

**TAMILNADU GENERATION AND DISTRIBUTION CORPORATION LTD**

Office of the Director,  
Distribution/TANGEDCO.

Memo No. DD/TANGEDCO/CE/IT/SE/IT1/EE/IMS/F.IMS/ D. /19 dt. 09 .2019

Sub: TANGEDCO – IT Wing - IMS Software - Invoice verification and Bill passing Module - Instructions – Issued – Reg.

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The standard rate for the financial year is being revised based on the weighted average cost of the materials procured during the financial year. In order to comply the AG audit enquiry 4 dated 12/6/2017, the invoice verification and bill passing module has been deployed in the IMS. Some of the circles are utilizing the same for all material invoice, K2Agreement bills, Vehicle bill and bill pass order through IMS. The passing of bills manually is dispensed herewith.

Hence, all the regional Chief Engineers are requested to issue suitable instructions to all concerned officers to adhere the following:

1. All the material invoice and bill pass order should be carried out through IMS only.
2. K2Agreement, other work bills and Vehicle bills should also be passed through the IMS in order to capture the actual expenditure incurred for all each and every work orders.
3. The supplier invoice pass order should be made available within 7 days in the system from the date of receipt of invoice at Accounts Payable Section (APS) irrespective of payment of bills.
4. The K2agreement bills and vehicle bill pass order should made available within 7 days in the system from the date of receipt of bills at Accounts Payable Section (APS) irrespective of payment of bills.

5. Print out copies of System generated Bill verification certificate (BVC), system generated Check slip for passing the bills and System generated Letter of Authority (LOA) should be utilized and the pre-printed format maybe dispensed off.
6. Deputy Financial Controller (DFC) of the circle may be entrusted the responsibility of passing all the bills through IMS only.
7. If the bills are not passed through IMS, it will not be considered for making payment.

The above instructions have to be adhered scrupulously and the user manual is made available in the IMS portal

  
CHIEF ENGINEER /IT  
for DIRECTOR / DISTN. /TANGEDCO  
13/13

To  
All Chief Engineers / Distribution Regions  
Copy to Director / Finance / TANGEDCO  
Copy to Chief Financial Controller/General/TANGEDCO  
Copy to Chief Internal Audit Officer

Copy to Superintending Engineers/EDC through e-mail.