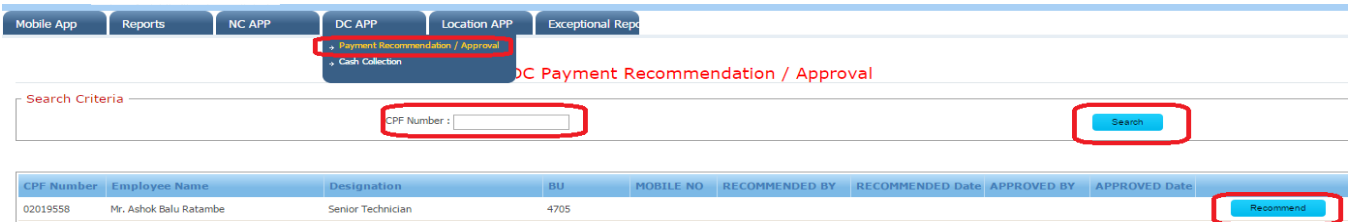


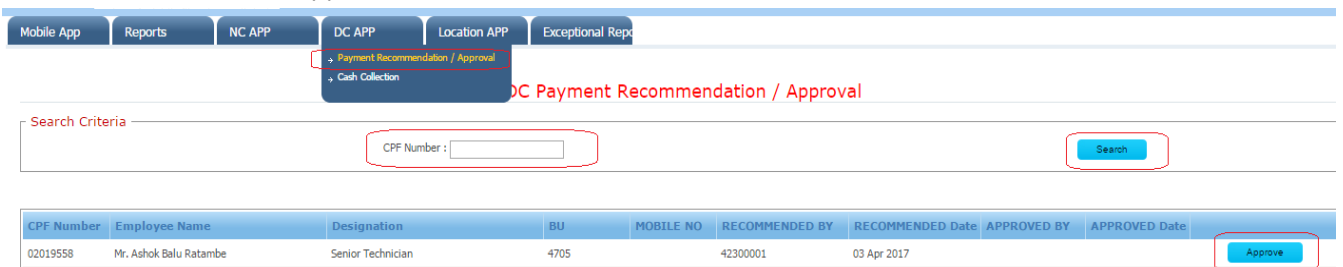
Guidelines for Collection through Mobile App :

1. All Authorized field officers / Line Staff can collect payment through mobile app.
2. Process for Authorization of field officers / Line Staff :
 - Account user working at Sub-Division office will recommend the staff through mobile app web console.



- In DC App menu Payment Recommendation and Approval option is available.
- Enter CPF no. and Press Search
- Employee Details will be displayed on the screen.
- Click on “Recommend” Button for recommendation.

- SDO of the concern sub-division has to Approve the recommended employee from Mobile App web console.
 - In DC App menu Payment Recommendation and Approval option is available.
 - By default List of all employees recommended will be displayed on the screen with “Approve” Button.



- Or Enter CPF no. and Press Search for searching.
- Employee Details will be displayed on the screen.
- Click on “Approve” Button for Approval.
- After approval from concern SDO other than LDAP user i.e. Line staff will collect payment through Mobileapp.

3. The limit for employee to collect payment through Mobileapp in CASH is Rs. 25000/- per day.
4. There is no limit for collection of payment through cheque.

Note :

Field officers / Line staff whose subdivision office having departmental collection center added in Online Cash Collection System(OCCS) can only be recommend and approve by SDO.

If departmental collection center is not available for employee's office then following error message will be displayed on the screen.

