



Ajmer Vidyut Vitran Nigam Limited

Corporate Identification Number (CIN) - U40109RJ2000SGC016482

Registered Office: Vidyut Bhawan, Panchsheel Nagar, Makarwall Road, Ajmer-305004

Phone/Fax : 0145-2622561/2644502 ; Website - www.energy.rajasthan.gov.in

No. AVVNL/CAO (ERB)/Sr.AO (Rev)/D.

2560

Date: 02.9.19

ORDER

As per decision taken in the meeting held on dated 22-08-2019 and in order to successful implementation of ERP module in AVVNL 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 dishonor 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-

- Bank Name (Mandatory field)
- 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-

- Bank Name (Mandatory field)
- Branch Name (Mandatory field)
- Branch Code (Mandatory field)
- 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-

- Cash
- Cheque
- Demand Draft
- Pay Order
- Treasury Note
- Banker Cheque

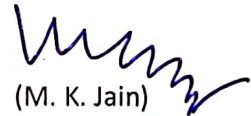
In case payment is received through "Cheque" other tabs i.e. Issuing Bank, Number (Cheque), Issue date, issuing branch, IFSC code, MICR etc. details are also required to be filled properly.

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 & dishonored cheques details received from Bank, cashier/head cashier will enter those details in "clearance and dishonor entry" through following UI:

Collection --> Clearance and dishonor entry

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

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



(M. K. Jain)

Chief Accounts Officer (ERB)
AVVNL, Ajmer

Copy to the following for information & further needful action in the matter:

1. The Zonal Chief Engineer (O&M), AVVNL, Ajmer / Udaipur / Jhunjhunu
2. The Zonal Senior Accounts Officer (O&M), AVVNL, Ajmer / Udaipur / Jhunjhunu
3. The Superintending Engineer (ACC / ADC / O&M), AVVNL, _____
4. The Accounts Officer (O&M), AVVNL, Ajmer
5. The Assistant Accounts Officer (Rev.), AVVNL, _____
6. The Assistant Engineer (O&M / Rural), AVVNL, _____



Chief Accounts Officer (ERB)
AVVNL, Ajmer