



# Madhya Pradesh Paschim Kshetra Vidyut Vitaran Co. Ltd.

(A Wholly Owned Enterprise of Government of M.P)

GPH Compound, Polo-Ground Indore-452-003

Tel.No.0731-2421414, Fax: 0731-2423300/2422544 - Website : [www.mpwz.com](http://www.mpwz.com)

No MD/WZ/Fin/ Budget/6181

Indore dtd 28/03/2017

## **Annual BUDGET ALLOCATION ORDER – FY 2017-18**

### **Sub : Allocation of Budget for various offices of the company for FY 2017-18.**

The Annual O&M Budget of Company for FY 2017-18 has been prepared and to be put up before the BoD for approval in its 71<sup>st</sup> meeting on 01/04/17. Since, the approval of BoD is pending; the provisional budget is allocated by obtaining the approval from Hon'ble Managing Director of the company. The allocation of budget for FY 2017-18 is subject to the approval of BoD and the corrigendum shall be issued, if any changes have been instructed by the BoD.

Now, based on the annual targets of the Company, Provisional Budget allocation to meet expenses of the offices for the FY 2017-18 shall be as indicated in the Budget Allocation Formats enclosed herewith. The monthly monitoring of the allocated budget vis-à-vis actual expenditure shall be done as per the Budget Monitoring Format.

**Annexure of the Budget allocation of FY 2017-18 regarding "Instructions for operationalisation of the Budgetary Control System" is very important part of the budget and all the offices of the Company are requested to read the conditions carefully before utilizing the Budget allocation.**

All the authorities which have been allocated budget shall be required to submit the duly filled up appropriate Budget Monitoring Format for previous month, to the Chief Financial Officer by 10<sup>th</sup> of every month through email at following email ID.

**aoindorebudget@gmail.com**

Further, the additional approvals/orders issued time to time shall also be the part of budget allocations. Necessary action may please be taken accordingly.

Encl- As above.

**Chief Financial Officer**

Finance Register No. 02/16/332 Dated 29/03/2017

### **Copy to :**

1. The CGM ( H.R.&A.) MPPKVVCL Indore.
  2. The Director (Commercial/ Technical), MPPKVVCL Indore.
  3. The ED..... & CVO MPPKVVCL Indore.
  4. The CE (IR/ UR) MPPKVVCL Indore/ Ujjain.
  5. HoDs (\_\_\_\_\_) at Corporate Office (all HoDs).
  6. The SE (O&M/ CC) MPPKVVCL \_\_\_\_\_ (all circles).
  7. The ACE/SE (Stores/ Civil/ MT/IT) MPPKVVCL Indore.
  8. The RAO MPPKVVCL \_\_\_\_\_ (all RAOs).
  9. The Sr MO, MPPKVVCL Indore.
- For information and compliance

MP Paschim Kshetra Vidyut Vitaran Company Limited Indore							
O&M Budget Proposals for FY 2017-18							
( Rs. In Lacs)							
Sr	Particulars				Budget Estimates FY 16-17 Rs in Lac	Revised Estimates FY 16-17 Rs in Lac	Budget Estimates FY 17-18 Rs in Lac
1	Receipts	Receipts from Operations	Units Sold as per R-15 (MUs)	17793.00	17432.00	18434.00	
2			Cash Remittances in revenue including ED/ Cess	1033300.80	1055400.00	1108368.84	
3			Subsidy + Free Supply Claims				
4			<b>Total Receipts from Operations</b>	<b>1033300.80</b>	<b>1055400.00</b>	<b>1108368.84</b>	
5		Other Receipts	Receipts from sale of scrap	1335.41	1164.49	1200.00	
6			Interest Income	2000.00	2495.00	2245.50	
7			Others (Supervision charges e.t.c)	1200.00	1475.14	1622.66	
8			<b>Other Receipts</b>	<b>4535.41</b>	<b>5134.64</b>	<b>5068.16</b>	
9		<b>RECEIPTS TOTAL</b>			<b>1037836.21</b>	<b>1060534.64</b>	<b>1113437.00</b>
10	Power Purchase (Part A)	Power Purchase Units Ex Bus (MUs)	23474.00	22342.00	23242.00		
11		Power Purchase Rates (Rs/ unit)	3.96	4.29	4.38		
12		<b>Power Purchase Cost</b>	<b>929570.40</b>	<b>959455.07</b>	<b>1017999.60</b>		
13	Establishment (Part B)	Establishment Expenses - Salary	62891.12	<b>61522.41</b>	67674.65		
14		Expenses on Gross Pension and terminal benefits.	Included in Transmission Charges				
15		Establishment Expenses - Others (TA, Medical, incentive, bonus, OT, Extra wages, welfare etc.)	362.43	<b>450.32</b>	495.35		
16	<b>Establishment Cost</b>			<b>63253.55</b>	<b>61972.73</b>	<b>68170.00</b>	
17	Cash	Revolving Fund	1201.92	<b>1005.34</b>	1210.32		
18		Addl Cash Funds for Housekeeping/ sanitation	12.58	<b>31.17</b>	12.58		
19		O&M related Temporary Advances - Other than Statutory (Building Rent, Water Charges,CUG, Postage/ Revenue Stamps, Contingencies etc)	701.51	<b>707.84</b>	912.00		
20		<b>Total Cash Expenses</b>	<b>1916.01</b>	<b>1744.35</b>	<b>2134.90</b>		
21	Operational Expenses (Part C)	Purchase/ work/ services/ outsourcing orders	All Local Purchases/ Works (CVO, SE O&M, CC, MT, Stores, Civil, IT Center)	2728.48	4448.74	2606.00	
22			Corporate level O&M purchases/ Works	8000.00	4870.00	8000.00	
23			Meter reading/ bill distribution outsourcing	2938.32	2700.21	2297.23	
24			LT Bills printing outsourcing	223.88	208.57	227.49	
25			Telephone Expences and Sim Hiring	226.01	273.19	326.00	
26			Substation outsourcing	6078.24	5585.68	6461.75	
27			Customer call center outsourcing	500.00	459.48	500.00	
28			Security manpower/ services outsourcing	176.40	162.11	186.98	
29			O&M manpower outsourcing	3801.33	3493.29	3946.19	
30			Ministerial Staff/Clerical work/ Data Entry Operators outsourcing	1890.06	1736.90	1956.64	
31			<b>Total Purchases/ Works/ Outsourcing</b>			<b>26562.72</b>	<b>23938.17</b>
32	<b>Vehicle hiring expenses</b>			2952.26	3059.61	2946.98	
33				<b>2952.26</b>	<b>3059.61</b>	<b>2946.98</b>	
34	<b>Other Professional / Technical service charges</b>			<b>334.19</b>	<b>139.63</b>	<b>290.15</b>	
35	Others Misc. Expenses (Part D)	Decretal amount as per court, forum orders.	117.42	96.65	101.48		
36		Legal charges	300.00	190.03	300.00		
37		Cash Collection Charges	549.84	455.34	549.84		
38		Advertisement Expenses	71.87	122.97	129.12		
39		Temporary Advance for statutory nature expenses	972.65	1282.95	1347.10		
40		ED/ Cess Payable	51255.00	52770.00	53537.55		
41		Contingencies	2000.00	1100.00	2000.00		
42		Interest and Finance charges	24774.00	29587.00	32020.00		
43		<b>Total Miscellaneous</b>			<b>80040.78</b>	<b>85604.94</b>	<b>89985.09</b>
44	<b>TOTAL OPERATING EXPENDITURE</b>			<b>1104629.91</b>	<b>1135914.49</b>	<b>1208035.00</b>	
45	<b>OPERATING SURPLUS/ DEFICIT (Receipt -Op. Expenditure)</b>			<b>-66793.70</b>	<b>-75379.85</b>	<b>-94598.00</b>	

MP Paschim Kshetra Vidyut Vitaran Company Limited Indore													
O&M Budget Proposals for FY 2017-18													
											AT-1		
											(Rs in Lakhs)		
Sr	Particulars			INDORE REGION									
				Indore CC	Indore O&M	Khandwa	Burhanpur	Khargone	Barwani	Dhar	Jhabua	Total IR	
1	Receipts from Operations	Units Sold as per R-15 (MUs)		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
2		Cash Remittances in revenue including ED/ Cess		N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.		
3		Subsidy + Free Supply Claims		N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.		
4		<b>Total Receipts from Operations</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
5	Other Receipts	Receipts from sale of scrap		Included in Pooled Receipts at Corporate Level hence not allocated to Circles									
6		Interest Income											
7		Others (Supervision charges e.t.c)											
8		<b>Other Receipts</b>										<b>0.00</b>	<b>0.00</b>
9	<b>RECEIPTS TOTAL</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
10	Power Purchases (Part A)	Power Purchase Units Ex Bus (MUs)		N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.		
11		Power Purchase Rates (Rs/ unit)		N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.		
12		<b>Power Purchase Cost</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
13	Establishment (Part B)	Establishment Expenses - Salary		Included in Pooled Expenses at Corporate Level hence not allocated to Circles									
14		Expenses on Gross Pension and terminal benefits.											
15		Establishment Expenses - Others (TA, Medical, incentive, bonus, OT, Extra wages, welfare etc.)											
16		<b>Establishment Cost</b>										<b>0.00</b>	<b>0.00</b>
17	Operational Expenses (Part C)	Cash	Revolving Fund		72.00	109.20	81.60	51.00	81.00	72.00	93.00	24.00	583.80
18			Addl Cash Funds for Housekeeping/ sanitation		1.11	1.02	0.68	0.40	1.28	0.53	0.97	0.56	6.54
19			O&M related Temporary Advances - Other than Statutory (Building Rent, Water Charges,CUG, Postage/ Revenue Stamps, Contingencies etc)		8.65	13.92	7.71	7.33	15.24	8.08	14.11	8.65	83.69
20			<b>Total Cash Expenses</b>		<b>81.76</b>	<b>124.14</b>	<b>89.98</b>	<b>58.73</b>	<b>97.52</b>	<b>80.61</b>	<b>108.08</b>	<b>33.20</b>	<b>674.03</b>
21			All Local Purchases/ Works (CVO, SE O&M, CC, MT, Stores, Civil, IT Center)		60.00	70.00	60.00	24.00	48.00	24.00	48.00	36.00	370.00
22	Corporate level O&M purchases/ Works		0	0	0	0	0	0	0	0	0		
23	Meter reading/ bill distribution outsourcing		376.51	153.91	123.38	81.41	169.18	122.11	188.26	145.01	1359.77		
24	LT Bills printing outsourcing		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
25	Telephone Expences and Sim Hiring		14.18	27.42	11.82	10.87	30.73	12.77	27.90	14.18	149.88		
25	Substation outsourcing		497.45	604.04	370.55	182.74	543.13	319.79	553.28	213.19	3284.17		
26	Customer call center outsourcing		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
27	Security manpower/ services outsourcing		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
28	O&M manpower outsourcing		608.02	265.85	179.35	100.49	304.01	127.20	236.59	125.93	1947.43		
29	Ministerial Staff/Clerical work/ Data Entry Operators outsourcing		70.39	86.66	58.87	37.27	90.55	43.03	79.03	43.03	508.85		
30	<b>Total Purchases/ Works/ Outsourcing</b>		<b>1626.55</b>	<b>1207.89</b>	<b>803.98</b>	<b>436.78</b>	<b>1185.60</b>	<b>648.90</b>	<b>1133.06</b>	<b>577.34</b>	<b>7620.10</b>		
31	Vehicle hiring expenses		334.75	212.86	144.57	101.71	225.32	105.05	192.59	104.38	1421.23		
32	<b>Other Professional / Technical service charges</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
33	Others Misc. Expenses (Part D)	Decretal amount as per court, forum orders.		Included in Pooled Expenses at Corporate Level hence not allocated to Circles									
36		Legal charges											
37		Cash Collection Charges											
38		Advertisement Expenses											
39		Temporary Advance for statutory nature expenses											
40		ED/ Cess Payable											
41		Contingencies											
42	Interest and Finance charges												
43	<b>Total Miscellaneous</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
44	<b>TOTAL OPERATING EXPENDITURE</b>			<b>2043.06</b>	<b>1544.89</b>	<b>1038.53</b>	<b>597.21</b>	<b>1508.44</b>	<b>834.56</b>	<b>1433.72</b>	<b>714.92</b>	<b>9715.35</b>	
45	<b>OPERATING SURPLUS/ DEFICIT (Receipt -Op. Expenditure)</b>			<b>-2043.06</b>	<b>-1544.89</b>	<b>-1038.53</b>	<b>-597.21</b>	<b>-1508.44</b>	<b>-834.56</b>	<b>-1433.72</b>	<b>-714.92</b>	<b>-9715.35</b>	

MP Paschim Kshetra Vidyut Vitaran Company Limited Indore										
O&M Budget Proposals for FY 2017-18										
(Rs in Lakhs)										
Sr	Particulars	Ujjain Region								
		Ujjain	Dewas	Shajapur	Aagar	Ratlam	Mandsour	Neemuch	Ujjain region	
1	Units Sold as per R-15 (MUs)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2	Receipts from Operations	Cash Remittances in revenue including ED/ Cess	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	
3		Subsidy + Free Supply Claims	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	
4		<b>Total Receipts from Operations</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
5	Other Receipts	Receipts from sale of scrap	Included in Pooled Receipts at Corporate Level hence not allocated to Circles							
6		Interest Income								
7		Others (Supervision charges e.t.c)								
8		<b>Other Receipts</b>								
9	<b>RECEIPTS TOTAL</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
10	Power Purchase (Part A)	Power Purchase Units Ex Bus (MUs)	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	
11		Power Purchase Rates (Rs/ unit)	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	
12		<b>Power Purchase Cost</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
13	Establishment (Part B)	Establishment Expenses - Salary	Included in Pooled Expenses at Corporate Level hence not allocated to Circles							
14		Expenses on Gross Pension and terminal benefits.								
15		Establishment Expenses - Others (TA, Medical, incentive, bonus, OT, Extra wages, welfare etc.)								
16		<b>Establishment Cost</b>								
17	Cash	Revolving Fund	162.60	33.00	102.00	18.00	33.00	87.00	60.00	495.60
18		Addl Cash Funds for Housekeeping/ sanitation	1.35	1.05	0.61	0.32	0.85	1.14	0.73	6.04
19		O&M related Temporary Advances - Other than Statutory (Building Rent, Water Charges,CUG, Postage/ Revenue Stamps, Contingencies etc)	7.90	6.58	6.95	4.88	6.20	6.58	5.07	44.16
20		<b>Total Cash Expenses</b>	<b>171.85</b>	<b>40.62</b>	<b>109.56</b>	<b>23.20</b>	<b>40.05</b>	<b>94.72</b>	<b>65.80</b>	<b>545.80</b>
21		Operational Expenses (Part C)	All Local Purchases/ Works (CVO, SE O&M, CC, MT, Stores, Civil, IT Center)	60.00	48.00	36.00	24.00	48.00	36.00	24.00
22	Corporate level O&M purchases/ Works		0	0	0	0	0	0	0	0
23	Meter reading/ bill distribution outsourcing		223.87	156.46	86.50	50.88	167.90	157.73	94.13	937.46
24	LT Bills printing outsourcing		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
25	Telephone Expences and Sim Hiring		12.29	8.98	9.93	4.73	8.04	8.98	5.20	58.15
25	Substation outsourcing		796.93	583.74	421.31	157.36	431.46	472.07	314.71	3177.58
26	Customer call center outsourcing		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
27	Security manpower/ services outsourcing		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
28	O&M manpower outsourcing		452.83	310.37	161.54	73.78	244.22	263.30	159.00	1665.05
29	Ministerial Staff/Clerical work/ Data Entry Operators outsourcing		104.95	77.59	48.79	30.07	64.63	83.35	58.87	468.26
30	<b>Total Purchases/ Works/ Outsourcing</b>		<b>1650.88</b>	<b>1185.14</b>	<b>764.07</b>	<b>340.81</b>	<b>964.26</b>	<b>1021.44</b>	<b>655.91</b>	<b>6582.51</b>
31	<b>Vehicle hiring expenses</b>		<b>318.17</b>	<b>223.81</b>	<b>132.23</b>	<b>57.83</b>	<b>181.22</b>	<b>202.49</b>	<b>132.30</b>	<b>1248.07</b>
32	<b>Other Professional / Technical service charges</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
33	Others Misc. Expenses (Part D)	Decretal amount as per court, forum orders.	Included in Pooled Expenses at Corporate Level hence not allocated to Circles							
36		Legal charges								
37		Cash Collection Charges								
38		Advertisement Expenses								
39		Temporary Advance for statutory nature expenses								
40		ED/ Cess Payable								
41		Contingencies								
42	Interest and Finance charges									
43	<b>Total Miscellaneous</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
44	<b>TOTAL OPERATING EXPENDITURE</b>		<b>2140.90</b>	<b>1449.57</b>	<b>1005.87</b>	<b>421.85</b>	<b>1185.53</b>	<b>1318.65</b>	<b>854.01</b>	<b>8376.37</b>
45	<b>OPERATING SURPLUS/ DEFICIT (Receipt -Op. Expenditure)</b>		<b>-2140.90</b>	<b>-1449.57</b>	<b>-1005.87</b>	<b>-421.85</b>	<b>-1185.53</b>	<b>-1318.65</b>	<b>-854.01</b>	<b>-8376.37</b>

