INDEX

		Page
1.	Part A - Revenue Booklet (Reprinted)	1-55
2.	Part B - Important Circular on Revenue Matters Issued from time to time	56-120

PRAVEEN PRAKASH I.A.S.,
Chairman & Managing Director

FOREWORD

I am very happy to pen the foreword to this extremely useful Revenue Manual, detailing the various revenue aspects of the Power Distribution organization including reporting, follow up measures to get more Revenue realization and brings out the duties & responsibilities of the employees in the revenue wing with clarity. For effective and efficient performance of the organization, it is essential to have clarity on the activities, duties and responsibilities in all levels of employees. I am sure this Manual with updated Circulars would serve the need of the day and it will be a constant guide and support to employees to perform in the best interest of the organization.

I wish all the employees a happy reading and a positive mindset that will bring great success to the organization.

PRAVEEN PRAKASH
CHAIRMAN & MANAGING DIRECTOR
APEPDCL :: Visakhapatnam

A.K. GHOSH
Director (Finance & HRD)

PREFACE

It is felt desirable to reprint the revenue booklet along with certain important circulars on revenue matters in the form of a revenue manual to refresh the knowledge of the employees and to keep all revenue related guidelines at one place.

This revenue manual contains two parts:

1) Part-A : Revenue booklet (A.P.S.E.B.)
2) Part - B : Important guidelines on revenue matters.

The Revenue manual intends to cover all revenue matters starting from the Billing, Collection, Accounting, Disconnection, Reconnection and Dismantlement of services. It also covers the duties and responsibilities of all employees working in revenue wing more particularly in ERO offices. It will also be a helpful guide to all field engineers working in operation wing.

The success of this initiative largely depends on rightful use and involvement of every employee and based on the experience gained this manual would be further updated in future to get more mileages in its use.

ARIJIT K. GHOSH
DIRECTOR (FINANCE)
APEPDCL :: Visakhapatnam

PART-A
Revenue Booklet
(Reprinted)

ANDHRA PRADESH STATE ELECTRICITY BOARD
Vidyut Soudha : : Hyderabad - 82.

Memo No. FA& CCA (R&E) / AO / R / LT/ F 338 / JAO IV / 2002 /98 / Dt. 1-9-1998

Sub : Gist of Instructions to all Private Accounting Agencies of APSEB in the State to be followed for efficient Matering, Billing & Collection Programme - Issued.

****

During the various inspections conducted by the Chairman of Sections / EROs, it is noticed that there is no uniformity in the outputs furnished by the Private Accounting Agencies and in several cases the formats adopted are observed to be slipshod and not as per the approved formats of the Board. Hence the following instructions are issued to all PAAs in the State.

A Copy of the "Gist of Instructions to all Private Accounting Agencies of APSEB to be followed for efficient Metering, Billing & Collection Programme" is herewith enclosed for adoption, hence forth. A format for check list to be enclosed with every Remuneration Bill by the PAA is also enclosed for adoption from now onwards. Each Remuneration Bill shall have this check list duly filled as an enclosure.

These instructions should be strictly implemented with immediate effect. These instructions will supercede all the instructions issued earlier on the concerned subjects. The formats for the items not covered now will be communicated separately. Till such time, the existing formats should be continued in such cases.

It should be noted that non-compliance of these instructions may result in non-Payment of remuneration Bills in addition to cancellation of the Agency.

Please acknowledge the receipt of these instructions by return of post.

The following formats are enclosed.

1. Gist of Instructions.
2. Formats of Exceptional Reports (19 No.s)
   Format E.02 -List of Stuck - up Meter Services
   Format E.03 - List of UDC cases.
   Format E.04 - List of Meter changed Services.
   Format E.05 - List of Door Lock Services.
   Format E.06 - List of Meters Not Existing Services.
   Format E.08 - List of Reading Not Furnished cases.
   Format E.09 - List of NIL Consumption Services.
   Format E.10 - List of Services with Multiple Meters.
   Format E.11 - List of Burnt Meters Services.
   Format E.12 - List of Consumption Less than usage Services.
   Format E.15 - List of Abnormally Low Consumption Services.
   Format E.16 - List of Abnormally High Consumption Services.
   Format E.17 - List of Progressive Reading cases in UDC Services.
   Format E.18 - List of Minus Balance Services.
   Format E.19 - List of No Master Data Cases.
   Format E.20 - List of Regressive Readings Services
   Format E.21 - List of Services for which more than one reading received.
   Format E.22 - List of Services appearing in two different Section or in the same Section more than once
   Format E.23 - List of Double Payments Services.
3. P1 to P8 Formats (Including D - List)
   Format - P1 - Age wise analysis of Exceptional (other than Agl. Services)
   Format - P2 - Services appearing in different Exception lists.
   Format - P3 - Abstract of Exceptionals ERO wise.
   Format - P4 - Performance Parameters Section wise.
   Format - P5 - Consumption pattern.
   Format - P6 - Month wise Collection of Revenue Cashiers.
   Format - P7 - Cumulative performance of ERO Collections.

Format - P8 - D-Lists.

