

No.F.1()/JdVVNL./Ju./CAO (A&R)/Sr. AO (Rev.)/F./D. 933 Dt. 30/8/12

ORDER 206

Payment of electricity bills of Govt. offices / departments is being paid through e-payments, w.e.f. 16/08/2012. Under this arrangement, amount of electricity bills to be paid is directly transferred and credited into the bank account of the unit officer concerned. For smooth functioning of the system implemented, bank account numbers of all the O&M subdivisions have already been provided to the Director (T&A), GOR.

With a view to ensure proper and correct treatment of the entries of amount received by the sub-division into its bank and timely posting of such transaction in the consumer's account, following instructions are hereby conveyed for strict compliance by all concerned.

(A) **Sub-divisions where computer and internet facility is available & working properly.**

1. Cashier, ARO & AEN of the sub-divisions will be fully responsible for compliance under this order.
2. It will first be ensured that User ID & Password of the non operative bank account of the sub-division is available with it. In case the same is not available, matter will immediately be taken with the circle AO, for providing of the same.
3. Soon after start of the business of the day, above officer/officials will first ensure starting computer system and viewing the bank statement of the previous day on the screen. They will identify the amount of credit entries not remitted by the sub-division and note the same date wise in a separate register.
4. Simultaneously, utilizing the user ID & Password provided by the Director (T&A), GOR (being sent & mailed separately), above officers / officials will log in to <http://paymentmanager.raj.nic.in> and thereafter, view and take prints of the reports (e-payments scroll /scrolls) of the corresponding date of the credit entry/entries and keep the same in a separate file, in safe custody.
5. Total of amount shown in e- payment scroll will be matched by the cashier with the help of date wise credit entries recorded in the register maintained under item No. 3 above. Further, he will transfer the amount of e-payment scroll to the PCB under the head SDC (code 23.301), after recording the prescribed certificates as being recorded in the PCCB, on the e- payment scrolls itself. Simultaneously, this amount will also be shown in payment column of the PCB, under the head SBBJ(code 24.301), as usual.
6. The cases where amount of e-payment scroll is not tallied/matched with the entries recorded in the register maintained under item 3 above, the same will not be transferred to the PCB. For rectification of the error committed, if any, above officer / official will first take up such case with the bank branch or the treasury officer concerned as the case may be, in person. In case the issues are not resolved

within a reasonable period, the same will immediately be brought to the notice of AO concerned for further follow up.


- (B) Sub-division where computer & internet facility is not available or not working properly but may be made available with the adjoining offices i.e. SE/AO/XEN.

Procedure prescribed herein above from item (A) 1 to 6 will also be complied by the officer/officials of such subdivisions with a small deviation that instead of daily, the above activities could be performed, on weekly basis.

- (C) Sub-divisions where computer and internet facility is neither available with it nor with the adjoining offices.

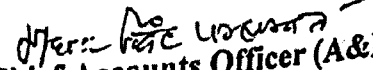
In such case, the officer / official concerned will collect bank statement by visiting the bank branch weekly. In case, the same is not provided by the bank for any of the reason, credit entries will be recorded in the register prescribed at item (A) 3 above by viewing the same from bank branch. They will further collect hard copies of the e- payment scrolls of the week from the nearest and concerned Treasury / Sub-treasury officer. After collecting of both the above instruments, the entries will be matched and recorded in the PCB weekly, as prescribed herein above, under item (A).

- (D) Posting of amount received in consumer account. After recording of entries in the PCB, copy of the e-payment scrolls will immediately be provided / delivered to the billing agency for data entry and onward posting in the respective consumer's account.


(G. L. Tiwari)
Director (Finance)
Jodhpur Discom, Jodhpur

Copy to the following for information & necessary action:

1. The Secretary, Finance (Budget), GOR, Rajasthan, Jaipur.
2. The Chief Engineer (HQ/O&M-JDZ), Jodhpur Discom, Jodhpur.
3. The Zonal Chief Engineer (O&M- BKZ), Jodhpur Discom, Bikaner.
4. The Chief Accounts Officer (IA/W&M), Jodhpur Discom, Jodhpur/Jaipur.
5. The T.A. to Hon'ble M.D.
6. The Superintending Engineer (CC/DC/O&M), Jodhpur Discom,
.....for onward transmission to the officers under his
jurisdiction.
7. The Sr.Accounts Officer (IA/Comml./Vig./O&M-JDZ/BKZ), Jodhpur
Discom,
- The Accounts Officer (CC/DC/O&M/IA), Jodhpur Discom,


Chief Accounts Officer (A&R)
Jodhpur Discom, Jodhpur