MP Paschim Kshetra Vidyut Vitaran Company Limited Indore													
O&M Budget Proposals for FY 2017-18										AT-3			
										(Rs in Lakhs)			
Sr		Particulars	Cost Centers							Total of Cost Centers			
			RAO's	CE (IR)	CE(UR)	CVO	MT	Store	Civil				
1	Receipts	Units Sold as per R-15 (MUs)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
2		Receipts from Operations	Cash Remittances in revenue including ED/ Cess	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.		
3			Subsidy + Free Supply Claims	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.		
4			<b>Total Receipts from Operations</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
5			Other Receipts	Receipts from sale of scrap						1200.00		1200.00	
6		Interest Income									0.00		
7		Others (Supervision charges e.t.c)									1622.66		
8		<b>Other Receipts</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1200.00</b>	<b>1622.66</b>	<b>2822.66</b>	
9		<b>RECEIPTS TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1200.00</b>	<b>1622.66</b>	<b>2822.66</b>		
10	Expenditure	Power Purchase (Part A)	Power Purchase Units Ex Bus (MUs)	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.			
11			Power Purchase Rates (Rs/ unit)	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.		
12			<b>Power Purchase Cost</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
13		Establishment (Part B)	Establishment Expenses - Salary	Included in Pooled Expenses at Corporate Level hence not allocated to Circles									
14			Expenses on Gross Pension and terminal benefits.										
15			Establishment Expenses - Others (TA, Medical, incentive, bonus, OT, Extra wages, welfare etc.)										
16			<b>Establishment Cost</b>									<b>0.00</b>	<b>0.00</b>
17		Operational Expenses (Part C)	Cash	Revolving Fund	0.00	6.00	6.90	13.92	6.60	21.00	13.20	67.62	
18				Addl Cash Funds for Housekeeping/ sanitation		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19				O&M related Temporary Advances - Other than Statutory (Building Rent, Water Charges,CUG, Postage/ Revenue Stamps, Contingencies etc)		8.56	8.56	0.56	0.56	4.32	3.56	26.14	
20				<b>Total Cash Expenses</b>	<b>0.00</b>	<b>14.56</b>	<b>15.46</b>	<b>14.48</b>	<b>7.16</b>	<b>25.32</b>	<b>16.76</b>	<b>93.76</b>	
21			Purchase/ work/ services/ outsourcing orders	All Local Purchases/ Works (CVO, SE O&M, CC, MT, Stores, Civil, IT Center)	0.00	175.00	175.00	10.00	8.00	296.00	500.00	1164.00	
22	Corporate level O&M purchases/ Works			0	0	0	0	0	0	0	0		
23	Meter reading/ bill distribution outsourcing			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
24	LT Bills printing outsourcing			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
25	Telephone Expences and Sim Hiring			0.00	76.42	26.42	1.42	1.42	3.31	1.42	110.40		
26	Substation outsourcing			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
27	Customer call center outsourcing	0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00			
28	Security manpower/ services outsourcing	0.00		0.00	0.00	0.00	0.00	63.60	0.00	63.60			
29	O&M manpower outsourcing	0.00		0.00	0.00	165.60	63.60	104.51	0.00	333.71			
30	Ministerial Staff/Clerical work/ Data Entry Operators outsourcing	0.00		2.71	2.71	23.04	0.00	0.00	40.70	69.17			
31	<b>Total Purchases/ Works/ Outsourcing</b>	<b>0.00</b>	<b>254.13</b>	<b>204.13</b>	<b>200.06</b>	<b>73.02</b>	<b>467.42</b>	<b>542.12</b>	<b>1740.88</b>				
32	<b>Vehicle hiring expenses</b>	0.00	10.67	10.67	104.69	42.43	3.56	17.07	189.10				
33	<b>Other Professional / Technical service charges</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>				
35	Others Misc. Expenses (Part D)	Decretal amount as per court, forum orders.	Included in Pooled Expenses at Corporate Level hencedirect allocation not made to Offices										
36		Legal charges											
37		Cash Collection Charges											
38		Advertisement Expenses											
39		Temporary Advance for statutory nature expenses											
40		ED/ Cess Payable											
41		Contingencies											
42		Interest and Finance charges											
43	<b>Total Miscellaneous</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>				
44	<b>TOTAL OPERATING EXPENDITURE</b>	<b>0.00</b>	<b>279.37</b>	<b>230.27</b>	<b>319.24</b>	<b>122.61</b>	<b>496.29</b>	<b>575.96</b>	<b>2023.74</b>				
45	<b>OPERATING SURPLUS/ DEFICIT (Receipt -Op. Expenditure)</b>	<b>0.00</b>	<b>-279.37</b>	<b>-230.27</b>	<b>-319.24</b>	<b>-122.61</b>	<b>703.71</b>	<b>1046.70</b>	<b>798.92</b>				

MP Paschim Kshetra Vidut Vitaran Company Limited Indore											
O&M Budget Proposals for FY 2017-18											
AT-4											
(Rs in Lakhs)											
Sr	Particulars	Corporate Office									
		Finance	Purchase	Works	IT	CMO	CGM ( HR & A )	Director Commercial	Total Corporate Office		
1	Units Sold as per R-15 (MUs)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
2	Receipts from Operations	Cash Remittances in revenue including ED/ Cess	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.		
3		Subsidy + Free Supply Claims	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.		
4		<b>Total Receipts from Operations</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
5	Other Receipts	Receipts from sale of scrap									
6		Interest Income	2245.50								
7		Others (Supervision charges e.t.c)									
8		<b>Other Receipts</b>	<b>2245.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
9	<b>RECEIPTS TOTAL</b>		<b>2245.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
10	Power Purchase (Part A)	Power Purchase Units Ex Bus (MUs)	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.		
11		Power Purchase Rates (Rs/ unit)	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.	N.A.		
12	<b>Power Purchase Cost</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
13	Establishment (Part B)	Establishment Expenses - Salary	Included in Pooled Expenses at Corporate Level hence not allocated to Circles								
14		Expenses on Gross Pension and terminal benefits.									
15		Establishment Expenses - Others (TA, Medical, incentive, bonus, OT, Extra wages, welfare etc.)									
16	<b>Establishment Cost</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		
17	Cash	Revolving Fund	15.90	0.00	0.00	7.20	6.00	31.80	2.40	63.30	
18		Addl Cash Funds for Housekeeping/ sanitation	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
19		O&M related Temporary Advances - Other than Statutory (Building Rent, Water Charges,CUG, Postage/ Revenue Stamps, Contingencies etc)	501.51	0.00	0.00	0.38	0.19	0.94	255.00	758.01	
20		<b>Total Cash Expenses</b>	<b>517.41</b>	<b>0.00</b>	<b>0.00</b>	<b>7.58</b>	<b>6.19</b>	<b>32.74</b>	<b>257.40</b>	<b>821.31</b>	
21	Operational Expenses (Part C)	Purchase/ work/ services/ outsourcing orders	All Local Purchases/ Works (CVO, SE O&M, CC, MT, Stores, Civil, IT Center)	0.00	0.00	0.00	746.00	20.00	30.00	0.00	796
22			Corporate level O&M purchases/ Works	0	8000	0	0	0	0	0	8000
23		Meter reading/ bill distribution outsourcing	Budget Allocated to Circles							0.00	
24		LT Bills printing outsourcing	0.00	0.00	0.00	227.49	0.00	0.00	0.00	227.49	
25		Telephone Expences and Sim Hiring	3.78	0.00	0.00	0.95	0.47	2.36	0.00	7.56	
25		Substation outsourcing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
26		Customer call center outsourcing	0.00	0.00	0.00	0.00	0.00	500.00	0.00	500.00	
27		Security manpower/ services outsourcing	0.00	0.00	0.00	0.00	0.00	123.38	0.00	123.38	
28		O&M manpower outsourcing	Budget Allocated to Circles							0.00	
29		Ministerial Staff/Clerical work/ Data Entry Operators outsourcing	306.91	0.00	0.00	40.61	0.00	518.60	44.23	910.36	
30	<b>Total Purchases/ Works/ Outsourcing</b>		<b>310.69</b>	<b>8000.00</b>	<b>0.00</b>	<b>1015.04</b>	<b>20.47</b>	<b>1174.35</b>	<b>44.23</b>	<b>10564.79</b>	
31	<b>Vehicle hiring expenses</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3.35</b>	<b>71.37</b>	<b>13.87</b>	<b>88.60</b>	
32	<b>Other Professional / Technical service charges</b>		<b>180.00</b>	<b>0.00</b>	<b>50.00</b>	<b>50.00</b>	<b>10.15</b>	<b>0.00</b>	<b>0.00</b>	<b>290.15</b>	
35	Others Misc. Expenses (Part D)	Decretal amount as per court, forum orders.	Included in Pooled Expenses at Corporate Level hence direct allocation not made.								
36		Legal charges									
37		Cash Collection Charges									
38		Advertisement Expenses									
39		Temporary Advance for statutory nature expenses									
40		ED/ Cess Payable									
41		Contingencies									
42	Interest and Finance charges										
43	<b>Total Miscellaneous</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
44	<b>TOTAL OPERATING EXPENDITURE</b>		<b>1008.10</b>	<b>8000.00</b>	<b>50.00</b>	<b>1072.62</b>	<b>40.17</b>	<b>1278.46</b>	<b>315.50</b>	<b>11764.85</b>	
45	<b>OPERATING SURPLUS/ DEFICIT (Receipt -Op. Expenditure)</b>		<b>1237.40</b>	<b>-8000.00</b>	<b>-50.00</b>	<b>-1072.62</b>	<b>-40.17</b>	<b>-1278.46</b>	<b>-315.50</b>	<b>-9519.35</b>	

## INDORE CITY CIRCLE

## O&amp;M Budget for the period 01.04.2017 to 31.03.2018 QT-1

Sr	Item of Expenditure	Details for Calculations	No. Of Offices	Resources Per office	Type of Outsourced Resource	No. Of Person as per budget	Budget Allocation for FY 17-18 Rs in Lacs
<b>(A) Manpower Outsourcing</b>							
1	Substation Operations Outsourcing	Three person at each Sub station	98	3	Skilled	294	497.448
2	Additional Manpower for City Zones	Nearly 16 persons per Zone for 12 months	28	16	Un-Skilled	448	569.856
3	Additional Manpower for HT Maintenance in City Dns	6 persons per Dn per month for 12 months	5	6	Un-Skilled	30	38.16
4	Ministerial Staff Outsourcing for Zones	One DEO per Zone	28	1	Semi- Skilled	28	40.32
5	Data Entry Operators for O&M/ City/STM/STC Dns	Two persons each City/ O&M/STM/ STC Dn	7	2	Semi- Skilled	14	20.16
6	Data Entry Operator Outsourcing at Nodal DCC Division	One Data Entry Operator at each Nodal DCC for full year	6	1	Semi- Skilled	6	8.64
7	Office Attendants Outsourcing at Circle.	Services of peon at Circles office for full year	1	1	Unskilled	1	1.27
<b>Total :Manpower Outsourcing</b>						<b>821</b>	<b>1175.86</b>
<b>(B) Outsourcing of Other Services</b>							
			No.	Month	Type		
1	Meter Reading and Bill Distribution Outsourcing	Approx 2000 Meeter Reading P.M. per Meter reader cum distributor	296	12	Unskilled		376.51
<b>Total :Outsourcing of Other Services</b>							<b>376.51</b>
<b>(C) Vehicle Hire</b>							
Sr. No.	Office	Purpose	No. Of office/ Vehicle	Month			Amount
1	City Zone Incharge	Field Movement of Zone incharge	28	12			98.78
2	HT Maintenance Incharge In City Dn	Field movement of HT maint.officer/staff	5	12			17.64
3	TSG Incharge	Field Movement of TSG Team	2	12			7.06
4	ASEs/EEs City Dns	Field movement of Division incharge	5	12			16.89
5	ASEs/EEs STM Dn in City Circle	Field movement of Division incharge	1	12			3.38
6	ASEs/EEs STC Dns	Field movement of Division incharge	1	12			3.38
7	ACE/SE City Circle	Field movement of ACE/SE	1	12			3.56
8	City Zones	One LCV vehicle for every Zone on 24 Hrs the Clock duty basis	28	12			121.97
9	City Zones	One Auto Riksha for every Zone	28	12			40.32
10	HT Maintence Sub Dn falling under City Dns having Zones	One LCV vehicle per City Dn on 24 hrs round the clock duty basis	5	12			21.78
<b>Total: Amount for Vehicle Hiring</b>			<b>105</b>				<b>334.75</b>
<b>(D) Revolving fund &amp; Temporary Advance</b>							
1	Revolving Fund to Offices(including Accounts Training centre)	Revolving Fund to Offices Revolving Fund to STC Offices Housekeeping fund for offices.					48.00 24.00 1.11
2	Temporary Advances - Others	(Building Rent, Water Charges, Postage/ Revenue Stamps, Contingencies etc) (Telephone and Sim hiring)					8.65 14.18
<b>Total RF/ Addl RF/ Temp Adv</b>							<b>95.94</b>
<b>(E) O&amp;M Purchase SEs (O&amp;M/ CC)</b>							
1	O&M Purchase SEs (O&M/ CC)						60.00
<b>Total O&amp;M Purchase SE'(O&amp;M/CC)</b>							<b>60.00</b>
<b>TOTAL AMOUNT OF BUDGET</b>							<b>2043.06</b>