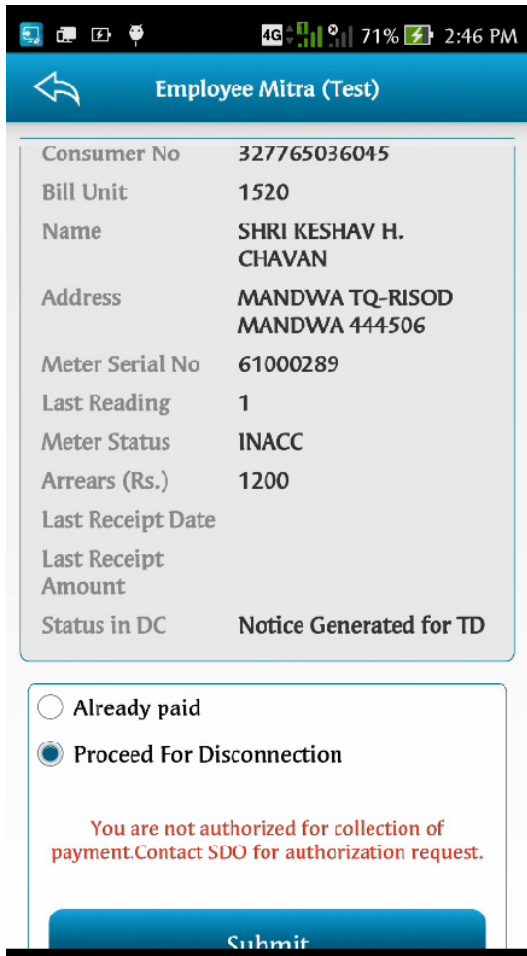
"Departmental Collection Centers are not available for the subdivision of Employee having CPF No. :02329379;

Please raise request to add new departmental collection center in Online Cash Collection System (OCCS)."

The screenshot displays the user interface of the Mobile App Web Console. At the top, there is a navigation bar with the MAHAVITARAN logo on the left and user information on the right, including the company name, version (4.1), user ID (99990003), and designation (Junior Engineer(Distribution)). Below the navigation bar is a menu with options like Mobile App, Reports, NC APP, DC Management, Location APP, and Exceptional Rep. The main content area is titled "DC Payment Recommendation / Approval" and contains a search criteria field with a text input for "CPF Number" containing the value "02329379" and a "Search" button. Below the search field, a red error message is displayed: "Departmental Collection Centers are not available for the subdivision of Employee having CPF No. :02329379; Please raise request to add new departmental collection center in Online Cash Collection System (OCCS)." At the bottom right of the page, there is a copyright notice: "Copyright © 2016 MSEDCL, All rights reserved."

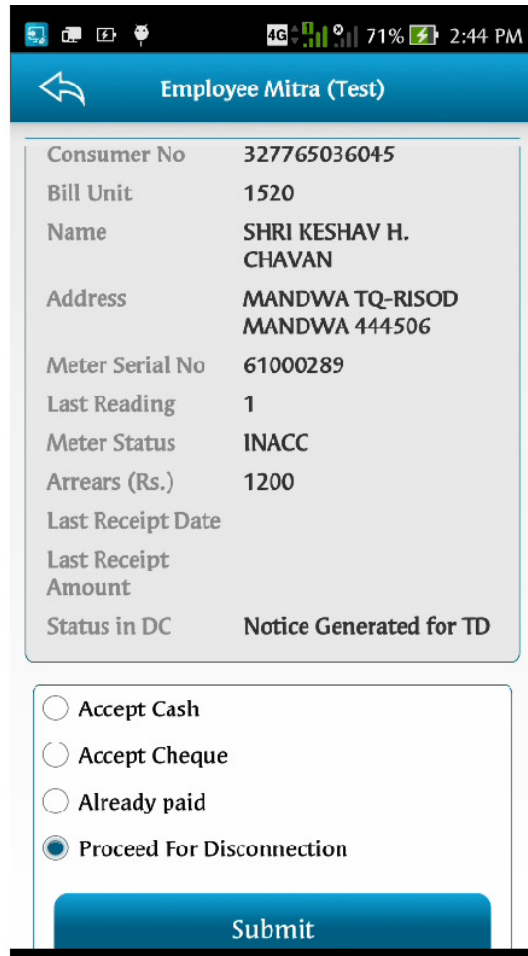
To resolve this problem, Please raise request to add new departmental collection center in Online Cash Collection System (OCCS).

