

**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.



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

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**PROFORMA OF UNDERTAKING TO BE GIVEN BY THE SUPPLIER/CONTRACTOR FOR
ACCEPTING PAYMENT THROUGH DIRECT CREDIT INTO THEIR BANK ACCOUNT
(TO BE GIVEN ON NON-JUDICIAL STAMP PAPER OF Rs.250/- DULY NOTORISED)**

THIS DEED OF UNDERTAKING executed this.....day of two Thousand and.....bya Company/Firm incorporated under the laws of.....and having its Registered Office at..... (hereinafter called the " Supplier /Contractor" which expression shall include its successors, executors and permitted assigns) in favour of CHHATTISGARH STATE POWER DISTRIBUTION COMPANY LIMITED a Company incorporated under the Companies Act,1956 and having its Registered Office at VIDYUT SEVA BHAWAN, DANGANIA, RAIPUR, CHHATTISGARH 492012 (hereinafter called the "CSPDCL" which expression shall include its successors, executors and permitted assigns).

WHEREAS the "Supplier /Contractor" has agreed to supply goods/services to the CSPDCL according to various Purchase/works orders placed by the later on the former and payments are released in routine by the CSPDCL pursuant to the terms and conditions of these Purchase/works orders from time to time. Also in addition to the present purchase/works orders the contractor generally has or may have similar ongoing business transactions with the CSPDCL.

AND WHEREAS among the various prevalent modes of affecting payments the mode of direct credit into contractors specified bank account through system like Banks' RTGS/NEFT mode is considered to be a convenient and efficient mode of payment subject to the convenience and practicality of the same at CSPDCL end.

NOW THEREFORE THIS UNDERTAKING WITNESSTH as under:

1. In view of evident convenience and efficiency accruable to the receiver of payments due to such mode of payment We "Supplier /Contractor" do here by declare that we tender our consent to bear the bank charges or any other charges associated with the operation of the said mode of payment i.e. the mode of direct credit into contractors designated bank account through Banks' appropriate system e.g. RTGS/NEFT, etc. The CSPDCL shall be at liberty to deduct or recover such charges from us in any manner including deduction from our bills, claims, deposits, etc
2. We further declare that for the purpose of facilitating such payments, following are be the particulars of our bank account:

Name of Company/ Firm (Supplier/ Contractor)	
Name of Bank	
Name of Branch and address of the Bank Branch	

Supplier / Contractor's Bank Account no. in which payments is to be transferred(A/c No. including leading Zeros)	
IFSC code of the Bank branch	
MICR Code	

*A leaf of Cancelled Cheque of above mentioned details is enclosed.

3. Without in any way affecting the generally and total responsibility in terms of this Deed of Undertaking, we contractors hereby undertake to immediately provide any other information/particulars required by the **CSPDCL** in this regard. We also undertake to inform any changes in these particulars immediately to the **CSPDCL** in the form of a fresh Undertaking, or as may be advised by the **CSPDCL** in this regard. Till such changes are duly accepted and effected it shall be the Supplier/Contractors' sole responsibility to make necessary and effective arrangements to safeguard its own interests.
4. We further declare that credit of monies, with or without deduction of Bank charges; into our above-mentioned accounts shall be comprehensive and complete legal discharge of **CSPDCL's** payment liability to the Supplier/Contractor in respect of bill/claim to which the payments relates so far mode of payment is concerned. No separate information whatsoever shall be necessary from **CSPDCL** in this regard.
5. We further declare that we fully understand that the exercise of mode of payment as mentioned above is at the sole discretion of the **CSPDCL**, and **CSPDCL** is at liberty to make due payments with the existing or any other prevalent mode of payment as per its convenience and practical consideration.
6. We further declare that to receive the payment acknowledgement from **CSPDCL**, our official & exclusive email ID will be(eg. xxxxxxx@gmail.com).
7. We further declare that to receive bill & payment related SMS alerts, our exclusive mobile number will be

IN WITNESS WHEREOF the Supplier/Contractor have through their Authorised Representatives executed these presents and affixed Common seal/ seals of their respective Companies/firms on the day, month and year first above mentioned.

WITNESSES

1.
 (Name in Block Letter) (Signature of Authorized Representative)
 (Address) Name.....
 Designation.....
 Common Seal of Company/Seal of firm
- 2
 (Name in Block Letter)
 (Address)

[Note-The Deed of Undertaking shall be attested by Notary Public of the place of the executants(s)].