**INDORE O&M CIRCLE**

**O&M Budget for the period 01.04.2017 to 31.03.2018 QT-2**

Sr	Item of Expenditure	Details for Calculations	No. of Offices	Resources per office	Type of Outsourced Resource	No. Of Person as per budget	Budget Allocation for FY 17-18 Rs in Lacs
<b>(A) Manpower Outsourcing</b>							
1	Substation Operations Outsourcing	Three person at each Sub station	119	3	Skilled	357	604.04
2	Additional Manpower for Distribution Centers	Nearly 4 persons per DC for 12 months for each DCs (except town DCs)	34	4	Unskilled	136	172.99
		Nearly 6 persons per DC for 12 months for each town DCs	3	6	Unskilled	18	22.90
3	Additional Manpower for HT Maintenance in O&M Dns	5 unskilled persons per O&M Sub Dn	11	5	Unskilled	55	69.96
4	Ministerial Staff Outsourcing for DC	One Data Entry Operator at each DC for full year	37	1	Semi-Skilled	37	53.28
5	Data Entry Operators for O&M/ City/STM/STC Dns	Two persons each City/ O&M/STM/ STC Dn	6	2	Semi-Skilled	12	17.28
6	Data Entry Operator Outsourcing at Nodal DCC Division	One Data Entry Operator at each Nodal DCC for full year	5	1	Semi-Skilled	5	7.20
7	Ministerial Staff Outsourcing at SEZ Pithampur .	Services of Unskilled labour at SEZ Pithampur	1	6	Unskilled	6	7.63
8	Office Attendants Outsourcing at O & M Circle.	Services of peon at O&M Circles for full year	1	1	Unskilled	1	1.27
<b>Total :Manpower Outsourcing</b>			<b>217</b>			<b>627</b>	<b>956.56</b>
<b>(B) Outsourcing of Other</b>							
			No.	Month	Type		
1	Meter Reading and Bill Distribution Outsourcing	Approx 2000 Meeter Reading P.M. per Meter reader cum distributor	121	12	Unskilled		153.91
<b>Total :Outsourcing of Other Services</b>							<b>153.91</b>
<b>(C) Vehicle Hire</b>							
Sr. No.	Office	Purpose	No. Of office/Vehicle	Month			Amount
1	Distribution Centers Incharge	All field work at DCs	37	12			130.54
2	TSG Incharge	Field Movement of TSG Team	3	12			10.58
3	ASEs/EEs O&M Dns	Field movement of Division incharge	4	12			13.51
4	ASEs/EEs STM O&M Dns	Field movement of Division incharge	1	12			3.38
5	ASEs/EEs STC Dns	Field movement of Division incharge	1	12			3.38
6	ACE/SE O&M Circle	Field movement of ACE/SE	1	12			3.56
7	Sub division falling under O&M Dns	One LCV Vehicle per O&M Sub Dns	11	12			47.92
<b>Total: Amount for Vehicle Hiring</b>			<b>58</b>				<b>212.86</b>
<b>(D) Revolving fund &amp; Temporary Advance</b>							
1	Revolving Fund to Offices(including Accounts Training centre)	Revolving Fund to Offices					37.20
		Revolving Fund to Offices					72.00
		Housekeeping fund for offices.					1.02
2	Temporary Advances - Others	(Building Rent, Water Charges, Postage/ Revenue Stamps, Contingencies etc)					13.92
		(Telephone and Sim hiring)					27.42
<b>Total RF/ Addl RF/ Temp Adv</b>							<b>151.56</b>
<b>(E) O&amp;M Purchase SEs (O&amp;M/ CC)</b>							
1	O&M Purchase SEs (O&M/ CC)						70.00
<b>Total O&amp;M Purchase SE'(O&amp;M/CC)</b>							<b>70.00</b>
<b>TOTAL AMOUNT OF BUDGET</b>							<b>1544.89</b>



**KHANDWA O&M CIRCLE**

**O&M Budget for the period 01.04.2017 to 31.03.2018**

**QT-3**

Sr	Item of Expenditure	Details for Calculations	No.of Offices	Resources per office	Type of Outsourced Resource	No. Of Person as per budget	Budget Allocation for FY 2017-18
<b>(A) Manpower Outsourcing</b>							
1	Substation Operations Outsourcing	Three person at each Sub station	73	3	Skilled	219	370.55
2	Additional Manpower for City Zones	Nearly 16 persons per Zone for 12 months	2	16	Un-Skilled	32	40.70
3	Additional Manpower for Distribution Centers	Nearly 4 persons per DC for 12 months for each DCs (except town DCs)	18	4	Unskilled	72	91.58
		Nearly 6 persons per DC for 12 months for each town DCs	3	6	Unskilled	18	22.90
4	Additional Manpower for HT Maintenance in City Dns	4 persons per month for 12 months	1	4	Unskilled	4	5.09
	Additional Manpower for HT Maintenance in O&M Dns	5 unskilled persons per O&M Sub Dn	3	5	Unskilled	15	19.08
5	Ministerial Staff Outsourcing for DC	One Data Entry Operator at each DC for full year	21	1	Semi-Skilled	21	30.24
6	Ministerial Staff Outsourcing for Zones	One DEO per Zone	2	1	Semi-Skilled	2	2.88
7	Data Entry Operators for O&M/ City/STM Dns/STC Dn	Two persons each City/ O&M/STM/ STC Dn	6	2	Semi-Skilled	12	17.28
8	Data Entry Operator Outsourcing at Nodal DCC Division	One Data Entry Operator at each Nodal DCC for full year	5	1	Semi-Skilled	5	7.20
9	Office Attendants Outsourcing at O & M Circle.	Services of peon at O&M Circles for full year	1	1	Semi-Skilled	1	1.27
<b>Total :Manpower Outsourcing</b>			<b>135</b>			<b>401</b>	<b>608.77</b>
<b>(B) Outsourcing of Other</b>							
			No.	Month	Type		
1	Meter Reading and Bill Distribution Outsourcing	Approx 2000 Meeter Reading P.M. per Meter reader cum distributor	97	12	Unskilled		123.38
<b>Total :Outsourcing of Other Services</b>							<b>123.38</b>
<b>(C) Vehicle Hire</b>							
Sr. No.	Office	Purpose	No. Of office/ Vehicle	Month			Amount
1	Distribution Centers Incharge	All field work at DCs	21	12			74.09
2	City Zone Incharge	Field Movement of Zone incharge	2	12			7.06
3	HT Maintenance Incharge In City Dn	Field movement of HT maint.officer/staff	1	12			3.53
4	TSG Incharge	Field Movement of TSG Team	2	12			7.06
5	ASEs/EEs City Dns	Field movement of Division incharge	1	12			3.38
6	ASEs/EEs O&M Dns	Field movement of Division incharge	3	12			10.13
7	ASEs/EEs STM O&M Dns	Field movement of Division incharge	1	12			3.38
8	ASEs/EEs STC Dns	Field movement of Division incharge	1	12			3.38
9	ACE/SE O&M Circle	Field movement of ACE/SE	1	12			3.56
10	Sub division falling under O&M Dns	One LCV Vehicle per O&M Sub Dns	3	12			13.07
11	City Zones	One LCV vehicle for every Zone on 24 Hrs the Clock duty basis	2	12			8.71
12	City Zones	One Auto Riksha for every Zone	2	12			2.88
13	HT Maintenance Sub Dn falling under City Dns having Zones	One LCV vehicle per City Dn on 24 hrs round the clock duty basis	1	12			4.36
<b>Total: Amount for Vehicle</b>			<b>41</b>				<b>144.57</b>
<b>(D) Revolving fund &amp; Temporary Advance</b>							
1	Revolving Fund to Offices(including Accounts Training centre)	Revolving Fund to Offices					33.60
		Revolving Fund to STC Offices					48.00
		Housekeeping fund for offices.					0.68
2	Temporary Advances - Others	(Building Rent, Water Charges, Postage/ Revenue Stamps, Contingencies etc)					7.71
		(Telephone and Sim hiring)					11.82
<b>Total RF/ Addl RF/ Temp Adv</b>							<b>101.80</b>
<b>(E) O&amp;M Purchase SEs (O&amp;M/ CC)</b>							
1	O&M Purchase SEs (O&M/ CC)						<b>60.00</b>
<b>Total O&amp;M Purchase SE(O&amp;M/CC)</b>							<b>60.00</b>
<b>TOTAL AMOUNT OF BUDGET</b>							<b>1038.53</b>

**BURHANPUR O&M CIRCLE**

**O&M Budget for the period 01.04.2017 to 31.03.2018**

**QT-4**

Sr	Item of Expenditure	Details for Calculations	No.of Offices	Resources per office	Type of Outsourced Resource	No. Of Person as per budget	Budget Allocation for FY 17-18 Rs in Lacs
<b>(A) Manpower Outsourcing</b>							
1	Substation Operations Outsourcing	Three person at each Sub station	36	3	Skilled	108	182.74
2	Additional Manpower for Distribution Centers	Nearly 4 persons per DC for 12 months for each DCs (except town DCs)	12	4	Unskilled	48	61.06
		Nearly 6 persons per DC for 12 months for each town DCs	2	6	Unskilled	12	15.26
3	Additional Manpower for HT Maintenance in City Dns	4 persons per month for 12 months	1	4	Unskilled	4	5.09
4	Additional Manpower for HT Maintenance in O&M Dns	5 unskilled persons per O&M Sub Dn	3	5	Unskilled	15	19.08
5	Ministerial Staff Outsourcing for DC	One Data Entry Operator at each DC for full year	14	1	Semi-Skilled	14	20.16
6	Data Entry Operators for O&M/ City/STM Dns/STC Dn	Two persons each City/ O&M/STM/ STC Dn	4	2	Semi-Skilled	8	11.52
7	Data Entry Operator Outsourcing at Nodal DCC Division	One Data Entry Operator at each Nodal DCC for full year	3	1	Semi-Skilled	3	4.32
8	Office Attendants Outsourcing at O & M Circle.	Services of peon at O&M Circles for full year	1	1	Semi-Skilled	1	1.27
<b>Total :Manpower Outsourcing</b>			<b>76</b>			<b>213</b>	<b>320.50</b>
<b>(B) Outsourcing of Other</b>							
1	Meter Reading and Bill Distribution Outsourcing	Approx 2000 Meeter Reading P.M. per Meter reader cum distributor	No. 64	Month 12	Type Unskilled		81.41
<b>Total :Outsourcing of Other Services</b>							<b>81.41</b>
<b>(C) Vehicle Hire</b>							
<b>Sr. No.</b>	<b>Office</b>	<b>Purpose</b>	<b>No. Of office/ Vehicle</b>	<b>Month</b>			<b>Amount</b>
1	Distribution Centers Incharge	All field work at DCs	14	12			49.39
2	HT Maintenance Incharge In City Dn	Field movement of HT maint.officer/staff	1	12			3.53
3	TSG Incharge	Field Movement of TSG Team	1	12			3.53
4	ASEs/EEs City Dns	Field movement of Division incharge	1	12			3.38
5	ASEs/EEs O&M Dns	Field movement of Division incharge	1	12			3.38
6	ASEs/EEs STM O&M Dns	Field movement of Division incharge	1	12			3.38
7	ASEs/EEs STC Dns	Field movement of Division incharge	1	12			3.38
8	ACE/SE O&M Circle	Field movement of ACE/SE	1	12			3.56
9	City Division not having Zones	One Utility Pickup vehicles per City Dn not Having Zone	1	12			3.53
10	City Division not having Zones	One LCV vehicles per city Dn not having Zones	1	12			4.36
11	City Division not having Zones	Two Auto Riksha for every City Dn not having Zones	2	12			2.88
12	Sub division falling under O&M Dns	One LCV Vehicle per O&M Sub Dns	3	12			13.07
13	HT Maintenance Sub Dn falling under City Dns not having Zones	One LCV vehicle per City Dn on 24 hrs round the clock duty basis	1	12			4.36
<b>Total: Amount for Vehicle Hiring</b>			<b>29</b>				<b>101.71</b>
<b>(D) Revolving fund &amp; Temporary Advance</b>							
1	Revolving Fund to Offices(including Accounts Training centre)	Revolving Fund to Offices					24.00
		Revolving Fund to STC Offices					27.00
		Housekeeping fund for offices.					0.40
2	Temporary Advances - Others	(Building Rent, Water Charges, Postage/ Revenue Stamps, Contingencies etc)					7.33
		(Telephone and Sim hiring)					10.87
<b>Total RF/ Addl RF/ Temp Adv</b>							<b>69.60</b>
<b>(E) O&amp;M Purchase SEs (O&amp;M/ CC)</b>							
1	O&M Purchase SEs (O&M/ CC)						<b>24.00</b>
<b>Total O&amp;M Purchase SE'(O&amp;M/CC)</b>							<b>24.00</b>
<b>TOTAL AMOUNT OF BUDGET</b>							<b>597.21</b>

**KHARGONE O&M CIRCLE**

**O&M Budget for the period 01.04.2017 to 31.03.2018**

**QT-5**

Sr	Item of Expenditure	Details for Calculations	No.of Offices	Resources per office	Type of Outsourced Resource	No. Of Person as per budget	Budget Allocation for FY 17-18 Rs in Lacs
<b>(A) Manpower Outsourcing</b>							
1	Substation Operations Outsourcing	Three person at each Sub station	107	3	Skilled	321	543.13
2	Additional Manpower for Distribution Centers	Nearly 4 persons per DC for 12 months for each DCs (except town DCs)	38	4	Unskilled	152	193.34
		Nearly 6 persons per DC for 12 months for each town DCs	7	6	Unskilled	42	53.42
3	Additional Manpower for HT Maintenance in O&M Dns	5 unskilled persons per O&M Sub Dn	9	5	Unskilled	45	57.24
4	Ministerial Staff Outsourcing for DC	One Data Entry Operator at each DC for full year	45	1	Semi-Skilled	45	64.80
5	Data Entry Operators for O&M/ City/STM Dns/STC Dn	Two persons each City/ O&M/STM/ STC Dn	6	2	Semi-Skilled	12	17.28
6	Data Entry Operator Outsourcing at Nodal DCC Division	One Data Entry Operator at each Nodal DCC for full year	5	1	Semi-Skilled	5	7.20
7	Office Attendants Outsourcing at O & M Circle.	Services of peon at O&M Circles for full year	1	1	Semi-Skilled	1	1.27
<b>Total :Manpower Outsourcing</b>			<b>218</b>			<b>623</b>	<b>937.69</b>
<b>(B) Outsourcing of Other</b>							
			No.	Month	Type		
1	Meter Reading and Bill Distribution Outsourcing	Approx 2000 Meeter Reading P.M. per Meter reader cum distributor	133	12	Unskilled		169.18
<b>Total :Outsourcing of Other Services</b>							<b>169.18</b>
<b>(C) Vehicle Hire</b>							
Sr. No.	Office	Purpose	No. Of office/ Vehicle	Month			Amount
1	Distribution Centers Incharge	All field work at DCs	45	12			158.76
2	TSG Incharge	Field Movement of TSG Team	1	12			3.53
3	ASEs/EEs O&M Dns	Field movement of Division incharge	4	12			13.51
4	ASEs/EEs STM O&M Dns	Field movement of Division incharge	1	12			3.38
5	ASEs/EEs STC Dns	Field movement of Division incharge	1	12			3.38
6	ACE/SE O&M Circle	Field movement of ACE/SE	1	12			3.56
7	Sub division falling under O&M Dns	One LCV Vehicle per O&M Sub Dns	9	12			39.20
<b>Total: Amount for Vehicle Hiring</b>			<b>62</b>				<b>225.32</b>
<b>(D) Revolving fund &amp; Temporary Advance</b>							
1	Revolving Fund to Offices(including Accounts Training centre)	Revolving Fund to Offices					33.00
		Revolving Fund to STC Offices					48.00
		Housekeeping fund for offices.					1.28
2	Temporary Advances - Others	(Building Rent, Water Charges, Postage/ Revenue Stamps, Contingencies etc)					15.24
		(Telephone and Sim hiring)					30.73
<b>Total RF/ Addl RF/ Temp Adv</b>							<b>128.25</b>
<b>(E) O&amp;M Purchase SEs (O&amp;M/ CC)</b>							
1	O&M Purchase SEs (O&M/ CC)						<b>48.00</b>
<b>Total O&amp;M Purchase SE'(O&amp;M/CC)</b>							<b>48.00</b>
<b>TOTAL AMOUNT OF BUDGET</b>							<b>1508.44</b>

