

RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LTD

(Corporate Identity Number (CIN):U40109RJ2000SGC016485)

(A Govt. of Rajasthan Undertaking)

Regd. Office: Vidyut Bhawan, Jyoti Nagar, Jaipur 302005

No. RVPN/CCOA/CAO(A/c's-W&M)/CPC/ D. 9/2

Dated 25.10.2019

CIRCULAR

A checklist for verification of bill /challan was circulated vide order No. RVPN/ CCOA/Control-228/D. 41 dated 18.04.2017 (copy enclosed) with instructions to the purchaser / consignee to check relevant points and indicate (√) / (N.A.) mark in light of the nature of bill / provisions of Purchase order, SCC & GCC, which are the part of contractual formalities.

Further, the payment policy circulated vide order No. 1053 dated 13.02.2019 (Control No. 238) prescribes as under:-

"Instructions to Consignee

1. The consignee / purchaser shall ensure compliance as per checklist circulated vide order No. 41 Dated 18.04.2017 (Control No. 228) before verification of bill / challan and send the bill within 7 days of receipt of goods/services. This time limit of 7 days for processing and sending verified bills, MRC and other required documents to payment authority shall be strictly adhered to in case of firms registered under MSMED Act, 2006 failing which the consignee will personally be held responsible for any delay in payment."

It is observed that the above instructions regarding checklist and timely processing of bills are not being complied with by the concerned offices resulting in delay in processing and timely payment of bills which may attract statutory liability under various regulations.

It is enjoined upon all concerned to adhere to the compliances as stated above and enclose checklist duly filled in alongwith every bill (i.e. supply, services viz. erection, civil, O&M services and PV thereof) failing which no bill other than bills of maintenance for which specific procedure has been prescribed shall be entertained by payment authority w.e.f. 01.11.19 and the consignee/purchaser shall be held responsible for any delay in payment and statutory liability arising under various regulations.

Encl.: As above.



Director (Finance)

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No. RVPN/ CCOA/ Control/ D. 41

Dated 18/04/17

ORDER

Checklist enclosed as Annexure-"A" mentioned in Clause No.1 of Payment Policy issued vide order No. RVPN/ CCOA/ Control/ D.1297 dated 30.01.2017 is hereby amended as under:

It is advised to the purchaser / consignee to check relevant points and indicate (✓) / (N.A.) mark in light of the nature of bill / provisions of Purchase order, SCC & GCC, which are the part of contractual formalities:-

A. After issue order and before first bill:-

S. No.	Particular	Frequency	Responsibility
1	Acceptance of Contract Agreement	One time	Order placing Authority
2	Acceptance of Manufacturers warrantee	One time	Order placing Authority
3	An undertaking on Non-Judicial Stamp Paper as applicable value duly notarised regarding negative PV	One time	Order placing Authority
4	PAN and Bank Details for RTGS/NEFT in Prescribed Performa (As provided with P.O.) along with cancelled cheque	One time	Order placing Authority
5	Purchase order with all enclosures	One time	Order placing Authority
6	Acceptance of Security Bank Guarantee / Deposit	One time subject to extension, if required	Order placing Authority
7	Acceptance of Performance Bank Guarantee / Deposit		Order placing Authority
8	Acceptance of Advance Bank Guarantee / Deposit		Order placing Authority
9	Acceptance of insurance policy		Order placing Authority
10	Entry of all contractual formalities to be made in SAP	One time	Order placing Authority

B. At the time of sending first & subsequent bills:-

1	Material Received Challan in prescribed Performa certifying that material received in good condition/ complete in all respect as per specification duly verified by the consignee/ project in-charge	Each time	Consignee / Project in-charge
2	Transit Insurance with 30 days storage at destination (valid insurance policy with cover note) & ensure the validity of BGs and insurance	Each time	Consignee / Project in-charge

3	Necessary budget provision with project code may be recorded on verified bill	Each time	Consignee / Project in-charge
4	Entry of bill & challan with Stock Register No. etc in SAP module and mention SAP document No. / SES No.	Each time	Consignee / Project in-charge
5	Following certificates required with the R.A./supply bill and concerned M.B: (i) Test Check Memo verified by the XEN / AEN concerned with date; (ii) Recovery Memo; (iii) P.F. deposition Certificate; (iv) Original for buyer invoice; (v) Tax certificates as per PO; (vi) P.V. certificate; (vii) D.I. / Inspection report; (viii) Certificate regarding Royalty deduction;	Each time	Consignee / Project in-charge
6	In case P.O. value exceeds, necessary approval of competent authority and entry of revised P.O. in SAP	As and when required	Order placing Authority

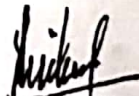
C. At the time of sending final bill (in addition to above point 'B'):-

1	Approved Final BOQ	One time	Order placing Authority
2	MAS account.	One time	Order placing Authority
3	All final recoveries.	One time	Order placing Authority
4	No dues certificate regarding Royalty from Mining Department	One time	Consignee / Project in-charge
5	Taking over Certificate duly endorsed to payment authority	One time	Order placing Authority


Chief Accounts Officer (A/Cs-W&M)

Copy submitted / forwarded to following for information and necessary action:-

1. The Secretary (Admn.), RVPN, Jaipur.
2. The CE/ ZCE/ ACE (_____), RVPN
3. The TA to CMD, RVPN, Jaipur.
4. The COIA/ RCAO/ CAO (_____), RVPN _____.
5. The SE (_____), RVPN _____. He is requested to arrange endorsement to all XENs / AENs under his control.
6. The TA/ PA to Director (F)/ Director (T), Director (O), RVPN, Jaipur.
7. The Sr. AO/ AO/AAO (_____), RVPN _____.
8. The XEN (MIS), RVPN, Jaipur.


Sr. A.O. (CPC)