4. Check list to be enclosed with Remuneration Bills.
5. Consumer Ledger - Format L.1
6. Ledger Abstract - Format L.2
7. Ledger summary - Format L.3
8. Bill Book Abstract - Format B.1
9. Demand Collection and balance Report - Format D.1
10. Financial Progress Report - Format F.1
11. Credit Reconciliation Statement Format F.2
12. C.C. Charges Arrears Report - Format C.1
13. ACD Review Report - Format A.1
14. Journal Entry - Format J.1
15. List of New Services released and added to master for the period from _____ to _____ Format M.1
16. Report of category changes effected in Master - Format M.2
17. Report of Phase and Load changes effected in master - Format M.3
18. Report of name Transfers effected in master - Format M.4
19. Report of Services dismantled and deleted from Master - Format M.5

Encl : As above

A.K. KUTTY
MEMBER SECRETARY

To,
M/s.
Chartered Accountant / s & APSEB Private Accounting Agency,
Copy to All SEs / Operation / DEs (opn.) / ADEs (opn.) / AE / AAE (Opn.) }
Copy to all AAOs / ERO }
Copy to all AO/Rev. of the Circles }
Copy to SE / C & SS / VS / Hyd }
Copy to All Chief Engineers / Zones }
Copy to FA & CCA (R&E) Hyd. } For strict implemantation of the above instructions
Copy to TS to Chairman
Copy to Member (D & RE)
Copy to Member (Accounts)

Annexure to Memo No. FA & CCA (R&E)/AO/R/LT/F338/JAOIV/2002/98 Dt.1-9-98

GIST OF INSTRUCTIONS TO ALL PRIVATE ACCOUNTING AGENCIES OF APSEB TO BE FOLLOWED FOR EFFICIENT METERING, BILLING & COLLECTION PROGRAMME.

1. *Consumer Ledger -*

Format as enclosed is to be adopted. At the end of ledger, the abstract for all the items is to be furnished in addition to the category wise analysis. No of mismatch items of credits are to be listed out separately and details of each items are to be given at the end of the Ledger.

2. *Bill Book Abstract (BBA)*

At Present PAAs are generating three different ouputs viz BBA, Bill Listing & Bill Summary. It is decided to adopt one single format (BBA) covering all the information required. The new BBA format is herewith enclosed, which is to be strictly adopted without deviation. The BBA is for the consumption month. i.e BBA of 6/98 covers the bills issued with date 1-7-98.

While preparing the BBAs, the PAAs have to indicate totals for all columns like Total No. of Services, Total Units Billed and Total Amount at the end of format invariably. A separate line is to be also printed indicating the No. of Negative Balance Cases and amount. Two copies of BBA Printed in the order of

Distribution / Area code / Sc.No. wise are to be supplied for the use Section Officer and R.C. another Copy of the BBA should be supplied printed in the order of Distribution / Sc. No. wise for the E.R.O.

3. *D-List*

The D-List month is the "Consumption Month" i.e. the Bimonthly D-List issued on 1-7-98 for the payments due on 14-06-98 is to be called as "D-List of 5/98" The D-List in the format (P.8) is to be generated and given with last six months arrears. This D-List must be a single D-List covering both groups for all arrears form Rs. 1 and above to be generated Section wise, Distribution wise (Route wise in major-distributions) S.C. No. wise. All UDC Services, Agl. Services, outstanding Ledger cases & Bill Stopped cases must also be included in the D-List. The UDC cases shall be marked "UDC" in the remarks column.

At the end of D-List of each Distribution, the total number of services and total of amounts are to be indicated. At the end of the entire D-List,an abstract of all Distributions of the Section and totals for the D-Listed Services & Amounts are to be Indicated along with percentage of D-Listed Services. The D-List must be issued in Triplicate.

In addition to the D-list covering total services, D-List between the amounts of Rs. i) 1000 to 5,000 ii) above 5000 to 20,000 iii) above 20,000 are to be generated and issued for pursuance by the concerned Officer. For this purpose one single copy of rangewise D-List is sufficient.

4. Exceptional Reports

The Exceptional Reports (Distribution wise, Service wise) are to be given to all the Section Officers through EROs concerned. The List of Exceptional Reports is enclosed. The Exceptional reports must cover both the groups. The consumption month is as mentioned in the item (3).

4.1 Meters not Existing cases.

The issue of bills shall not be stopped for Meter Not Existing cases till final report is received from field to ERO. Billing shall be done on average basis or field recommended average, whichever is the higher.

4.2 Stuck-up / Burnt meters.

Billing shall be done in respect of Stuck-up & Burnt Meters as per the following method.

i. Previous Average Consumption or
ii. Field Recommended Units.

- whichever units are higher of the above shall be arrived at and billing is to be done for those units.

If average consumption could not be assessed as above, then only billing shall be done for the consumption assessed as per B.P. Ms. No. 110 dt. 6-3-98.

4.3 Door lock / Reading Not Furnished cases.

Previous Average consumption may be taken to bill this type of services and they shall not be billed for minimum.

4.4 Abnormally High Consumption

Four times of previous Avg. Consumption is to be taken as basis for abnormally High Consumption. List of top fifty of Abnormally High Consumption cases per Section shall be given to each Section Officer through ERO concerned.

But in case of high value CT metered Services, the basis for Abnormally High Consumption is more than double the previous average Consumption. A list of such services shall be issued excluding UDC and Nil Consumption cases.

4.5 Abnormally Low Consumption.

30% less than the average Consumption shall be the basis for this Exception. This exception need not however be generated for the services with Average Consumption of less than 100 units per month. List of lowest fifty items shall be given to each Section Officer through EROs concerned. But in case of High Value CT Meter Services the basis for Abnormally Low Consumption is less than half the previous Average Consumption.

