

JAIPUR VIDYUT VITRAN NIGAM LIMITED

No. JPD/CAO/REV./F.275(iv)/D. 2576

Jaipur, dated:- 8.3.07

ORDER

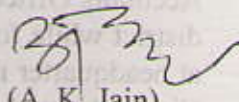
In order to facilitate proper accounting of amount of energy bills deposited by the consumer through e-Mitra kiosks, following instruction are issued:-

- (i) At the time of signing of MOU, the Superintending Engineer concerned will nominate a Nodal Officer for each district, as per item (ii) below who will coordinate with the district e-Governance Society and the Sub-division of the district.
- (ii) The district headquarter where Circle Accounts Officers are available, the Accounts Officer concerned will be nominated as the Nodal Officer for the district while for other districts, one of the Asstt. Engineers (O&M) located at headquarter may be nominated as Nodal Officer. However, in Jaipur City Circle, Asstt. Accounts Officer (CCC) will act as Nodal Officer.
- (iii) Besides coordinating with the district e-Governance society and the Sub-divisions concerned, the Nodal Officer will further ensure that :-
 - (a) Amount of energy bills collected by District e-Governance society is deposited in the designated bank account, timely and acknowledgement slips thereof received by him alongwith sub-division wise scrolls and stubs, without delay;
 - (b) Tallying totals of days collection as appearing in scrolls with the cheque deposited by the district e-Governance society & the acknowledgement slip received by him.
 - (c) He will be responsible for maintenance of register in his office being prescribed as per Annexure "A" enclosed.
 - (d) He will further be responsible to ensure that scrolls & stubs of the concerned sub-divisions are sent / delivered, timely, keeping proper records thereof.
 - (e) The Nodal Officer (except Accounts Officer) will also ensure that monthly collection of Sundry Debtors Collection A/c are invariably conveyed to the respective Sub-divisions and the Circle Accounts Officer, at the month end. Where circle Accounts Officers himself is a Nodal Officer, he will inform the same to the respective Sub-divisions.
- (iv) Asstt. Engineer & ARO of the Sub-division will ensure that whenever an employee of his office is sent to the District Headquarters, he should visit the office of Nodal Officer for collecting the scrolls & stubs of his Sub-division. In addition to above, ARO of the Sub-division will ensure that :-
 - (a) Scrolls & stubs of the district e-Governance society received through the Nodal Officer are sent to computer agency, timely with billing data of each cycle.
 - (b) Amount deposited in scrolls is treated properly by due reconciliation & preparing necessary Journal Vouchers thereof.

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- (c) Wherever required, CB-12 are prepared and sent to computer agencies promptly, without delay.
 - (d) Register prescribed vide this office No.JPD/CAO/Rev./F.278/D.1654 dated 8.11.06 (JPD-6/207) is maintained, invariably.
 - (e) Sundry Debtors Collection A/c is got reconciled with books of the Circle Accounts Officer, every month.

The Circle Accounts Officers will also be responsible for maintaining the register prescribed vide this office No.JPD/CAO/Rev./F.278/D.1654 dated 8.11.06 (JPD-6/207), reconciliation of Sundry Debtors collection A/c and initiating disciplinary action against the defaulting officials, in this regard.

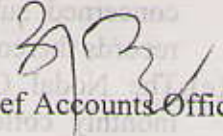
The order shall come into force with immediate effect.


(A. K. Jain)

Chief Accounts Officer

Copy to the following for information & necessary action:-

1. The Chief Engineer(Comml./RP),Jaipur Discom, Jaipur.
2. The Zonal Chief Engineer(JZ / KZ), Jaipur Discom, Jaipur/Kota.
3. The FA&COA, Jaipur Discom, Jaipur.
4. The Addl. S. P.(Vig.),Jaipur Discom, Jaipur.
5. The Supdtg. Engineer(JCC/JPDC/O&M/PLAN),Jaipur Discom, _____.
6. The Executive Engineer(MIS /O&M _____),Jaipur Discom, _____, with 4 spare copies for AEN's.
7. The Sr. Accounts Officer/Accounts Officer(_____),Jaipur Discom, _____.


Chief Accounts Officer

DETAILS OF COLLECTION MADE BY DISTRICT E-GOVERNANCE SOCIETY
(Record to be maintained in the office of Nodal Officer)

Month of Collection:.....

Sl. No	Date of Collection	Name of Sub-division		Name of Sub-division	Total stubs & amount collected by society		Details of amount deposited by District e-Governance Society against amount collected			Reference of pg. No. & dt. Of the Cash book (PCB/ Circle Cash Book)	Remarks (Ref. Of scrolls & stubs delivered to the Sub.Dn.)			
		No. of stubs	Amount involved		No. of stubs	Amount involved	Date of receipt	Cheque No. & date	Amount					
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.	13.	14.	15.