**BARWANI O&M CIRCLE**

**O&M Budget for the period 01.04.2017 to 31.03.2018**

**QT-6**

Sr	Item of Expenditure	Details for Calculations	No. of Offices	Resources per office	Type of Outsourced Resource	No. Of Person	Budget Allocation for FY 17-18 Rs in Lacs
<b>(A) Manpower Outsourcing</b>							
1	Substation Operations Outsourcing	Three person at each Sub station	63	3	Skilled	189	319.79
2	Additional Manpower for Distribution Centers	Nearly 4 persons per DC for 12 months for each DCs (except town DCs)	14	4	Unskilled	56	71.23
		Nearly 6 persons per DC for 12 months for each town DCs	4	6	Unskilled	24	30.53
3	Additional Manpower for HT Maintenance in O&M Dns	5 unskilled persons per O&M Sub Dn	4	5	Unskilled	20	25.44
4	Ministerial Staff Outsourcing for DC	One Data Entry Operator at each DC for full year	18	1	Semi-Skilled	18	25.92
5	Data Entry Operators for O&M/ City/STM Dns/STC Dn	Two persons each City/ O&M/STM/ STC Dn	4	2	Semi-Skilled	8	11.52
6	Data Entry Operator Outsourcing at Nodal DCC Division	One Data Entry Operator at each Nodal DCC for full year	3	1	Semi-Skilled	3	4.32
7	Office Attendants Outsourcing at O & M Circle.	Services of peon at O&M Circles for full year	1	1	Semi-Skilled	1	1.27
<b>Total :Manpower Outsourcing</b>			<b>111</b>			<b>319</b>	<b>490.02</b>
<b>(B) Outsourcing of Other</b>							
			No.	Month	Type		
1	Meter Reading and Bill Distribution Outsourcing	Approx 2000 Meeter Reading P.M. per Meter reader cum distributor	96	12	Unskilled		122.11
<b>Total :Outsourcing of Other Services</b>							<b>122.11</b>
<b>(C) Vehicle Hire</b>							
Sr. No.	Office	Purpose	No. Of office/ Vehicle	Month			Amount
1	Distribution Centers Incharge	All field work at DCs	18	12			63.50
2	TSG Incharge	Field Movement of TSG Team	2	12			7.06
3	ASEs/EEs O&M Dns	Field movement of Division incharge	2	12			6.76
4	ASEs/EEs STM O&M Dns	Field movement of Division incharge	1	12			3.38
5	ASEs/EEs STC Dns	Field movement of Division incharge	1	12			3.38
6	ACE/SE O&M Circle	Field movement of ACE/SE	1	12			3.56
7	Sub division falling under O&M Dns	One LCV Vehicle per O&M Sub Dns	4	12			17.42
<b>Total: Amount for Vehicle Hiring</b>			<b>29</b>				<b>105.05</b>
<b>(D) Revolving fund &amp; Temporary Advance</b>							
1	Revolving Fund to Offices(including Accounts Training centre)	Revolving Fund to Offices					24.00
		Revolving Fund to STC Offices					48.00
		Housekeeping fund for offices.					0.53
2	Temporary Advances - Others	(Building Rent, Water Charges, Postage/ Revenue Stamps, Contingencies etc)					8.08
		(Telephone and Sim hiring)					12.77
<b>Total RF/ Addl RF/ Temp Adv</b>							<b>93.38</b>
<b>(E) O&amp;M Purchase SEs (O&amp;M/ CC)</b>							
1	O&M Purchase SEs (O&M/ CC)						24.00
<b>Total O&amp;M Purchase SE'(O&amp;M/CC)</b>							<b>24.00</b>
<b>TOTAL AMOUNT OF BUDGET</b>							<b>834.56</b>

**DHAR O&M CIRCLE**

**O&M Budget for the period 01.04.2017 to 31.03.2018**

**QT-7**

Sr	Item of Expenditure	Details for Calculations	No.of Offices	Resources per office	Type of Outsourced Resource	No. Of Person as per budget	Budget Allocation for FY 17-18 Rs in Lacs
<b>(A) Manpower Outsourcing</b>							
1	Substation Operations Outsourcing	Three person at each Sub station	109	3	Skilled	327	553.28
2	Additional Manpower for Distribution Centers	Nearly 4 persons per DC for 12 months for each DCs (except town DCs)	29	4	Unskilled	116	147.55
		Nearly 6 persons per DC for 12 months for each town DCs	5	6	Unskilled	30	38.16
3	Additional Manpower for HT Maintenance in O&M Dns	5 unskilled persons per O&M Sub Dn	8	5	Unskilled	40	50.88
4	Ministerial Staff Outsourcing for DC	One Data Entry Operator at each DC for full year	34	1	Semi-Skilled	34	48.96
5	Data Entry Operators for O&M/ City/STM Dns/STC Dn	Two persons each City/ O&M/STM/ STC Dn	7	2	Semi-Skilled	14	20.16
6	Data Entry Operator Outsourcing at Nodal DCC Division	One Data Entry Operator at each Nodal DCC for full year	6	1	Semi-Skilled	6	8.64
7	Office Attendants Outsourcing at O & M Circle.	Services of peon at O&M Circles for full year	1	1	Semi-Skilled	1	1.27
<b>Total :Manpower Outsourcing</b>			<b>199</b>			<b>568</b>	<b>868.91</b>
<b>(B) Outsourcing of Other</b>							
			No.	Month	Type		
1	Meter Reading and Bill Distribution Outsourcing	Approx 2000 Meeter Reading P.M. per Meter reader cum distributor	148	12	Unskilled		188.26
<b>Total :Outsourcing of Other Services</b>							<b>188.26</b>
<b>(C) Vehicle Hire</b>							
Sr. No.	Office	Purpose	No. Of office/ Vehicle	Month			Amount
1	Distribution Centers Incharge	All field work at DCs	34	12			119.95
2	TSG Incharge	Field Movement of TSG Team	3	12			10.58
3	ASEs/EEs O&M Dns	Field movement of Division incharge	5	12			16.89
4	ASEs/EEs STM O&M Dns	Field movement of Division incharge	1	12			3.38
5	ASEs/EEs STC Dns	Field movement of Division incharge	1	12			3.38
6	ACE/SE O&M Circle	Field movement of ACE/SE	1	12			3.56
7	Sub division running under O&M Dns	One LCV Vehicle per O&M Sub Dns	8	12			34.85
<b>Total Amount for Vehicle Hiring</b>			<b>53</b>				<b>192.59</b>
<b>(D) Revolving fund &amp; Temporary Advance</b>							
1	Revolving Fund to Offices(including Accounts Training centre)	Revolving Fund to Offices					33.00
		Revolving Fund to STC Offices					60.00
		Housekeeping fund for offices.					0.97
2	Temporary Advances - Others	(Building Rent, Water Charges, Postage/ Revenue Stamps, Contingencies etc)					14.11
		(Telephone and Sim hiring)					27.90
<b>Total RF/ Addl RF/ Temp Adv</b>							<b>135.97</b>
<b>(E) O&amp;M Purchase SEs (O&amp;M/ CC)</b>							
1	O&M Purchase SEs (O&M/ CC)						48.00
<b>Total O&amp;M Purchase SE'(O&amp;M/CC)</b>							<b>48.00</b>
<b>TOTAL AMOUNT OF BUDGET</b>							<b>1433.72</b>

**JAHABUA O&M CIRCLE**

**O&M Budget for the period 01.04.2017 to 31.03.2018**

**QT-8**

Sr	Item of Expenditure	Details for Calculations	No.of Offices	Resources per office	Type of Outsourced Resource	No. Of Person as per budget	Budget Allocation for FY 17-18 Rs in Lacs
<b>(A) Manpower Outsourcing</b>							
1	Substation Operations Outsourcing	Three person at each Sub station	42	3	Skilled	126	213.19
2	Additional Manpower for Distribution Centers	Nearly 4 persons per DC for 12 months for each DCs (except town DCs)	18	4	Unskilled	72	91.58
		Nearly 6 persons per DC for 12 months for each town DCs	2	6	Unskilled	12	15.26
3	Additional Manpower for HT Maintenance in O&M Dns	5 unskilled persons per O&M Sub Dn	3	5	Unskilled	15	19.08
4	Ministerial Staff Outsourcing for DC	One Data Entry Operator at each DC for full year	20	1	Semi-Skilled	20	28.80
5	Data Entry Operators for O&M/ City/STM Dns/STC Dn	Two persons each City/ O&M/STM/ STC Dn	3	2	Semi-Skilled	6	8.64
6	Data Entry Operator Outsourcing at Nodal DCC Division	One Data Entry Operator at each Nodal DCC for full year	3	1	Semi-Skilled	3	4.32
7	Office Attendants Outsourcing at O & M Circle.	Services of peon at O&M Circles for full year	1	1	Semi-Skilled	1	1.27
<b>Total :Manpower Outsourcing</b>			<b>92</b>			<b>255</b>	<b>382.15</b>
<b>(B) Outsourcing of Other</b>							
			No.	Month	Type		
1	Meter Reading and Bill Distribution Outsourcing	Approx 2000 Meeter Reading P.M. per Meter reader cum distributor	114	12	Unskilled		145.01
<b>Total :Outsourcing of Other Services</b>							<b>145.01</b>
<b>(C) Vehicle Hire</b>							
Sr. No.	Office	Purpose	No. Of office/ Vehicle	Month			Amount
1	Distribution Centers Incharge	All field work at DCs	20	12			70.56
2	TSG Incharge	Field Movement of TSG Team	2	12			7.06
3	ASEs/EEs O&M Dns	Field movement of Division incharge	2	12			6.76
4	ASEs/EEs STM O&M Dns	Field movement of Division incharge	1	12			3.38
5	ACE/SE O&M Circle	Field movement of ACE/SE	1	12			3.56
6	Sub division falling under O&M Dns	One LCV Vehicle per O&M Sub Dns	3	12			13.07
<b>Total: Amount for Vehicle Hiring</b>			<b>29</b>				<b>104.38</b>
<b>(D) Revolving fund &amp; Temporary Advance</b>							
1	Revolving Fund to Offices(including Accounts)	Revolving Fund to Offices					24.00
		Housekeeping fund for offices.					0.56
2	Temporary Advances - Others	(Building Rent, Water Charges, Postage/ Revenue Stamps, Contingencies etc)					8.65
		(Telephone and Sim hiring)					14.18
<b>Total RF/ Addl RF/ Temp Adv</b>							<b>47.39</b>
<b>(E) O&amp;M Purchase SEs (O&amp;M/ CC)</b>							
1	O&M Purchase SEs (O&M/ CC)						36.00
<b>Total O&amp;M Purchase SE'(O&amp;M/CC)</b>							<b>36.00</b>
<b>TOTAL AMOUNT OF BUDGET</b>							<b>714.92</b>

**UJJAIN O&M CIRCLE**

**O&M Budget for the period 01.04.2017 to 31.03.2018**

**QT-9**

Sr	Item of Expenditure	Details for Calculations	No. of Offices	Resources per office	Type of Outsourced Resource	No. Of Person as per budget	Budget Allocation for FY 17-18 Rs in Lacs
<b>(A) Manpower Outsourcing</b>							
1	Substation Operations Outsourcing	Three person at each Sub station	157	3	Skilled	471	796.93
2	Additional Manpower for Distribution Centers	Nearly 4 persons per DC for 12 months for each DCs (except town DCs)	30	4	Unskilled	120	152.64
		Nearly 6 persons per DC for 12 months for each town DCs	5	6	Unskilled	30	38.16
3	Additional Manpower for City Zones	Maximum 16 unskilled persons per zone	9	16	Unskilled	144	183.17
4	Additional Manpower for HT Maintenance in City Dns	Maximum 6 unskilled persons per O&M Dn	2	6	Unskilled	12	15.26
5	Additional Manpower for HT Maintenance in O&M Dns	5 unskilled persons per O&M Sub Dn	10	5	Unskilled	50	63.60
6	Ministerial Staff Outsourcing for DC	One Data Entry Operator at each DC for full year	35	1	Semi-Skilled	35	50.40
7	Data Entry Operators for O&M/ City/STM Dns/STC Dn	Two persons each City/ O&M/STM/ STC Dn	10	2	Semi-Skilled	20	28.80
8	Ministerial Staff Outsourcing for Zones	One DEO per Zone	9	1	Semi-Skilled	9	12.96
9	Data Entry Operator Outsourcing at Nodal DCC Division	One Data Entry Operator at each Nodal DCC for full year	8	1	Semi-Skilled	8	11.52
10	Office Attendants Outsourcing at O & M Circle.	Services of peon at O&M Circles for full year	1	1	Semi-Skilled	1	1.27
<b>Total :Manpower Outsourcing</b>			<b>276</b>			<b>900</b>	<b>1354.72</b>
<b>(B) Outsourcing of Other</b>							
			No.	Month	Type		
1	Meter Reading and Bill Distribution Outsourcing	Approx 2000 Meeter Reading P.M. per Meter reader cum distributor	176	12	Unskilled		223.87
<b>Total :Outsourcing of Other Services</b>							<b>223.87</b>
<b>(C) Vehicle Hire</b>							
Sr. No.	Office	Purpose	No. Of office/ Vehicle	Month			Amount
1	Distribution Centers Incharge	All field work at DCs	35	12			123.48
2	City Zone Incharge	Field Movement of Zone incharge	9	12			31.75
3	HT Maintenance Incharge In City Dn	Field movement of HT maint.officer/staff	2	12			7.06
4	TSG Incharge	Field Movement of TSG Team	4	12			14.11
5	ASEs/EEs City Dns	Field movement of Division incharge	2	12			6.76
5	ASEs/EEs O&M Dns	Field movement of Division incharge	5	12			16.89
6	ASEs/EEs STM O&M Dns	Field movement of Division incharge	1	12			3.38
7	ASEs/EEs STC Dns	Field movement of Division incharge	2	12			6.76
8	ACE/SE O&M Circle	Field movement of ACE/SE	1	12			3.56
9	City Zones	One LCV vehicle for every Zone on 24 Hrs the Clock duty basis	9	12			39.20
10	City Zones	One Auto Riksha for every Zone	9	12			12.96
11	HT Maintence Sub Dn falling under City Dns having Zones	One LCV Vehicle per O&M Sub Dns	2	12			8.71
12	Sub division falling under O&M Dns	One LCV Vehicle per O&M Sub Dns	10	12			43.56
<b>Total: Amount for Vehicle Hiring</b>			<b>91</b>				<b>318.17</b>
<b>(D) Revolving fund &amp; Temporary Advance</b>							
1	Revolving Fund to Offices(including Accounts Training centre)	Revolving Fund to Offices					45.60
		Revolving Fund to STC Offices					117.00
		Housekeeping fund for offices.					1.35
2	Temporary Advances - Others	(Building Rent, Water Charges, Postage/ Revenue Stamps, Contingencies etc)					7.90
		(Telephone and Sim hiring)					12.29
<b>Total RF/ Addl RF/ Temp Adv</b>							<b>184.14</b>
<b>(E) O&amp;M Purchase SEs (O&amp;M/ CC)</b>							
1	O&M Purchase SEs (O&M/ CC)						60.00
<b>Total O&amp;M Purchase SE'(O&amp;M/CC)</b>							<b>60.00</b>
<b>TOTAL AMOUNT OF BUDGET</b>							<b>2140.90</b>

