

JAIPUR VIDYUT VITRAN NIGAM LTD.

NO. JP. D/CAO/F215/D. 4303

JAIPUR, DEC 15, 01

CIRCULAR

For proper meter reading, bill distribution, replacement of stop/defective meters, recovery of outstanding and progress to increase in assessment of the Sub-divisions, following instructions are hereby conveyed for strict compliance to all concerned:-

(A) Proper meter reading

1. Compliance of para 124(v) of the Revenue Manual be made strictly for regular meter reading as per meter reading programme.
2. Ensure compliance of para 18.1 and 124(ii) of Revenue Manual and keep the M.R.R. in route order invariably for easy, smooth and actual meter reading of 100% consumers.
3. Identify meters not fixed at proper place and height, adequate steps be taken to shift them to proper place and height for actual meter reading initiating stern action against the defaulters.
4. Reading taken by the Meter Readers be got verified by the authorities and details thereof be recorded in meter reading checking register(A-19) in view of para 151 of the Revenue Manual to ensure correct reading.
5. Compliance of Lock notices must be ensured in terms of clause 19(d) III of the General Conditions of Supply.
6. Beat of Meter Readers must be changed at prescribed intervals without failure.

(B) Bill distribution

1. Bills must be handed over to the Bill distributor/contractor after taking proper receipts from them in a separate register.
2. Sufficient number of bill delivery books be supplied to the contractor/bill distributor, obtaining proper receipts of the consumers in support of energy bill delivered to them.
3. Test check of the bill delivered as per bill delivery book be done regularly for each ledger.
4. Complaints of bills not received/late received must be entered in a separate register and the defaulters be penalised suitably after investigating the matter at length.

(C) Replacement of stop/defective meters.

1. Ensure speedy compliance of Meter Change Orders for stop/defective meters.
2. In case departmental men power is not available for replacement and the rate contract has not yet finalised the same must be finalised forthwith.
3. In case sufficient meters are not available for replacement, the meters be replaced giving priority to the consumers whose average consumption is high.

(D) Recovery of outstanding

1. Immediate compliance of the 100% Dis Connection Orders must be ensured.
2. The disconnected premises be got verified physically after a week, in case the consumer does not turn up for reconnection.

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3. Meter and service line be removed early and invariably after two months of the date of disconnection.
4. No stone should be left unturned to process the cases under EUDR Act assigning priority against the consumers having large outstanding dues say Rs. 5000/- and above.
5. The Assistant Engineer has to analyse 10 individual cases monthly each having outstanding of Rs. 10000/- or above whereas the Executive Engineer has to analyse 50 cases per month of the Division each having outstanding of Rs. 25000/- or above for taking effective action for recovery. The progress in this regard be intimated to the undersigned through Circle SE in the proforma attached.
6. Premises of PDC consumers be got verified physically and periodically to boost up the recovery against them.

(E) Increasing assessment

1. Intensive vigilance checks be carried out for achieving targets without fail.
2. Assessment be finalised against pending VCRs debiting under charges in consumer's account.
3. 100% meters be provided with terminal plates and requisite seals wherever required.
4. Periodical checking of polyphase meters be done to minimise probable leakage of revenue.
5. Average already charged be got revised on the basis of succeeding four months' consumption after installing correct meter as per provision prescribed under clause 19(d) VII of the General Conditions of Supply.
6. All out efforts be made to issue First bills timely.
7. Temporary connection be released after installing correct meter and affixing proper seals invariably.
8. Meter movement register be maintained for the meters installed at the premises of temporary consumers.
9. Ensure 100% billing for temporary consumers.

Inspecting officers will exercise strict watch over the implementation and progress of the various points as stated above. Non compliance of the instructions will be viewed seriously attracting disciplinary action against the defaulting officers/officials concerned.


Encl. - Proforma.


(Dr. Ashok Singhi)

Chairman & Managing Director

Copy to the following for information and necessary action:-

1. The Chief Engineer(O&M), JVVNL, Jaipur.
2. The F. A. & Controller of Accounts, JVVNL, Jaipur.
3. The Superintending Engineer(O&M), JVVNL, _____.
4. The Executive Engineer(), JVVNL, _____.
5. The Assistant Engineer(), JVVNL, _____.


(A.K. Jain)

Chief Accounts Officer

JAIPOUR VIDYUT VITRAN NIGAM LTD.

Analysis of outstanding dues for the month of _____

(20)

Name of Circle	Division	Sub-division	Amount of Outstanding since the B.M.	Details of Court case if any	Supply D/c	CSD adjusted in the Billing month	Notice of EUDR sent on	Case referred under L-R- Act on	Further position / Remarks
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