4.6 Progressive Readings noticed in UDC Services.

The Consumption during the disconnection period may be billed provisionally at Normal Tariff

rate with superscription on the bill “Provisional - Subject to revision based on facts”. The list of this type of Services is to be given to the field through EROs concerned for taking necessary action against the concerned for booking the cases under malpractice.

4.7 Consumption Less than Usage Cases (Sluggish)

It is decided that the term “Sluggish (exception No. 12) May be renamed as CLU (Consumption less than usage). Billing for this category of services is to be done as in the case of stuck-up / Burnt meters vide item 4.2.

4.8 Meter Changed Services.

Now several thousands of units are left unbilled due to omissions in this category. Care must be excerised by all PAAs to see that the consumption recorded in the removed meter is invariably taken into account for billing in respect of Meter Changed Services (Status 04). The Billing Programme for all the meter changed cases in respect defective Meters shall be in two parts.

a) Billing from the start of billing Period to the Date of change of Meter as per the previous Programme.
b) Actual Billing from the Date of Change of Meter to the End of Billing Period.

4.9 Regressive Readings.

The services where the difference in Reading (Negative Consumption) is less than 4 times the Average Consumption, are to be taken as Regressive Reading Services. Minimum Bill is to be issued and a separate Exception Report is to be sent to field through ERO in all such cases.

4.10 Multiple Meters in Single Service.

A list is to be furnished to field through ERO for regularising the Multiple Meter Cases either by replacing them by a single meter or by giving separate Service Number to each meter.

5. Credits to be taken while Billing

All payments received upto and inclusive of 23rd of each month are to be taken into account before generating the bills on 25th. The tariff rate is to be indicated in the bill. The Energy Charges in the Bill format may be indicated along with tariff rate. On each bill “Payments taken upto date .....” is to be printed.

6. ACD Notices.

The adequacy of the ACD payble is to be reviewed and notice served every year as per Tariff conditions in respect of all categories of Services except Domestic, Agricultural and Government Services where there is no commercial activity. The ACD payable should be printed on the Bill Format itself in one or Two Sentences till it is collected. A D-List for ACD also is to be sent separately after due date of payment.

7. B.P. Ms. No. 151 dt. 25-8-93 Issue of Notices for Termination of Agreements.

PAAs are to furnish a list of UDC Services for more than 3 months along with Notices to the ERO. In turn AAO / ERO. will send notices to field. Bills shall not be stopped till the confirmation is received from the field stating that the service is dismantled physically.

8. Cheques Dishonoured Cases.

Special D-List is to be issued by AAO /ERO concerned to the Section Officer on the day of receipt of Intimation from Bank. In respect of cheque dishonored cases a separate minus BCRC is to be written and sent to PAA for posting of debits.

9. Transfer of High Consumption Services to High Value

PAAs are requested to transfer high consumption services (more than 500 Units /month for domestic, 400 Units / Commercial and 575 Units for general purpose) to H.V. Category as per circular issued earlier. This work is to be completed for every half year starting with 6/98.

10. TC seals and Transformer Location Codes.

All the PAAs are requested to print T.C. Seal Number and Transfomer Location Code number on the Bill and as well as in Computer master. Section wise lists wherever details of T.C. Seal Numbers, Transformer codes and area codes / Distribution codes are not available have to be sent to field for supplemeting the information.

11. Services Transferred to Outstanding Ledger

At present there is confusion due to certain services coming under UDC beyond three months and due to transfer from Regular Ledger to Outstanding & vice versa on payment of arrears and consequent reconnections. It has been decided that all the SCs in Outstanding Ledger also should be brought into the Regular Ledger with an indication of Status"13" (Bills Stopped). However the PAAs have to claim remuneration for services which are being billed only.

The transfer of all oustanding Ledger Services to regular Ledger shall be done immediately.

12. Capacitor Surcharge

All the consumers under L.T. Agl., Industrial and consumers whose connected load includes welding transformers have to install suitable rated capacitors, failing which, the capacitor surcharge is to be levled to all such consumers who have not installed adequate capacitors.

13. Status Codes

All the PAAs have to follow uniformly the following Status Codes.

Status Code	Type	Status Code	Type
01	Normal	08	Reading Not furnished
02	Stuck-up	09	NIL Consumption
03	Under Disconnection	10	Multiple Meters
04	Meter Changed	11	Meter Burnt (With Supply)
05	Door Lock	12	Consumption Less than Usage
06	Meter Not Existing	13	Bill Stopped
07	Round Completed	14	Dismantled Services

Exception reports shall be given for the above and also for the following

15 - Abnormally Low Consumption
16 - Abnormally High Consumption
17 - Progressive Readings in UDC Services
18 - Negative Balance Services
19 - No Master Data Case
20 - Regressive Reading
21 - More than one Reading Received
22 - Service appearing in two different Sections or in same Section more than once.

13. General

1) Interest on Electricity Duty should be calculated and added to Bill amount
2) Rounding off the total should be done in the end only but not for each item, The C.B. shall be a rounded figure
3) The gain or loss due to rounding off should be added or deducted respectively to Energy charges.
4) In the Area/Distribution code, names are also to be indicated.
5) For the new services released, even if the reading is not furnished in MRB, the first bill must be generated by PAAs basing on the monthly Return furnished for the new services released.
6) List of Disconnected Services and Reconnected Services during the month should be furnished every month by each PAA.
7) Month should always be indicated in the format as "06/98".
8) A separate report is to be generated by each PAA on glass broken, seals missing, category changes etc., as reported by Meter Reader and sent to ERO

Any difficulties in adopting of the above instruction shall be brought to the notice of Head Quarters for redressal. The SAO and AO / Rev. of Circle shall ensure that the above instructions are Implemented totally without deviations.