Following Screen will be displayed before and after approval for collection through mobile app.



The screenshot shows the 'Employee Mitra (Test)' screen. The top status bar displays 4G, signal strength, 71% battery, and 2:46 PM. The header bar is blue with a back arrow and the text 'Employee Mitra (Test)'. The main content area is a light gray box containing the following details: Consumer No: 327765036045, Bill Unit: 1520, Name: SHRI KESHAV H. CHAVAN, Address: MANDWA TQ-RISOD MANDWA 444506, Meter Serial No: 61000289, Last Reading: 1, Meter Status: INACC, Arrears (Rs.): 1200, Last Receipt Date, Last Receipt Amount, and Status in DC: Notice Generated for TD. Below this is a white box with two radio button options: 'Already paid' (unselected) and 'Proceed For Disconnection' (selected). A red error message reads: 'You are not authorized for collection of payment. Contact SDO for authorization request.' At the bottom is a blue 'Submit' button.

(Before Approval)



The screenshot shows the 'Employee Mitra (Test)' screen after approval. The top status bar displays 4G, signal strength, 71% battery, and 2:44 PM. The header bar is blue with a back arrow and the text 'Employee Mitra (Test)'. The main content area is a light gray box containing the same details as the previous screenshot: Consumer No: 327765036045, Bill Unit: 1520, Name: SHRI KESHAV H. CHAVAN, Address: MANDWA TQ-RISOD MANDWA 444506, Meter Serial No: 61000289, Last Reading: 1, Meter Status: INACC, Arrears (Rs.): 1200, Last Receipt Date, Last Receipt Amount, and Status in DC: Notice Generated for TD. Below this is a white box with four radio button options: 'Accept Cash' (unselected), 'Accept Cheque' (unselected), 'Already paid' (unselected), and 'Proceed For Disconnection' (selected). At the bottom is a blue 'Submit' button.

(After Approval)

❖ **Process Flow for acceptance of Payment under 'Disconnection Management' option of Employee Mitra mobile App**

1. The Line staff / field officer will visit consumer premises for disconnection if consumer is appearing in disconnection list. He will disconnect the consumer as per disconnection list and enter the disconnection details through Mobile App.
2. However if the consumer is ready to pay the arrears amount , the Line staff / Field officer will accept the arrears payable either in Cash or Cheque only. Part payments are not accepted.
3. In case of cheque payment , following details are entered in the mobile screen
 - a. Cheque number (6 Digit)
 - b. Cheque Date (postdated cheques will not be accepted)
 - c. IFSC Code (11 Digit)
 - d. Amount (not less than payable amount).
4. In case of cash payment , following details are entered in the mobile screen
 - a. Amount (not less than payable amount)
 - b. Mobile number of consumer
5. A unique receipt number will be generated from the system which will be used for future reconciliation purpose and tracking the receipt in case of cheque bounce cases.
6. In case of payment in cash received from consumer, following SMS will be sent immediately on consumer mobile.

SMS in case of Cash :- Thanx for onsite MSEDCL bill payment in Cash of Rs ... for cons no/BU/.... Receipt no date .././.. issued by ...CPF no
7. The employee (Line staff/ Field officer) will remit this Cash amount/ Cheque to departmental accounts officer (either DA / AA whatever the case may be).

8. The centralized web console for mobile app will generate employee wise report for cash/ cheque collected which will be used by departmental accounts staff i.e. AA/DA to receive the Cash / Cheque amount from Line staff. This report will also contain an acknowledgement part which will be kept by AA/DA as well as the line staff for records. The local account office will sign the acknowledgement part before providing to line staff. The responsibility of recovery of cash amount from Line Staff / Field officer will be on concerned Accounts officer / SDO.

