



उत्तर प्रदेश पावर कारपोरेशन लिमिटेड  
(उत्तर प्रदेश सरकार का उपक्रम)  
**U.P. POWER CORPORATION LIMITED**  
(Govt. of Uttar Pradesh Undertaking)  
CIN: U32201UP1999SGC024928



Letter No. I/10086/2025

Date:01-05-2025

### **Office Order**

As part of our on-going commitment to maintaining financial discipline and ensuring timely accrual & payment of Vendors Liability, the "**Guidelines for Bill Submission date by Suppliers/Service Providers (Vendors)**" are being issued to all the DISCOMs /Distribution Divisions for the payment of bills to Vendors. These measures aim to streamline the payment process ensuring timely payment and enforce adherence to timelines.

#### **2. Definitions:**

**(i) Work Completion Date:** It means the date of completion of work as per Measurement Book/Service Entry Sheet of the respective contract. In respect of supply contracts, the receipt of the material will be considered the work completion date. This is the actual date of work completion, not the scheduled date as per agreement/contract.

**(ii) Bill Due Date:** It means 15th calendar day from the date of completion of work or part of the work, as per the Measurement Book/Service Entry Sheet as certified by Engineer-in-charge of contract.

**(iii) Bill Submission Date:** It means the date on which the physical copy of the bill has been received by the contract in-charge. After implementation of Vendor Bill Tracking System (VBTS) on ERP it would mean the date on which bill is uploaded by vendor on VBTS.

Till implementation of VBTS in ERP, a register will be maintained by contract in-charge for recording receipt of bill, and an acknowledgement of receipt of physical copy of invoice shall be given by contract in-charge to vendor.

For example, if the work completion date as per the contract is 30th April the bill due date for bill submission would be 15th May i.e. 15 days from work completion date.

**(iv) If The bill due date or subsequent days are Public holidays then the immediate next working day will be the bill due date.**

### **3. Bill Submission by Vendors:**

- i. Vendors are required to submit their bills within the bill due date in physical copy while soft copy may be sent through e-mail to the official email ID of the contract in-charge as a matter of precaution and proof. After implementation of VBTS, vendors are required to upload invoices on VBTS.
- ii. However, in case of delay beyond the specified bill due date as defined above, penalty as specified hereinafter will be imposed.

### **4. Penalties for Late submission of Bills by Vendors:**

- i. In order to encourage the vendors to submit the bills timely, a token penalty will be charged as follows for delays in the bill submission beyond the bill due date.

<b>Sr.No.</b>	<b>Delay in Bill submission from the bill due date</b>	<b>Penalty on the Delayed Bill Amount (excl. taxes)</b>
1.	01 - 15 Days	0.10%
2.	16 - 30 Days	0.50%
3.	31 - 45 Days	0.75%
4.	46 - 60 Days	1.00%

- ii. If the delay continues and the Vendor fails to submit the bill within 60 days of the bill due date, a penalty @ 2% of the bill amount (excluding taxes ) shall be imposed for bills submitted between 61-180 days of due date and bills will only be accepted with detailed justification in writing and due authorization of the concerned Chief Engineer. He will not have the right to waive the penalty.
- iii. Bill submitted after 180 days from the due date shall only be accepted after the permission/approval of Managing Director of the DISCOM and a penalty @ **3% of the bill amount (excluding taxes)** shall be imposed in such cases. He will not have the right to waive the penalty.
- iv. Bill submitted after 365 days from the due date shall not be accepted under any circumstances.
- v. GST is not applicable on the above mentioned penalty as per the circular no 178/10/2022-GST.

### **5. Implementation and Monitoring:**

- i. The above guidelines are to be included :
  - a. By works & procurement sections, in the contracts yet to be awarded (currently under process of award) & for all future contracts from the date of the issue of this OM.

b. In contracts under execution, additional instructions may be issued by the contract in-charge to the vendors, post issue of this OM.

ii. All Vendor /Supplier/ Service providers are to be encouraged to submit their bills promptly as per the provision of the respective contracts. They should be intimated through email, WhatsApp for adherence of timely bill submission as per this circular.

iii. Vendor Bill Tracking system, which is in advanced stage of implementation in ERP , will be used by all Vendor /Supplier/ Service provider to submit the bills online along with the hard copy, and track their bills, once ready .

iv. Adequate publicity/circulation to inform Vendors about this OM must be ensured through email, WhatsApp and also through additional instruction in case of on-going contracts by contract in-charge.

**6.** Please ensure that these directions are implemented effectively and communicated to your respective teams and Vendors.

**CHAIRMAN**

Letter No..I/10086/2025 Dated: 01-05-2025

Copy forwarded to the following for information and necessary action:-

1. PS to Chairman, U.P. Power Corporation Ltd., Shakti Bhawan, Lucknow,
2. Managing Director, U.P. Power Corporation Ltd., Shakti Bhawan, Lucknow.
3. Managing Director, PuVVNL, Varanasi/MVVNL, Lucknow/DVVNL, Agra/PVVNL, Meerut & Kesco Kanpur.
4. Director (PM & A/C.P./Fin./Dist./IT/Comm.), U.P. Power Corporation Ltd.
5. Director (P&M/Fin./Tech./Comm.), PuVVNL, Varanasi/MVVNL, Lucknow/DVVNL, Agra/PVVNL, Meerut & Kesco Kanpur.
6. All Chief Engineers, U.P. Power Corporation Ltd.
7. All Chief Engineers, PuVVNL, Varanasi/MVVNL, Lucknow/DVVNL, Agra/PVVNL, Meerut & Kesco Kanpur.
8. All Superintending Engineers/Executive Engineers, PuVVNL, Varanasi/MVVNL, Lucknow /DVVNL, Agra/PVVNL, Meerut & Kesco Kanpur.
9. All Deputy General Managers/Deputy Chief Account Officers, UPPCL/PuVVNL, Varanasi MVVNL, Lucknow/ DVVNL, Agra/PVVNL, Meerut & Kesco Kanpur.
10. Executive Engineer (Web). Room no. 407, Shakti Bhawan, Lucknow for uploading on UPPCL website [www.uppcl.org](http://www.uppcl.org).

**By Order,**



(FAISAL KHAN)  
DS(Works)