**DEWAS O&M CIRCLE**  
**O&M Budget for the period 01.04.2017 to 31.03.2018** **QT-10**

Sr	Item of Expenditure	Details for Calculations	No. of Offices	Resources per office	Type of Outsourced Resource	No. Of Person as per budget	Budget Allocation of FY 17-18 Rs in Lacs
<b>(A) Manpower Outsourcing</b>							
1	Substation Operations Outsourcing	Three person at each Sub station	115	3	Skilled	345	583.74
2	Additional Manpower for Distribution Centers	Nearly 4 persons per DC for 12 months for each DCs (except town DCs)	26	4	Unskilled	104	132.29
		Nearly 6 persons per DC for 12 months for each town DCs	5	6	Unskilled	30	38.16
3	Additional Manpower for City Zones	Nearly 16 persons per Zone for 12 months	4	16	Unskilled	64	81.41
4	Additional Manpower for HT Maintenance in City Dns	6 persons per Dn per month for 12 months	1	6	Unskilled	6	7.63
5	Additional Manpower for HT Maintenance in O&M Dns	5 unskilled persons per O&M Sub Dn	8	5	Unskilled	40	50.88
6	Ministerial Staff Outsourcing for DC	One Data Entry Operator at each DC for full year	31	1	Semi-Skilled	31	44.64
7	Ministerial Staff Outsourcing for Zones	One DEO per Zone	4	1	Semi-Skilled	4	5.76
8	Data Entry Operators for O&M/ City/STM Dns/STC Dn	Two persons each City/ O&M/STM/ STC Dn	6	2	Semi-Skilled	12	17.28
9	Data Entry Operator Outsourcing at Nodal DCC Division	One Data Entry Operator at each Nodal DCC for full year	6	1	Semi-Skilled	6	8.64
10	Office Attendants Outsourcing at O & M Circle.	Services of peon at O&M Circles for full year	1	1	Semi-Skilled	1	1.27
<b>Total :Manpower Outsourcing</b>			<b>207.00</b>			<b>643.00</b>	<b>971.70</b>
<b>(B) Outsourcing of Other</b>							
			No.	Month	Type		
1	Meter Reading and Bill Distribution Outsourcing	Approx 2000 Meeter Reading P.M. per Meter reader cum distributor	123	12	Unskilled		156.46
<b>Total :Outsourcing of Other Services</b>							<b>156.46</b>
<b>(C) Vehicle Hire</b>							
Sr. No.	Office	Purpose	No. Of Vehicle	Month			Amount
1	Distribution Centers Incharge	All field work at DCs	31	12			109.37
2	City Zone Incharge	Field Movement of Zone incharge	4	12			14.11
3	HT Maintenance Incharge In City Dn	Field movement of HT maint.officer/staff	1	12			3.53
4	TSG Incharge	Field Movement of TSG Team	3	12			10.58
5	ASEs/EEs City Dns	Field movement of Division incharge	1	12			3.38
6	ASEs/EEs O&M Dns	Field movement of Division incharge	4	12			13.51
7	ASEs/EEs STM O&M Dns	Field movement of Division incharge	1	12			3.38
8	ACE/SE O&M Circle	Field movement of ACE/SE	1	12			3.56
9	City Zones	One LCV vehicle for every zone on 24 Hrs the clock duty basis	4	12			17.42
10	City Zones	One Auto Riksha for every Zone	4	12			5.76
11	Sub division falling under O&M Dns	One LCV Vehicle per O&M Sub Dns	8	12			34.85
12	HT Maintence Sub Dn falling under City Dns having Zones	One LCV vehicle per City Dn on 24 hrs round the clock duty basis	1	12			4.36
<b>Total: Amount for Vehicle Hiring</b>			<b>63</b>				<b>223.81</b>
<b>(D) Revolving fund &amp; Temporary Advance</b>							
1	Revolving Fund to Offices(including Accounts)	Revolving Fund to Offices Housekeeping fund for offices.					33.00 1.05
2	Temporary Advances - Others	(Building Rent, Water Charges, Postage/ Revenue Stamps, Contingencies etc) (Telephone and Sim hiring)					6.58 8.98
<b>Total RF/ Addl RF/ Temp Adv</b>							<b>49.61</b>
<b>(E) O&amp;M Purchase SEs (O&amp;M/ CC)</b>							
1	O&M Purchase SEs (O&M/ CC)						48.00
<b>Total O&amp;M Purchase SE'(O&amp;M/CC)</b>							<b>48.00</b>
<b>TOTAL AMOUNT OF BUDGET</b>							<b>1449.57</b>



**SHAJAPUR O&M CIRCLE**

**O&M Budget for the period 01.04.2017 to 31.03.2018**

**QT-11**

Sr	Item of Expenditure	Details for Calculations	No.of Offices	Resources per office	Type of Outsourced Resource	No. Of Person as per budget	Budget Allocation for FY 17-18 Rs in Lacs
<b>(A) Manpower Outsourcing</b>							
1	Substation Operations Outsourcing	Three person at each Sub station	83	3	Skilled	249	421.31
2	Additional Manpower for Distribution Centers	Nearly 4 persons per DC for 12 months for each DCs (except town DCs)	20	4	Unskilled	80	101.76
		Nearly 6 persons per DC for 12 months for each town DCs	2	6	Unskilled	12	15.26
3	Additional Manpower for HT Maintenance in O&M Dns	5 unskilled persons per O&M Sub Dn	7	5	Unskilled	35	44.52
4	Ministerial Staff Outsourcing for DC	One Data Entry Operator at each DC for full year	22	1	Semi-Skilled	22	31.68
5	Data Entry Operators for O&M/ City/STM Dns/STC Dn	Two persons each City/ O&M/STM/ STC Dn	4	2	Semi-Skilled	8	11.52
6	Data Entry Operator Outsourcing at Nodal DCC Division	One Data Entry Operator at each Nodal DCC for full year	3	1	Semi-Skilled	3	4.32
7	Office Attendants Outsourcing at O & M Circle.	Services of peon at O&M Circles for full year	1	1	un-Skilled	1	1.27
<b>Total :Manpower Outsourcing</b>						<b>410.00</b>	<b>631.64</b>
<b>Tota Vehicles Amount</b>							<b>#REF!</b>
<b>(B) Outsourcing of Other</b>							
			No.	Month	Type		
1	Meter Reading and Bill Distribution Outsourcing	Approx 2000 Meeter Reading P.M. per Meter reader cum distributor	68	12	Unskilled		86.50
<b>Total :Outsourcing of Other Services</b>							<b>86.50</b>
<b>(C) Vehicle Hire</b>							
Sr. No.	Office	Purpose	No. Of Vehicle	Month			Amount
1	Distribution Centers Incharge	All field work at DCs	22	12			77.62
2	TSG Incharge	Field Movement of TSG Team	2	12			7.06
3	ASEs/EEs O&M Dns	Field movement of Division incharge	2	12			6.76
4	ASEs/EEs STM O&M Dns	Field movement of Division incharge	1	12			3.38
5	ASEs/EEs STC Dns	Field movement of Division incharge	1	12			3.38
6	ACE/SE O&M Circle	Field movement of ACE/SE	1	12			3.56
7	Sub division falling under O&M Dns	One LCV Vehicle per O&M Sub Dns	7	12			30.49
<b>Total: Amount for Vehicle Hiring</b>			<b>36</b>				<b>132.23</b>
<b>(D) Revolving fund &amp; Temporary Advance</b>							
1	Revolving Fund to Offices(including Accounts Training centre)	Revolving Fund to Offices					24.00
		Revolving Fund to STC Offices					78.00
		Housekeeping fund for offices.					0.61
2	Temporary Advances - Others	(Building Rent, Water Charges, Postage/ Revenue Stamps, Contingencies etc)					6.95
		(Telephone and Sim hiring)					9.93
<b>Total RF/ Addl RF/ Temp Adv</b>							<b>119.49</b>
<b>(E) O&amp;M Purchase SEs (O&amp;M/ CC)</b>							
1	O&M Purchase SEs (O&M/ CC)						36.00
<b>Total O&amp;M Purchase SE'(O&amp;M/CC)</b>							<b>36.00</b>
<b>TOTAL AMOUNT OF BUDGET</b>							<b>1005.87</b>

**RATLAM O&M CIRCLE**

**O&M Budget for the period 01.04.2017 to 31.03.2018**

**QT-12**

Sr	Item of Expenditure	Details for Calculations	No.of Offices	Resources per office	Type of Outsourced Resource	No. Of Person as per budget	Budget Allocation for FY 17-18 Rs in Lacs
<b>(A) Manpower Outsourcing</b>							
1	Substation Operations Outsourcing	Three person at each Sub station	85	3	Skilled	255	431.46
2	Additional Manpower for City Zones	Nearly 16 persons per Zone for 12 months	3	16	Unskilled	48	61.06
3	Additional Manpower for Distribution Centers	Nearly 4 persons per DC for 12 months for each DCs (except town DCs)	23	4	Unskilled	92	117.02
		Nearly 6 persons per DC for 12 months for each town DCs	3	6	Unskilled	18	22.90
4	Additional Manpower for HT Maintenance in City Dns	4 persons per month for 12 months	1	4	Unskilled	4	5.09
5	Additional Manpower for HT Maintenance in O&M Dns	5 unskilled persons per O&M Sub Dn	6	5	Unskilled	30	38.16
6	Ministerial Staff Outsourcing for DC	One Data Entry Operator at each DC for full year	26	1	Semi-Skilled	26	37.44
7	Ministerial Staff Outsourcing for Zones	One DEO per Zone	3	1	Semi-Skilled	3	4.32
8	Data Entry Operators for O&M/ City/STM Dns/STC Dn	Two persons each City/ O&M/STM/ STC Dn	5	2	Semi-Skilled	10	14.40
9	Data Entry Operator Outsourcing at Nodal DCC Division	One Data Entry Operator at each Nodal DCC for full year	5	1	Semi-Skilled	5	7.20
10	Office Attendants Outsourcing at O & M Circle.	Services of peon at O&M Circles for full year	1	1	Semi-Skilled	1	1.27
<b>Total :Manpower Outsourcing</b>			<b>161.00</b>			<b>492.00</b>	<b>740.32</b>
<b>(B) Outsourcing of Other</b>							
1	Meter Reading and Bill Distribution Outsourcing	Approx 2000 Meeter Reading P.M. per Meter reader cum distributor	132	12	Unskilled		167.90
<b>Total :Outsourcing of Other Services</b>							<b>167.90</b>
<b>(C) Vehicle Hire</b>							
<b>Sr. No.</b>	<b>Office</b>	<b>Purpose</b>	<b>No. Of Vehicle</b>	<b>Month</b>			<b>Amount</b>
1	City Zone Incharge	Field Movement of Zone incharge	3	12			10.584
1	Distribution Centers Incharge	All field work at DCs	26	12			91.73
2	HT Maintenance Incharge In City Dn	Field movement of HT maint.officer/staff	1	12			3.53
3	TSG Incharge	Field Movement of TSG Team	2	12			7.06
4	ASEs/EEs City Dns	Field movement of Division incharge	1	12			3.38
5	ASEs/EEs O&M Dns	Field movement of Division incharge	3	12			10.13
6	ASEs/EEs STM O&M Dns	Field movement of Division incharge	1	12			3.38
7	ACE/SE O&M Circle	Field movement of ACE/SE	1	12			3.56
8	City Zones	One LCV vehicle for every Zone on 24 Hrs the Clock duty basis	3	12			13.07
9	City Zones	One Auto Riksha for every Zone	3	12			4.32
10	HT Maintenance Sub Dn falling under City Dns having Zones	One LCV vehicle per City Dn on 24 hrs round the clock duty basis	1	12			4.36
11	Sub division falling under O&M Dns	One LCV Vehicle per O&M Sub Dns	6	12			26.14
<b>Total: Amount for Vehicle Hiring</b>			<b>51</b>				<b>181.22</b>
<b>(D) Revolving fund &amp; Temporary Advance</b>							
1	Revolving Fund to Offices(including Accounts Training centre)	Revolving Fund to Offices					33.00
		Housekeeping fund for offices.					0.85
2	Temporary Advances - Others	(Building Rent, Water Charges, Postage/ Revenue Stamps, Contingencies etc)					6.20
		(Telephone and Sim hiring)					8.04
<b>Total RF/ Addl RF/ Temp Adv</b>							<b>48.09</b>
<b>(E) O&amp;M Purchase SEs (O&amp;M/ CC)</b>							
1	O&M Purchase SEs (O&M/ CC)						48.00
<b>Total O&amp;M Purchase SE'(O&amp;M/CC)</b>							<b>48.00</b>
<b>TOTAL AMOUNT OF BUDGET</b>							<b>1185.53</b>

**AAGAR O&M CIRCLE**

**O&M Budget for the period 01.04.2017 to 31.03.2018**

**QT-13**

Sr	Item of Expenditure	Details for Calculations	No.of Offices	Resources per office	Type of Outsourced Resource	No. Of Person as per budget	Budget Allocation for FY 17-18 Rs in Lacs
<b>(A) Manpower Outsourcing</b>							
1	Substation Operations Outsourcing	Three person at each Sub station	31	3	Skilled	93	157.36
2	Additional Manpower for Distribution Centers	Nearly 4 persons per DC for 12 months for each DCs (except town DCs)	6	4	Unskilled	24	30.53
		Nearly 6 persons per DC for 12 months for each town DCs	4	6	Unskilled	24	30.53
3	Additional Manpower for HT Maintenance in O&M Dns	5 unskilled persons per O&M Sub Dn	2	5	Unskilled	10	12.72
4	Additional Data Entry Operator for Circle office	3 No. Semi skilled DEO for Circle	1	3	Semi-Skilled	3	4.32
5	Ministerial Staff Outsourcing for DC	One Data Entry Operator at each DC for full year	10	1	Semi-Skilled	10	14.40
6	Data Entry Operators for O&M/ City/STM Dns/STC Dn	Two persons each City/ O&M/STM/ STC Dn	2	2	Semi-Skilled	4	5.76
7	Data Entry Operator Outsourcing at Nodal DCC Division	One Data Entry Operator at each Nodal DCC for full year	3	1	Semi-Skilled	3	4.32
8	Office Attendants Outsourcing at O & M Circle.	Services of peon at O&M Circles for full year	1	1	un-Skilled	1	1.27
<b>Total :Manpower Outsourcing</b>						<b>172.00</b>	<b>261.20</b>
<b>(B) Outsourcing of Other</b>							
			No.	Month	Type		
1	Meter Reading and Bill Distribution Outsourcing	Approx 2000 Meeter Reading P.M. per Meter reader cum distributor	40	12	Unskilled		50.88
<b>Total :Outsourcing of Other Services</b>							<b>50.88</b>
<b>(C) Vehicle Hire</b>							
Sr. No.	Office	Purpose	No. Of Vehicle	Month			Amount
1	Distribution Centers Incharge	All field work at DCs	10	12			35.28
2	TSG Incharge	Field Movement of TSG Team	1	12			3.53
3	ASEs/EEs O&M Dns	Field movement of Division incharge	2	12			6.76
4	ACE/SE O&M Circle	Field movement of ACE/SE	1	12			3.56
5	Sub division falling under O&M Dns	One LCV Vehicle per O&M Sub Dns	2	12			8.71
<b>Total: Amount for Vehicle Hiring</b>			<b>16</b>				<b>57.83</b>
<b>(D) Revolving fund &amp; Temporary Advance</b>							
1	Revolving Fund to Offices(including Accounts Training centre)	Revolving Fund to Offices					18.00
		Housekeeping fund for offices.					0.32
2	Temporary Advances - Others	(Building Rent, Water Charges, Postage/ Revenue Stamps, Contingencies etc) (Telephone and Sim hiring)					4.88 4.73
<b>Total RF/ Addl RF/ Temp Adv</b>							<b>27.93</b>
<b>(E) O&amp;M Purchase SEs (O&amp;M/ CC)</b>							
1	O&M Purchase SEs (O&M/ CC)						24.00
<b>Total O&amp;M Purchase SE'(O&amp;M/CC)</b>							<b>24.00</b>
<b>TOTAL AMOUNT OF BUDGET</b>							<b>421.85</b>

