

JAIPUR VIDYUT VITRAN NIGAM LIMITED

No.JPD/CAO(ATR)/REV./D.1030 Jaipur, dated : 18/5/11

CIRCULAR

For expeditious preparation of MIS 3.1 & 3.2, a new input advise MS-14 was prescribed vide Circular No.RSEB/CAO(Rev.)/D.1673 dated 21.11.1998 so that manual work for incorporation of temporary and large consumers be avoided. It has been reported that the MS-14 is being prepared by the Sub-divisional Officers in a casual manner like:-

- (i) Consumers other than temporary and large categories is being entered
- (ii) Only energy is shown and the corresponding amount of Nigam's dues and electricity duty is not shown
- (iii) Over writing of the figures is not being authenticated by the Unit Officers rather it should be shown in words also.

Looking to above circumstances, the management has taken a serious view and it has been decided that henceforth all the MS-14 will be signed by the AEN & ARO both in triplicate and forwarded to the XEN for counter signature. After due satisfaction of the concerned XEN, same will be sent to the Circle Accounts Officer who is Billing Officer. He will thoroughly check as per provisions/guidelines issued from time to time and send one copy to the computer agency if found in order for incorporation of the MIS 3.1 & 3.2. The computer agency will accept MS-14 only from the Circle AO.

Any deviation/irregularities in the MS-14 would entail disciplinary action.

By order

[Signature]
(K. L. Gupta)

Chief Accounts Officer (ATR)

Copy to the following for information and necessary action:-

1. The Chief Engineer (O&M/Commercial), JPD, Jaipur.
2. The Chief Accounts Officer (FM-W&M/IA), JPD, Jaipur.
3. The Superintending Engineer (), JPD, _____.
4. The Sr.AO/AO/AAO (), JPD, _____.
5. PA to CMD/Director(Fin./Tech.), JPD, Jaipur.
6. M/s. BCITS, B-20, Khandela House, 1st Floor, Shiv Marg, Bani Park, Jaipur.
7. M/s. Data Infosys Ltd., Inside Jaipur Glass Factory, Tonk Road, Jaipur.

[Signature]
Chief Accounts Officer (ATR)