A.K. KUTTY,
MEMBER SECRETARY

Format E-02 A.P.S.E.B. - LIST OF STUCK-UP METER SERVICES FOR CON. MONTH OF : **ERO :**

SECTION : **SUB - DIVISION :** **DIVISION :** **CIRCLE :**

S. No	SC. No	Consu. Name	Ar. Code	Cat	Distn.	Ph.	Count.	Last Nor. Rdg	Dt. Stuck	Fld. Rec. Cons	Comp. Cons.	3M. Avg. Cons.	Units Billed

TOTAL SERVICES : SINGLE PHASE =
3 PHASE (OTHER THAN C.T METERS) =
3 PHASE C.T. METERS =
TOTAL =
% OF STUCK UP METERS OF GROUP =

Format E - 03 A.P.S.E.B - LIST OF UDC CASES FOR CONSUMPTION MONTH OF **ERO :** **GROUP :**
SECTION : **SUB - DIVISION :** **DIVISION :** **CIRCLE :**

S. No	SC. No	Ar. Code	Distn.	Cat.	Date of Discn.	Reading at Disc,.	Avg. Consump. before Disn.	Date	Arrears outstanding

Total UDC Cases

Format E - 04 A.P.S.E.B -METER CHANGED SERVICES FOR CONSUMPTION MONTH OF **ERO :** **GROUP :**

SECTION : **SUB - DIVISION :** **DIVISION :** **CIRCLE :**

S. No	SC. No	Ar. Code	Cat	Distn.	Name of Consumer	Prv. Read of Remv. meter	F. R of Remv. Meter	Date of Change	I R of New Meter	Reading of New Meter	Total Units Billed

Total Changed S.C's for Group =

Format E - 05 A.P.S.E.B - LIST OF DOOR LOCK SERVICES FOR CONSUMPTION MONTH OF **ERO :** **GROUP :**

SECTION : **SUB - DIVISION :** **DIVISION :** **CIRCLE :**

S. No	SC. No	Ar. Code	Cat	Distn.	Ph.	Count.	Last Nor. Reg.	Fld. Rec. Cons	Comp. Cons.	3M. Avg. Cons.	Units Billed

Total DL Services of Group = % of Door Lock Services of Group

Format E-06 A.P.S.E.B. - LIST OF METER NOT EXISTING SERVICES FOR CON. MONTH OF : ERO : GROUP :

SECTION : SUB - DIVISION : DIVISION : CIRCLE :

Sl. No	SC.No.	Ar. Code	Cat	Distn.	Ph.	Consumer Name	Meter Particulars as per records			Prev. Norm. Rdg. Dt	Outstanding Arrears
							Meter No	Make	Capacity		

Total No. of M N E Services of Group =

Format E-08 A.P.S.E.B. - LIST OF R.N.F. SERVICES FOR CON. MONTH OF : ERO : GROUP :

SECTION : SUB - DIVISION : DIVISION : CIRCLE :

Sl. No	SC.No.	Ar.Code	Cat	Distn.	Ph.	Last Normal Rdg. Dt.	CompuCons	3M Avg. Cons	Units Billed

Total RNF Services = % of RNF Services of the Group=

Format E-09 A.P.S.E.B. - LIST OF NIL CONSUMPTION SERVICES FOR CON. MONTH OF : ERO : GROUP :

SECTION : SUB - DIVISION : DIVISION : CIRCLE :

S.No	SC.No. Name	Distn. ArCode	Cat Load	PH. M.F.	Op Reading Datestatus	Clg.Reading Date status	Date when this reading was Recorded 1st time

Format E-10 A.P.S.E.B. - LIST OF MULTIPLE METERS FOR THE SAME SERVICES FOR CON. MONTH OF : ERO : GROUP :

SECTION : SUB - DIVISION : DIVISION : CIRCLE :

S. No	SC.No.	ArCode	Distn	Ph	Cat	Load	No. of MULTIPLE METERS	METERS NUM-BERS	CAPACITY	UNITS AS PER METER	TOTAL UNITS BILLED

Format E-11 A.P.S.E.B. - LIST OF BURNT METER SERVICES FOR CON. MONTH OF : ERO : GROUP :

SECTION : SUB - DIVISION : DIVISION : CIRCLE :

S.No	SC.No.	ArCode	Cat	Distn	Ph	Count	Last Nor Rdg.	Dt. Brnt.	Fld.Rd.Cons.	Comp. Cons	3M Avg.Cons	UNITS BILLED

Total SERVICES = SINGLE PHASE
3 PHASE (OTHER THAN C.T. METERS)
3 PHASE C.T. METERS

TOTAL =
% OF BURNT UP METERS OF GROUP

Format E-12 A.P.S.E.B. - LIST OFCONSUMPTION LESS THAN USAGE SERVICES FOR CON. MONTH OF : ERO : GROUP :

SECTION : SUB - DIVISION : DIVISION : CIRCLE :

S.No S.C.No.	ArCode Distn	Cat Ph	Load MF	Name of Consumer ADD 1	ADD 2 ADD 3	Field ReCons.	3M Avg. Cons.

