To

All Superintending Engineers/Opn.
All Senior Accounts Officers/APEPDCL
All Asst. Accounts Officers/APEPDCL

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Director / Operation / APEPDCL
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Chief General Manager / Expr / APEPDCL
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