



Jaipur Vidyut Vitran Nigam Limited

Office of the Sr. Accounts Officer (H.Q.)

Shed No. 6, Jyoti Nagar, Janpath, Jaipur - 302005

Telefax No. 0141-2747039

No. JPD/Sr.A.O.(H.Q.)/REV./F. 475 /D. 460 Jaipur, dated: 19/5/08

ORDER

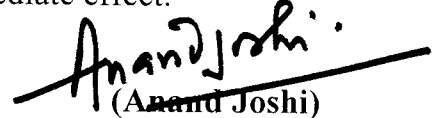
While reviewing the progress of implementation of ongoing IT projects by the CMD on 10.5.2008, following decisions were taken for strict compliance by all concerned.

- (i) Title of the information being provided after consumer indexing by M/s. KLG Systel as **“list of consumers not present in data base”** should henceforth be replaced to **“list of consumers whose account numbers are not known”**. Prior to preparation of such information, all possible efforts should be made by the agency to unearth the account numbers of such consumers from the Sub-divisions concerned
- (ii) Software in respect of M/s. BCITS & M/s. Data Infosys will be got checked, tested & audited completely by Sh. T. S. Sharma, XEN(MIS) & Sh. Anil Gupta, Addl. XEN(IT). These officers together will also witness the problems being faced by the field officers and will submit their detailed findings and recommendations in this regard.
- (iii) With a view to minimize zero consumption & door locked billing, the spot billing agencies will ensure to provide the list of consumers falling under the following (a) to (c) categories, to the unit officers daily & on regular basis, so that necessary remedial action be taken.
 - (a) Cases relating to obstacles in meter reading.
 - (b) Cases where meter reading is not possible due to tilted pushfit meters.
 - (c) Cases relating to meter replaced and details thereof is not available with data base of the agency. Meter number and reading of the new meter will also provided by the agency in such cases.
- (iv) In all the aforesaid cases item (iii) above. Further action will be ensured by the Unit officers concerned on top priority and the consumer will be billed on actual basis from base, after proper updation, if required.

- (v) In order to ensure billing of unbilled consumers in subsequent months, the spot billing agencies will provide month wise list of such consumers to the concerned unit officer, immediately. From now onwards, such list will be provided by the agencies on the day of completion of generation of bills of the binder itself.
- (vi) AEN & ARO of the Sub-divisions must ensure to deliver input data to the spot billing agencies daily & on regular basis under proper acknowledgement. They must further ensure to provide copy of billing programme / schedule to the agencies and obtain proper receipt. Lapses in this regard may attract fixing of responsibilities for delay in billing against them.
- (vii) AEN & ARO of the Sub-divisions must further ensure to maintain complete records / registers regarding delay in issue of bills on the part of the agency alongwith the cases of wrong billing. They should work out monthly penalties to be imposed upon the agency for such lapses on their part and inform to the agency under intimation to the Sr.AO(JZ), and the Circle Accounts Officer concerned.
- (viii) In case the agency finds that it was not responsible for such delay and the responsibility lies with the Sub-division concerned; The agency may represent to the Sr.AO(JZ) intimating full details of the case who will investigate the matter and fix responsibility of the either party (agency or the Sub-division concerned) for taking further action, accordingly.
- (ix) The spot billing agencies will immediately provide the list of its employees engaged for generation of spot bills and working at Sub-division, Division & circle level to the AENs / XENs and the Circle AOs concerned. Changes in the manpower deployed by the agency must be reported by it to the concerned officer of the Nigam immediately. Information regarding absentee / leave of the engaged employee must also be reported by the agency to all concerned promptly.
- (x) Where employee of the agency remains absent beyond 24 hours, the unit officer concerned will immediately report such matter to the agency and the Circle Accounts Officer.
- (xi) Till the existing output reports are got revised & final decision is communicated in the matter, the spot billing agencies will continue to provide all the output reports being provided under old system of billing. CE(JZ), SE(JCC/JPDC), Sr.AO(HQ) & Sr.AO(JZ) will finalize the output reports and may discontinue the repetitive reports or reports otherwise available on line.

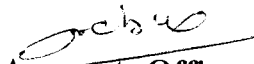
- (xii) AEN & ARO of the Sub-division will arrange to counter check the meter readings of agency's meter readers through departmental meter readers on regular basis & in sufficient quantity. They will also maintain proper records of such counter checks and provide the same as & when demanded.

The order shall come into force with immediate effect.


(Anand Joshi)
Director (Finance)

Copy to the following for information & necessary action :-

1. The Chief Engineer (RP/Commercial), JPD, Jaipur.
2. The Zonal Chief Engineer (JZ), JPD, Jaipur.
3. The Superintending Engineer (), JPD, _____.
4. The Chief Accounts Officer, JPD, Jaipur.
5. The Executive Engineer (), JPD, _____
with 4 spare copies for AENs.
6. The Sr. Accounts Officer/Accounts Officer (), JPD, _____
7. M/s. _____


Sr. Accounts Officer(H.Q.)

प्रतिलिपि निम्न को सूचनार्थ एवं आवश्यक कार्यवाही सुनिश्चित करने हेतु :-

1. मुख्य अभियन्ता (आर.पी.) जयपुर डिस्कॉम, जयपुर
2. सभागीय मुख्य अभियन्ता (जयपुर जोन) जयपुर डिस्कॉम, जयपुर
3. मुख्य लेखाधिकारिकारी, जयपुर डिस्कॉम, जयपुर
4. अधीक्षण अभियन्ता (जेसीसी /आई.टी & सी.आर.पी) जयपुर डिस्कॉम, जयपुर
5. अधिशाषी अभियन्ता (सिटी डिविजन -.....) जयपुर डिस्कॉम, जयपुर को अपने सहायक अभियन्ताओं को वितरण हेतु चार अतिरिक्त प्रतियों सहित ।
6. वरिष्ठ लेखाधिकारिकारी / लेखाधिकारिकारी (जे.जोन /जेसीसी) जयपुर डिस्कॉम, जयपुर
7. सहायक लेखाधिकारिकारी (सीसीसी) जयपुर डिस्कॉम, जयपुर
8. मैसर्स ट्राइमेक्स आई.टी इन्फ्रास्ट्रक्चर एवं सर्विसिंग लिमिटेड, जयपुर

संलग्न:- एक


वरिष्ठ लेखाधिकारिकारी(मु.)

Bill correction details

(In the case of previous outstanding is appearing after deposition of energy bill)

S. No.	SDO Code	Binder No.	A/C No.	Current Bill details			Details of earlier bill deposited				Current bill accepted			
				Bill month	Current demand	Previous o/s	Total demand	Bill month	Amount	CR No. & date	Counter No. & Collecting agency	Sub-division to whom amount transferred, if known	Amount	CR No. & date
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15