

JAIPUR VIDYUT VITRAN NIGAM LIMITED

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JPR5-541

No.JPD/CE(Comml.)/AO(HTB)/Gen./D. 44

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CIRCULAR

Sub:- Online billing of LIP consumers.

In order to stream line the billing work of LIP consumers and also to accelerate the revenue flow of Nigam, it has been decided to start, on line billing of LIP consumers. With a view to implement the same, following instructions are hereby conveyed in partial modification to the previous orders in force, for strict compliance by all concerned.

1. Meter reading :

The monthly meter readings as being provided by the meter reading agencies M/s. Datagen Power System Ltd. and M/s. K.L.G. Power Systal to the AO(HTB) shall henceforth be e-mailed by the agencies to the billing agency M/s. BCITS (P) Ltd. on next day of the meter reading every month in the proforma enclosed at Annexure 'A'. The practice of meter readings as being provided in hard copy by the meter reading agencies to the AO(HTB) will continue to remain in force. This information will be used by HT billing section for checking the HTB-1 and energy bills to be provided by the billing agency online.

2. Payment information :

(i) Except JCC, payment stubs of the LIP consumers will be provided by the Assistant Engineers and Circle Accounts Officers to the representative of M/s. BCITS (P) Ltd. on daily basis, who will mail the same to their head quarter situated at Jaipur. The AEns/Circle AOs shall also fax the payment information of current & fortnightly bills to the AO (HTB) as under :-

- (a) By the next day of the due date of bill
- (b) Remaining Payments if any(i.e. not received on the due dates), by 7th 15th 23rd and last day of each month.

(ii) In case of JCC, the on line payment information shall be provided by M/s. Data Infosys Ltd. to the billing agency M/s.

BCITS (P) Ltd. The payment information relating to the Sub-divisional & other counters will however be faxed (except received by the AO's) by the AEnS concerned to the AO (HTB) as per procedure explained at item No. 2 (a) & (b) above.

(iii) The payments being accepted by the AO (Cash) as per prevailing orders shall also be informed to the AO (HTB), as per procedure mentioned at item No. 2(a) and (b), above.

(iv) To eliminate the chances of double posting of receipts if any, M/s. BCITS will ensure to provide a check in it's system.

3. Sundry debits/credits to be allowed to the consumers for the billing month in question, shall be provided by the AO (HTB) to the billing agency M/s. BCITS (P) Ltd. on the first working day of each month.
4. Executive Engineers (M&P) shall also provide the copies of JIR's issued weekly i.e. 7th, 15th, 23rd and last day of each month to the AO (HTB). (The last week information will be provided through messenger, positively).
5. The master data of new consumers and other details about re-connection, changes due to load extension/reduction, replacement of metering equipments etc. shall be provided by the AO (HTB) to the billing agency in the proforma HTB-1, separately.
6. Next day of receipt of the aforesaid details/particulars (reading payments and sundries etc.), the billing agency shall provide HTB-1 as well as proposed bills to be issued to the AO (HTB), online.
7. (a) After receipt of item 6 above, the same will be checked, verified and corrected by the respective dealing assistants posted in HT billing section. They will ensure that the particulars appearing in HTB-1 and proposed energy bills are correct as per available records i.e. meter readings, payments, sundries, JIR's and other relevant details available in consumer's file.
(b) Prior to authentication by the AAO/AO(HTB), accountants posted in the HTB section will also check and verify the work performed by their dealing assistants.
(c) Energy bills upto the contract demand of 1000 KVA shall be finally approved and authenticated by the AAO (HTB) whereas energy bills over contract demand of 1000 KVA shall be finally approved and authenticated by the AO (HTB).

(d) For the aforesaid purpose (item a to c above), all concerned will be provided with a unique user ID and password by the agency, separately.

(e) All the above concerned (item a to c above) are warned to ensure that password provided by the agency is replaced by the password of their choice, prior to commencement of work. They are further warned to remember their own password, keep it confidential and not disclose to any one, throughout their tenure. In case of any doubts at any stage, they must immediately change their password. They must also remember that in case of any misuse, fraud or embezzlement, they will be held responsible for the losses sustained to Nigam.

(f) In case of transfer / leave etc., if a new dealing assistant/accountant/AAO or AO is required to check/verify/authenticate the HTB-1, separate user ID and password will be provided by the agency for such person, on written request of the AO(HTB). Such persons are also warned to ensure to take action, as prescribed here in above at item (e).

(g) Prior to printing of energy bills of LIP consumers, the agency will ensure to communicate warns/alerts to the AAO/AO (HTB) about the remaining/pending entries requires verification/authentication, if any. The agency will further ensure that no unauthenticated entry is processed in billing.

(h) The dealing assistants/accountants/AAO & AO will ensure to take prints of entries checked/verified/authenticated by them on daily basis and keep it in a separate file in safe custody. The agency will also ensure to provide this facility, invariably.

(i) The agency will be exclusively responsible for the correctness of sundries generated in it's system and also for the stoppage of sundries not authenticated.

8. After authentication as per para 7 (c) above, the billing agency shall print the energy bills with scanned seal and signature of the AO (HTB) and provide the same in quadruplicate along with hardcopy of HTB-1 finally processed, to the AO (HTB) for checking & ensuring the billing as per inputs authenticated and arrange to deliver the bills to the respective consumers and the sub-divisions, as usual.

9. The bills of payment relating to the meter reading and billing agencies shall be verified by the AO (HTB) as per terms and conditions of work order placed and modified from time to time.

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