

**OFFICE OF THE EXECUTIVE DIRECTOR (FIN.)
CHHATTISGARH STATE POWER DISTRIBUTION CO. LIMITED
(A Successor Company of CSEB: A Govt. of Chhattisgarh undertaking)
Vidyut Sewa Bhawan, Danganiya, Raipur (C.G.)
Phone 0771- 2574340, Fax No. 0771-2574378**

No. 05-06/Distribution/ B&CM / 6595

Raipur, Dtd

28 OCT 2013

CIRCULAR

Sub. : Payment to Suppliers/Contractors through RTGS/NEFT system by direct credit into their Bank Accounts: Obtaining information therefore.

It has been decided by the Management of CSPDCL to stop the payment of Supplier/Contractors above Rs.10000/- through physical means i.e. cheque payment and to arrange such payments strictly through electronic mode i.e. RTGS/NEFT.

The payment at head office (i) of HQ Supply related Supplier payment above Rs.10000/- through cheque shall be stopped w.e.f. 15/11/2013, and (ii) field works related contractor payment at HQ level shall be halted w.e.f. 30/11/2013. Further, payment at RAO office above Rs. 10000/- through cheque shall be stopped w.e.f. 31/12/2013.

This process shall require vendor master updation in SAP system regarding Bank details of Supplier/ Contractor. All order placing authorities are, therefore, requested to obtain the required details of existing Supplier/ Contractor in the form of Affidavit in stamp paper in format enclosed herewith. Further, all future orders/contracts to new supply firms/ Contractor should mandatorily contain the Bank details of Supplier/ Contractor in the order itself after ensuring Affidavit as mentioned above.

Accordingly, all order placing authorities at HQ (ED/CE level or HOD) are requested to update the SAP vender master data with following details by **10th November, 2013** positively and field works related contractor details by field Chief Engineers by the **25th November, 2013** so as to avoid any unrest among Supplier/ Contractor on account of withholding their payments:-

1. Bank Name & Branch
2. Account Name
3. Account No.
4. IFSC Code
5. Mobile No.
6. E-mail ID

As intimated by O/o CE (EITC) the SAP system has been updated as per our requirement and Bank details of every vendor is required to be filled up in SAP as per T code XK02 or FK02 provided by EITC at the level of order placing authorities and not to be provided to this office.

Note: - RTGS/NEFT is very sensitive payment medium, accordingly once updated in vendor master, modification in same shall not be permitted unless fresh affidavit is furnished by the authorized signatory of Supplier/Contractor. SAP permission for any modification shall be restricted with respective module in-charge at EITC office.

Encl: - Format of Affidavit



Executive Director (Finance)
CSPDCL, Raipur

Copy to:-

1. Chief Engineer(S&P), Raipur
2. Chief Engineer (ST/RE), Raipur
3. Chief Engineer (Civil) Distribution, Raipur
4. Executive Director / Chief Engineer _____ Region, CSPDCL, _____
5. ED/CE, EITC/HR/Training/Commercial/CVO, CSPDCL, Raipur.
6. Staff Officer to M.D. CSPDCL, Raipur
7. Sr. A.O./RAO/Assit. Manager _____
8. CE (EITC) is further requested to display this circular on URJAINET.

PCS 5



Dy.General Manager(F&A)
CSPDCL, Raipur