**MANDSAUR O&M CIRCLE**

**O&M Budget for the period 01.04.2017 to 31.03.2018**

**QT-14**

Sr	Item of Expenditure	Details for Calculations	No.of Offices	Resources per office	Type of Outsourced Resource	No. Of Person as per budget	Budget Allocation for FY 2017-18 Rs in Lacs
<b>(A) Manpower Outsourcing</b>							
1	Substation Operations Outsourcing	Three person at each Sub station	93	3	Skilled	279	472.07
2	Additional Manpower for Distribution Centers	Nearly 4 persons per DC for 12 months for each DCs (except town DCs)	34	4	Unskilled	136	172.99
		Nearly 6 persons per DC for 12 months for each town DCs	6	6	Unskilled	36	45.79
3	Additional Manpower for HT Maintenance in O&M Dns	5 unskilled persons per O&M Sub Dn	7	5	Unskilled	35	44.52
4	Ministerial Staff Outsourcing for DC	One Data Entry Operator at each DC for full year	40	1	Semi-Skilled	40	57.60
5	Data Entry Operators for O&M/ City/STM Dns/STC Dn	Two persons each City/ O&M/STM/ STC Dn	6	2	Semi-Skilled	12	17.28
6	Data Entry Operator Outsourcing at Nodal DCC Division	One Data Entry Operator at each Nodal DCC for full year	5	1	Semi-Skilled	5	7.20
7	Office Attendants Outsourcing at O & M Circle.	Services of peon at O&M Circles for full year	1	1	Un-Skilled	1	1.27
<b>Total :Manpower Outsourcing</b>			<b>192.00</b>			<b>544.00</b>	<b>818.72</b>
<b>(B) Outsourcing of Other</b>							
			No.	Month	Type		
1	Meter Reading and Bill Distribution Outsourcing	Approx 2000 Meeter Reading P.M. per Meter reader cum distributor	124	12	Unskilled		157.73
<b>Total :Outsourcing of Other Services</b>							<b>157.73</b>
<b>(C) Vehicle Hire</b>							
Sr. No.	Office	Purpose	No. Of Vehicle	Month			Amount
1	Distribution Centers Incharge	All field work at DCs	40	12			141.12
2	TSG Incharge	Field Movement of TSG Team	2	12			7.06
3	ASEs/EEs O&M Dns	Field movement of Division incharge	4	12			13.51
4	ASEs/EEs STM O&M Dns	Field movement of Division incharge	1	12			3.38
5	ASEs/EEs STC Dns	Field movement of Division incharge	1	12			3.38
6	ACE/SE O&M Circle	Field movement of ACE/SE	1	12			3.56
7	Sub division falling under O&M Dns	One LCV Vehicle per O&M Sub Dns	7	12			30.49
<b>Total: Amount for Vehicle Hiring</b>			<b>56</b>				<b>202.49</b>
<b>(D) Revolving fund &amp; Temporary Advance</b>							
1	Revolving Fund to Offices(including Accounts Training centre)	Revolving Fund to Offices					33.00
		Revolving Fund to STC Offices					54.00
		Housekeeping fund for offices.					1.14
2	Temporary Advances - Others	(Building Rent, Water Charges, Postage/ Revenue Stamps, Contingencies etc)					6.58
		(Telephone and Sim hiring)					8.98
<b>Total RF/ Addl RF/ Temp Adv</b>							<b>103.70</b>
<b>(E) O&amp;M Purchase SEs (O&amp;M/ CC)</b>							
1	O&M Purchase SEs (O&M/ CC)						36.00
<b>Total O&amp;M Purchase SE'(O&amp;M/CC)</b>							<b>36.00</b>
<b>TOTAL AMOUNT OF BUDGET</b>							<b>1318.65</b>

**NEEMUCH O&M CIRCLE**

**O&M Budget for the period 01.04.2017 to 31.03.2018**

**QT-15**

Sr	Item of Expenditure	Details for Calculations	No. of Offices	Resources per office	Type of Outsourced Resource	No. Of Person as per previous year budget	Budget Allocation for FY 17-18 Rs in Lacs
<b>(A) Manpower Outsourcing</b>							
1	Substation Operations Outsourcing	Three person at each Sub station	62	3	Skilled	186	314.71
2	Additional Manpower for Distribution Centers	Nearly 4 persons per DC for 12 months for each DCs (except town DCs)	23	4	Unskilled	92	117.02
		Nearly 6 persons per DC for 12 months for each town DCs	3	6	Unskilled	18	22.90
3	Additional Manpower for HT Maintenance in O&M Dns	5 unskilled persons per O&M Sub Dn	3	5	Unskilled	15	19.08
4	Ministerial Staff Outsourcing for DC	One Data Entry Operator at each DC for full year	26	1	Semi-Skilled	26	37.44
5	Data Entry Operators for O&M/ City/STM Dns/STC Dn	Two persons each City/ O&M/STM/ STC Dn	5	2	Semi-Skilled	10	14.40
6	Data Entry Operator Outsourcing at Nodal DCC Division	One Data Entry Operator at each Nodal DCC for full year	4	1	Semi-Skilled	4	5.76
7	Office Attendants Outsourcing at O & M Circle.	Services of peon at O&M Circles for full year	1	1	un-Skilled	1	1.27
<b>Total :Manpower Outsourcing</b>			<b>127.00</b>			<b>352.00</b>	<b>532.58</b>
<b>(B) Outsourcing of Other Services</b>							
			No.	Month	Type		
1	Meter Reading and Bill Distribution Outsourcing	Approx 2000 Meeter Reading P.M. per Meter reader cum distributor	74	12	Unskilled		94.13
<b>Total :Outsourcing of Other Services</b>							<b>94.13</b>
<b>(C) Vehicle Hire</b>							
Sr. No.	Office	Purpose	No. Of office/ Vehicle	Month			Amount
1	Distribution Centers Incharge	All field work at DCs	26	12			91.73
2	TSG Incharge	Field Movement of TSG Team	2	12			7.06
3	ASEs/EEs O&M Dns	Field movement of Division incharge	3	12			10.13
4	ASEs/EEs STM O&M Dns	Field movement of Division incharge	1	12			3.38
5	ASEs/EEs STC Dns	Field movement of Division incharge	1	12			3.38
6	ACE/SE O&M Circle	Field movement of ACE/SE	1	12			3.56
7	Sub division training under O&M Dns	One LCV Vehicle per O&M Sub Dns	3	12			13.07
<b>Total: Amount for Vehicle Hiring</b>			<b>37</b>				<b>132.30</b>
<b>(D) Revolving fund &amp; Temporary Advance</b>							
1	Revolving Fund to Offices(including Accounts Training centre)	Revolving Fund to Offices					24.00
		Revolving Fund to STC Offices					36.00
		Housekeeping fund for offices.					0.73
2	Temporary Advances - Others	(Building Rent, Water Charges, Postage/ Revenue Stamps, Contingencies etc)					5.07
		(Telephone and Sim hiring)					5.20
<b>Total RF/ Addl RF/ Temp Adv</b>							<b>71.00</b>
<b>(E) O&amp;M Purchase SEs (O&amp;M/ CC)</b>							
1	O&M Purchase SEs (O&M/ CC)						24.00
<b>Total O&amp;M Purchase SE'(O&amp;M/CC)</b>							<b>24.00</b>
<b>TOTAL AMOUNT OF BUDGET</b>							<b>854.01</b>

**CE (IR)**

**O&M Budget for the period 01.04.2017 to 31.03.2018**

**QT-16**

Sr	Item of Expenditure	Details for Calculations	No.of Offices	Resources per office	Type of Outsourced Resource	No. Of Person as per budget	Budget Allocation for FY 17-18 Rs in Lacs
<b>(A) Manpower Outsourcing</b>							
1	Data Entry Operator Outsourcing at Nodal DCC Division	One Data Entry Operator at each Nodal DCC for full year	1	1	Semi-Skilled	1	1.44
2	Office Attendants Outsourcing at CE Office.	Services of peon at CE Office for full year	1	1	Unskilled	1	1.27
<b>Total :Manpower Outsourcing</b>						<b>2</b>	<b>2.71</b>
<b>(B) Vehicle Hire</b>							
<b>Sr. No.</b>	<b>Office</b>	<b>Purpose</b>	<b>No. Of Vehicle</b>	<b>Month</b>			<b>Amount</b>
1	ED/CE(Region)	Field movement of CE/ED	1	12			3.56
2	Additional Vehicle for Regional Offices	Field movment of officers posted in ED/CE	2	12			7.12
<b>Total: Amount for Vehicle Hiring</b>			<b>3</b>				<b>10.67</b>
<b>(C) Revolving fund &amp; Temporaray Advance</b>							
1	Revolving Fund to Offices(including Accounts Training centre)	Revolving Fund to Offices					6.00
		Housekeeping fund for offices.					0.00
2	Temporary Advances - Others						9.98
<b>Total RF/ Addl RF/ Temp Adv</b>							<b>15.98</b>
<b>(D) O&amp;M Purchase SEs (O&amp;M/ CC)</b>							
1	O&M Nature Purchases CEs	Rs 1.5 Crore per region per annum.					150.00
2	Purchase of tyre tube & batteries	Purchase of tyre tube & batteries					25.00
3	SIM Hiring charges	SIM Hiring charges for regionalCE's					75.00
<b>Total O&amp;M Purchase SE'(O&amp;M/CC)</b>							<b>250.00</b>
<b>TOTAL AMOUNT OF BUDGET</b>							<b>279.37</b>

**CE (UR)**

**O&M Budget for the period 01.04.2017 to 31.03.2018**

**QT-17**

Sr	Item of Expenditure	Details for Calculations	No. of Offices	Resources per office	Type of Outsourced Resource	No. Of Person as per budget	Budget Allocation for FY 17-18 Rs in Lacs	
<b>(A) Manpower Outsourcing</b>								
1	Data Entry Operator Outsourcing at Nodal DCC	One Data Entry Operator at each Nodal DCC for full year	1	1	Semi-Skilled	1	1.44	
2	Office Attendants Outsourcing at CE Office.	Services of peon at CE Office for full year	1	1	Unskilled	1	1.27	
<b>Total :Manpower Outsourcing</b>							<b>2</b>	<b>2.71</b>
<b>(B) Vehicle Hire</b>								
Sr. No.	Office	Purpose	No. Of Vehicle	Month			Amount	
1	ED/CE(Region)	Field movement of CE/ED	1	12			3.56	
2	Additional Vehicle for Regional Offices	Field movment of officers posted in ED/CE	2	12			7.12	
<b>Total: Amount for Vehicle Hiring</b>							<b>3</b>	<b>10.67</b>
<b>(C) Revolving fund &amp; Temporary Advance</b>								
1	Revolving Fund to Offices(including Accounts Training centre)	Revolving Fund to Offices Housekeeping fund for offices.					6.90 0.00	
2	Temporary Advances - Others						9.98	
<b>Total RF/ Addl RF/ Temp Adv</b>							<b>16.88</b>	
<b>(D) O&amp;M Purchase SEs (O&amp;M/ CC)</b>								
1	O&M Nature Purchases CEs	Rs 1.5 Crore per region per annum.					150.00	
2	Purchase of tyre tube & batteries	Purchase of tyre tube & batteries					25.00	
3	SIM Hiring charges	SIM Hiring charges for regionalCE's					25.00	
<b>Total O&amp;M Purchase SE'(O&amp;M/CC)</b>							<b>200.00</b>	
<b>TOTAL AMOUNT OF BUDGET</b>							<b>230.27</b>	

## CHIEF VIGILANCE OFFICER

**O&M Budget for the period 01.04.2017 to 31.03.2018**

**QT-18**

Sr	Item of Expenditure	Details for Calculations	No.of Manpower	Resources per office	Type of Outsourced Resource	Budget Allocation for FY 17-18 Rs in Lacs
<b>(A) Manpower Outsourcing</b>						
1	Ministerial Staff Outsourcing at CVO	132 clerical staff man-months (man*months)11*12	11		Semi Skilled	15.84
2	Data Entry Operators at CVO	5 data entry operator for full year	5		Semi Skilled	7.20
3	Additional Manpower - O&M Manpower for vigilance	1380 Semi Skilled manpower man-months (man* month) 115*12	115		Semi Skilled	165.60
	<b>(A)</b>	<b>Manpower Outsourcing</b>	<b>131</b>			<b>188.64</b>
<b>(B) Vehicle Hire</b>						
Sr. No.	Office	Purpose	No. Of Vehicle	Month		Amount
1	Vigilance Wings Officers Posted at Field Circle/Dn	Field movment of Concerned officer	30	12		101.34
2	Vigilance Wings Officers Posted at CVO HQ	Field movment of Concerned officer	1	12		3.35
	<b>Total: Amount for Vehicle Hiring</b>		<b>31</b>			<b>104.69</b>
<b>(C) Revolving fund &amp; Temporaray Advance</b>						
1	Revolving Fund to Offices(including Accounts Training centre)	Revolving Fund to Offices				13.92
2	Temporary Advances - Others	(Building Rent, Water Charges, Postage/ Revenue Stamps, Contingencies etc)				0.56
		(Telephone and Sim hiring)				1.42
	<b>Total RF/ Addl RF/ Temp Adv</b>					<b>15.90</b>
<b>(D) O&amp;M Purchase CVO</b>						
1	O&M Purchase CVO					10.00
	<b>Total O&amp;M Purchase SE'(O&amp;M/CC)</b>					<b>10.00</b>
<b>TOTAL AMOUNT OF BUDGET</b>						<b>319.24</b>



**MT CIRCLE**

**O&M Budget for the period 01.04.2017 to 31.03.2018**

**QT-19**

Sr	Item of Expenditure	Details for Calculations	No. Of Offices	Type of Outsourced Resource	No. Of Person as per budget	Budget Allocation for FY 2017-18 Rs in Lacs
<b>(A) Manpower Outsourcing</b>						
1	Additional manpower for LTMT	50 for all LTMT Labs put together	1	Unskilled	50	63.60
<b>Total :Manpower Outsourcing</b>					<b>50</b>	<b>63.60</b>
<b>(B) Vehicle Hire</b>						
Sr. No.	Office	Purpose	No. Of Vehicle	Month		Amount
1	MT Sub Division/ Testing Group Incharge	Field Movement of Testing Team (One per Sub Division)	9	12		31.75
2	ACE/SE MT Circle	Field movement of ACE/SE. For one ACE and two SEs (MT-1, MT-2)	3	12		10.67
<b>Total: Amount for Vehicle Hiring</b>			<b>12</b>			<b>42.43</b>
<b>(C) Revolving fund &amp; Temporaray Advance</b>						
1	Revolving Fund to Offices(including Accounts	Revolving Fund to Offices				6.60
2	Temporary Advances - Others					1.98
<b>Total RF/ Addl RF/ Temp Adv</b>						<b>8.58</b>
<b>(D) O&amp;M Purchase SEs (O&amp;M/ CC)</b>						
1	O&M Purchase SEs (O&M/ CC)					8.00
<b>Total O&amp;M Purchase SE'(O&amp;M/CC)</b>						<b>8.00</b>
<b>TOTAL AMOUNT OF BUDGET</b>						<b>122.61</b>

