

Jaipur Vidyut Vitran Nigam Limited

No. JPD/Sr.A.O.(H.Q.)/REV./F 453(I)/D. 2943 Jaipur, dated 31/03/2009

ORDER

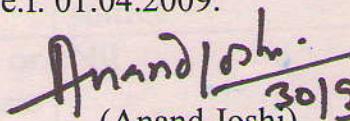
During the meeting of ongoing IT projects held on 12.03.2009, it was decided that sundries (CB-4, CB-12 & CB-15) to be provided to M/S Data Infosys in JCC, should be verified and authenticated by the respective Sub-divisions online. With a view to implement the aforesaid decision, following instructions are hereby conveyed for strict compliance by all concerned:-

- (i) Maintenance of CC&AR will be subject to the governing instructions already conveyed vide this office order No.2102 dated 05.10.05 (JPD/6-170).
- (ii) Instead of filling & providing of sundries to the agency, the ledger keeper concerned will open his computer screen and enter the amount of sundries, consumer wise. This will be entered immediately after recording of entries in the CC&AR or on daily basis.
- (iii) ARO of the Sub-division will check, verify the entries made by the ledger keepers simultaneously or on daily basis. All sundries will also be finally approved & authenticated by the AEn concerned simultaneously or on daily basis.
- (iv) For the aforesaid purpose (item ii&iii above), all concerned will be provided with a unique user ID and password by the agency, separately.
- (v) **All concerned are warned to ensure that password provided by the agency is replaced by the password of their choice, prior to commencement of work. They are further warned to remember their own password, keep it confidential and not disclose to any one, throughout their tenure. In case of any doubts at any stage, they must immediately change their such password. They must also remember that incase of any misuse, fraud or embezzlement, they will be held responsible for the losses sustained to Nigam.**
- (vi) In case of transfer / leave etc., if a new LK/ARO/AEN is required to enter/verify/authenticate the sundries, separate user ID and password will be provided by the agency for such person, on written request of the AEn concerned. Such persons are also warned to ensure to take action, as prescribed here in above at item (v).
- (vii) Prior to uploading of data for bill generation, the agency will ensure to communicate warns/alerts to the respective AEn/ARO about the remaining/pending entries of the ledger to be billed and requires verification/authentication, if any. The agency will further ensure that no unauthenticated entry is processed in billing.

- (viii) The LK/ARO/AEn of the Sub-division(s) will ensure to take prints of sundries entered/verified/authenticated by them on daily basis and keep it in a separate file in safe custody. The agency will also ensure to provide this facility, invariably.
- (ix) After completion of billing work ledger wise, M/s. Data Infosys will arrange to provide ledger and output reports 16-A, 16-B & 16-C to the respective Sub-divisions **on the next working day for further confirmation of the sundries processed and billed.**
- (x) **AEn & ARO of the Sub-division should ensure that entries of the output reports 16-A, 16-B & 16-C are got checked and verified by the ledger keepers / checking clerks concerned putting their dated initials and are kept in safe custody for producing before the inspecting officers and audit, as and when demanded. They should further ensure that discrepancies pointed out if any are reported to the AO(JCC) and Sr.AO(JZ), immediately.**
- (xi) The agency will be exclusively responsible for the correctness of sundries generated in it's system and also for the stoppage of sundries not authenticated by the Sub-divisions.

Prior to implementation of the aforesaid instructions, the SE(IT&CRP) will arrange to provide proper training to all the staff concerned. In order to avoid delay in billing during initial stages, services of the operator engaged by the agency could be utilized by the ledger keeper concerned for data entry. However, the ledger keepers concerned are advised to take special care for maintaining their password confidential, in such circumstances.

The order will come into force w.e.f. 01.04.2009.


(Anand Joshi) 30/3/09
Director(Finance)

Copy also to the following for information and necessary action :-

- (i) The Chief Engineer (JZ), JPD, Jaipur.
- (ii) The Superintending Engineer (JCC/IT&CRP), JPD, Jaipur.
- (iii) TA to CMD/Director (Technical), JPD, Jaipur.
- (iv) The Sr. Accounts Officer (JZ/JCC), JPD, Jaipur.
- (v) The Executive Engineer (CD-), JPD, Jaipur alongwith four spare copies for distribution among AENs under his jurisdiction.
- (vi) M/s. Data Infosys, Dalda Factory, Station Road Durgapura, Jaipur.


Sr. Accounts Officer(HQ)