



**Jaipur Vidyut Vitran Nigam Limited**  
 Vidyut Bhawan, Jan Path, Jyoti Nagar, Jaipur.  
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No. JPD/CAO(AT&R)/Rev./F. 550/D.1778

Jaipur, dated /6-8-10

**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 & adjustment thereof, after 31.03.2010.

(I) Action by the Sub-divisions.

1. Besides compliance of the orders issued vide No. 801 dated 23.04.2010 (JPRS-601) and No. 861 dated 28.04.2010 (JPD6/320) and subsequent amendments thereof, 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 to identify PSL connections of municipal bodies exclusively, a new letter code "m" (small m) is hereby prescribed to be suffixed after four numeric codes (at 5<sup>th</sup> 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.
5. In order to ensure proper control over the issuance of PSL bills to the municipal bodies, receipt of verified bills from such bodies and adjustment there of up to the permissible limit, a register will be

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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 JPD6/320, 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 adjustments, in the columns provided, separately.
10. A new transaction code "62" is hereby prescribed for utilization of Dr/Cr of wrong payment adjustments, 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/adjustments 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 2009-10, 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.

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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 adjustments 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/adjustments 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 AO concerned and the CAO(AT&R) without fail, as the same is required to be provided timely to the departments of LSGD & 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, AO(cash) and revenue section of corporate office.

1. Accounting of "Urban Cess" will be made under the accounting codes already prescribed and circulated vide this office order No. JPD/CAO(AT&R)/Acctt./OO/F.58/D.839 dated 22.04.2010.
2. Except of item 3. Below, preparation and processing of JVs will be on the similar patterns 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 raise ATC of remaining amount payable to RUIFDCO to the AO(cash).
4. The AO (cash) will collect and compile such ATCs timely and arrange to deposit the same in the bank account of RUIFDCO; whose details is as under:-

Name of bank & branch:- Axis Bank Ltd., C-Scheme, Jaipur.

Bank A/C No. :- 910010010997254.  
IFS Code :- UTIB0000010

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

The order shall come into force with immediate effect.

*Anand Joshi*  
(Anand Joshi) 16-8-10  
Director(Finance)

Copy to the following for information and necessary action:-

1. The Zonal Chief Engineer , JPD, Jaipur .
2. The Chief Accounts Officer (FA&WM/IA), JPD, Jaipur.
3. TA to CMD/PA to Director ( ), JPD, Jaipur
4. The Superintending Engineer ( ), JPD JDC for onward transmission among officers under his jurisdiction.
5. The Sr. Accounts Officer/ Accounts Officer ( ), JPD, \_\_\_\_\_
6. M/s Data Infosys Ltd. , Station Road, Durgapura, Jaipur.
7. M/s BCITS Pvt. Ltd. , B-20, Khandela House, Shiv Marg, Bani Park, Jaipur.

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Chief Accounts Officer(ATR)

✓ Copy also to the Dy. Chief Engineer (IT & CRP),  
Jaipur Discom, Jaipur for placing the order on the  
website of Jaipur Discom.

*Sal*  
Chief Accounts Officer (ATR)

Dy. CE (IT & CRP)  
RR No. 1672 Date 17/8/10  
XEN/IT/CRP/TA/Sl. P.O/PA/ACCT/Estt.

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Dy. CE (IT & CRP)

**Performa for register to be maintained by the Sub-division**

Bill month	Name of municipal body	A/C No.	Total units consumed during the year 2009-10	Position of outstanding as on 31.03.2010			Units consumed		Net amount of bill assessed during the month	Whether paid or adjusted and other remarks, if any
				Net bill amount	DPS levied	Total	During the month	Up to the month of current F.Y.		

- Notes:-
1. All the entries are required to be filled from the relevant records i.e. ledger & binder etc., carefully.
  2. Bills duly verified from the municipal bodies are required to be kept in separate file and each page should be numbered. Further, reference of this page No. be entered in remarks column.
  3. Ceiling of bills to be adjusted is municipal body as a whole instead of the individual account.