## STORE CIRCLE

### O&M Budget for the period 01.04.2017 to 31.03.2018

### QT-20

Sr	Item of Expenditure	Details for Calculations	No.of Office (allocation)	Type of Outsourced Resource	No. Of Person as per budget	Budget Allocation for FY 17-18 Rs in Lacs
<b>(A) Manpower Outsourcing</b>						
1	Security Services outsourcing	50 nos guards for 6 stores	1	Unskilled	50	63.60
2	Additional Manpower for Stores/ Depot Stores	45 labour for materials handling in stores/ depot stores	1	Unskilled	45	57.24
3	Skilled Manpower for MTRU/ STRUs	2 Skilled manpower for MTRU/ STRU	1	Skilled	2	3.38
4	Additional Manpower for MTRU/ STRUs	12 labour for materials handling in MTRU/ STRUs	1	Unskilled	12	15.26
5	Additional Manpower for Temporary Stores	Additional Manpower for materials handling etc in Temporary Stores, Approx 270 man month (man*months) 45*6	1	Unskilled	45	28.62
<b>Total :Manpower Outsourcing</b>					<b>154</b>	<b>168.11</b>
<b>(B) Vehicle Hire</b>						
Sr. No.	Office	Purpose	No. Of Vehicle	Month		Amount
1	ACE/SE Store Circle	Field movement of ACE/SE	1	12		3.56
<b>Total: Amount for Vehicle Hiring</b>			<b>1</b>			<b>3.56</b>
<b>(D) O&amp;M Purchase SEs (O&amp;M/ CC)</b>						
1	Revolving Fund to Offices	Revolving Fund to Offices				21.00
2	Temporary Advances - Others	(Building Rent, Water Charges, Postage/ Revenue Stamps, Contingencies etc)				4.32
		(Telephone and Sim hiring)				3.31
<b>Total RF/ Addl RF/ Temp Adv</b>						<b>28.63</b>
<b>(D) O&amp;M Purchase SEs (O&amp;M/ CC)</b>						
1	Local O&M nature Purchasesby SE Stores	Local O&M nature Purchasesby SE Stores				24.00
2	Material Testing Fees etc	Material Testing Fees etc				110.00
3	Transportation, Crane hiring	Transportation, Crane hiring				12.00
4	Civil Works at Stores	Civil Works at Stores				75.00
6	Temporary Stores	Towards office assitant, Loading unloading crane/truck hiring, security guard & other mis. Expense for 5 no depo store for 4 month during rabi season				75.00
<b>Total O&amp;M Purchase SE'(O&amp;M/CC)</b>						<b>296.00</b>
<b>TOTAL AMOUNT OF BUDGET</b>						<b>496.29</b>

**CIVIL CIRCLE**

**O&M Budget for the period 01.04.2017 to 31.03.2018**

**QT-21**

Sr	Item of Expenditure	Details for Calculations	No. Of office.	Type of Outsourced Resource	No. Of Person as per budget	Budget Allocation for of FY 17-18 Rs in Lacs
<b>(A) Manpower Outsourcing</b>						
1	Civil Attendants Outsourcing at Civil Circles.	Civil attendant and guest house attendant for Civil circle for full year	1	Un Skilled	32	40.70
<b>Total :Manpower Outsourcing</b>					<b>32</b>	<b>40.70</b>
<b>(B) Vehicle Hire</b>						
Sr. No.	Office	Purpose	No. Of Vehicle	Month		Amount
1	ASEs/EEs Civil Dns	Field movement of Division incharge	4	12		13.51
2	ACE/SE Civil Circle	Field movement of CE/ACE/SE Civil	1	12		3.56
<b>Total: Amount for Vehicle Hiring</b>			<b>5</b>			<b>17.07</b>
<b>(C) Revolving fund &amp; Temporary Advance</b>						
1	Revolving Fund to Offices(including Accounts	Revolving Fund to Offices				13.20
2	Temporary Advances - Others	(Building Rent, Water Charges, Postage/ Revenue Stamps, Contingencies etc)				3.56
		(Telephone and Sim hiring)				1.42
<b>Total RF/ Addl RF/ Temp Adv</b>						<b>18.18</b>
<b>(D) O&amp;M Purchase SEs (O&amp;M/ CC)</b>						
1	O&M Purchase SEs (O&M/ CC)	O&M of offices within Discom area, T&P/ Office equipments etc. for Civil Wing R&M of Vehicles attached to Civil Wing				500.00
<b>Total O&amp;M Purchase SE'(O&amp;M/CC)</b>						<b>500.00</b>
<b>TOTAL AMOUNT OF BUDGET</b>						<b>575.96</b>

**IT DEPARTMENT**

**O&M Budget for the period 01.04.2017 to 31.03.2018**

**QT-25**

Sr	Item of Expenditure	Details for Calculations	No. Of office.	Type of Outsourced Resource	No. Of Person as per budget	Budget Allocation for FY 17-18 Rs in Lacs
<b>(A)</b>	<b>Manpower Outsourcing</b>					
1	Additional Manpower for IT	24 Nos for infrastructure support at circle & data Center.	1	skilled	24	40.61
	<b>Total :Manpower Outsourcing</b>				<b>24</b>	<b>40.61</b>
<b>(B)</b>	<b>Outsourcing of Other Services</b>					
1	Hiring/ outsourcing of Professional Services					50.00
2	Outsourcing of LT Bills Printing					227.49
	<b>Total :Outsourcing of Other Services</b>					<b>277.49</b>
<b>(C)</b>	<b>Revolving fund &amp; Temporary Advance</b>					
1	Revolving Fund to Offices(including Accounts Training centre)	Revolving Fund to Offices				7.20
2	Temporary Advances - Others					1.32
	<b>Total RF/ Addl RF/ Temp Adv</b>					<b>8.52</b>
<b>(D)</b>	<b>O&amp;M Purchase SEs</b>					
1	Local O&M nature Goods and Services purchases by SE (IT)	Local O&M nature Goods and Services purchases by SE (IT)				10.00
2	Band Width & Internet Charges	Band Width & Internet Charges				250.00
3	AMC /ATC DC & DR ( Orange)for ERP including RAPDRP FMS and network Connectivity of RAPDRP	AMC /ATC DC & DR ( Orange)for ERP including RAPDRP FMS and network Connectivity of RAPDRP				450.00
4	SMS/Gateway Charges	SMS/Gateway Charges				36.00
	<b>Total O&amp;M Purchase SE's</b>					<b>746.00</b>
	<b>TOTAL AMOUNT OF BUDGET</b>					<b>1072.62</b>



**WORKS DEPARTMENT****O&M Budget for the period 01.04.2017 to 31.03.2018****QT-24**

Sr	Item of Expenditure	Details for Calculations	No. Of office.	Type of Outsourced Resource	No. Of Person	Budget Allocation for FY 17-18 Rs in Lacs
(A)	<b>Outsourcing of Other Services</b>					
1	Hiring/ outsourcing of Professional Services	Other technical Services for Works Section				50.00
	<b>Total :Outsourcing of Other Services</b>					<b>50.00</b>
	<b>TOTAL AMOUNT OF BUDGET</b>					<b>50.00</b>

**PURCHASE DEPARTMENT**

**O&M Budget for the period 01.04.2017 to 31.03.2018**

**QT-23**

Sr	Particular	Purpose				Budget Allocation for FY 17-18 Rs in Lacs
<b>(A)</b>	<b>Corporate level O&amp;M purchase /works</b>					
1	Xmer oil Procurement (Fresh)	Xmer oil Procurement (Fresh)				8000.00
2	Xmer oil Procurement (Used oil from Transco)	Xmer oil Procurement (Used oil from Transco)				
3						
4	Materials for MTRU/ STRU/ LRUs	Materials for MTRU/ STRU/ LRUs				
5	RC for repairing of DTRs	RC for repairing of DTRs				
6	Repairing of PTRs	Repairing of PTRs				
7	Xmer oil Reclamation	Xmer oil Reclamation				
8	Bulk Stationery procurement and printing	Bulk Stationery procurement and printing				
9	Cables and Conductors for O&M needs	Cables and Conductors for O&M needs				
10	PCC Poles for O&M needs	PCC Poles for O&M needs				
11	Other O&M Materials	Other O&M Materials				
	<b>Total O&amp;M Purchase</b>					<b>8000.00</b>
	<b>TOTAL AMOUNT OF BUDGET</b>					<b>8000.00</b>

**CHIEF MEDICAL OFFICER**

**O&M Budget for the period 01.04.2016 to 31.03.2017**

**QT-26**

Sr	Item of Expenditure	Details for Calculations	No. Of office.	Type of Outsourced Resource	No. Of Person as per budget	Budget Allocation for FY 2016-17 Rs in Lacs
<b>(A) Outsourcing of Other Services</b>						
1	Hiring/ outsourcing of Professional Services	Paramedical staff only (4 for Indore MO and 2 for Ujjain MO)				10.15
<b>Total :Outsourcing of Other Services</b>						<b>10.15</b>
<b>(B) Vehicle Higher</b>						
Sr. No.	Office	Purpose	No. Of Vehicle	Month		Amount
1	Dispensory Indore	One Ambulance	1	12		3.35
<b>Total: Amount for Vehicle Hiring</b>						
<b>(C) Revolving fund &amp; Temporary Advance</b>						
1	Revolving Fund to Offices(including Accounts Training centre)	Revolving Fund to Offices (3 Lakhs to Indore and 3 Lakhs for Ujjain)				6.00
2	Temporary Advances - Others	(Building Rent, Water Charges, Postage/ Revenue Stamps, Contingencies etc)				0.19
		(Telephone and Sim hiring)				0.47
<b>Total RF/ Addl RF/ Temp Adv</b>						<b>6.66</b>
<b>(D) O&amp;M Purchases - Hospitals</b>						
1	Purchases of Hospital Medicines and Supplies	Purchases of Hospital Medicines and Supplies				20.00
<b>Total O&amp;M Purchase</b>						<b>20.00</b>
<b>TOTAL AMOUNT OF BUDGET</b>						<b>40.17</b>



## CGM ( H R &amp; A )

## O&amp;M Budget for the period 01.04.2017 to 31.03.2018

QT-27

Sr	Item of Expenditure	Details for Calculations	No. Of office.	Type of Outsourced Resource	No. Of Person as per previous year budget	Budget Allocation for FY 17-18 Rs in Lacs
<b>(A) Manpower Outsourcing</b>						
1	Security Staff for Corporate office including IT Centre & MT/ Operations control centre	37 nos guards as per need	1	Unskilled	37	47.06
2	Security Staff for offices other than corporate office and area stores	60 nos guards as per need	1	Unskilled	60	76.32
3	Ministerial Staff Outsourcing for DC	Additional Contingency Provision of 100 Data Entry Operators at DCs after obtaining approval from CGM (HR&A)	1	Semiskilled	100	144.00
4	Ministerial Staff Outsourcing at Other Offices (including stores & MT) except Corporate Office	Nearly 45 Skilled persons in all as per need	1	skilled	45	76.14
		Nearly 50 Semi Skilled persons in all as per need	1	Semiskilled	50	72.00
		Nearly 30 Unskilled persons in all as per need	1	Unskilled	30	38.16
5	Ministerial Staff/ Office attendants Staff Outsourcing at Corporate Office (Including CEC-Cell)	Nearly 20 super Skilled persons in all as per need	1	super Skilled	20	38.64
		Nearly 30 Skilled persons in all as per need	1	skilled	30	50.76
		Nearly 30 Semi Skilled persons in all as per need	1	Semiskilled	30	43.20
		Nearly 40 Unskilled persons in all as per need	1	Unskilled	40	50.88
6	Additional manpower for CEC Cell	1 Comuter operator Skilled	1	skilled	2	3.38
		1 Semi Skilled operator	1	Semiskilled	1	1.44
<b>Total :Manpower Outsourcing</b>					<b>445</b>	<b>641.99</b>
<b>(B) Outsourcing of Other Services</b>						
1	Call Centers (Indore & Ujn)					500.00
<b>Total :Outsourcing of Other Services</b>						<b>500.00</b>
<b>(C) Vehicle Hire</b>						
Sr. No.	Office	Purpose	No. Of Vehicle	Month		Amount
1	Officer's of Corporate Office	MD(WZ)	1	12		53.37
		CGM (HR&A)	1	12		
		CE (Corporate)	1	12		
		S.E. Works	1	12		
		CFO	1	12		
		Joint Director/ Addl Director ( F&A)	1	12		
		Add. CE ( Operation)	1	12		
		SE ( IT)	1	12		
		Chairman (ECGRF)	1	12		
		Director (Technical)	1	12		
		General Pool Vechicle	5	12		
2	Contingency Fund for Hiring Temporary Vehicles as per need by CGM (HR&A)	Contingency Fund for Hiring Temporary Vehicles as per need by CGM (HR&A)	5	12		18.00
<b>Total: Amount for Vehicle Hiring</b>			<b>20</b>			<b>71.37</b>
<b>(D) Revolving fund &amp; Temporaray Advance</b>						
1	Revolving Fund to Offices(including Accounts Training centre)	Revolving Fund to Offices (Jt. Sec- 220000 PM, CEC Cell- 20000, and additional 25000 for contingency)				31.80
2	Temporary Advances - Others					3.31
<b>Total RF/ Addl RF/ Temp Adv</b>						<b>35.11</b>
<b>(E) Purchases for HoDs at Corporate Office</b>						
1	Purchases for HoDs at Corporate Office	Rs 2.5 lac per annum provision for meeting needs of section heads				30.00
<b>Total Purchase amount</b>						<b>30.00</b>
<b>TOTAL AMOUNT OF BUDGET</b>						<b>1278.46</b>

**DIRECTOR COMMERCIAL**

**O&M Budget for the period 01.04.2017 to 31.03.2018**

**QT-28**

Sr	Item of Expenditure	Details for Calculations	No. Of office.	Type of Outsourced Resource	No. Of Person as per budget	Budget Allocation for of FY 17-18 Rs in Lacs
<b>(A)</b>	<b>Manpower Outsourcing</b>					
1	Ministerial Staff Outsourcing by Director Commercial (Including for HT cell)	Max 3 super skilled persons as per need	1	Sup Skilled	3	5.80
		Max 15 skilled persons as per need	1	Skilled	15	25.38
		max 2 Semi Skilled persons as per need	1	Semi Skilled	2	2.88
		Max 8 Un Skilled persons as per need	1	Un Skilled	8	10.18
<b>Total :Manpower Outsourcing</b>					<b>28</b>	<b>44.23</b>
<b>(B)</b>	<b>Vehicle Hire</b>					
<b>Sr. No.</b>	<b>Office</b>	<b>Purpose</b>	<b>No. Of Vehicle</b>	<b>Month</b>		<b>Amount</b>
1	Director Commercial	One Vehicle for Director Commercial	1	12		3.56
		One vehicle CE Commercial	1	12		3.56
		One Vehicle for SE Vidhansabha/Business Development	1	12		3.38
		One Pool vehicle for Commercial	1	12		3.38
<b>Total: Amount for Vehicle Hiring</b>			<b>4</b>			<b>13.87</b>
<b>(C)</b>	<b>Revolving fund &amp; Temporary Advance</b>					
1	Revolving Fund to Offices	Revolving Fund of HT Cell				2.40
2	Temporary Advances - Contingency Fund for	Vehicle and Manpower for RMR work of LT highvalue Customers				55.00
		Vehicle and Manpower for SEZ pithampur				25.00
		Tree cutting and other maintenance for monsoon season				50.00
		Recovery of Arrears and inspection of krishi pump for improvization of Revenue collection				100.00
<b>Total RF/ Addl RF/ Temp Adv</b>						<b>257.40</b>
<b>TOTAL AMOUNT OF BUDGET</b>						<b>315.50</b>

# **MP Paschim Kshetra Vidyut Vitaran Company Limited, Indore**

## **Instructions for operationalisation of the Budgetary Control System (Annexure to Budget Allocation FY 17-18)**

### **1. Annual Budget Estimates –**

The 'Budget Estimates' are enclosed herewith as Format 'QT- 1 to QT-28'. The approved budgetary ceilings are fixed unless it is changed by proper approval as per circumstances time to time.

### **2. Budget Monitoring –**

All offices shall be required to limit the expenditure within the approved budget allocation, while achieving revenue targets. For this purpose, all offices shall be required to furnish Budget Monitoring Format to Corporate Office Finance Section by 10<sup>th</sup> of next month.

