

AJMER VIDYUT VITRAN NIGAM LIMITED, AJMER


No. AVVNL / CAO / (Rev.) / F-25-B-ii / D- 2565 AJMER Dt. 31-10.07

ORDER

In order to reconcile the figures of Sundry Debtors Collection Account, following guidelines are hereby conveyed for strict compliance by all concerned.

- (i) The Unit Officers will henceforth maintain a register in a proforma annexed herewith as Annexure-A.
- (ii) ARO of the Sub-Division will ensure that reasons of difference in column 5 & 9 of the aforesaid register are pointed out and recorded in column 6 & 10, item wise. He would further ensure that proper accounting entries of all such items are carried out, timely.
- (iii) ARO of the unit shall be responsible for reconciliation of S.D. collection A/c with the books of accounts of the circle Accounts Officer concerned, monthly. He shall further be responsible for preparation of Journal Vouchers relating to transactions to be incorporated, adjustments thereof and obtaining reconciliation certificate from the circle Accounts Officer.
- (iv) The Circle Accounts Officer shall also maintain a register in the proforma annexed herewith as Annexure-B & enter Sub-division wise figures therein to exercise effective monitoring of the progress made by the Sub-divisions. Sufficient space should be left between two Sub-division to record relevant entries, therein.
- (v) Wherever collection of energy bills are accepted by the circle Accounts Officer, he should ensure that intimation thereof is sent to the concerned units timely, for further adjustment, accordingly.
- (vi) When collection of energy bills pertaining to other circle/Discom have been made due to any reason, the circle Accounts Officer shall ensure its proper treatment by raising ATC/ITC to circle/Discom concerned and further action thereon.
- (vii) In order to exercise proper control over units, the circle Accounts Officer shall check the register of units, while on inspection and also in the scheduled meetings of AROs held monthly at his level and shall ensure that S.D. collection A/c of a particular month is reconciled by the Sub-Divisions within next two months. He shall further ensure that differences if any are got rectified and brought to zero at the end of the financial year.

- 118
- (viii) Monthly information regarding Sub- Divisionwise position of reconciliation of S.D. collection A/c shall be sent by the circle Accounts Officer to this office indicating therein name of the Sub-Division, figures reconciled from the (month) to (month) and reconciliation pending from the (month) to (month)
- (ix) The circle Accounts Officer would further send, a monthly reconciliation statement of circle to this office, indicating monthly position from the beginning of the financial year, each month.
- (x) **The computer agencies shall ensure that Journal Vouchers of transactions relating to cash i.e. incorrect posting, unposted receipts and cheques dishonoured under transaction code 33,34, & 35 and being sent by the Unit Officers through Input advice CB-12 are prepared separately and not included in the Journal Vouchers for realization through cash (but however to be included in realization by adjustment) being shown in MIS 3.2. They shall further ensure that amount of DPS/LPS sent through CB-12 does not affect the amount realized in MIS 3.2 (cash or adjustment), in any way.**
- (xi) **The computer agencies shall further ensure that input advices CB-12 are accepted and posted by them irrespective of any billing cycle. They shall further ensure that CB-12 received from the Unit Officers and pertaining to the previous financial year are incorporated prior to commencement of billing of the next financial year, without fail.**


(S. M. Mathur)
Chief Accounts Officer
A.V.V.N.L.Ajmer

Copy to the following for information and necessary action :-

- 1. The Chief Engineer (O&M/Comml). AVVNL,.....
- 2. The Chief Accounts Officer, AVVNL, Ajmer.
- 3. The Zonal / Sr. Accounts Officer (.....).....
- 4. The Superintending Engineer (O&M), AVVNL,
- 5. The Accounts Officer (O&M/I.A.) A.V.V.N.L.....
- 6. The Executive Engineer (O&M/.....)A.V.V.N.L.....
with the four (4) spare copy for AEN's.
- 7. M/s Aditi computers 44- Suraj Nagar (East) Civil lines, Jaipur.
- 8. M/s BIP's - 128- B-Queens Road, Vidyut Nagar, Jaipur.

[Handwritten Signature]
 Sr. Accounts Officer (Rev.)
 31/10/07

142

RECONCILIATION FIGURES OF S.D.C. A/C

S.No.	NAME OF UNIT	Amount of S.D. Collection on A/c as per Sub-Div.	Amount of S.D. Collection A/c as per books of circle A.O.	Amounts of difference of Col. 3 & 4	Reasons of difference (excess, short, transfer etc.) of Col. 5 remained at the end of the month.	Progressive difference of Col. 5 remained at the end of the month.	Amount posted (cash) as per MIS 3:2	Amount of difference of Col. 4 & 8	Reasons of difference of Col. 9, itemwise & further treatment thereof in brief	Progressive difference of Col. 9 remained at the end of the month.	Month up to which reconciliation certificate obtained
1	2	3	4	5	6	7	8	9	10	11	12

RECONCILIATION FIGURES OF S.D.C. A/C

S.No	NAME OF UNIT	Bill Month	Name of Sub-Division	Amount of S.D. Collection A/c as per books	Amounts of S.D. Col. A/c as per Sub-Div.	Amount of difference col. 4 & 8	Details of amount of difference of Col. 6 rectified during the month	Progressive difference remained at the end of the month	Amount posted (cash) as per MIS 3:2	Amount of difference of col. 4 & 8	Details of amounts of difference of Col. 10 rectified during the month Pertaining month	Progressive difference at the end of the month	Month up to which the reconciliation certificate issued.
1	2	3	4	5	6	7	8	9	10	11	12	13	14

143