Total No. of Services

Format E-15 A.P.S.E.B. - LIST OF ABNORMALLY LOW CONSUMPTION SERVICES FOR CON. MONTH OF : ERO : GROUP :

SECTION : SUB - DIVISION : DIVISION : CIRCLE :

S.No	S.C.No.	ArCode	Cat	Ph	Consumer Name	PVCons Billed	PRCons	Avg. Cons

Total No. of Services

Note : Less than 30% of Average consumption subject to a minimum of 100 units average consumption should be taken as low consumption

Format E-16 A.P.S.E.B. - LIST OF ABNORMALLY HIGH CONSUMPTION SERVICES FOR CON. MONTH OF : ERO : GROUP :

SECTION : SUB - DIVISION : DIVISION : CIRCLE :

S. No	SC.No.	ArCode	Distn	Cat	Ph	Consumer Name	Discon Dt	Discon Rdg	Last Rdg.Bld	DisPeriodCons

Total No. of Services

Note : More than 4 times Avg. consumption should be treated as abnormally High consumption

Format E-17 A.P.S.E.B. - LIST OF PROGRESSIVE READINGS IN UDC CASES FOR CON. MONTH OF : ERO : GROUP :

SECTION : SUB - DIVISION : DIVISION : CIRCLE :

S. No	SC.No.	ArCode	Distn	Ph	Cat	Consumer Name	Discon Dt	Discon Rdg	PreReg.	Last Rdg.Bld	DisPeriodCons

Format E-18 A.P.S.E.B. - LIST OF MINUS BALANCE SERVICES FOR CON. MONTH OF : ERO : GROUP :

SECTION : SUB - DIVISION : DIVISION : CIRCLE :

S.No	S.C.No.	ArCode	Cat	Name of Consumer	OpBal	Demand	ClBal	1st Bal Dt.

Total No. of (-ve) balance Services: Total Amount = Rs.

Note :Cases arising exclusively out of advance payment need not be given.

Format E-19 A.P.S.E.B. - LIST OF NO MASTER DATA CASES FOR CON. MONTH OF : ERO : GROUP :

SECTION : SUB - DIVISION : DIVISION : CIRCLE :

S.No	SC.No.	ArCode	Distn	Name of Cons	Cat	Load	Rdg	Rdg. Dt	Cons	Rmks

Note : To be gener ated by PAAs, and Field to return with relevant Data. To be supplied to Section in Duplicate

Format E-20 A.P.S.E.B. - LIST OF REGRESSIVE READING SERVICES FOR CON. MONTH OF : ERO : GROUP :

SECTION : SUB - DIVISION : DIVISION : CIRCLE :

S. No	SC.No.	Distn	ArCode	Name of Cons	Cat	Load	PVRdg.	PV REG. Dt	PRRdg.	PRRdgDt	DiffUnits	PVAVg. Cons.	Units Bld

Note : Service where the difference in readings is less than 4 times the previous average consumption.

Format E-21 A.P.S.E.B. - LIST OF SERVICES WITH MORE THAN ONE READING REPORTED FOR CON. MONTH OF : ERO : GROUP :

SECTION : SUB - DIVISION : DIVISION : CIRCLE :

S.No SC.No.	Name ADD 1	ADD 2		Distn ArCode	Cat Load	IstRdg	IIndRdg	Meter No. Capa
		Ph	MF					

Format E- 22 A.P.S.E.B. - LIST OF Services Appearing in Two Different Sections or In Same Section for con. Month of : ERO : GROUP :

SECTION : SUB - DIVISION : DIVISION : CIRCLE :

S.No SC.No.	Name ADD 1	ADD 2		Distn ArCode	Cat Load	OpRdg		CIRdg		Meter No. Capa
		Ph	MF			Dt.	Stat	Dt.	Stat	

Format E-23 A.P.S.E.B. - LIST OF DOUBLE PAYMENTS RECEIVED SERVICES FOR CON. MONTH OF : ERO : GROUP :

SECTION : SUB - DIVISION : DIVISION : CIRCLE :

S.No	SC.No.	ArCode	D-Group	OB	Bill Amt.	Date of Payment PR Number (1) Date of Payment PRNumber (2)	BCRC Number (1) BCRC Number(2)	Amount Amount
1								
2								

FORMAT - P1 AGE - wise analysis of Exceptional Bills (Other than Agl. Services)

ERO : Group : Cons. Month/Year : Section : Total No. of SCs Billed :

S.No.	Status	Type of Meter	With the same status for				
			1st time detected	2nd Repitition only	3rd & 4th repetitions	5th & Beyond Repetitions only	Total
1	Meter Stuck up	S.Ph					
		3 Ph					
		CT Meter					
2	Meter Burnt Out	S.Ph					
		3 Ph					
		CT Meter					
3	Nil Consumption	S.Ph					
		3 Ph					
		CT Meter					
4	R.N.F	S.Ph					
		3 Ph					
		CT Meter					
5	Door Lock	S.Ph					
		3 Ph					
		CT Meter					
6	Under Dis-Connect	S.Ph					
		3 Ph					
		CT Meter					
7	Abnormally Low Consumption	S.Ph					
		3 Ph					
		CT Meter					
8	Abnormally High Consumption	S.Ph					
		3 Ph					
		CT Meter					
9	Total	S.Ph					
		3 Ph					
		CT Meter					

Complete list of services for each status agewise (the month from whoch the Service appeared in exceptional reports) are to be furnished .Abstract for entire ERO shall be furnished separetely.

