

No. CMWSSB/FIN/CAPEX/SPL/2023

FIN (CAP.EXP) DEPT.
Date.29.11.2023.

CIRCULAR

Sub: CMWSSB – Fin(Cap.Exp) – Instructions issued regarding pending previous year R&M bills - Capital Works met out from capital Budget - carried out by Area/Unit offices – AIR – not received from any Areas - intimated through circular – Reminder circular also sent – No response received from any Areas – Intimated again - Reg.

Ref: 1. CMWSSB/FIN/CAP.EXP/SPL/2023, Circular dated 09.08.2023.
2. No. CMWSSB/FIN/CAPEX/SPL/2023, Reminder circular dt. 12.09.2023

As in the circulars cited under reference, wherein it has been instructed the procedures to be followed regarding payment of pending previous year R&M bills, works of capital nature allotted in capital budget. It was communicated to all areas that Asset Investment Report has to be prepared for the works for which funds have been transferred and sent to Head Office Finance Capital Expenditure section on a fortnightly basis.

In this regard it is informed that fund of Rs. 108.54 crore was allotted in Capital Budget to accommodate Repairs and Maintenance bills segregated as capital nature of works belonging to previous years and so far Rs. 80.80crores has been transferred to all Areas/Units for the above works whereas Asset Investment Report has not been received from any Areas till date.

In this regard, the following procedures to be followed are issued as described below in detail:

1. Areas should maintain the workwise, codewise list of funds transferred for the above works.
2. Asset Investment report should be provided for each and every work individually, duly certified by, Deputy Area Engineer and Area Engineer. (Format enclosed).
3. Works of similar nature to be grouped and an abstract sheet to be prepared which should be duly signed by Accounts Officer, Deputy Area Engineer and Area Engineer and Territorial Superintending Engineer. (Format enclosed).


4. Based on the Abstract sheet and the Asset Investment Report necessary GJV entries should be passed in Area Office for conversion of the works in to Asset.
5. In the process of passing GJV entry, it should be prepared correctly, that concern Asset account (List of Asset Accounts enclosed)should be debited and corresponding credit should be the expenditure account. In any case PIP code should not be accounted.
6. On a fortnightly basis, abstract sheet with Asset Investment Report (AIR) should be sent to Head office Capital expenditure section for the works for which funds have been transferred, both in hard and soft copy.
7. It is requested to follow the above procedure diligently. Funds transferred would be compared against asset converted amount on fortnightly basis. Fund transfer to the areas under any code would be stopped if there are differences between funds transferred and assets converted.
8. Relevant supporting documents hard and soft copies should be kept in Area office and should be produced as and when required for Internal and External Audit.

Hence, it was once again strictly instructed to follow the procedures without any deviations and was also informed that AIR copy should be furnished fortnightly.

(By the Order of Managing Director, Dt.04.08.2023.)

Copy to: T.O to M.D/T.O to Exe.Dir/P.C. to F.D/T.O to E.D
P.C to COF (R)/P.C to C.E (O&M)-I, C.E (O&M) - II,
All territorial S.E's , S.E WT&T, S.E. WTTR
All Areas/Unit Offices.

// t.c.f.b.o//


29.11.23
DCOF - I

Encl:

1. Asset Investment Report Form.
2. Abstract sheet for passing journal entry and Asset conversion.
3. List of Asset Codes.