

TRANSMISSION CORPORATION OF TELANGANA LTD
VIDYUT SOUDHA :: HYDERABAD

ABSTRACT

TSTransco – Changes in Business Processes to improve Processing of Material and Service Invoices – Orders – Issued

T.O.O.ED (Finance) Rt.No. 390

Dated:26 -07-2018

Read the following:

- Ref: 1. T.O.O.No. (SE/PMU) Rt.No.198, Dt.06.7.2010
2. Memo.No.JMD/ED(Fin.)/Dy.CCA(A,S&E)/SAO(P&A)/D.No.446/17,
Dt.08.08.2017

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ORDER:-

In the references cited, the time lines for processing the material and work bills in various offices were stipulated.

To ensure smooth processing of Material/Service invoices, so as to facilitate execution of projects in time, certain changes in the Business Process were found essential.

After careful consideration of the recommendations of the Purchase Order placing authorities, unit officers, functional heads and SAP team, the following changes are hereby approved;

1. Letter of Intent for supply of material/execution of turnkey projects must be issued after confirmation of availability of budget.

In case where the financial tie-up with funding agency is yet to be finalised, approval may be obtained, while finalising the tenders, to initially provide budget against TSTransco funds and adjust the same through reimbursement, after tie-up with the funding agency.

2. Draft Purchase Order Price Schedule and Dispatch Instructions must be generated only by creating a PO/Inbound Delivery (DI) and taking a print of the same from the SAP System. The Order Placing Authorities shall not approve PO schedules unless they are printed from SAP system. This will eliminate the delays in issue of Dispatch Instructions and subsequent transactions.
3. The details of the Performance Bank Guarantees furnished (Original and extension BGs) must be updated in the SAP System by the Order Placing Authorities for automatic validation during generation of Form-13.
4. Availability of Insurance (storage/Transit/Erection) to be confirmed by the field AE in the SAP transaction while generating the Form 13.
5. Clause to be included in the POs instructing the Vendors to submit material Tax invoices (separately for each scheme/Pay Unit) in full shape at SE's (Paying Officer) office along with delivery documents. In case of services, the Tax invoices must be submitted to the concerned Divisional Engineer executing the works.
6. The practice of submission of manual LOAs to the head office is dispensed with effect from 01.08.2018. The LOA generated through SAP system shall be submitted duly signed by the authorised officer.
7. The following maximum time limits for processing bills to be considered keeping in view the degree of efforts involved at various levels:

Sl. No.	Business Activity (Including corresponding transactions in SAP System)	No of Working Days
	MATERIAL INVOICES	
1	Date of receipt of material by AE at site/stores to date of Check Measurement by the Divisional Engineer	4
2	Date of Check Measurement or date of BG acceptance, whichever is later, to date of generation of Form-13, subject to availability of insurance	2
3	Date of receipt of GST invoices (with delivery documents as per PO) in SE office, in complete shape, to date of generation of LOA	5
	SERVICE INVOICES	
4	Date of receipt of Tax invoices for services from the vendor in DE's office to forwarding the same to SE's office	6
5	Date of receipt of Tax invoices in SE's office to date of generation of LOA	6

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8. The Zonal Chief Engineers shall monitor the adherence to the above timelines every month, to avoid delay in processing bills.

These orders are issued in accordance with the approval vide Regd.No.1603, dt. 25-07-2018 and shall be effective from **01.08.2018**

(BY ORDER AND IN THE NAME OF CHAIRMAN AND MANAGING DIRECTOR/TSTRANSCO)

**D.PRABHAKAR RAO
CHAIRMAN AND MANAGING DIRECTOR**

To

The Executive Director/Finance/TSTransco/VS/Hyd.
The Executive Director/Lift Irrigation Schemes /TSTransco/VS/Hyd.
The FA&CCA (Accounts) & CFO/TSTransco/VS/Hyd.
The Chief Engineer/400KV/TSTransco/VS/Hyd.
The Chief Engineer/Construction/TSTransco/VS/Hyd.
The Chief Engineer/Lift Irrigation Schemes/TSTransco/VS/Hyd.
The Chief Engineer/P&MM/TSTransco/VS/Hyd.
The Chief Engineer/Transmission/TSTransco/VS/Hyd.
The Chief Engineer/Civil/TSTransco/VS/Hyd.
The All Chief Engineer/Metro Zone/Rural Zone/Warangal Zone/Karimnagar Zone/TSTransco.
All SE's/OMC, SEs/Civil and SEs/Telecom.
The SE's 400KV Construction.
All Dy.CCA's/TSTransco/VS/Hyd.
All SAO's/Metro Zone/Rural Zone/Warangal Zone/Karimnagar Zone/TSTransco.
The Pay Officer/TSTransco/VS/Hyd.
All AO's OMC and 400 KV Construction/TSTransco.

Copy to

The Joint Managing Director (Fin., Comml. & HRD)/TSTransco/VS/Hyd
The PS to CMD/TSTransco/VS/Hyd.

ED(Finance)/Dy.CCA(A,S&E)/SAO(P&A)/AO(P&A)/D.No. 543/2018, Dt. 26/07/2018

// FORWARDED BY ORDER//

**SENIOR ACCOUNTS OFFICER
(PAY & ACCOUNTS)**

Energy saved is Energy produced // Electricity saved is Electricity produced.