



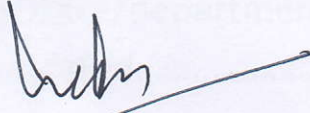
Manipur State Power Distribution Company Limited
OFFICE OF THE MANAGING DIRECTOR
Manipur, India.

No. 3/2015/MSPDCL-Com/Public-N/ **1139-44**

Dated 8th May, 2015

Information to All Department & Government offices, Government of Manipur

With reference to Finance Office Memorandum No. 12/10/2014-FR(23), dated 30th April, 2015 of Finance Department, Government of Manipur, Manipur State Power Distribution Company Limited (MSPDCL) will start Prepaid Energy Meter installation in all Government Offices, Government of Manipur with effect from 11th May, 2015. Further, Manipur State Power Distribution Company Limited is to issue a Pre-receipt form and Finance Office Memorandum, which are available at www.mspdcl.com and www.manipur.gov.in and this can be used by concerned Head of Department as a supporting voucher/document while presenting bills to the concerned Treasury Office. It is therefore requested to kindly facilitate Prepaid Meter installation and activation in respective Government Offices.


(R. Sudhan, IAS)
Managing Director, MSPDCL

Copy to:

1. ED/ Tech, MSPDCL
2. GM (Commercial), MSPDCL
3. All GMs, MSPDCL
4. All DGMs, MSPDCL
5. Manager (Project cum Commercial), MSPDCL
6. Manager, Dy. Manager (Commercial), MSPDCL

ACQUAINTANCE/PRE-STAMP RECEIPT (PSR)/
PRE-RECEIPT/ADVANCE RECEIPT

Received a sum of Rs...../-(Rupees.....)
Only from (DDO).....on account of the above
sanctioned by the.....(Office/department)
Vide letter no. / sanction no.....dated.....
against consumer / meter no.

Place :Imphal

Date :.....

Signature:

Name:

Designation:

MSPDCL

GOVERNMENT OF MANIPUR
FINANCE DEPARTMENT
(Resource Section)

OFFICE MEMORANDUM

Imphal, the 30th April, 2015.

No.12/10/2014-FR(23): The Manipur State Power Distribution Company Limited (MSPDCL), a State government undertaking, has off late installed prepaid meters for power consumption in respect of most consumers in the State Capital. This step, which is in the right direction, should be fully supported by the State government by ensuring that its establishments and offices get prepaid meters installed. However, the present financial processes curb the availability of cash with the offices to buy the prepaid coupon from MSPDCL.

2. Therefore, it has been decided to adopt the following procedure.

i. MSPDCL shall install prepaid power consumption meters in all government offices in a phased manner depending on the feasibility. While installing the meters it shall be programmed, based on the power consumption of the establishment, to allow the meter to run for 2-3 weeks during which the office can get recharge coupons or the required funds.

ii. Once the meters are installed, the concerned offices shall approach MSPDCL, in a standard format to be prescribed by MSPDCL, to provide a pre-receipt mentioning the name of the consumer, meter details, period (not more than three months) for which power tariff is to be paid in advance (some overlapping is possible as power consumption may differ from the estimate) and any other information considered necessary by MSPDCL.

iii. MSPDCL shall prepare a standard pre-receipt format to cater to the requirement above and shall issue the same duly authenticated by a designated authority. This pre-receipt issued by MSPDCL shall be used as a supporting voucher while presenting bills to the concerned Treasury Office for passing. This amount, passed by the Treasury based on the pre-receipt, shall be transferred to MSPDCL immediately and pre-paid coupon obtained.

iv. All offices shall maintain and keep the prepaid coupons as record till the audit for the relevant year is completed.

3. The above shall take immediate effect and until further orders


(H. Gyan Prakash)
Special Secretary (Finance),
Govt. of Manipur.

Copy to:

1. Secretary to Governor of Manipur, Raj Bhawan, Imphal.
2. Secretary to the Hon'ble Chief Minister, Manipur.
3. PS to the Hon'ble Dy. Chief Minister, Manipur.
4. PPS/PSs to Hon'ble Ministers, Manipur.
5. SO to Chief Secretary, Govt. of Manipur.
6. Director General of Police, Manipur.
7. All Addl. Chief Secretaries, Govt. of Manipur.
8. All Principal Secretaries/Commissioners/Secretaries, Govt. of Manipur.
9. Principal Accountant General (A&E), Manipur.
10. Registrar General, Manipur High Court.
11. Secretary, Manipur Legislative Assembly, Imphal.
12. Secretary, MPSC, Manipur, Imphal.
13. All Deputy Commissioners, Manipur.
14. All Heads of Departments, Manipur.
15. Managing Director, Manipur State Power Distribution Company Limited. He is requested to circulate a copy of the format to be prescribed for application, pre-receipt to be issued and also the particulars of the designated authority who will authenticate the pre-receipt.
16. Director of Treasuries & Accounts, Manipur.
17. Director of Local Fund Audit, Manipur.
18. All Treasury Officers/Sub-Treasury Officers, Manipur.
19. Website Manager, Department of Information Technology, Manipur. He is requested to upload the Office Memorandum in the official website of the State Govt. of Manipur.
20. Guard File.


M. J. (Comm.)
D. S.
c/s/15