



**AJMER VIDYUT VITRAN NIGAM LTD;
HATHI BHATA, CITY POWER HOUSE, AJMER-305001**

No. AVVNL / CAO (Rev.) / F. Urban-Cess / D-2711 Ajmer, Dated:-20th Aug.2010

ORDER

The Local Self. Govt. Department, GOR, vide it's order No. 1403 dated 06.07.2010 has authorized the Discoms to adjust the collection of "Urban Cess". against the PSL bills of municipal bodies, under certain conditions. With a view to implement the aforesaid decisions, following instructions are hereby conveyed for strict compliance by the all concerned: -

(A) Issuance of bills and adjustment thereof after 31.03.2010.

(I) Action by the Sub-Divisions.

1. Besides compliance of the orders issued vide No. AVVNL/ Dy. CE (C) / XEN-I/F.57 (F)/ 2010 /D.273 Dt.03.05.10. & No. AVVNL / CAO /Rev./ D.555 dt.04.05.2010, the unit officer and ARO (both) will be responsible to ensure that "Urban-Cess" is levied on all the applicable consumers.
2. With a view of identify PSL connections of municipal bodies exclusively a letter code "E" (capital 'E') is already prescribed to be suffixed after four numeric codes (at 5th place.). For changing of tariff codes of all such connections accordingly, the unit officers will provide necessary input advice (2A) to the billing agencies immediately.
3. Since no DPS is required to be levied on the outstanding balances (as on 31.03.2010) of the aforesaid connections, the same is required to be transferred to deferred account. For this purpose, necessary input advices will also be provided by the unit officers to the billing agencies, immediately.
4. Procedure of issue of PSL bills to the municipal bodies will continue as usual. The municipal body concerned will also require verifying the bills and returning the same to the unit officer concerned.

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213

3

permissible limit, a register will be maintained by the unit officer in the performa enclosed as "Annexure-A".

6. Assessment and realization relating to the "Urban-Cess" of bills not generated by the billing agency will be entered & shown in the separate columns of MS-14. Further, where 2 or more municipal bodies falls under the jurisdiction of a Sub-Division, separate MS-14 will be prepared and provided to the billing agency, by the respective Sub-Divisions for each of the municipal body.
7. As already conveyed vide Rev. AJ-94, transaction code 60 will be utilized for debit / credit assessed against the "Urban-Cess".
8. Amount billed in excess of the adjustment ceiling {prescribed herein at item (II) 2., below} will be payable by the concerned municipal body and is to be recovered by Nigam accordingly.
9. Adjustment of PSL bills issued manually will also be subject to the condition that prescribed permissible limit {item (II) 2., below} is not crossed. While furnishing of MS-14, it must further be ensured that this realization is shown as realization through adjustment in the columns provided separately.
10. A new transaction code "62" is hereby prescribed for utilization of Dr/Cr of wrong payment adjustment, if any. The same is required to be provided to the billing agencies through the input advice CB-12.
11. After receipt of municipal body wise monthly report of assessment and realization / adjustment in the enclosed performa (Annexure-B), the unit officers will arrange to check it thoroughly and provide a copy of the same to the circle AO concerned, duly signed. Discrepancies noticed if any will also be rectified without fail.

(II) Action by the billing agencies.

1. From the month of **April, 2010** and onwards, amount of assessment (excluding DPS) relating to the PSL connections of the municipal bodies will be debited by the billing agencies to the account code "Urban-Cess Payable A/C" and crediting the same under the head "Sundry Debtors A/C (i.e. ND/ED/WCC/UC)", a Journal Voucher will be prepared and provided with MIS to all concerned, accordingly. The amount so realized through adjustment will be shown in consumer ledger and the bill as well.
2. However, such adjustment will be limited up to the extent of units consumed over the previous year taking into account the consumption of base year 2009-2010, unless this ceiling / limit is raised / enhanced in favour of any municipal body for any F.Y. under specific circumstances by the Director LSGD and informed by Nigam to the agency concerned. It must further be clearly understood that this ceiling is for municipal body as a whole instead of individual connection.
3. Since PSL bills of the Municipal bodies is required to be adjusted from the billing month April, 2010 and onwards, amount of DPS levied from the month of April,

214

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4

3. Since PSL bills of the Municipal bodies is required to be adjusted from the billing month April, 2010 and onwards, amount of DPS levied from the month of April, 2010 and onwards till the start of this adjustment will be credited and no. DPS shall be levied further till the amount is continued to be adjusted, during any financial year up to the permissible limit prescribed as above. However after crossing of the aforesaid Ceiling, no further adjustment will be made and DPS will continue be levied on the balance amount remained unpaid /unadjusted, as usual.
4. The billing agencies will also generate a municipal body wise monthly report of assessment and realization / adjustment in the enclosed Performa (Annexure-B) and provide the same to the unit officer concerned. Sub-Division wise and municipal body wise such report will also be provided by the agencies to the circle AOs and Zonal Sr. AOs concerned and the CAO (Rev.), Corporate office without fail, as the same is required to be provided timely to the departments of LSGD and RUIFDCO of the State Govt.
5. Monthly & quarterly return of "Urban -Cess" will also be generated and provided by the billing agencies separately, in the formats and frequencies being provided, for Electricity Duty.

(B) Adjustment / treatment of the balances appearing as on 31.03.2010.

After receipt of grant from the State Govt., further instructions in this regard will be conveyed separately.

(C) Action by the circle AO and Revenue Section of Corporate Office.

1. Accounting of "Urban Cess" will be made under the accounting codes already prescribed and circulated vide office order No. AVVNL/CAO/Sr. AO/ A/CS./ D.553 dt.04.05.2010.
2. Except of item 3 below, preparation and processing of JVs will be on the similar pattern of Electricity Duty.
3. After receipt of the MIS, J.V. and information prescribed above (item (A) (II) 4), the circle AO will first adjust the amount of PSL bills of municipal bodies out of the "Urban Cess" collected and remaining amount payable to RUIFDCO.
4. The circle AO will arrange to deposit the same in the bank account of RUIFDCO, whose details are as under, under intimation to CAO (Rev.) invariably.

Name of bank & branch:-	Axis Bank Ltd., C-Scheme, Jaipur.
Bank A/C No:-	910010010997254.
I F S Code	UTIB0000010.

215

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5

5. Monitoring of Urban Cess assessed, collected and deposited with RUIFDCO will be the responsibility of revenue section of corporate office besides its reconciliation with State Govt. providing of information on schedule and maintenance of proper required records.

The order shall come into force with immediate effect.

Deepak
 (Deepak Srivastava)
 Director (Finance)

Copy to the following for information and necessary action: -

1. The Zonal Chief Engineer, (), AVVNL.....
2. The Chief Accounts Officer (Accts), AVVNL, Ajmer.
3. TA to CMD/ PA to Director (), AVVNL, Ajmer..
4. The Superintending Engineer (), AVVNL.....for onwards transmission among officers under his jurisdiction.
5. The Sr. Accounts Officer / Accounts Officer (), AVVNL.....
6. M/s Aditi Computers, A-46 Vishwa Mitra Marg, Shyam Nagar, Jaipur.
7. M/s Bips Limited, 128 B Queens Road, Jyoti Nagar, Jaipur.

W. S.
 Chief Accounts Officer (Rev. & Control)

216

6