

TANGEDCO  
(ACCOUNTS BRANCH)

From  
K.Malarvizhi, B.A.(Corp),ACA.,PGDHRM.,  
Chief Financial Controller/Revenue,  
TANGEDCO, 144 Anna Salai,  
Chennai - 600 002.

To  
All the Superintending Engineers,  
Electricity Distribution Circle,  
TANGEDCO.

Lr.No.CFC/Rev/FC/Rev/DFC/R.1/F.Mis-appropriation/D.237/2018, dt.12.04.2018  
Sir,

Sub: TANGEDCO – Misappropriation of Board’s money by the collection staff – Instructions - Issued – Regarding.

Ref: 1. Memo No.CFC/Rev/FC/AO/R/D.No. /12, dt. 12.04.2012.  
2. Lr.No.CFC/R/FC/R/D.No. /14, dt. 24.03.2014.  
3. Lr.No.CFC/R/EA/D.No. /15, dt. 28.07.2015.  
4. Lr.No.CFC/Rev/FC/R/DFC-R1/F.Circulars/D.564/2017,  
Dt.4-8-2017

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Instructions had been issued to all the Superintending Engineers/EDC., to be more vigil to avoid misappropriation by the collection staff in the section offices vide the references cited above. In order to avoid the cases of misappropriation, it has been requested to take the following measures by the officers concerned:-

- i. The Pass Sheet (Bank Statement) has to be obtained from the bank by the reconciliation staff in the Revenue Branch themselves and the Reconciliation work has to be done thoroughly. If any doubt arises, it has to be get clarified from the concerned Bank’s Manager by the Assistant Accounts Officer’s concerned.
- ii. The rotation of Assessors has be done by the Section Officer every year as per the Headquarters instructions. The ATO’s of Division shall ensure rotation of assessor is made as per the Head Quarters instructions.
- iii. The vacancy of Inspector of Assessment, Revenue Supervisor, Assistant Engineer to be filled up in priority in the high revenue fetching sections of the

circles.

- iv. Training may be imparted to the reconciliation staff in the Revenue Branches, Circle Officers and the importance of reconciliation work to be explained to them.

2.0) The Superintending Engineer/Electricity Distribution Circles are requested to arrange to get the viewing facility only of the collection account pertaining to the Revenue Branch area to the Assistant Accounts Officer/Revenue Branches and Circles collection account to the Deputy Financial Controller by duly addressing the Banks. This facility will facilitate the Assistant Accounts Officer/Revenue Branches:-

- i. To check whether the amount collected are remitted in to Bank immediately by the Assessment staff.
- ii. To verify whether the remittance is as per the Daily Collection Report (DCR) furnished by the assessment staff.
- iii. Whether the collection are mail transferred to Head Quarters at the end of the day as per the agreement and if not to follow-up the same with the Bank Manager concerned.
- iv. To prepare the Bank Reconciliation immediately after end of the month without waiting for Pass Sheet. However, authenticated Pass Sheet shall have to be obtained for record/audit purpose.

3.0) Hence, all the Superintending Engineer/Electricity Distribution Circles are requested to arrange to obtain the viewing facility of the respective collection account to the Assistant Accounts Officer/Revenue Branches and Deputy Financial Controller by duly addressing the Banks, immediately, so as to arrest the misappropriation.

Sd xxx (13.04.2018)  
Chief Financial Controller/Revenue

Copy to all the Chief Engineers/Distribution Regions, TANGEDCO.

Copy Submitted to the Director (Finance) & Director (Distribution)/TANGEDCO.

Copy to the Chief Financial Controller/General, TANGEDCO.