



Jaipur Vidyut Vitran Nigam Limited

Office of the Chief Accounts Officer (AT&R)
Shed No. 6 Jyoti Nagar, Janpath, Jaipur 302005
Phone No. 0141-2747039 Fax No. 0141-2747039

NO.JPD/CAO(ATR)/Rev/F.⁶¹⁵ /D.922 Jaipur, dated 25-4-13

Circular

Payment of electricity bills of Govt. Departments are being received online w.e.f. 16.08.2012. Under this system, amount paid is directly transferred and credited into bank account of the unit officer concerned whereas payment scroll is either generated online from the paymanager.raj.nic.in or is collected from the treasury concerned.

Some of the field officers have raised certain questions (problems/issues) relating with the above arrangements. Since the same may also be faced by the others, a uniform and correct procedure is required to understood and followed by all concerned.

In view of above, action to be taken for each of the problem/issue is hereby conveyed in Annexure-A, enclosed.

This is for information and strict compliance.

Encl:-A.A.


(K.L.Gupta)

Chief Accounts Officer (ATR)

Copy submitted/forwarded to the following for information & N.A.:-

1. The Chief Engineer (), JPD, Jaipur.
2. The Chief Accounts Officer (), JPD, Jaipur.
3. TA to CMD/Director (Technical), JPD, Jaipur
4. The Superintending Engineer (IT), JPD, Jaipur. for onward transmission to the concerned officers under his jurisdiction. & uploading on Nigam website.
5. The Sr. A. O./A.O. (), JPD,


Chief Accounts Officer

Sl. No	problem/issue	Action to be taken
1	Unable to download the Bank Statement	May be collected from the bank branch concerned.
2	Unable to download the payment scroll	May be collected from the treasury/sub-treasury concerned.
3	Which amount should be entered in the receipt side of PCB?	Only amount received as per the Bank Statement has to be taken into account.
4	What narration should be mentioned against the amount received?	Received against collection of energy bills online, from the Govt. treasury.
5	What entry should be made in payment side of the PCB, in such cases.	SBBJ, as usual.
6	SBBJ is not my banker.	SBBJ is the only banker for all the Sub-divisions, under this arrangement. In case you are not yet aware of your bank account, contact to this office immediately.
7	What will be the consequences of non recording of above entries in the PCB?	Bank account would not reconcile. Further, if not entered in PCB but posted in consumers A/c or not posted in consumers A/c but taken in PCB, SDC A/c will not reconcile.
8	Despite the difference of entries in the bank statement & scrolls generated online, is it essential to record entries in the PCB?	Yes it is utmost essential. The entries are to be made as per item 3, mentioned above.
9	Should the entries of bank statement & the scroll generated online should be checked?	Yes 100%, by the Sub-division concerned.
10	Who is responsible for arranging posting in consumer's account & from which instrument?	Only the Sub-division concerned and with the help of payment scroll downloaded Online from pay manager or obtained from the treasury.
11	Whether all the entries of scroll are to be posted?	No, only the entries checked and found simultaneously in the bank statement are to be posted.
12	What should be done if the amount is appearing as received in bank statement but not appearing in payment scroll?	Add all such entries below the scroll, under the remark "Unlinked items", whenever such consumer approaches with evidences, mention account no. against each and arrange to post, through CB-12.
13	What should be done if the amount is appearing as received in scroll but not appearing in the bank statement?	Mark cross against all such entries, under the remark below scroll as "amount of above crossed entries have not been received as per bank statement" and inform accordingly to the treasury officer concerned.

Asst