The screenshot displays the Mobile App Web Console interface. At the top, there is a navigation menu with tabs for 'Mobile App', 'IT Center', 'Reports', 'NC APP', 'DC APP', 'Location APP', and 'Exceptional Reports'. The 'DC APP' tab is selected, and a sub-menu is open showing 'Payment Recommendation / Approval' and 'Cash Collection'. The 'Cash Collection' option is highlighted, and a red box is drawn around it. Below the navigation menu, there is a search criteria section with a red border. It contains the following fields: 'APPROVE:' with a dropdown menu set to 'UN-APPROVED', 'Payment Mode:' with a dropdown menu set to 'CASH', 'Receipt From Date:' with a date picker set to '01-Apr-16', and 'Receipt To Date:' with a date picker set to '03-Apr-17'. A 'Search' button is located to the right of the date pickers. Below the search criteria section, there is a table header with the following columns: 'Login', 'Full Name', 'Designation', 'BU', 'emailID', 'Mobile', 'Total Receipts', 'Approved', 'Pending', 'Total Amount', and 'Action'.

To generate report login to MobileApp Web console. Under DC menu Cash Collection Option is available.

Select

- Approve/Un-Approved Receipts
- Payment Mode (Cash/ Cheque)
- Receipt From date – Receipt to date / Approved From date – Approved to Date
- Then click on Search
- Based on conditions report will be generated.

9. The local account officer (DA/ AA or as the case may be) will reconcile the amount received from all line staff/ field officer with reports from centralized web console for mobile app. He will confirm this amount on the web portal for generation of B60 receipt files by approving the amount collected. He will select the departmental collection center code of sub-division and approve the amount. Thus the daily cash tally will be done by the concerned account officer.

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD.

MOBILE APP WEB CONSOLE

Guidelines for Collection through Mobile App

VERSION 4.1

Page | 6

Illustration:

Suppose user has to approve some receipts

Then select Un-Approved receipts then Payment Mode Cash/Cheque and Dates then the Click on **“Search”** Button.

Based on the search criteria list will be displayed on the screen.

Login	Full Name	Designation	BU	emailID	Mobile	Total Receipts	Approved	Pending	Total Amount	Action
02418380	Mr. Ashok Kashinath Kulkarni	Junior Engineer(Distribution)	0337			1	0	1	3660.0	Approve
02418240	Mr. Roshan Balu Nikam	Technician	0345		8879622181	8	0	8	5360.0	Approve
02474557	Mr. Rajenikant Shankarrao Gadale	Technician	0345		8879622133	2	0	2	1340.0	Approve
02501104	Shri Govind Ganpatrao Ghodke	Technician	0345		8879622313	1	0	1	1830.0	Approve
02736993	Mohammed Jawwadullah Mohammed Siddi	Assistant Engineer(Distribution)	0345			4	0	4	1800.0	Approve
02156318	Mr. Arun Champatrao Mankar	Deputy Executive Engineer(Distribut	0353			1	0	1	437.0	Approve
02631270	Shri Vaibhav Ramchandra Ganvir	Junior Engineer(Distribution)	0353			1	0	1	1905.0	Approve
02138565	Mr. Pramod Pritam Khule	Dy General Manager(L.T.)	0354			1	0	1	1780.0	Approve
02495392	Mr. Amol Pandharinath Bendewar	Junior Engineer(Distribution)	0354			1	0	1	739.0	Approve
02242711	Mr. Parag Shivcharan Fate	Deputy Executive Engineer(Distribut	0356			1	0	1	0.0	Approve

It will display total no. of receipts , Approved receipts , un-Approved (Pending) receipts, Total Amount and Approve Button.

Also Summery report and Details report are made available for reference.

In summery report :

Employee wise/Date wise / Total No. of receipts and cash collection displayed.

