

# SOUTHERN POWER DISTRIBUTION COMPANY OF AP LIMITED TIRUPATI

Memo.No.CGM(Fin)/GM(E&C)/SAO(C&PPL)/AO(C)/AAO(C)/D.No.76 /24,Dt.27-03-2024

Sub: - APSPDCL – New Program developed in SAP for allowing the Work Bills after submitting Work Order Closing Proposals only – Certain Instructions issued - Reg.

Ref: Note approved by the Hon'ble Chairman & Managing Director Dt 16-02-2024

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It is to inform that a new program has been developed in SAP to facilitate closing of work orders quickly in SAP to which "Work Allotment Orders" have been issued by DEEs and labour bills were claimed. "Work Allotment Orders" are similar to agreements, which are given by DEE, where the labour cost does not exceed Rs.75,000/-. The salient features of the New Program in SAP are as follows.

1. Section officer while submitting the work bill should complete all devolutions and pending drawls including paper transactions.
2. Section officer should ensure that the work order closing proposal has been forwarded for closer and pending with JAO/CAS for closer in **ZWC T-code**, **otherwise system will not allow to process the work bill.**
3. JAO/CAS has to verify the work order closing proposals forwarded by the section officer and do the following:
  - a. Return the work order closing proposals to Section officer if any devolutions are to be made. Section officer has to attend the remarks and resend the same for closing to JAO/CAS in ZWC.
  - b. JAO/CAS has to intimate the recoveries, if any, in the work bill to JAO/cash in **ZBP T-Code**. Even if no remarks, the same should also be intimated in ZBP T-code.
  - c. JAO/Cash (JAO-FI&JAO-AP) while creating the liability entry in MIR7, should verify the remarks in ZBP T-Code and effect the recoveries if any, otherwise the liability cannot be created in MIR4 T-Code.
  - d. JAO/CAS should verify the recoveries proposed by him/her have been effected and confirm that the work order can be closed.
  - e. Creation of liability to vendor in MIR4 is possible only after getting the confirmation from JAO/CAS.

- f. Once the confirmation is given by the JAO/CAS, the pending work order at the JAO/CAS login cannot be returned to the section officer.
- g. All work orders for which the MIR4 is completed should be closed within 3 working days. Otherwise, JAO/CAS will be held responsible for non-closer of the work orders.

In case of any clarification on the above procedure, Mr D. Rama Krishna, AAO (SAP-AM) may please be contacted through cell No.94906 18838

All the Superintending Engineers/Operation are requested to arrange to communicate these instructions to all the concerned so as to enable to follow the above procedure while closing the Work Orders w.e.f 01-04-2024.

  
**Chief General Manager (Finance)**  
**APSPDCL: TIRUPATI**

To

The Superintendent Engineer/Operation/NLR,TPT,KDP,ATP & KNL.

Copy to

The Senior Accounts Officer/ Operation/ NLR,TPT,KDP,KNL & ATP.

The PS to Chairman and Managing Director, APSPDCL, Corporate Office, Tirupati.

The PS to Director (Finance), APSPDCL, Corporate Office, Tirupati.