

No. JP.D./CAO/Rev./F.263 /D. 3211

Jaipur, Oct. 8, 02.

C I R C U L A R

In supersession to all previous orders, duty chart of Circle Sr.AO/AO & AAO is hereby prescribed as follows with immediate effect:-

A. Job Profile

Section	Sr.AO/AO	AAO
Accounts	(i)Preparation of monthly accounts, reconciliation of suspense heads with store accounts, MIS/ PCB and other related information. (ii) (a) Maintenance of subsidiary of Assets/Debtors and Liabilities/ Creditors(except staff related receivable/liabilities) and its reconciliation with accounts. (b) Clearance of ICTs/ATDs/ATCs. (c) Clearance of advances including short duration advance.	Maintenance and reconciliation of subsidiaries of staff related loans & advances and deduction at source and submission of monthly pay orders.
Revenue	Revenue management & intelligence including inspection.	
Budget & Funds	(i) Budget and funds management including drawing and disbursing powers and also head of office . (ii)Reconciliation of non-operative bank account and current bank account.	(i) Recoupment and adjustment of PCB. (ii) Reconciliation of TWC and salary and wages payable account.
Establishment Audit		Pre audit of Estt. Claims and contingent bills.
CPF/GPF		CPF/GPF Broad Sheet preparation and reconciliation with accounts pay order.
Purchase & Works	Purchase & Works related issues including cost & works.	
Miscellaneous	Audit para's of statutory auditors/CAG and draft para's.	Any other work assigned by the Circle Sr.AO/AO.

B Checking point during revenue inspection

As already ordered vide order No.JP.D/CAO/5215/D.2587 dt.12.9.02 that Circle Sr.AO/AO posted in O&M Circle shall inspect one O&M Sub-division catering to **consumers** mainly in **urban area** in a week and look in to the following points:-


Section	Points
Revenue	(i) Formulation of meter reading and billing programme and compliance thereof. (ii) Issue of first bill. (iii) Issue of disconnection orders and physical compliance thereof. (iv) Removal of meter and service line from PDC consumers. (v) Review of individual cases (running) having outstanding more than Rs.10,000/- in each case. (vi) Review of cases of CB 12(input advice) in view of guidelines issued vide Circular No.JPD/CAO/Rev/F.67/D.2777 dt.23.9.02. (vii) Proper analysis of outputs. (viii) Reconciliation of revenue as per PCB & MIS. (ix) Review of deferred outstanding i.e. outstanding shown in ledgers but not shown in bill, due to court cases/other disputes. Attempt should be made to get such cases settled through the settlement committee or otherwise immediately. (x) Proper action on lock notices as per clause 19(d) (iii) of GCOS. (xi) Proper billing and refund of temporary connections.
Cash	(i) Arrangement of cash collection and its timely remittance in bank. (ii) Proper accountal of dishonoured cheques. (iii) Recovery of amount short deposited by Cash collector(Departmental or outside agency).
Accounts	Verification of ATDs and ATCs.

The inspection report shall be submitted to the CAO as well as Circle S.E. among others. As the Circle Sr.AO/AO is in the capacity of Financial Advisor to the Circle Superintending Engineer, it is expected from him that advice in improvement of the working of the revenue Sub-divisions and shortcomings found by him during his visit will be furnished to the Circle S.E in order to strengthen O&M Circle. Although duties of AAOs have been prescribed but for revenue inspection, services of AAO, shall also be utilised on same guidelines.


(B.N.Sharma)
Chairman & Managing Director

Copy to the following for information and necessary action:-

1. The FA & Controller of Accounts ,Jaipur Discom, Jaipur.
2. The Dy.Chief Engineer(O&M),Jaipur Discom, Jaipur.
3. The Superintending Engineer(), Jaipur Discom,_____.
4. The Sr.Accounts Officer/Accounts Officer(), Jaipur Discom,_____.


(A.K.Jain)
Chief Accounts Officer