



**AJMER VIDYUT VITRAN NIGAM LIMITED**  
 Corporate Identification Number (CIN)- U40109RJ2000SGC16482 Regd.  
 Office: Vidyut bhawan, Panchsheel Nagar, Makarwali Road, Ajmer-305004  
 Phone: +91-0145-2644517, Fax: +91-0145-2644517  
 E-mail : revenue.section@rediffmail.com Website:-www.avvnl.com

No. AVVNL/CAO (A&R)/Sr. AO (Rev.) /F. /D- 208 Date:- 13-4-2017

### ORDER

The Board of Directors in its 250<sup>th</sup> meeting have approved 'Accounts Receivable Policy' along with its procedural guidelines and draft order for formation of working committees for receivable management and provisioning for bad and doubtful debts in compliance to the provisions of sub-section (1) of section 7 of RSEDMR Act, 2016.

2. The Discom Level Whole Time Directors Committee shall be competent to approve the write off of receivables as per the 'Accounts Receivable Policy' (The policy and procedural guidelines is being circulated separately). The composition of the said committee is as under:-

(i)	Managing Director	Chairman
(ii)	Director (Finance)	Member
(iii)	Director (Technical)	Member

3. The suitable cases shall be presented before the Discom Level Whole Time Directors Committee by the various working level committees with due justification and recommendations for writing off of receivables in the books of Accounts. The composition and the financial powers of the working level committees are as under:-

S.No.	Working Committee	Monetary Powers	Composition
(i)	Circle level working committee	Trade receivables upto Rs. 10,000/- in each case in respect of LT categories.	(1) Circle SE (O&M) - Chairman
			(2) Circle A.O. (O&M) - Member
			(3) A.O. (IA) - Member
			(4) A.A.O. (Rev.) of circle - Member, Secretary
(ii)	Zonal level working committee	Trade receivable more than Rs. 10,000/- in each case in respect of LT categories.	(1) Zonal CE - Chairman
			(2) Sr. A.O. of Zone - Member
			(3) Sr. AO (IA) - Member
			(4) Circle A.O. (O&M) - Member, Secretary
(iii)	Working Committee for HT Categories	Full Powers in respect of HT categories	(1) CE (HQ) - Chairman
			(2) CAO (IA) - Member
			(3) SE (Comml.) - Member, Secretary
			(4) Sr. AO (Comml.) - Member
			(5) XEN of concerned div.- Member
(iv)	Working Committee for Other receivables	Full Powers in respect of Other receivables	(1) CAO (A&R) - Chairman
			(2) Sr. AO of Zone - Member
			(3) Circle A.O. (O&M) - Member, Secretary
			(4) AAO (Rev.) of circle - Member

SE (IT), AVVNL, AJMER

R. R. No. 205 D. 26/4/17

SECTION.....

*Handwritten signature and date: 26/4/17*



4. The CAO (A&R) will work as nodal officer who will co-ordinate and present all recommendation of working committee before the whole time Directors Committee for taking needful decision.

Accordingly, the circular Rev.-AJ-119 issued in this regard be treated as withdrawn.

*haz*  
(B. L. Sharma)  
Chief Accounts Officer (A&R)  
AVVNL, Ajmer

Copy to the following for information and necessary action:-

1. The Chief Engineer (A/Z, U/Z, JJN/Z/HQ/Comml.), AVVNL, Ajmer/ Udaipur/ Jhunjhunu.
2. The Superintending Engineer (ACC/ADC/O&M/Comml.), AVVNL, with a request to circulate among the sub-divisions' falling under his jurisdiction.
- ✓ 3. The Superintending Engineer (IT), AVVNL, Ajmer with the request to upload this circular on Ajmer Discom's website.
4. The Sr. Accounts Officer (A/Z, U/Z, JJN/Z/Comml./IA), AVVNL, Ajmer/ Udaipur/ Jhunjhunu.
5. The Executive Engineer (O&M), AVVNL, \_\_\_\_\_.
6. The Accounts Officer/Assistant Accounts Officer (Accounts/ACC/ADC / O&M / Rev./IA), AVVNL, \_\_\_\_\_.
7. PA/PS to Managing Director/Director (F.)/Director (Tech.), AVVNL, Ajmer.

*haz*  
Chief Accounts Officer (A&R)  
AVVNL, Ajmer