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD.**MOBILE APP WEB CONSOLE****Guidelines for Collection through Mobile App****VERSION 4.1****Page | 7**
Maharashtra State Electricity Distribution Co. Ltd
B60 CASH COLLECTION REPORT

Report :3.0.5

Date From 01-Apr-16 To Date 03-Apr-17

Run Date : 03-APR-2017

Page No: 1 of 14

SR	NAME	DESIGNATION	BU	RECEIPT DATE	TOTAL RECEIPTS	TOTAL AMOUNT
1	Mr. Tanaji Sopan Kamthe	Assistant Accountant	4746	04-Aug-16	1	1914780.0
2	Mr. Prakash Shivram Ghogale	Assistant Accountant	4655	14-Jul-16	3	16899.0
3	Mr. Prakash Shivram Ghogale	Assistant Accountant	4655	27-Jul-16	1	11030.0
4	Mr. Mohmed Rashid Mohmed Naimoddin	Senior Technician	2330	30-Jul-16	1	2840.0
5	Mr. Deorao Motiram Madekar	Senior Technician	4817	04-Aug-16	1	440.0
6	Mr. Vijaykumar Krishnrao Deshmukh	Assistant Engineer(Distribution)	0914	28-Jul-16	1	830.0
7	Mr. Vinod Wamanrao Shahare	Senior Technician	4751	22-Jul-16	2	75950.0
8	Mr. Kadir Rashidbhai Pathan	Senior Technician	5894	03-Aug-16	2	1168.0
9	Shri Vinayak Vishavnath Raut	Senior Technician	5894	02-Aug-16	3	31050.0
10	Shri Shekharkumar Narayanrao Pahade	Assistant Engineer(Distribution)	3000	14-Jul-16	4	14156.0
11	Mr. Dattatray Purushottam Jangde	Assistant Engineer(Distribution)	1694	11-Jul-16	1	2384.0
12	Mr. Damodar Somaji Jagdale	Assistant Engineer(Distribution)	5851	22-Jul-16	5	1200.0
13	Mr. Damodar Somaji Jagdale	Assistant Engineer(Distribution)	5851	23-Jul-16	4	0.0
14	Shri JAGATSING BHAGATSING SURYAWANS	Senior Technician	0580	02-Aug-16	1	700.0
15	Mr. Jagdish Balwant Dhanmehar	Technician	4867	05-Aug-16	3	8550.0
16	Mr. Raiendra Kashinath Amnhotri	Assistant Engineer(Distribution)	4265	08-Jul-16	1	8381.0

In Detail Report: Detailed consumer wise amount collected displayed.


Maharashtra State Electricity Distribution Co. Ltd
B60 CASH COLLECTION DETAIL REPORT

