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JAIPUR VIDYUT VITRAN NIGAM LIMITED  
VIDYUT BHAWAN, JAIPUR

NG.Jaipur Discom/CAO/F.15 /D. 147c

JAIPUR: DT. 26.09.2002

ORDER No.JPR 6-03

Sub: Deposit of bills by cheques - extending of facilities therefor.

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Facilities for payment of energy bills by Cheque are available to the customers of all categories. It has been experienced that number of customers in domestic category availing this facility is not very large. Some of the reasons are that they are still required to deposit the bills in their respective areas and also during the specified time for payment in cash.

In order to make the process of deposit of bill through cheque more convenient, following arrangements are introduced in Jaipur, Kota, Alwar.

1. Customers desiring to deposit the bill through cheques may now deposit the cheque at any collection center in the office of JAIPUR DISCOM in these cities. For bills deposited by cheques in such office, usual time for deposit is extended till 4.00 PM on all the working days. The cashier at the centre will issue receipt by affixing seal on the bill foil (consumer's copy) for all such consumer and retain the counter foil with seal affixed(stub) with him.
2. For bills pertaining to the other areas (Sub-divisions), the Collection Center receiving the cheque will prepare scroll of the bills so received alongwith other relevant details (including stubs) Sub-Division wise, in two copies for places other than Jaipur City (and three copies for Jaipur City) and send these to the respective office (in case of Jaipur City Circle in two copies, to the Accounts Officer(CCC), Ajmeri Gate, Jaipur) by next working day morning so that the cheques could be deposited in the Bank same day. No entry of such cheques would be made in the cash book of receiving sub-division.
3. In every sub-divisional office, a box shall be placed, in which the desiring customer may drop the Cheque, against payment of energy bill duly mentioning the name and A/c No. over leaf the cheque along with the energy bill. The consumer may be advised in

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his/her interest to retain a photo copy of the energy bill. Where a cheque is for more than one account, details of each Account number and amount payable by due date (by cheque) will be required to be mentioned by the customer. The consumer will however ensure that payment of energy bills of his/her various accounts pertaining to a specific Sub-Division only, will be paid by one cheque. The AEN/ARO of the Sub-Division will be responsible for opening daily the cheque box placed in the Sub-Division office.

4. For item 3 above, receipt of deposit of the bill will be sent along with the next bill. The customer shall have the option of enclosing a self addressed stamped envelope. In such cases, receipt of bill shall be sent through post in this envelope. Due care is to be taken to ensure that the amount deposited is credited to the account of the customer before the next bill is printed and delivered.

5. Since the customers will find it convenient to deposit the bills by cheque on holidays, all Superintending Engineers(O&M) will arrange for the facilities for deposit of bills on Sundays and other Gazetted holidays in the offices, particularly in cities and towns having large number of customers.

6. The arrangements/ systems prevailing for collections by way of cash shall remain unaltered.

7. Concerned Superintending Engineers(O&M) shall make all necessary administrative arrangements in a way so that the system becomes effective from 1.10.2000 positively. Due publicity of the above mentioned arrangements may also be ensured.

*Umesh Kumar*

(UMESH KUMAR)

CHAIRMAN & MANAGING DIRECTOR

Copy to the following for information and necessary action :-

1. The Zonal Chief Engineer(O&M), JP.VVNL, Alwar/Jaipur/Kota.
2. The Supdtg. Engineer(O&M/), JP.VVNL, \_\_\_\_\_.
3. The Sr.Accounts Officer/Accounts Officer( \_\_\_\_\_ ), JP.VVNL, \_\_\_\_\_.
4. The Executive Engineer( \_\_\_\_\_ ),JP.VVNL, \_\_\_\_\_ along with \_\_\_\_\_ spare copies.

*A.K. Jain*

(A.K. JAIN)  
CHIEF ACCOUNTS OFFICER