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No. JPD/CMD/CAO(Rev)/F.181/D. 1520

JPD 6-14  
June 21, 2001

OFFICE ORDER

In order to supplement the efforts for higher revenue realisation & recovery for such O&M Divisions and Sub-divisions where monthly revenue assessment is more than Rs.5.00 Crores and Rs.1.00 Crore respectively, it has been decided to provide one Accountant and Junior Accountant. The job profile for the said Accountant/Junior Accountant shall be as under:

**ACCOUNTANT IN O&M DIVISION: FUNCTIONAL RESPONSIBILITIES**

1. Analysis of various outputs relating to revenue billing (Assessment) & Realisation for corrective action in Sub-divisions.
2. Analysis of outstanding dues more than Rs.25,000/- in each case in the division.
3. Monitoring of Revenue Remittance from Sub-division to Bank and then to Collectorate Branch and ensure expeditious remittances.
4. Expeditious processing of the cases received under EUDR from the Sub-division for initiating action under Land Revenue Recovery Act.
5. Finalisation of the provisional assessments on account of theft of electricity/malpractice.
6. Scrutiny of the cases received before the Divisional level settlement committee.
7. Scrutiny of the cases received from the Sub-division for according sanction/approval of credits.
8. Scrutiny of the cases received from the Sub-divisions for sanction relating to release of connections, extension or reduction in the load and also the cases of granting installment to consumers for payment of arrears (against energy bills).
9. Any other work assigned by the Executive Engineer.

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This will not absolve the Executive Engineer from his functional responsibilities as above.

### JUNIOR ACCOUNTANT IN O&M SUB-DIVISION: JOB DESCRIPTION

1. Timely issue of first energy bill i.e. from the date of release of connection within a period of 60 days. He will ensure that new consumer is taken in the meter reading beat after expiry of 30 days and in the billing schedule within 60 days from the date of issue of service connection order.
2. Timely remittance of revenue collected in the sub-division to the Bank.
3. Checking of PCCB/Scrolls and re-reconciliation of revenue realised as per consumer ledger, PCCB and PCB.
4. Debit of assessment on account of the VCR/other checking reports after necessary approval of the competent authority.
5. Sample checking of meter reading/consumption as per meter reading records and consumer ledger to ensure that consumption is correctly transferred in the bill.
6. Providing list of outstanding dues against permanently disconnected consumers with address of their premises to JEnS and to ensure that estimates received from the JEnS for release of connection contain a certificate that no outstanding exists in such premises.
7. Providing of consumption variation information to JEnS for necessary analysis and intimating reasons.
8. Monitoring of physical compliance of disconnection notices and removal of their meter, service line after two months.
9. Tracing of outstanding dues left out at the time of switch over of billing from manual to computerised.
10. Issuance of enhanced security deposit notices and monitoring of recovery in this regard.
11. Analysis of outstanding dues above Rs. 5000/- in individual cases (atleast 5 cases in a month).
12. Any other work as may be assigned by the Assistant Engineer/ A.P.O.

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This will in no way, dilute/bail-out the Assistant Engineer/ A.R.O. from their said functional responsibilities.



(Dr. Ashok Singhvi)  
Chairman & Managing Director

Copy to the:

1. Chief Engineer(O&M), Jaipur Discom, Jaipur
2. FA&COA, Jaipur Discom, Jaipur
3. Dy. Chief Engineer(Comml.), Jaipur Discom, Jaipur
4. Superintending Engineer(O&M), Jaipur Discom \_\_\_\_\_
5. Sr. Accounts Officer/Accounts Officer ( \_\_\_\_\_ ), Jaipur Discom \_\_\_\_\_
6. Executive Engineer( \_\_\_\_\_ ), Jaipur Discom, \_\_\_\_\_
7. Assistant Engineer ( \_\_\_\_\_ ), Jaipur Discom \_\_\_\_\_



(A.K. Jain)  
Chief Accounts Officer

Copy also to the Chairman & MD, Jodhpur/Ajmer Discom, Jodhpur/Ajmer for information.



Chief Accounts Officer