FORMAT P-2 SERVICES APPERAING IN DIFFERENT EXCEPTION LISTS

ERO : ..... Group : ..... Con. Month : ..... Section : .....

Cat.	No. Of Services	No. Of services repeatedly appearing in one excepetional or the other for the past 12 months (Need not be the same exceptional) (*)	Percentage
I			
II			
III			
IV			
V			
VI			
VII			

(*) Complete list ot be given for services appearing in 3 billing cycles

FORMAT P- 3 ABSTRACT OF SECTION WISE EXCEPTIONALS ERO : CON. MONTH : SECTION :

S.No	Month	Total No. of metered services	Type of Exceptionals	Monthly	Pres Group	PRV Group	Total Exceptionls	% of Exceptions
			Meters Stuck up					
			Meters Burnt out					
			Nil Consumption					
			R.N.F.					
			Door Lock					
			UDC					
			Ab Low Con					
			Ab Hg Con					
			Meter Change					
			Multiple Meters					
			CLU					
			Pro Rdg Udc					
			Neg Bal					
			No. Mast Date					
			Reg Rdg					
			Morethan 1 Rdg					
			Sc in 2 Secs					
			Double Payments					
			M.N.E					
			Total					

FORMAT P- 4 PERFORMANCE PARAMETERS SECTION WISE

ERO : ..... GROUP :..... Con. Month / year : .....

Category	No. of Services Billed	Units Billed	Energy Charges Billed including short falls(*)	Specific consumption Service (3/2)	% Increase/ decrease over Prev.month	Specific revenue / Service (4/2)	% Increase/ decrease over Prev.month	Per Unit Cost (4/3)	% Increase/ decrease over Prev.month	No. of Consumers paid	% of consumers paying bills (11/2)
1	2	3	4	5	6	7	8	9	10	11	12
Section - 1											
I											
II											
III											
IV											
V											
VI											
VII											
Section - 2											
Total											

(*) Excluding E.D. E.D. Int. Addl. Charge for belated payment & Customer charges

FORMAT P-5

CONSUMPTION PATTERN

ERO : ..... GROUP :..... Con. Month : ..... Section : .....

Category	No. of Services Billed	Nos. with 0-20 Units per Month	21-50 Units Per Month	51-100 Units Per month	101-200 Units Per Month	201-300 Units Per Month	301-400 Units Per Month	401-500 Units Per Month	501-2000 Units Per Month	2000 and Above Units	TOTAL
1	2	3	4	5	6	7	8	9	10	11	12
I											
II											
III											
IV											
V											
VI											
VII											
Total											

Format P- 6 A.P.S.E.B. - MONTH WISE COLLECTION OF REVENUE CASHIERS FOR CON. MONTH OF :..... ERO :

S.No	RC. Name	Target		Acivement		% PRs
		No. of Scs	Amt	No. of PRs	Amt	

Format P- 7 A.P.S.E.B. - CUMMLATIVE PERFORMANCE OF ERO COLLECTIONS CON. MONTH WISE

ERO / Sub ERO (Amts. in Lacs)

Month	Bls Issued	Pres Month			Pres Month			Imp over pre. Month +/ -	Cumu % Collec + / -
		Demand	Collec	% Achie	Demand	Collec	% Achie		
Apr - 98									
May- 98									
Jun - 98									

Format P- 8 A.P.S.E.B. - D LIST OF ERO : CONSUMPTION /YEAR : SECTION :

S.No	Distn. ArCode	Cat	Arrs. upto & including Month of	Arrs. upto & including Month of						Total arrs	Last.paid Dt.	Disc_date	IC/ A_Rdg
			Nov.'97	Dec.'97	Jan.'98	FEb.'98	Mar.'98	Apr.'98	May.'98				

Total No. of D-listed Services Percentage of D-list Services Total D-list A,mount : Rs .....

CHECK LIST TO BE ENCLOSED BY PAAs ALONGWITH REMUNERATION BILLS

1) Bills : -		Yes	No
a)	Are Bills generated on or before 25th ?		
b)	Are Door lock and Reading not Furnished cases billed on previous average basis?		
c)	Are Struck Up & Burnt meter cases billed as per previous average or as asseassed by field or as per B.P. No. 110 dt. 6-3-98		
d)	In all meter changed cases, is the Billing Period of old meter assessed and added to the New Meter Consumption		

2) D'Lists :-

a)	Is D'Lists generated from 1 Rs. Upwards for all Groups including OL cases?		
b)	Does it exhibit Last Six months Arrears with credit taken upto last day of Month ?		
c)	Does it include UDC service also with remark written as 'UDC' ?		
d)	Does in include Agricultural Services also ? (If Billed by PAA)		
e)	Is D-List issued area Code / Pole wise in Major Towns ?		

3) BBA :-

a)	Are 3 Copies of BBAs given ? Are the Total Bill Amounts rounded off ?		
b)	Is the BBA copy meant to Field in the order of Area Code / SC No. wise		
c)	Is the BBA copy meant for ERO in the order of Distn. Area Code wise and SC. No. Wise?		
d)	Are Exceptional Reports given Service wise for both Groups and given to Section Officer in For mats prescribed ?		
e)	Are the Number and amount of Minus Balance Cases furnished at end of BBA and also a separate list given ?		

