


JAIPUR VIDYUT VITRAN NIGAM LIMITED

No.JPD/CAO/Acctts/F.1/D.3106

Jaipur, dated: 28.12.03

ORDER

It has been observed that the Unit Officers are not timely furnishing weekly perforated cash books (PCBs). This might be due to the reasons that they are getting special imprest/short duration advance very frequently. It is, therefore, enjoined upon them that the PCB should be written daily and should invariably be furnished to the Circle Sr. Accounts officer/Accounts Officer latest within a week after PCB week ending date failing which no special imprest/Short duration advance be allowed to them. The Circle Accounts officer shall ensure that all the PCBs are accordingly obtained and accounted for in the trial balance of the relevant month. They will invariably enclose a statement with the monthly trial balance indicating unit wise, week wise date of receipt of PCBs.




(A.K. Jain)

Chief Accounts Officer

Copy to the following for information and necessary action:-

1. The Zonal Chief Engineer (Jaipur Zone/Bharatpur Zone/Kota Zone), JPD, Jaipur/Bharatpur/Kota.
2. The F.A. & Controller of Accounts, JPD, Jaipur
3. The Superintending Engineer (), JPD, _____
4. The Sr. Accounts Officer/Accounts Officer (), JPD, _____
5. The Executive Engineer (), JPD, _____ alongwith spare 5 copies for circulation among Assistant Engineers.



Chief Accounts Officer