



JODHPUR
VIDYUT VITRAN
NIGAM LTD

A GOVERNMENT OF RAJASTHAN UNDERTAKING
New Power House, Industrial Area, Jodhpur - 342 003

No.F()/JdVVNL/MD/JU/CAO(B&R)/S.Rev./D..... 42

Dt. : 15.04.2014

ORDER - (20)

It was brought to the notice of the undersigned that poor monitoring of billing work is the main reason for delay in issuance of bills as well as generation of incorrect bills in hurry causing unrest among the consumers.

The matter has, therefore, been examined in detail and it is decided to issue following instructions for strict compliance by all concerned:

1. Timely billing of the Sub-divisions will henceforth be monitored by the Circle Accounts Officer closely.
2. For the above purpose, he will maintain a register allotting month-wise pages and recording daily billing status of the sub-divisions.
3. He will ensure that bills under his jurisdiction are issued as per approved billing programme.
4. Prior to data uploading to the SBM or sending for billing, he will ensure that all the necessary inputs required for generation of bills are entered into the computer system by the Sub-divisions promptly and on regular basis without disturbing billing schedule.
5. He will remain in regular touch with the AROs, provide necessary guidance and resolve their day to day issues, timely, keeping record of the same.
6. He will also co-ordinate with other officers /agencies, in case the issues involved are to be addressed by such officers/agencies.
7. He will immediately report the unresolved issues within a reasonable time or the wrong billing logics, if any, shall be reported to the SE (IT), Sr.AO (O&M-JZ / BZ) and the concerned billing agency.
8. He will ensure that exceptions are pre checked and pre audit of the bills to be generated is completed prior to starting generation of bills.
9. He will further ensure that post audit / bill correction process of the bills not generated and displayed as "Bill Correction Observations" on the dashboard of AROs are cleared, within a maximum period of 2-3 days, sub-division wise record of such bills will also be maintained by him in the aforesaid register on daily basis.

10. The Sr. Accounts Officers (O&M-JZ/BZ), who are also responsible for timely correct billing, will closely monitor that bills of all the circles are timely issued on regular basis. Billing status of all the Circles will further be provided by him to the Chief Accounts Officer (B&R) weekly. He will further co-ordinate for resolving the issues brought to his notice by the Circle AO and ensure that instructions conveyed above are strictly complied.

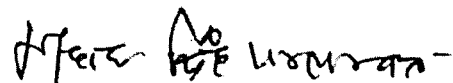
Non-compliance will be viewed seriously and may entail disciplinary proceedings against the defaulters.



(N.M.Chohan)
Managing Director

Copy to the following for information and necessary action:-

1. The Chief Engineer / Zonal Chief Engineer (O&M-JDZ/BZ/BMR), Jodhpur Discom, Jodhpur/Bikaner/ Barmer.
2. The Chief Accounts Officer (IA&A/W&M), Jodhpur Discom, Jodhpur/Jaipur.
3. The Addl.SP (Vig.), Jodhpur Discom, Jodhpur.
4. The Superintending Engineer (), JdVVNL,.....with advice to please arrange to circulate this order among the AEns / XEns under his jurisdiction.
5. The Superintending Engineer (IT), Jodhpur Discom, Jodhpur for uploading this on website of Jodhpur Discom.
6. The Sr. Accounts Officer/Accounts Officer(),Jodhpur Discom,.....
7. The TA/PA to Director (Tech./Fin.), Jodhpur Discom, Jodhpur.
8. The Assistant Director (PR), Jodhpur Discom, Jodhpur.
9. M/s. K&D Engineers.....



(M.S.Palawat)
Chief Accounts Officer(B&R)
Jodhpur Discom, Jodhpur