

JPD-6/415

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No. JVVNL/OSD(ATR)/Rev./F683/D. 89

Jaipur, dt. 06-01-2015

**CIRCULAR**

It has been noted by the Corporate Office that the billing agencies are being paid 85% as advance despite of the fact that at most of the places they have not engaged desired number of Meter Readers as per the terms of the contract, which obviously delays billing process/issuance of bills. Further their Meter Readers are not taking correct readings and a large number of bills are required to be corrected by the sub divisional officers but still penalty is not being imposed on them. These states of affairs are not at all appreciable and are far from satisfactory.

In view of the above, it is enjoined upon all concerned officers/sub-divisional officers :-

1. to ensure that adequate manpower is deployed at Sub-division, Division & Circle level and their qualification as per Clause 8.1 (III) & 15 of work order dated 28.03.14 issued by the SE (IT) and letter No.JPD/ SE (IT)/ F.TN-42/D.379 dt. 27.11.14 of Addl. CE (RE-DSM & M&P).
2. to ensure that the hardware as per Clause 8.1 (I) of the work order is in place.
3. to ensure billing operational services/activities at Sub-division, Division & Circle level as per Clause 8.1. (IV) of work order.
4. to ensure for providing of MIS/Output reports/Notices and distribution by the billing agency as per Clause 8.1 (V) of work order.
5. to ensure levy of penalty on billing agency for incorrect billing as per clause 24 (II) of work order i.e. (i) wrong meter reading/punching/capturing of meter's status etc. (ii) any manipulations of meter reading/status by the agency's employee to be treated as an offence U/S 138 D of Electricity Act, 2003 and prosecuted alongwith the agency



(iii) any loss of revenue due to repeated errors in bills to the Discom shall be recoverable from the agency.

6. to ensure levy of penalty on billing agency as per Clause 24 (I), (III), (V), (VI), (VII), (IX), (X) of work order.
7. to ensure that the billing agency staff wear the uniform with badge & carry duly issued I.D. Card countersigned by Circle SE as per Clause 8.1 (III) 1.2 & 16 of work order.
8. to ensure/arrange sample checking of the readings being taken by billing agency's meter readers by departmental employees.
9. to ensure compliance of other terms & conditions of the work order.

The Circle SE being, Head of the Circle and Circle A.O, who is a declared billing officer of the circle must keep close monitoring of the billing process so as to ensure that the bills are timely and correctly issued to the consumers duly ensuring compliance of various provisions of the work order awarded to the respective billing agency. Any slackness in this regard would be viewed seriously.



(Deepak Srivastava)  
Director (Finance)

Copy to the following for information & necessary action :-

1. The Zonal Chief Engineer (JZ/BZ/KZ), JVVNL, \_\_\_\_\_
2. The Superintending Engineer ( ), JVVNL, \_\_\_\_\_
3. The Sr.Accounts Officer (JZ/KZ/BZ), JVVNL, \_\_\_\_\_
4. TA to MD/Director (Technical), JVVNL, Jaipur.
5. The Accounts Officer ( ), JVVNL, \_\_\_\_\_
6. The Assistant Engineer ( ), JVVNL, \_\_\_\_\_



(K.L.Gupta)  
Officer on Special Duty (ATR)