

JAIPUR VIDYUT VITRAN NIGAM LIMITED

No. JPD/CAO/ACCTT./OO/F.117/D. 3211 JAIPUR, DATED 12/1/06

CIRCULAR

It has generally been observed that procedure /guidelines laid down in the Store Manual for Receipt and Issue of Stores material and accounting thereof (Para 7:8 & 8:17) is not being followed strictly by the Circle Stores/Unit Offices. Besides, the SINS and SRNs are also not being sent timely by Circle Stores to Circle Accounts Officers as a result of which the submission of Accounts is being delayed.

In order to avoid delay in submission of monthly SRNs and SINS to Circle Accounts Officer and accounting thereof as well to adhere to the guidelines/procedures of Store Manual, the following instructions are hereby issued for strict compliance: -


- i) The SRNs and SINS shall be forwarded to Store Price Accounts Section twice in a week positively by the concerned Store Keeper/Ward Keeper for pricing.
- ii) The second copy of SRNs and SINS shall be sent weekly by Circle Store to the Circle Accounts Officer by ensuing week and that for the last week of the month by 5<sup>th</sup> of next month positively for the allocation of cost to various works/jobs/head of accounts along with COS-30 duly reconciled with receipt and issue
- iii) The 3<sup>rd</sup> & 4<sup>th</sup> copy of SINS shall be forwarded by A.C.O.S to sub-division/ unit officers (Indenter) weekly through the person coming from Sub-Division to take the material. The Unit Officers after checking and verifying the quantities, as issued by the Circle Store and mentioning the appropriate accounting head of expenditure, along with page number of store register where material receipt entered shall return the 3<sup>rd</sup> copy of SIN to the Circle Accounts Officer within three days positively to account for the transactions and shall retain 4<sup>th</sup> copy of SIN to file it with the respective job/work order.

- iv) The material shall not be issued from Circle Stores on Last working day of the each month so as to enable stores personnel to prepare various information's / SRN & SIN and completion of other records.

  
( R. P. Goyal )  
Managing Director

Copy to the following for information and necessary action:-

1. The Chief Engineer (JZ), Jaipur Discom, Jaipur.
2. The Dy. Chief Engineer (BZ/KZ), Jaipur Discom, Bharatpur/ Kota.
3. The F.A. & Controller of Accounts, Jaipur Discom, Jaipur.
4. The Chief Controller of Accounts, RRVPNL, Jaipur
5. The Chief Accounts Officer, RRVUNL /RRVPNL /AJVVNL /JDVVNL, Jaipur / Ajmer /Jodhpur.
6. The Superintending Engineer (            ), Jaipur Discom, \_\_\_\_\_
7. The Executive Engineer / Assistant Engineer (            ), Jaipur Discom, \_\_\_\_\_ for strict compliance.
8. The Sr. Accounts Officer/ Accounts Officer / Asstt. Accounts Officer (            ), Jaipur Discom, \_\_\_\_\_.
9. The Asstt. Controller of Stores (            ), Jaipur Discom for strict compliance.

  
Chief Accounts Officer