

 <p>प्रभास्मि शशिसूर्य</p>	<p style="text-align: right;">CIN:U40109RJ2000SGC016486</p> <p style="text-align: center;">Jaipur Vidyut Vitran Nigam Limited</p> <p style="text-align: center;">Regd. Office: Vidyut Bhawan, Jyoti Nagar, Jaipur-5 Tel: 2747039; Fax: 0141-2747039</p>
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NO.JPD/CAO(R&B)/Sr.AO(R&B)/F. /D. 1664 Jaipur, dated 06-02-2018

ORDER

With a view to facilitate the consumers for depositing their energy bills at their door step, the Feeder-in-Charge/Meter readers of the Nigam are hereby authorized to accept payment of energy bills from the consumers while generating spot bills at their door step pursuant to the scope of work under the work order for Revenue Management System placed upon M/s BCITS Ltd.

The detailed guidelines for smooth implementation of above facility are hereby issued for the all concerned:-

A. BCITS:-

- I. System is protected with proper user ID & password so that the same could be run by the authorized persons only.
- II. Cash collection work is not interrupted; even continue offline and data is immediately migrated to the server on restoration of connectivity.
- III. Simultaneously with the generation of receipt, data is encrypted and migrated to the server.
- IV. SDO code, receipt No. and date of collection is generated by the system automatically.
- V. Amount collected is reflected in figures as well as in words both.
- VI. Mode of collection is permitted through cash & cheque both. However mode of collection through cheque is disabled till further order.
- VII. Facility of part/excess payment is available and could be altered as per subsequent decision.
- VIII. Facility of re-opening of counter is permitted only once a day.
- IX. Collection of cash is not permitted beyond Rs. 50,000/- in a day.
- X. Facility of change of password is permitted to the user without any restriction.
- XI. In the case of lost of mobile, same is deactivated immediately on receipt of information.
- XII. Payout will be accepted by head Cashier through his ID.

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B. The unit officer and ARO:-

- I. Smartphone, to be issued to the feeder in-charge, is entered in A-26 register recording its make, IMEA & mobile number (both) and other particulars.
- II. The Smartphone and battery are issued under proper acknowledgement of the recipient only i.e. after taking signatures of feeder in-charge in the A-26 register and keeping the same in safe custody.
- III. Consumables like battery & paper rolls etc, are also issued under proper acknowledgement and record thereof is kept in a separate register.
- IV. List of users is prepared indicating serial No., name of user, user ID, mobile No., IMEA No. and is updated periodically on regular basis. The list so prepared is available with the cashier without fail.
- V. Operational training is given to all the users besides importance of secrecy of confidential password.
- VI. Amount collected is taken in the books of account and remitted timely.
- VII. Reconciliation of amount collected and posted is ensured on daily as well as on monthly basis.

C. The cashier of the Sub-division:-

- I. Maintenance of A-26 register.
- II. Preparation and updating list of users to whom equipment's have issued with full particulars i.e. feeder No., name, mobile no., IMEA No. and user ID etc.
- III. Cash collected by the Feeder-In-Charge (FI) is not detained/ delayed and is timely received by him on regular basis.
- IV. Pasting the collection report, summary report and cancelled receipts of the day's collection received from the FI on A-4 sheet and filing the same in the monthly file of cash collection.
- V. Obtaining counter foils provided by the FI and keeping the same in order and in personal custody.
- VI. Recording references of PCB where amount collected has been transferred on A-4 sheet having pasted with reports generated.
- VII. Providing all cash collection records to the audit and other inspecting officers.

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D. The Feeder In-charge:-

- I. Mobile, printer and other accessories received by him are in good running condition.
- II. Operational training and user ID has been obtained and secret password of his choice has not been disclosed.
- III. Keep equipment's safe in personal custody.
- IV. Latest data of consumer relating to the feeder is uploaded prior to visit.
- V. Battery is fully charged and ribbon of the printer is in good working condition.
- VI. Original copy of the receipt cancelled if any is detained and also kept in safe custody for handing over to cashier.
- VII. Collected cash is deposited with the cashier along with collection & summary reports promptly on regular basis.
- VIII. Counter foils of energy bills & cancelled receipts if any are kept separately and are not mixed with cash or equipments, while returning to the sub-division.
- IX. Recording and providing the details of day's transactions In PCCB, where data is lost and could not retrieved for whatever the reasons.
- X. Always keeping the secret password of his choice entirely confidential which is not disclosed to anyone. In case of any doubt at any stage, the password is immediately changed.
- XI. In case of any fraud or embezzlement, the user himself shall be held responsible.

It is therefore, enjoined upon all concerned to ensure that above directions are complied with strictly. Any lapses in the matter will be liable for initiating disciplinary action.


(A.K. Joshi)
Chief Accounts Officer (R&B)

Copy to the following for information and necessary action:-

1. The Chief Engineer (), JPD,
2. The Superintending Engineer (), JPD,for onward transmission to the concerned officers under his jurisdiction.
3. The Sr. A. O./A.O. (), JPD,
4. PA/TA to Director (Finance/Technical), JPD, Jaipur.
5. M/s HCLI /M/s BCITS, Jaipur.


Chief Accounts Officer (R&B)