



Jaipur Vidyut Vitran Nigam Limited

Office of the Sr. Accounts Officer (H.Q.)

Shed No. 6, Jyoti Nagar, Janpath, Jaipur - 302005

Telefax No. 0141-2747039

No. JPD/Sr.A.O.(H.Q.)/REV./F. 475 /D. 3454 Jaipur, dated: 18-3-08

ORDER

While reviewing the progress on going IT projects by the CMD on 7.3.2008, performance of implementation of spot billing also came for discussions wherein it was observed that progress achieved so far is not satisfactory & upto the mark. Problems responsible for such unsatisfactory performance were also discussed in depth and it was felt to issue following instruction for strict compliance by all concerned.


- (i) The spot billing agencies would ensure to engage sufficient skilled manpower for meter reading. No. of meter readers will certainly depend on average meter reading of the area concerned but must be sufficient to issue spot bills of approximately 4% consumers of the Sub-divisions concerned, daily.
- (ii) Whether meter readers engaged by the agency are capable of taking meter readings of various types of meter installed at consumers premises or not will be ensured by the AEN of the respective sub-divisions. For this purpose the AEN concerned may arrange a live trial at his sub division or in meter testing laboratory for any meter readers of the agencies. In case performance of meter reader is not observed to be upto the mark, the AEN concerned may ask the agency to replace with suitable substitute or trains the meter reader concerned within a reasonable period.
- (iii) Meter reading taken by the agencies will further be got checked and verified by the departmental meter readers and record thereof will also be kept invariably. Checking of such meter reading may be arranged as per programme prepared by the Sub-division concerned after approval of the circle A.O. in certain percentage depending upon number of persons available with the Sub-division.
- (iv) In order to ensure timely updation of consumers status in computer data base, AEN of Sub-division will take all possible efforts for receipt of regular and timely compliance of SCOs, DCOs, MCOs, RCOs etc. from the JEN concerned.
- (v) ARO of the Sub-division will ensure to deliver all inputs and cash receipts to the spot billing agencies daily and on regular basis after receipt of proper acknowledgments.
- (vi) In view of item (v) above, the spot billing agency would also ensure to deliver the edit list/exceptions of input provided, daily and on regular basis in hard copy, after data entry, under record.
- (vii) Edit list / exceptions received from the agency will further be got checked cent percent by the ARO / Staff of the Sub division concerned daily and

on regular basis indicating discrepancies noticed therein and will send to the agencies daily and on regular basis for its rectification under acknowledgement.

- (viii) After receipt of checked edit list/exceptions, the spot billing agencies will rectify the deficiencies pointed out and confirm to sub division concerned daily and on regular basis, in writing.
- (ix) Prior to uploading data in the SBM for bill generation, the agency will inform to the AEN/ARO of the Sub division and will ensure that there is no pendency for updation of consumer status. And the bills to be generated on the spot are as per schedule of billing programme prepared by the Sub-division and got approved by the respective Circle Accounts Officer.
- (x) ARO of the Sub division will maintain a billing compliant register and will record therein all billing deficiencies whether received from the consumer or noticed by the sub division. Summary of billing deficiencies indicating nature of error noticed and numbers thereof will be informed to the respective Circle AO fortnightly for onward transmission to the Corporate Office.

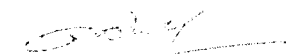
Compliance of the aforesaid instructions will be ensured by the controlling officers and the Audit Wing as well, strictly.

The order shall come into force with immediate effect.


(Anand Joshi) 7/4/08
Director (Finance)

Copy to the following for information & necessary action :-

1. The Chief Engineer (RP/Commercial), JPD, Jaipur.
2. The Zonal Chief Engineer (JZ), JPD, Jaipur.
3. The Addl. S.P.(Vig.), JPD, Jaipur.
4. The Superintending Engineer (), JPD, _____.
5. The Chief Accounts Officer, JPD, Jaipur.
6. The Executive Engineer (), JPD, _____
with 4 spare copies for AENs.
7. The Sr. Accounts Officer/Accounts Officer (O&M), JPD, _____.
8. M/s. _____


Sr. Accounts Officer(11.2)