Report :3.0.5

Date From 01-Apr-16 To Date 03-Apr-17

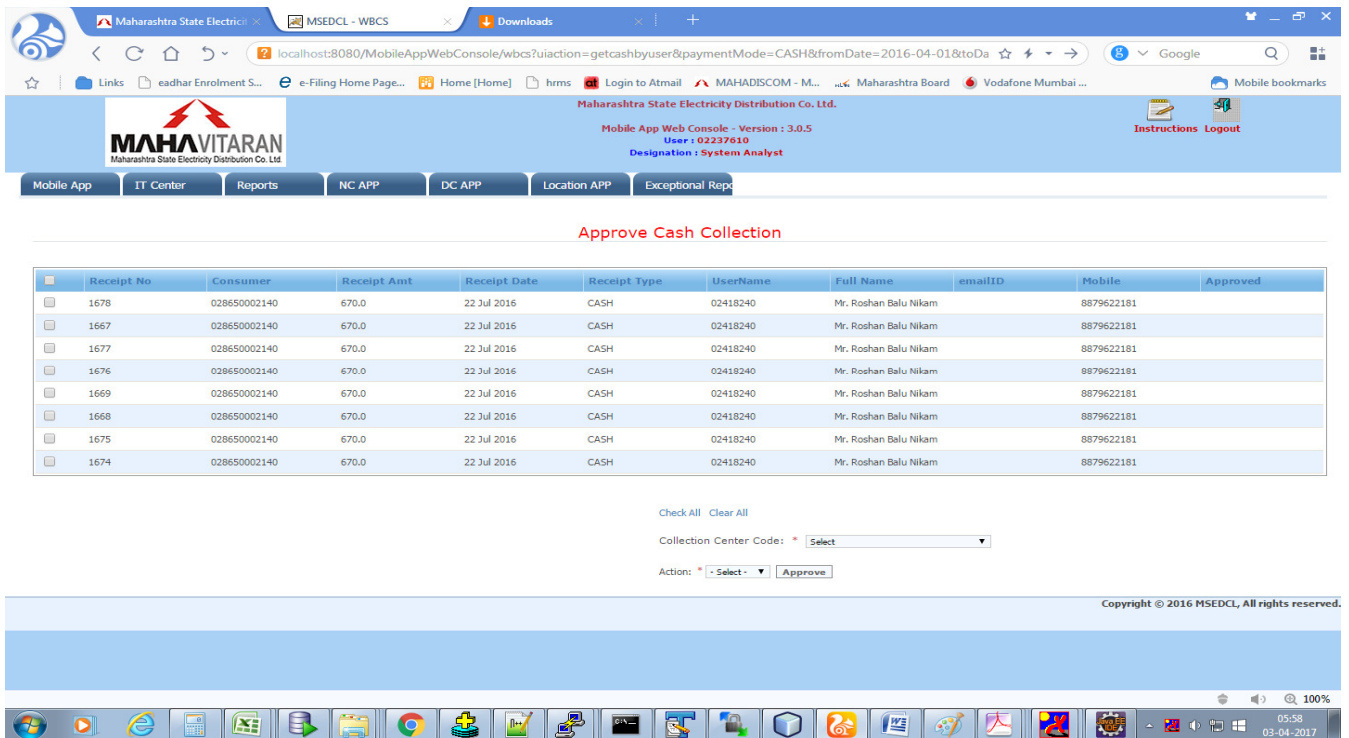
Run Date : 03-APR-2017

Page No: 1 of 29

SR	RECEIPT NO	RECEIPT DATE	CONSUMER NO	BU	READER NAME	AMOUNT	PAYMENT MODE	CHEQUE NO	CHEQUE DATE	STATUS	APPROVED BY
1	2540	04-Aug-16	170743542153	4746	Mr. Tanaji Sopan Kamthe	1914780.0	CASH			UN APPROVED	
2	1343	14-Jul-16	000030025563	4655	Mr. Prakash Shivram Ghogale	5633.0	CASH			UN APPROVED	
3	1342	14-Jul-16	000030025563	4655	Mr. Prakash Shivram Ghogale	5633.0	CASH			UN APPROVED	
4	1341	14-Jul-16	000030025563	4655	Mr. Prakash Shivram Ghogale	5633.0	CASH			UN APPROVED	
5	1938	27-Jul-16	000030021461	4655	Mr. Prakash Shivram Ghogale	11030.0	CASH			UN APPROVED	
6	2235	30-Jul-16	535010568961	2330	Mr. Mohmed Rashid Mohmed Naimoddin	2840.0	CASH			UN APPROVED	
7	2598	04-Aug-16	373020036665	4817	Mr. Deorao Motiram Madekar	440.0	CASH			UN APPROVED	
8	2047	28-Jul-16	190560585199	0914	Mr. Vijaykumar Krishnrao Deshmukh	830.0	CASH			UN APPROVED	
9	1629	22-Jul-16	020020210215	4751	Mr. Vinod Wamanrao Shahare	16430.0	CASH			UN APPROVED	
10	1655	22-Jul-16	020020000903	4751	Mr. Vinod Wamanrao Shahare	59520.0	CASH			UN APPROVED	
11	2468	03-Aug-16	178140085999	5894	Mr. Kadir Rashidbhai Pathan	584.0	CASH			UN APPROVED	
12	2466	03-Aug-16	178140085999	5894	Mr. Kadir Rashidbhai Pathan	584.0	CASH			UN APPROVED	
13	2441	02-Aug-16	178090068249	5894	Shri Vinayak Vishavnath Raut	16720.0	CASH			UN APPROVED	
14	2442	02-Aug-16	178090066564	5894	Shri Vinayak Vishavnath Raut	8230.0	CASH			UN APPROVED	
15	2443	02-Aug-16	178091624447	5894	Shri Vinayak Vishavnath Raut	6100.0	CASH			UN APPROVED	
16	1351	14-Jul-16	367400006955	3000	Shri Shekharkumar Narayanrao	3539.0	CASH			UN APPROVED	

