



M.P. POWER TRANSMISSION COMPANY LTD
A STATE TRANSMISSION UTILITY

(A wholly owned Govt. of Madhya Pradesh Undertaking)
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No. CFO/ERP/ 276

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ERP CIRCULAR -3

Sub: Accounting procedure for passing the Bill of Materials/Services/Retentions of Suppliers/contractors and making/realizing payment thereof in ERP System.

Following accounting procedure shall be followed for the passing/realizing the bill/retention of supplier/contractor in ERP system.

- (1) Where liability of following amount of supplier/ contractor has been created at concerned RAOs/HQ on or before 30.11.2018 in legacy system.
- Payment of outstanding Liabilities as on 30.11.2018
 - Retention
 - Retention (GST/Taxes)
 - Security Deposit
 - EMD refund
 - Royalty
 - Penalty refund

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R No. 3294
Date 28/2/19
Works/Pur.
Estt./Steno
Cashier

and thereafter if any amount after 30.11.2018 is required to be paid to supplier/contractor then:

Action to be taken by Division/Field offices:

- The Concerned division/office shall follow the procedure as per legacy system and no accounting is required to be done in ERP system by the division. i.e. no service entry sheet is required to be prepared/updated in ERP system.

Action to be taken by RAO/HQ:

- The concerned RAO/ HQ shall do all the activities of passing/ accounting in legacy as well as in ERP system through respective process defined in ERP /legacy system.
- The Cash section of concerned RAO/HQ shall pay the liability as per their delegation of power through Legacy system as per prevailing accounting procedure of legacy system and corresponding payment entry shall also be accounted for in ERP system till further instructions.

- (2) Where liabilities of following amount of supplier/ contractor has to be created or paid to the supplier/ contractor where bills of material/service procure /provided shall be accepted/confirmed after 30.11.2018 in ERP system as well as legacy system.
- (i) Liabilities against materials/services
 - (ii) Retention
 - (iii) Retention (GST/Taxes)
 - (iv) Security Deposit
 - (v) Recovery of Advance
 - (vi) Deposit or Refund of EMD
 - (vii) Royalty
 - (viii) Penalty deduction/refund, then

Action to be taken by Division/Field offices:

The Concerned division shall follow the accounting procedure as per legacy system as well as below mentioned procedure for accounting of such transaction in ERP System.

- (i) For accounting of liabilities against materials/services as mentioned in para 2 (i) the concerned office/division shall do the GRN entry/Service entry sheet in ERP system and after confirmation, ERP document no. shall be mentioned in the legacy document while submitting the same to concerned RAO/HQ.
- (ii) Where any amount as mentioned in para 2(ii),(iii),(iv),(v),(vii),(viii) are required to refunded to the supplier/contractor then concerned division shall follow the procedure as per legacy system and no accounting is required to be done in ERP system by the division as while creating liabilities retentions have also been accounted.
- (iii) Where any amount as mentioned in para 2(vi) are required to refunded to the bidder supplier/contractor then concerned office shall follow the procedure as per legacy system as well as process defined in ERP for creating, maintaining and realizing the EMD through "T Code ZMM EMD" .

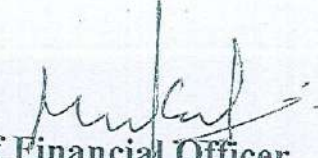
Action to be taken by RAO/HQ:

The concerned RAO/ HQ shall do the all activity of passing/accounting in legacy as well as ERP system through respective process defined in ERP system/legacy system. i.e.

- (i) To create the liability for supplier/contractor for transaction entered in ERP on or after 01.12.2018 the Concerned RAO/HQ shall do the ERP T code MIRO for creation of liabilities. Other deduction as mentioned in para 2 (ii),(iii),(iv),(v),(vii),(viii) shall also be accounted for through respective processes defined in the ERP system and all the document number so generated shall be mentioned in legacy document .
- (ii) The Cash section of concerned RAO/HQ shall pay the liability as per their delegation of power through Legacy system as per prevailing accounting procedure of legacy system and corresponding payment entry shall also be accounted for in ERP system till further instructions.
- (iii) Where any amount as mentioned in para 2(ii),(iii),(iv),(v), vii),(viii) is required to be refunded to the supplier/contractor then on receiving of required document as per legacy system from the concerned division/offices ,the concerned RAO/HQ shall do the

accounting entry in Legacy system and shall do the necessary procedure in ERP system as well. (10)


- (iv) The Cash section of concerned RAO/HQ shall pay the liability as mentioned in para 2(ii),(iii),(iv),(v), vii),(viii) as per their delegation of power through Legacy system as per prevailing accounting procedure of legacy system and corresponding payment entry shall also be accounted for in ERP system till further instructions.
- (v) Where any amount as mentioned in para 2(vi) are required to refunded to the bidder supplier/contractor then concerned RAOs/HQ shall follow the procedure as per legacy system as well as process defines in ERP for creating, maintaining and realizing the EMD through "T Code ZMM EMD".


Chief Financial Officer
MPPTCL

Copy to:

1. The Executive Director (CRA)/(HRD), MPPTCL, Jabalpur
2. The Chief Engineer (SLDC/EHT: Const/ EHT:M&I/ Procurement /HR&A /T&C/ Plg. & Design),MPPTCL, Jabalpur
3. Chief Engineer (Trans-East Zone, Jabalpur) ,MPPTCL
4. The Addl. Chief Engineer (IT & ERP)/(Civil-Trans),MPPTCL
5. The S.E. (Stores-Trans), O/o Chief Engineer (EHT: Const) MPPTCL, Jabalpur
6. Sr. / Regional Accounts Officer, Jabalpur/ SLDC/ Indore/ Bhopal, MPPTCL
7. Joint Director (P&PF)/(BILL & TAX)/(B&CM), MPPTCL, Jabalpur
8. Staff Officer O/o Managing Director , MPPTCL

All HOD's are requested to kindly arrange to circulate above circular to their subordinate offices.


Joint Director (Accounts)
O/o Chief Financial Officer
MPPTCL