



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.503/D.1178 Jaipur, dated: 21/8/08

ORDER

With a view to implement efficient cash collection system equipped with better accuracy and to provide quality services to consumers, the Jaipur Discom has decided to introduce cash collection of energy bill through hand held computer device which may be popularly termed as **Portable Cash Collection Machine (PCCM)**. For smooth implementation and effective working of the mechanized cash collection to be introduced, following procedure is hereby prescribed for strict compliance by all concerned.

- i) PCCM received by the Sub-Division will be entered by the Cashier in register A-26, indicating make and full S.No. of each. Entries so made will be authenticated by the ARO & AEN concerned.
- ii) Cashier of the Sub-Div. will be personally responsible for safe custody of all the PCCM which will be kept free from dust etc.
- iii) To avoid the chances of misuse of PCCM and embezzlement/mis appropriation of Nigams money thereby, proper record will be maintained by the Cashier for issue and receipt of PCCM in the proforma given at "Annexure-A".
- iv) List reflecting name of Cash Collection Centers and codes thereof will be decided & prepared at Sub-Divisional level from No.01 onwards to the required numbers and will be pasted on the wall before the Cashier and the Computer Operator for the agency/Nigam. This may further be mentioned on first page of the register to be maintained in view item iii above.
- v) Whenever a Cash Collector approaches to the Cashier for the receipt of a PCCM, he will first make entries in the register prescribed here in above at item IIIrd, obtain signatures therein and issue the PCCM to the Cash Collector for Cash Collection Work.

- vi) After receipt of PCCM, the Cash Collector will immediately approach to the Computer Operator of the agency/Nigam, where both of them will ensure the followings:-
- a) Data relating to the consumers expected to visit the Cash Collection Centres is uploaded in the PCCM .
 - b) Battery of the PCCM is fully charged.
 - c) Ribbon of the PCCM is working up to the mark.
 - d) The paper roles to be used are taken in sufficient quantity.
 - e) Cash Collection Center No. has entered in the PCCM .
 - f) User name of the person visiting to Cash Collection Center has entered in the PCCM.
- vii) Prior to starting of Cash Collection work at the Cash Collection Center, the Cash Collector will enter his secret and confidential password in the PCCM, receive payments from the consumers and issue receipts to them retaining counter foil portion of energy bill.
- viii) **The Cash Collector will be personally responsible for keeping his password entirely confidential and secret. He must remember that his password is not disclosed to any one. In case of any doubt at any stage, he must immediately change his password. He must remember that in case of any misuse, fraud or embezzlement,, he will be held responsible for the losses sustained to Nigam.**
- ix) On the counterfoils of energy bills detained, full 6 digit receipt No. of the days collection will be mentioned by the Cash Collector on the first receipt and thereafter only last 3 digits of the receipt No. will be mentioned subsequently on each counterfoil. In order to distinguish the amount deposited by the consumers up to the due date or after the due date a mark/sign will also be mentioned on the amount printed in the counterfoil, invariably. Where amount received from the consumer differs from the amount printed in the counterfoil due to whatever the reasons, the amount received in full will be mentioned in the counterfoil, without fail.
- x) Whenever cancellation of receipt is required to be generated due to whatever the reasons, original as well as the cancelled, both the receipts will be detained and preserved

by the Cash Collector and will be pasted at the end of report to be generated at Sub-Divisional level in view of item xii of this order.

- xi) After close of days collection work , the cash collector will also generate summary report from the PCCM. This report will be detained and preserved by him for pasting at the end of report to be generated at Sub-Divisional level after his return to the sub-divisional Headquarter (HQ).
- xii) **While returning to the Sub-Division the PCCM, amount collected and counterfoils of energy bills must be kept separately and should not be kept together.**
- xiii) Soon after return to the Sub-Divisional HQ. the Cash Collector immediately approach to the agency's/Nigam's Computer Operator for downloading of datas of days collection and generation of reports as per "Annexure-B", enclosed.
- xiv) Cash Collector will collect the days collection report generated by the agency's/Nigam's Computer Operator and will paste the summary of days collection generated by the PCCM, at its end. He will also paste the cancelled and corresponding original receipts on the back side of the main report collected by him.
- xv) Amount of days collection alongwith lot of counterfoils detained, PCCM and report finally collected as per item xiii above, will be handed over by the Cash Collector to the main Cashier of the Sub-Division who will record a certificate at the end of report received, as per para 92 of the Revenue Manual. He will also mention the date of receipt of the PCCM, in the register prescribed as 'Annexure-A' and record his dated initials therein.
- xvi) Monthly report for the days collection will be kept by the Cashier in a separate file and in safe custody. He will be responsible to provide these reports to the audit and the inspecting officers, as and when demanded.
- xvii) The checking clerk/official other than the Cash Collector will also verify the totals of days collection as appearing in the reports prepared as per 'Annexure-B' enclosed and will

report a certificate under his dated initials at reports end, as under:-

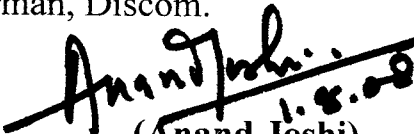
“ certified that totals checked, verified and found correct”

dated initials checking clerk

- xviii) Whenever data is lost and could not retrieved due to whatever the reasons, amount of cash collection will be entered in computer system by the computer operator on the basis of counterfoils retained by the Cash Collector and prescribed report as per ‘Annexure-B’ will also be generated immediately and handed over to the Cash Collector. Such reports will be prepared under the title “on the base of counterfoils” and will be checked by the checking clerk/official other than Cashier, in accordance with the procedures prescribed under para 96 of the Revenue Manual, recording necessary certificates accordingly, strictly.
- xix) Report generated under this system and the counterfoils of energy bills will not be sent by the Sub-Div. to the spot billing agencies.

Prior to implementation of the above mentioned cash collection system, detailed operational training of the officials concerned will be organized by the SE (IT) at Sub-Div./Division/Circle level with consultation & prior approval of the undersigned where officers of Accounts & Finance Wing will also be associated to reply the queries/doubts raised by the participants and resolving other issues, if any.

This bears the approval of Chairman, Discom.


(Anand Joshi)
Director (Finance)

Copy to the following for information & strict compliance:-

1. The Chief Engineer (), JPD, Jaipur. /CAO, Jaipur Discom, Jaipur.
2. The Superintending Engineer (), JPD, _____
3. The Sr. Accounts Officer / Accounts Officer (), JPD, _____
4. The Executive Engineer (), JPD, _____ alongwith four spare copies for their unit officers.
5. M/s. _____


Sr. Accounts Officer (H.Q.)

“Annexure-A”

Jaipur Vidyut Vitran Nigam Limited

Register of issue and receipt of PCCM

Sl. No	Name of Cash Collector to whom issued.	PCCM No.	Name of collection center with code	Due date of collection	Date of issue of PCCM	Signature of Cash Collector	Date of receipt of PCCM by the Cashier	Signature of Cashier
1.	2.	3.	4.	5.	6.	7.	8.	9.

“Annexure-B”

Jaipur Vidyut Vitran Nigam Limited

Daily Cash Collection Report

SDO code

Name of center & code

Name of Cash Collector

Date of Collection

Sl. No.	Receipt No.	Account No.	Name of consumer	Mode of payment	Amount collected
1.	2.	3.	4.	5.	6.