



Jaipur Vidyut Vitran Nigam Limited

Office of the Chief Accounts Officer (AT&R)
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JPD-6/358

NO.JPD/CAO(ATR)/Rev-II/F. 615/D. 2044

Jaipur, dated 24/8/12

ORDER

Payment of electricity bills of Govt. offices/ departments is being paid through e-payment, w.e.f.16.08.2012. Under this arrangement, amount of electricity bills to be paid is directly transferred and credited into the bank account of the unit officer concerned. For smooth functioning of the system implemented, bank account numbers of all the O&M Sub-divisions have already been provided to the Director (T&A), GOR.

With a view to ensure proper and correct treatment to the entries of amount received by the Sub-division(s) into its bank and timely posting of such transactions in the consumer's account, following instructions are hereby conveyed for strict compliance by the all concerned:-

(A) Sub-divisions where computer and internet facility is available & working properly.

1. Cashier, ARO & AEN of the Sub-divisions will be fully responsible for compliance under this order.
2. It will first be ensured that User ID & Password of the non operative bank account of the Sub-division is available with it. In case the same is not available, matter will immediately be taken with the circle AO, for providing of the same.
3. Soon after the start of the business of the day, the above officer/ officials will first ensure to start computer system and view the bank statement of the previous day on the screen. They will identify the amount of credit entries not remitted by the Sub-division and note the same in a separate register, date wise.
4. Simultaneously, utilizing the User ID & Password provided by the Director (T&A), GOR (being sent & mailed separately) the above officer/officials will log in to http://paymentmanager.raj.nic.in thereafter, view and take prints of the reports (e-payment scroll/scrolls) of the corresponding date of the credit entry/entries and take print thereof and keep the same in a separate file, in safe custody.

5. Totals of amount shown in e-payment scroll will be matched by the cashier with the help of date wise credit entries recorded in the register maintained under item 3 above. Further, he will transfer the amount of e-payment scroll to the PCB under the head SDC (code 23.301), after recording the prescribed certificates as being recorded in the PCCB, on the e-payment scrolls itself. Simultaneously, this amount will also be shown in payment column of the PCB, under the head SBBJ (code 24.301), as usual.
6. The cases where amount of e-payment scroll is not tallied/matched with the entries recorded in the register maintained under item 3 above, will not be transferred to the PCB. For rectification of the errors committed if any, the above officer/officials will first take up such cases with the bank branch or the treasury officer concerned (as the case may be), in person. In case the issues are not resolved within a reasonable period, the same will immediately be brought to the notice of the AO concerned, for further follow up.

(B) Sub-divisions where computer & internet facility is not available or not working properly but may available with the neighboring / controlling offices i.e. SE/AO/XEN .

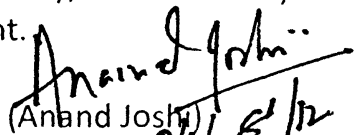
Procedure prescribed herein above from item (A) 1 to 6 will also be complied by the officer/officials of such Sub-divisions with a small deviation that instead of daily, the above activities could be performed, on weekly basis.

(C) Sub-divisions where neither the computer and internet facility is available with it nor with the neighboring / controlling offices.

In such cases, the officer/officials concerned will collect bank statement by visiting the bank branch, weekly. In case the same is not provided by the bank for any of the reasons, credit entries will be recorded in the register prescribed at item (A) 3 above, viewing the same from bank branch. They will further collect hard copies of the e-payment scrolls of the week from the nearest and concerned Treasury/Sub-treasury officer. After collecting of both the above instruments, the entries will be matched and recorded in the PCB weekly, as prescribed herein above, under item (A).

(D) Posting of amount received in consumers account.

After recording of entries in the PCB, copy of the e-payment scrolls will immediately be provided/delivered to the billing agency, for data entry and onward posting in the respective consumer's account.


(Anand Joshi)
24/5/12
Director(Finance), VVNI