### **3. Coverage –**

The Budgetary Ceilings prescribed herein, pertain to only O&M nature expenses. As such, only O&M related expenses are to be filled up in these formats. The receipts and expenses for Capex (e.g. Feeder separation, RAPDRP etc.) are not to be mixed up in these O&M budget Ceilings. ***The approval for Capital expenses shall be separately obtained by the concerning Project heads from Managing Director prior to start of FY 2017-18.***

### **4. Ascertainment of Necessity and Justification of Expenditure:**

The budget allocation shall be made to various offices on the basis of expected requirements of resources. **However, mere availability of budget allocation must not be construed as reason and justification for incurring expenditure.** Before incurring any expenditure, its rationale must be examined and necessity / justification for expenditure must be ascertained by concerned officers who are authorising the expenditure. **Wherever applicable, proper administrative approvals must also be obtained from competent authority (as per the DoP) before tendering even if the Budget allocation is available.**

### **5. Budgetary allocation and Existing DoP**

It is hereby clarified that the approved budget allocation for expenditure shall be utilised by various authorities subject to monetary ceilings as may be prescribed in the booklet of delegation of powers (as may be amended time to time).

**It is further clarified that in no case the expenditure shall exceed the sanctioned budget ceilings, even if DoP prescribes a higher ceiling of expenditure for any item of expenditure.**

In case the financial power of any authority is lower than the allocated budget, such authority shall utilise the available budget only after obtaining competent approval from concerned authority as per DoP.

### **6. Further allocation of Allocated Budget to subordinate offices**

The budget allocation has been made by Corporate Office to Circle Offices or HoDs only (i.e. Budget Control Offices). Out of approved allocation, if any expenditure shall be made by any

sub-ordinate office (i.e. payment voucher for any expenditure shall be directly sent by such sub-ordinate office directly to RAO), budget allocation for such items of expenditure must be made by budget controlling offices to such sub-ordinate offices. Reference of the budget allocation must invariably be indicated on the payment vouchers sent to RAOs for payment.

**7. Operational Budget Control Register:**

On the basis of approved allocation for Operational Expenses, every Budget Control Office shall maintain a '**Operational Budget Control Register**' which shall contain details of Operational Budget Allocation as well as its utilisation through Purchase Orders/ Works Orders/ Revolving Fund/ Temporary Advances etc. Budget allocated to various subordinate offices shall also be shown in the '**Operational Budget Control Register**' as expenditure. In such cases the concerned sub-ordinate office shall give the reference of entry made in the 'Operational Budget Control Register' of budget allocating office on the payment vouchers. Unutilised budget of any month shall be carried forward as balance in the next month in budget control register. If any passed voucher is returned / withdrawn unpaid, a minus entry shall be made for such item in the Budget Control Register, at the time of cancellation/ withdrawal. Illustrative format for budget control register shall be as under.

**Illustrative Format for Operational Budget Control Register for Local purchase**

Sr	Date	Particulars	Opening Balance of Budget	Expenditure	Closing Balance
1	2	3	4	5	6 = 4-5
1	01.04.2017	Op balance for the month (Budget allotted)	100	NA	100
2	03.04.2017	Purchase Order No ___ dtd ___	100	25	75
3	05.04.2017	Purchase Order No ___ dtd ___	75	30	45
4	06.04.2017	Purchase Order No ___ dtd ___	45	25	20
5	01.05.2017	Additional Budget Allocation of 50	(20+50) =70	NA	70
6	10.05.2017	Budget allocated to O&M dn for purchase of safety appliances	70	30	40

**8. Time for making entry in the Operational Budget Control Register:**

The operational expenditure shall be entered in the '**Operational Budget Control Register**' at the time of submission of passed vouchers to RAO for payment. If any budget is allocated to a sub-ordinate office, the same shall also be entered as expenditure in Operational Budget Control Register at the time of such allocation.

**9. Mention of Budget Allocation on the Vouchers sent to RAO for payment (including Requests for RF and Temp Advance):**

All passed vouchers pertaining to '**Operational expenses**' which are sent to RAO for payment (including requests to RAO for RF/ Temporary advance) shall invariably contain following certification-

- a. This expense has been entered at Sr no \_\_\_\_ dtd \_\_\_\_ in the budget control register.
- b. Total Available provision in the '**Operational Expenses Budget**' for FY 2017-18 is \_\_\_\_.
- c. Budget Provision already utilised is \_\_\_\_\_.
- d. Expenditure through instant voucher is \_\_\_\_\_.
- e. Balance Budget provision in this head is \_\_\_\_\_.

**Note** – In case the bill passing office is a sub-ordinate office (e.g. any O&M Division) of some Budget Control Office (e.g. concerned circle), such sub-ordinate office shall give the reference of entry made in the '**Operational Budget Control Register**' of Budget Control Office on the payment vouchers. If multiple vouchers are being passed by a sub-ordinate office which pertain to same entry in the 'Operational Budget Control Register' of budget control office, details of each passed voucher against such entry shall be maintained in the sub-ordinate office.

**10. Non Admission of Payment Vouchers pertaining to Operational Expenses:**

*In case aforesaid details are not mentioned in the passed vouchers pertaining to operational expenses, payment of such bills/ vouchers shall not be admitted by RAOs/ Bill passing authorities. Responsibility for non-admissibility of such bills shall be entirely that of order placing authorities. Expenditure in excess of allocated budget shall also not be admitted by RAOs.*

**11. Monitoring of Budgetary Ceiling at the time of commitment of expenditure:**

At the time of commitment of any operational expenditure, the Budget Control Authorities shall ensure that sufficient budget provision shall be available for payment of the proposed expenditure. In no case, financial commitment exceeding the budget provisions shall be permitted.

**12. Transfer of Budget in case of Transfer of expenses**

In case any budget is allocated to any budget control office for some expenditure but responsibility for that expenditure is transferred to some other Budget Control Office, the budget allocated for such expenditure shall also stand transferred to the Budget Control Office to which responsibility for expenditure is transferred. Information for such transfer of budget shall be given to CFO in Corporate Office as well as concerned RAO/ AO (CBP Cell). After transfer of such budget, entry shall be made in Budget Control Expenditure Register of 'transferor office' as expenditure and 'transferee office' as receipt.

**13. Rate Contracts:**

Orders placed against Rate Contracts shall be included in the budgetary ceiling of the Order Placing authority (and NOT the Rate Contract Finalisation Authority).

**Note:-** *On placement of MRBD work order to outsourcing agency through MRBD tender, the Budget allocation for "Meter reading cum Distribution Work" shall be subsumed in the MRBD expenditure in the already allocated budget for FY 2017-18 and it will be assumed that there will be no separate budget for "Meter reading cum Distribution Work" under this budget head, However all resources sanctioned earlier (under budget allocation) would automatically be withdrawn on implementation of MRBD work.*

**14. Deposit Works and Capex:**

Purchase Orders/Works contracts placed against deposit works and Capex shall not be counted towards O&M budgetary ceiling. However, in such orders/ contracts, it should be clearly mentioned that the purchase etc. is for deposit works/ capex.

**15. Reckoning of Gross Amount of bill as expenditure:**

For budget control purpose, the expenditure shall be reckoned as Gross amount of bill (i.e. inclusive of all estimated/actual taxes/ other charges).

**16. Counting of expenditure only once:**

At the time of accounting of gross amount of bill as expenditure, all deductions from bill are already accounted for. As such, at the time of remittance/ payment of such deductions (e.g. TDS to tax authorities etc.), the payment shall not be counted again as expenditure.

**17. Use of O&M funds for small Capex:**

Small capex on office equipments, T&P etc. may be met by various offices from O&M budget allocated to them. However, entry for such expenses must be made in the operational budget control register.

**18. Utilisation of funds allocated to Regional CEs:**

Funds allocated to Regional CEs for purchases as per material procurement plan shall be utilised by RESPECTIVE CE OFFICES ONLY and the same SHALL NOT be allocated to any sub-ordinate office for any procurement at local level without obtaining approval of Corporate Office, Works Section.

**19. Guidelines for Use of RF/ Cleaning Funds/ Temporary Advance:**

The RF/Additional RF/Temporary advance shall be drawn, utilised and accounted for as per this office circular no. CMD/WZ/CGM/201 dated 23.03.2014. (As amended time to time)

**20. Sub-station outsourcing:**

- a. For sub-station outsourcing, maximum three outsourced operators per sub-station have been approved for budgeting. As such, atleast one departmental candidate must be posted at each sub-station.
- b. The bidding shall be done as per company policy. All purchase related formalities, including e-procurement, website publications etc. shall be followed as per rules.
- c. Standard Bidding documents shall be used.

Administrative approval for outsourcing shall be granted by Regional CEs.

**21. Vehicle Hire Expenses:**

- a. Vehicle shall be hired as per vehicle prescribed vide this office circular no. CMD/WZ/CGM/3814 Indore dated 26.02.2014 **after obtaining approval from competent authority.**

- b. Budget provision for **project related vehicles** has not been made in O&M budget. Approval for Project related vehicles must be obtained separately by concerned Project Director from MD prior to start of FY 2017-18 and expenditure on such vehicles must be charged to concerned scheme.
- c. **The Vehicle engagement order should clearly mention the reference of budget approval and registration number of Finance Cell.**
- d. Vehicle log-books and tour diaries shall invariably be maintained by all concerned field officers, who have been allocated vehicles.

## **22. Work / Services Contracts relating to O&M:**

- a. In case of work/ services contracts, the measurement of works/ services received shall be properly recorded in Measurement Books / Subsidiary Registers to be maintained in the concerned office. The bills for works/ services shall be passed only after verification of Measurement Book/ Subsidiary Registers. Payment Order shall be recorded by Bill Passing authority in the measurement book/ subsidiary registers as well as bill/ invoice.
- b. Subject to availability of budget allocation, the powers for according administrative approval for entering into work/ services contracts shall be as per DoP, and if no DoP is prescribed, the same shall be similar to DoP as applicable for placing purchase orders of similar value.

## **23. Manpower Outsourcing:**

- a. Detailed schedule of Maximum permissible Manpower Outsourcing for various offices are given in the Budget Allocation Format for respective offices. **The actual outsourcing should be restricted within the indicated ceiling and also to be reduced by the regular employee already posted for the same.**
- b. Although budget allocation has been made for outsourcing of O&M as well as ministerial staff at various offices, approval for outsourcing must be given after careful assessment of necessity by authorities empowered to grant approvals. All authorities who accord administrative approval for manpower outsourcing must grant approval after ensuring compliance with ceiling limits.
- c. Subject to availability of budget provisions, the powers for according administrative approval for outsourcing of manpower (except Security Staff Outsourcing) are delegated to the authorities as mentioned hereunder-
  - i. In case of O&M field formation (including STC and STM) upto regional level - The concerned CEs .
  - ii. In case of Corporate Office (other than finance section) – The CGM (HR&A).
  - iii. In case of vigilance wing - the CVO.
  - iv. In case of RAOs and Corporate Office Finance Section– Chief Financial Officer.
  - v. In case of other offices, order of CGM (HR&A).

Concerned authorities shall grant approval after satisfying themselves regarding necessity and reasonableness of the proposed expenditure.

- d.** For outsourcing of Security staff, administrative approval shall be granted by CGM (HR&A)-
- e. Standard bid documents, shall be utilised by all field authorities for Outsourcing of manpower. All purchase related formalities, including e-procurement, website publication etc. as applicable, shall be followed.

- f. **The rate contract award should clearly mention the reference of budget approval.**
- g. Proper attendance records must be maintained in every office in respect of outsourced manpower. **Attendance of such manpower must be verified by supervising officers during inspections also.**

**24. Purchases at Regional Level:**

The budget provisions allocated to Regional CEs for **O&M Purchases** shall be utilised for following items-

- a. Procuring O&M materials allocated to CEs.
- b. Approval of Contracts for Transportation of materials as per need.
- c. Availing services as per requirement.
- d. Reconditioning of PTRs
- e. SIM Hiring for AMRs
- f. Purchase of Tyre tube & Batteries.

**25. Purchases at Circle level:**

The budget provisions allocated to Circles for **O&M Purchases** shall be utilised for following items-

- a. Local Purchases of O&M nature (including LRUs if operational after due permission).
- b. Sweeping, Cleaning, Water Supply contract with monthly expenses exceeding Rs 1000/- pm (where such contract is not placed by Civil).
- c. Purchase and repair of office equipment and small T&P.
- d. Repairing of departmental vehicles.
- e. Printing of Stationery. Purchase of stationery. Photocopy Services.
- f. R&M of Lines, Transformers etc. at site.

**26. Outsourcing of manpower for LTMT labs:**

The budget for outsourcing of manpower for LTMT labs has been allocated to ACE MT. If outsourcing of any LTMT lab is effected through any SE (O&M/ CC), the appropriate amount of budget for this activity must be transferred by ACE (MT) to concerned SE.

**27. Procurement by HoD at Corporate Office (Rs 2.5 lac per annum)**

A committee of ED (Purchase), CGM (H.R.& A.) and Chief Financial Officer shall accord administrative approval to Procurement proposals initiated by HoDs for their sections as per approved monitory ceiling (Rs 2.5 lac per annum).

**28. Contingency Budget to Director Commercial (Rs 255 Lac per annum)**

The Budget provision has been allocated to Director Commercial under the head of "Contingency" head for the proposals of maximisation/ enhancement of revenue collection. The inter-head utilization approval of aforesaid budget should be obtained from MD.

**29. Civil Works at Stores**

Although a budget provision has been made for civil works at area stores viz Transformer storage platforms, water tank for fire fighting, sheds etc, the administrative approval for such works MUST BE OBTAINED FROM MD.



### **30. Purchase of Office Equipment**

Procurement of following items, even if Budget is available, shall be restricted and notwithstanding any provision in DoP or any other circular, administrative approval of a committee of ED (Purchase), CGM (H.R.& A.) and Chief Financial Officer shall have to be obtained before initiating procurement of following items.

- a. Air-conditioners except in case of IT installations where providing Air conditioned environment is essential.
- b. Motor Vehicles, Cranes and earth moving machinery.
- c. Computers, Printers, Photocopiers, Plotters and similar devices costing more than Rs 5000. However this restriction shall not apply for replacement of components and parts of computer systems viz. monitors, hard disk, toner-cartridge etc.
- d. Furniture.

### **31. Economy measures:**

Due to precarious financial position, all offices are directed to ensure utmost economy in the expenditure being incurred. In particular, all offices are directed to ensure that-

- a. All the telephones installed at the offices are covered under most economic tariff plan. All concerned officers are directed to personally ensure the same. During field visits, supervising officers are requested to verify compliance of these instructions.
- b. Expenses on Travelling Bills and Medical Reimbursement Bills must be minimised.
- c. Expenditure on advertisement expenses in news papers must be minimised. The size of the advertisement to be printed in newspapers must be carefully determined so that excessive expenditure on advertisements is avoided.
- d. Frivolous and un-necessary purchases must not be made. The stock position must be verified and necessity for purchases must be critically examined before making fresh procurement. Following certificate shall be COMPUSORILY MENTIONED in every purchase order.
  - i. "The proposed expenditure shall be met from Operational Budget of the office for the FY 17-18. Certified that sufficient budget provision (along with the reference of budget approval) is available for incurring the proposed expenditure."
  - ii. The stock position at area stores as well as various site stores has been verified and the purchase is necessary looking to available stock position, consumption pattern and operational needs.
  - iii. Immediate Previous purchase for these materials was made in \_\_\_\_\_. The comparison of current rates with previous rates is as under.

Sr	Item	Previous Rates	Current Rates

- iv. The purpose of procurement is as follows-

The material being procured is expected to be utilised for ..... purpose by \_\_\_\_\_.

### **32. Removal of Difficulties:**

Difficulties in implementation of the proposed scheme be brought to the notice of Corporate Office. Suitable orders for removal of such difficulties shall be issued time to time.

SD/-

Chief Financial Officer