

**Jaipur Vidyut Vitran Nigam Limited**

Shed No. 6 Jyoti Nagar, Janpath, Jaipur 302005
Phone No. 0141-2747039 Fax No. 0141-2747039

NO.JPD/OSD(Rev.)/Rev/F.683 /D. 774

Jaipur, dated 10.04.14

ORDER

Status of ongoing billing came up for the discussions in recent Senior Officers Conference, held on 14.03.2014. It was brought to the notice that poor monitoring of the billing work is the main reason for delay in issuance of bills, besides generation of incorrect bills in hurry. It was also informed that outcome of the prevailing practices are causing unrest among the consumers.

The matter was discussed in detail and it was decided to issue following instructions for strict compliance by all concerned:-

1. Timely billing of the Sub-divisions will henceforth be monitored by the circle Accounts Officer closely.
2. For the above purpose, he will maintain a register allotting pages month wise and record daily billing status of the Sub-divisions.
3. He will ensure that bills under his jurisdiction are issued as per approved billing program.
4. Prior to data uploading to the SBM or sending for billing, he will ensure that all the necessary inputs required for generation of bills are entered in to the computer system by the Sub-divisions promptly and on regular basis without disturbing billing schedule.
5. He will remain in regular touch with the AROs, provide necessary guidance and resolve their day to day issues, timely, keeping records of the same.
6. He will also co-ordinate with other officers /agencies, in case the issues involved are to be addressed by such officers/agencies.

7. He will immediately report the unresolved issues within a reasonable time or the wrong billing logics, if any, to the SE(IT), Sr. AO(JZ) and the concerned billing agency.
8. He will ensure that exceptions are pre checked and pre audit of the bills to be generated is completed prior to start of generation of bills.
9. He will further ensure that post audit /bill correction process of the bills not generated and displayed as "Bill correction observations" on the dashboard of AROs are cleared, printed and delivered to the respective consumers, within a maximum period of 2-3 days. Sub-division wise records of such bills will also be recorded by him in the aforesaid register on daily basis.
10. The Sr. Accounts Officers (JZ), who is also responsible for timely and correct billing, will closely monitor that bills of all the circles are timely issued on regular basis. Billing status of all the circles will further be provided by him to the OSD (Rev.) weekly. He will further co-ordinate in resolving the issues brought to his notice by the circle AO and ensure that instructions conveyed above are strictly complied.

Non-compliance will be viewed seriously and may entail disciplinary proceedings against the defaulters.

(A. K. Gupta)

Managing Director

Copy to the following for information & necessary action:-

1. The Managing Director, AVVNL, JdVVNL, Ajmer/Jodhpur
2. The Director (Finance/Technical), JVVNL, Jaipur.
3. The Zonal/Dy./Chief Engineer (), JVVNL,
4. The CAO(FM/IA/Control), Addl.S.P.(Vig., JVVNL, Jaipur.....
5. The Superintending Engineer (), JVVNL, with the advise to arrange to circulate among the AEns/XEns, under the jurisdiction.
6. The Sr. /A.O. (), JVVNL,

Officer on Special Duty(Rev.)