

CIRCULAR

Sub: Finance – Capital Expenditure – Pending previous year R&M bills – Works of Capital nature – To be paid from Capital budget – Conversion to assets – Other procedures – Regarding

Ref: Circular No CMWSSB/Fin/Bud/SPL/2023/5 dated 06.07.2023

With reference to the above circular, it has been stated that an amount 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. The area wise breakup of the amount and procedure to claim the bills were stated in the same circular and it was communicated to areas that accounting procedure of the same would be communicated later.

In this regard, the following procedures are issued:

- 1) Areas should maintain the work wise, code wise 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) 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.

- 6) 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.
- 7) 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.

(By the Order of Managing Director)

S/d. 04.08.2023.
MANAGING DIRECTOR

Copy to

T.O to M.D/T.A to Exe.dir/PC to F.D/T.O to E.D
All Officers of the Board.

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Encl:

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