

JAIPUR VIDYUT VITRAN NIGAM LIMITED
Office of the Senior Accounts Officer(HQ.)

NO.JPD/Sr.AO(HQ.)/Rev./F.215/D 5/7 Jaipur dated, 29/5/09

CIRCULAR

It has been observed that billing programme of LT consumers is not being prepared and approved by the Circle AO prior to commencing billing resulting bills are not issued timely and there is no system to monitor thereof. This situation is adversely affecting to our cash inflow as well as improper utilization of manpower.

It is more important when centralized billing has been switchover to spot billing in all circles and monitoring in this system is required at every stage. Therefore proper control of the billing, following instructions are hereby issued for strict compliance by all concerned.

In this regard detailed guidelines have already been prescribed in Chapter-1 of Revenue Manual regarding preparation of billing programme and approval by the Circle AO. During recent meetings of various field officers, the CMD has expressed his concern about slackness on the part of Sub-divisional officers as well as circle AOs.

- All the unit officers will prepare the billing programme for the remaining months of 2009-10 for their sub division, and get it approved from the Circle Accounts Officer as per chapter-1 of the Revenue Manual. Circle accounts Officer will compile the billing programme of his circle .A copy of compiled billing programme will be sent to the CE/Dy.CE/SE/Nodal Officer /Sr.AO(HQ) as well to the Computer Agencies concerned.
- Circle Accounts Officer will send the billing position to the CE/Dy CE/SE/Nodal Officer /Sr.AO(HQ.) weekly mentioning the reasons of delay in billing from approved Billing Programme.
- Nodal Officer will monitor the billing position daily and in case there are abnormal delays he will inform to the higher authorities.
- The Computer Agency will strictly adhere the billing programme.
- A standard Performa for preparation of billing programme is enclosed herewith.

Any slackness in the matter would be viewed seriously and held personally responsible.

Encl:-As above.

By order,


(K.L.Gupta)

Sr. Accounts Officer (HQ.)

BILLING PROGRAMME IN RESPECT OF SUB DIVISION FOR THE YEAR

BINDER NO	DATE OF METER READING	LAST DATE OF PROVIDING INPUTS TO THE COMOUTER AGENCY	DATE OF PROVIDING EXCEPTIONS BY THE COMPUTER AGENCIES	DATE ON WHICH CHECKED EXCEPTION RETURNED BACK BY THE UNIT OFFICER	DATE OF ISSUE OF BILLS	DUE DA
01						
02						
03						
04						
05						
06						
07						
08						
0591						
0692						
1500						
1600						
1700						
1800						
2100						
2200						
2300						
2400						

NOTE:

- I. IN CASE OF SPOT BILLING THE DATE OF METER READING WILL BE THE DATE OF ISSUE OF BILLS.
- II. TO ENSURE SMOOTH BILLING AND TO AVOID HEAVY WORK LOAD ON SOME SPECIFIED DATES,VOLUMINOUS INPUTS LIKE CASH STUBS MF-1A,MF-3A,DR/CR SUNDRIES ETC. SHOULD BE PROVIDED DAILY AND ON REGULAR BASIS,WITHOUT WAITING FOR THE LAST DATE OF PORVIDING THE INPUTS.

1. The Chief Engineer () JPD, _____
2. The Chief Engineer (Comm) () JPD, _____
3. The Superintending Engineer () JPD, _____
4. The Executive Engineer () JPD, _____ with 4 spare copies for his AEs.
5. The Sr. Accounts Officer/ Accounts Officer () JPD, _____

The Accounts Officer (JPD)