4)	Are the New Services Data alongwith all changes made to Consumer Master, furnished each month to the ERO ?		
5)	Are P1 to P8 formats sent to ERO ?		
6)	Is additional Charge for Late Payment included in the Next Bill through Computer and added every month to Consumer's Closing Balance ?		
7)	Are cases of Missing Master reconciled each month with ERO ?		
8)	Is surcharge levied on Agl. SCs without capacitors ?		
9)	Is Separate exception report sent to ERO / Section Office for extra readings received by PAA ?		
10)	Is Un-posted PRs list / Miss-Matches given ?		
11)	Is Penal Interest added for Installment Cases each month through Computer ?		
12)	Are the Distribution Transformer Location Codes entered into Computer & Master given ?		
13)	Are JEs posted with +/- for Amounts as well as Units ? Are Units also adjusted in Consumption?		
14)	Are T C Seal Nos. entered in Computer and Bill ?		
15)	Are 'Sluggish Meter' / 'Consumption Less than Usage' cases billed as per previous Average or Field Recommended Consumption, or BP 110 Dt. 6-3-1998 ?		
16)	Are MNE Cases billed on Previous Avg. or Field Recommended Units, whichever is higher, where there is no specific report from Field.		
17)	Is report sent by PAA on Glass Broken, Seals Missing, Category Changes as reported by Meter Readers ?		
18)	Is data to Superintending Engineer / Energy Audit given ?		
19)	Is 6 monthly Consumer Master being given in duplicate (one copy to go to Section)		
20)	Are 6 monthly Ledgers given after March & September ?		
21)	Are BP. 151 Notices given to ERO / Field ?		
22)	Are Bills being continued even after 3 Months of Disconnection till Meter Removal is Confirmed from Field?		
23)	Are all Services in Outstanding Ledger brought to Main Ledger, but Remuneration claimed for Billed SCs only		

Format L- 1 A.P.S.E.B. - LEDGER FOR FOR CON. MONTH OF : ERO :

Distrin / Ar Code : SECTION : SUB - DIVISION : DIVISION : CIRCLE

SC.No	Cat	Ph.	Load	MF	Cl. Rdg.	Date	Status	Billed Units	Bill Amt.	JE Amt.	BCRC No.	Paid Date	Cl_CC Arrs.	Cl EDI	Cl Def.Fee
Group	Name of the Consumer				Op. Rdg.	Date	Status	Op. Bal.	RC Fees	JE Net.	PR No.	Amt. Paid	Cl ED	Cl Adl.Chg.	Total Cl. Balance

Note : 1. Break up for Op. Bal is avialable in Previous month Closing balance of Consumer Ledger.

2. Break up for Bill Amount is available in the BBA

3. Closing C.C. Arrea include energy charges + Cust. Charges + Fixed Charges + F.C.A + Capacitor + Surcharges.

Format L-2 A.P.S.E.B - LEDGER ABSTRACT (DISTRIBUTION WISE) FOR CONSUMPTION MONTH OF :

SUB - DIVISION : DIVISION : CIRCLE

SC.No	Section	Distn. Ar. Code	Group	Cat	No. of SCs			Units Billed	Op. Balance	Demand	Credit	Cl. Balance
					S Ph.	3 Ph.	Total					
1	Section-I	Distn. I		I II V VI VII								
		Distn. II	Distn. I Total									
			Distn. II Total									
	Section Total											

FORMAT L-3 : APSEB : : LEDGER SUMMARY FOR CON. MONTH OF : ERO :

SECTION : DISTN/AREA CODE: SUB DIVN : Divn : CIRCLE :

	PARTICULARS		Cat - I	Cat - II	Cat - V	Cat - VII	TOTAL
1.	No. of Consumers						
	a) Total Services						
	b) No. of Services						
	A Group						
	B Group						
	c) Services billed with exceptions						
	d) Bill Stopped services as per BP151						
	e) Balance Services (if any)						
2.	Phase						
	a) S.Ph. SCs						
	b) 3 Ph. Scs						
3.	Connected load in K.W.						
4.	Units Billed						
5.	Opeining Balance (Rs.)						
	a) Consumption charges						
	b) Add. Charges						
	c) Electricity Duty						
	d) Electricity Duty Int.						
	e) Default Fee						
	Total Opening Balance						
6.	Debit Journal Entry. (Rs.)						
	a) Consumption Charges						
	b) Addl. Charges						
	c) Electricity Duty						
	d) Electricity Duty Int.						
	e) Default Fee						
	Total Debit journal entry						
7.	Current Demand						
	a) Consumption Charges						
	i) Enegery Charges						
	ii) Cap Surcharges						
	iii) Customer Charges						
	iv) Fixed Charges						
	v) Fuel cost adj.						
	vi) Other Charges						
	vii) Penal Interest						
	viii) Round of Amount						
	ix) Rebate						
	x) E.D.						