To approve receipts user has to click on approve button.

After click on approve button following screen will be displayed.



User has to select receipts which has to be approved then select collection center code. (Departmental Collection centers which are available under concern sub-division are displayed). Select action and Click on approve Button.

After this message will be displayed on the screen “No. of receipts approved successfully”.

10. For acknowledgment

Search approved receipts based on approved from date and approved to date

MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LTD.

MOBILE APP WEB CONSOLE

Guidelines for Collection through Mobile App

VERSION 4.1

Page | 9

Cash Collection Report

Search Criteria

APPROVE :	Payment Mode :	Approved From Date.:	Approved To Date. :	Search
APPROVED ▼	CASH ▼	03-Apr-17	03-Apr-17	

Summary Report | Detail Report

Login	Full Name	Designation	BU	emailID	Mobile	Total Receipts	Approved	Pending	Total Amount	Action
02418240	Mr. Roshan Balu Nikam	Technician	0345		8879622181	3	3	0	2010.0	

Based on search criteria the list will be displayed on the screen. To generate acknowledgement report click the Approved Count. (Highlighted in red colour square).

PDF file named Detail_Collection_Ack_<from dt> to <to date>.pdf will be generated.



**Maharashtra State Electricity Distribution Co. Ltd
DC CASH COLLECTION ACKNOWLEDGMENT**

Run Date : 03-APR-2017

Report :3.0.5

Date From 03-Apr-17 To Date 03-Apr-17

Page No: 1 of 1

SR	RECEIPT NO	RECEIPT DATE	CONSUMER NO	BU	AMOUNT	PAYMENT MODE	CHEQUE NO	CHEQUE DATE	STATUS	APPROVED DATE
1	1667	22-Jul-16	028650002140	0345	670.0	CASH			APPROVED	03-APR-2017 06:02:43 PM
2	1677	22-Jul-16	028650002140	0345	670.0	CASH			APPROVED	03-APR-2017 06:02:43 PM
3	1678	22-Jul-16	028650002140	0345	670.0	CASH			APPROVED	03-APR-2017 06:02:43 PM

This is to certify that I, Mr. Santosh Namdeo Dombale, CPF No :02237610, Designation : System Analyst, received sum of Rs.2010.0/- Only From Mr. Roshan Balu Nikam, CPF No :02418240, Designation : Technician

Submitted By Signature & Date

Accepted By Signature & Date

11. The consumer wise cheque payments will appear in web console. The account officer will confirm/ approve these cheques for realization one by one. He will also have a choice of entry of Cheque bounce option.

For approval / acknowledgment of Cheque receipts same procedure has to follow. But in cash of cheque user has to realization date in Bank Date Column. The receipt date will be cheque realization date entered by the approving account officer (DA/AA or as the case may be). The account officer will also enter the departmental collection center code of a sub-division and approve the amount.

