



JODHPUR VIDYUT VITRAN NIGAM LTD.
Corporate Identity Number (CIN) –U40109RJ2000SGC016483

Regd. Office : New Power House, Jodhpur- 342003

Phone No : 0291-2742232 Fax No : 0291-5106031

E-mail : caobrju@gmail.com Web site : www.energy.rajasthan.gov.in

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ORDER 71

In order to successfully implement ERP module in JdVVNL it is obligatory on the part of subdivision to enter the transaction mode i.e. cash or cheque in the RAPDPR system exactly in the mode it is collected. In case payment is collected in cash the transaction mode must be "Cash" or in case payment is collected in cheque the transaction mode must be "Cheque". If the transaction mode is not entered correctly the ERP module consequently will not be able to track dishonour entries.

Ascertaining the same the guidelines are issued as below:

AEN's responsibilities:

1. To create "Subdivision bank" details by logging through AEN's user; process flow is as below-
 - a. Log in (AEN's user) --> CRM --> Subdivision admin --> select "**Subdivision Bank**" where following details are required to be filled-
 - i. Bank Name (Mandatory field)
 - ii. Bank Code

(Whatever the details are filled by AEN will be shown the window below in the same page; by selecting the "Select" button any of the above details can be updated/ edited.)
2. To create "Subdivision branch" details by logging through AEN's user; process flow is as below-
 - a. Log in (AEN's user) --> CRM --> Subdivision admin --> select "**Subdivision Branch**" where following details are required to be filled-
 - i. Bank Name (Mandatory field)
 - ii. Branch Name (Mandatory field)
 - iii. Branch Code (Mandatory field)
 - iv. IFSC Code (Mandatory field)

(Whatever the details are filled by AEN will be shown the window below in the same page; by selecting the "Select" button any of the above details can be updated/edited.)

Head Cashier's/Cashier's responsibilities (along with other activities):-

1. At the energy bill collection UI Cashier/ Head cashier will enter K.NO. / Bill No or Binder no./account no., all other required details will be filled automatically. Here in the first tab of "transaction mode" table user is allowed to select one of the below option-
 - a. Cash
 - b. Cheque
 - c. Demand Draft
 - d. Pay Order
 - e. Treasury Note
 - f. Banker Cheque

In Case payment is received through "Cheque" other tabs i.e. issuing Bank, Number (Cheque), issue date, issuing branch, IFSC Code, MICR etc. details are also required to be filled properly.

2. After "accept counter" process "bank remittance" is done through " pay in slip generation" process. With the help of pay-in-slip no. cashier/head cashier remit the collected amount both "cash and "other than cash" in the bank. Accordingly, "remittance into bank details" is generated where pay slip no. wise, bank wise and payment mode wise details are generated. This information is also displayed in bank remittance UI grid.
3. After bank remittance, on the basis of cleared & dishonoured cheques details received from Bank, cashier/ head cashier will enter those details in "clearance and dishonour entry" through following UI:
Collection --→ Clearance and dishonour entry

Where user need to fill reason of dishonour from the available option in system. Now the details of dishonoured cheques will be shown in "energy bill collection report" same details will also be shown in consumers analysis tool.

All AEN's are directed to impart necessary directions to Cashier/ Head cashier of their subdivision to strictly enter the correct **transaction mode** along with instrument details while receiving the payment. If, at the time of the reconciliation any deviation is found disciplinary action will be initiated against defaulter (s).

J. K. P. 11/6/20
Chief Accounts Officer (B&R)
Jodhpur Discom, Jodhpur.

Copy to following for information and necessary action:-

1. The Chief Controller of Accounts, Jodhpur Discom, Jodhpur.
2. The Zonal Chief Engineer (-----), Jodhpur Discom, -----
3. The Superintending Engineer (IT/CC/DC/O&M), Jodhpur Discom.....
4. The TA to Managing Director, Jodhpur Discom, Jodhpur.
5. The Sr. AO/AO/AAO (.....), Jodhpur Discom,
6. PA to Director(Fin.), Jodhpur Discom, Jodhpur.

[Handwritten Signature]
Chief Accounts Officer (B&R)
Jodhpur Discom, Jodhpur.