

Jaipur Vidyut Vitran Nigam Ltd.

No. JPD/CAO/Rev./F.275(iii)/D. 395

Jaipur. Dt. 23.5.06

The Sr. Accounts Officer (            ),  
 The Accounts Officer (            ),  
 Jaipur Vidyut Vitran Nigam Ltd..

Sub:- Collection of energy bills made by e-Mitra society.

Cash collection work of energy bills is being carried out by e-Mitra society at several places. For smooth working, following instructions should be followed:-

- (i) As per practice prevailing in Jaipur City in respect of collected amount in cash or through cheque in the name of e-Mitra society are being first deposited in the account of the Society, accordingly same situation should be available at various District H.Q's therefore, the society should prepare cheque on the next working day in favour of concerned AEN and deliver before bank working hours to our unit.
- (ii) The e-Mitra society shall send the stub and scroll duly reconciled within a period of three days to the unit offices.
- (iii) e-Mitra society should open a bank account in the SBBJ so that proceeds of the cheque given by them are credited in the discom account on same day.
- (iv) Circle Accounts Officer and Unit offices shall ensure that collected amount should be transferred through cheque by the next date positively and in case of delay, matter should be brought in the notice of concerned Collector under intimation to this office.
- (v) Circle Accounts Offices/Unit Officers are responsible for proper reconciliation and receipt of the amount from the e-Mitra society immediately.
- (vi) In case of difference between scroll / stub and the amount of cheque, the matter should be brought in the notice of e-Mitra society immediately and adjustment be carried out.
- (vii) On receipt of cheque, scroll and stub from the society, the Unit Officer will enter into PCB.

  
 (A. K. Jain)  
 Chief Accounts Officer

Copy to the following for information and necessary action :-

1. The Zonal Chief Engineer, (JZ/BZ/KZ), Jaipur Discom, Jaipur/Bharatpur Kota
2. The FA&COA, Jaipur Discom, Jaipur.
3. The Superintending Engineer(            ), Jaipur Discom, \_\_\_\_\_
4. The Executive Engineer(            ), Jaipur Discom, \_\_\_\_\_ alongwith 4 spare copies for their Assistant Engineers.

  
 Chief Accounts Officer