Approve Cash Collection

Receipt No	Consumer	Receipt Amt	Receipt Date	Receipt Type	Cheque No	Cheque Date	Bank Date	UserName	Full Name	emailID	Mobile	Approved
1232	422060002781	138.0	07 Jul 2016	CHEQUE		07 Jul 2016	03-Apr-17	02218496	Mr. Rajpal Ramdasji Gedam			
1231	422060002781	138.0	07 Jul 2016	CHEQUE		07 Jul 2016	03-Apr-17	02218496	Mr. Rajpal Ramdasji Gedam			
1233	422060002781	138.0	07 Jul 2016	CHEQUE		07 Jul 2016	03-Apr-17	02218496	Mr. Rajpal Ramdasji Gedam			

Check All Clear All

Collection Center Code: *

Action: *

Copyright © 2016 MSEDCL, All rights reserved.

12. The Receipt file (B60) for cash / cheque amount, will be prepared by Centralized payment reporting portal at HO after receipt approval from local Accounts officer. These receipt files will have a collection center code entered by the local account officer.

13. B60 and MIS files will be available for download to IT Center on next day after approval.

Download B60 File

Search Criteria: CIRCLE : * 650 - NAGPUR (R) CIRCLE

File Id	Circle Code	B60 Date	No. of Receipts	Amount	Download Count	Download By	Download Date	
55	650	01 Apr 2017	4	41758.0	0			<input type="button" value="Download B60"/> <input type="button" value="Download MIS"/>
50	650	27 Feb 2017	2	22.0	9	02237610	05-APR-2017 04:55:11 PM	<input type="button" value="Download B60"/> <input type="button" value="Download MIS"/>
49	650	27 Feb 2017	6	4404.0	1	02237610	05-APR-2017 04:54:15 PM	<input type="button" value="Download B60"/> <input type="button" value="Download MIS"/>

Copyright © 2016 MSEDCL, All rights reserved.

14. Block or restrict the employee to collect the amount from DC App menu.

Sub division officer can block / restrict the employee for collection of amount.

Search the employee with CPF Number.

Maharashtra State Electricity Distribution Co. Ltd.
Mobile App Web Console - Version : 3.0.5
User : 99000003
Designation : Junior Engineer(Distribution)

MAHAVITARAN
Maharashtra State Electricity Distribution Co. Ltd.

Mobile App | Reports | NC APP | DC APP | Location APP | Exceptional Reps

DC APP
→ Payment Recommendation / Approval
→ Cash Collection

DC Payment Recommendation / Approval

Search Criteria

CPF Number :

Search

CPF Number	Employee Name	Designation	BU	MOBILE NO	RECOMMENDED BY	RECOMMENDED Date	APPROVED BY	APPROVED Date	
01500775	Mr. Anant Ganpat Ghodvinde	Senior Technician	4139	9209216489	02237610	08 Feb 2017	02237610	08 Feb 2017	Block

Copyright © 2016 MSEDCL, All rights reserved.

Once you click on Block button following confirmation message will be prompt:

“Note : Blocked Employee Could not collect bill amount from the consumers.

Do you really want to Restrict this employee to collect the bill amount?”

Once user clicks on confirm then employee will be blocked to collect the collection amount with following screen and message.

“Employee Number 01500775 Blocked for bill amount collection Successfully.”

Maharashtra State Electricity Distribution Co. Ltd.
Mobile App Web Console - Version : 3.0.5
User : 99000003
Designation : Junior Engineer(Distribution)

MAHAVITARAN
Maharashtra State Electricity Distribution Co. Ltd.

Mobile App | Reports | NC APP | DC APP | Location APP | Exceptional Reps

DC Payment Recommendation / Approval

Search Criteria

CPF Number :

Search

CPF Number	Employee Name	Designation	BU	MOBILE NO	RECOMMENDED BY	RECOMMENDED Date	APPROVED BY	APPROVED Date	
01500775	Mr. Anant Ganpat Ghodvinde	Senior Technician	4139	9209216489					Recommend

Copyright © 2016 MSEDCL, All rights reserved.

Sub division officer can again recommend and approve the same employee for collection of amount.

For Any Query regarding Web Console please feel free to contact on following emailID :

empapp_support@mahadiscom.in