PARTICULARS			Cat - I	Cat - II	Cat - V	Cat - VII	TOTAL
	xi) E.D.I						
	xii) Addl. Charges						
	xiii) Default Fee						
	xiv) Adjustment Amount						
	Total Consump. Charges						
	a) Additional Charges						
	b) Deafult Fee						
	c) Electricity duty						
	i) ELectricity Duty.						
	ii) Electricity Duty Adj.						
	Total Electricity Duty.						
	d) Electricity Duty Int.						
	Total Current Demand						
8.	Total amount Paid (Rs.)						
	a) Consumption charges						
	b) Additional Charges						
	c)Electricity Duty						
	d) Electricity Duty Int.						
	e) Default Fee						
	Sum Total Paid						
9.	Credit Journal Entries (Rs.)						
	a) Consumption charges						
	b) Additional Charges						
	c)Electricity Duty						
	d) Electricity Duty Int.						
	e) Default Fee						
	Total Credit Journal Entry						
10.	Closing Balance (Rs.)						
	a) Consumption charges						
	b) Additional Charges						
	c)Electricity Duty						
	d) Electricity Duty Int.						
	e) Default Fee						
	Total Closing Balance						

FORMAT B- 1 A.P.S.E.B. - BILL BOOK ABSTRACT FOR CON. MONTH OF : **ERO :**

DIVISION : **SUB - DIVISION :** **SECTION :** **DISTN :** **GROUP**

SC.No	Name		PresRdg	PrevRdg	MF	CEnChg	CED	CAdjAmt	CTotDmd
Cat	Dist/Ar Code	Ph	Month	Month	Units	CCustChg	CEDI	LastPaidDt.	OpBal
	Bill No.	Load	Status	Status	DefFee	CCapChg	CAddlChg		TotBilAmt

Note : 1. At end of each Distribution. Totals for all Columns shall be given.

2. At the end of the Section, Total for all the columns for the entire Section must be given

3. At the end of the BBA, Category wise Totals shall be given for the entire Section along with specific Consumption (Units per Service per Month) and Specific Revenue (Revenue per Unit) for each Category

4. High Valume BBA to be given separately with additional Columns “Fix Chgs” FCA

FORMAT D- 1 A.P.S.E.B. - DEMAND, COLLECTION BALANCE FOR CON. MONTH OF : **ERO :**

SECTION : **SUB - DIVISION :** **DIVISION :** **CIRCLE :**

			Op_Bal.	Debits					Credits			C.B.	
Group	Cat	No. of Con-sumers		Bills		JEs	Total	Cash		JEs. Amt.	Total Cr.		
			C.C.Chg	SCs Billed	E.D	C.C.Chg	C.C.Chg	C.C.Chg	No. of P.Rs	C.C. Chg	C.C.Chg	C.C.Chg	Addl.Chg
			Addl.Chg.	Units Billed	EDI	Addl.Chg.	Addl.Ch	Addl.Chg.	No. of JES	Addl.Chg.	Addl.Ch	E.D	Def_fee
			E.D	C.C.Chg	No. of JEs	E.D	E.D	E.D		E.D	E.D	E.D.I	Total C.B.
			EDI	Addl.Chg	Def_fee	E.D.I.	E.D.I.	E.D.I.		E.D.I.	E.D.I .		
			Def_fee			Def_Fee	Def_Fee	Def_Fee		Def_fee	Def_fee		
			Op. Total				Dr Total				Cr_total		

A I
I
V
VII
Group Total
B I
II
V
VII
Same for monthly
Group Toatl
I
II
V
VII
Group Total

FORMAT F-1 APSEB FINANCIAL PROGRESS REPORT FOR THE CONS. MONTH : ACCOUNTING MONTH

CIRCLE :		DIVISION :		ERO :
		CAT	Scs Billed	
During the Current month	Units billed Energy charges E.D E.D.I Dr. JE. Units Dr. JE. Amt. Cr. JE Units Cr. RJ Amt. Total JE Units Total JE Amt.			
Misc. Rev	Cust Charges Addl. Charges Def. Fee Rec. Fee Penalty Others Fuel Cost. Adj Fixed Charges Misc. Total			
Prograssive Figures to the end of month	Units Biiled Engy. Chg. E.D E.D.I Dr. JE. Units Dr. JE. Amt. Cur. Cr. JE Units Cur. Cr. JE Amt. Total Units Total Amt. Sp. Cons. Specific - Rev Unit rate Sp. Cons Specific Rev Unit Rate			
Note : 1) Specific Revenue = Total energy charges divided by Number of Units				
2) Specific Consumption = Units/ Services / Per Month				

FORMAT F - 2 CREDIT RECONCILIATION STATEMENT FOR THE CONSUMPTION MONTH OF _____ ERO

Section : **Sub - Division :** **Division :** **Circle :**

		Balances as per F. Ledger				As per Consumer Ledger				Difference				Remarks
S.No.	Name of the Distribution	O.B	Dr.	Cr.	C.B	O.B	Dr.	Cr.	C.B	O.B	Dr.	Cr.	C.B	Rectification Refferences
Total for Section														
Total for ERO														

FORMAT C - 1 A.PS.E.B. C.C. CHARGES ARREARS REPORT AT THE END OF CON MONTH OF : ERO :

Section : Sub - Division : Division : Circle :

S.No.	Nature of Services	Category	No.of Services	Arrears (CB) Amount
1.	Live Services			
2.	Disconnected			
3.	Government Services			
	(i) State Govt Depts			
	(ii) State Govt. Undertaking			
	(iii) Central Govt. Dept			
	(iv) Central Govt. Undertaking			
	(v) Local Bodies			
	a) Muncipalities			
	b) Major Panchayats			
	c) Minor Panchayats			
4.	Court Cases			
5.	Bills Stopped Services			
Abstract : Total No. of Services in Section :				Arrears Amount
	Total No. of Services in Sub-Division :			Arrears Amount
	Total No. of Services in ERO			Arrears Amount

Note : For all types of Services code Nos. are to be assigned.

Format A - 1 A.P.S.E.B. - LIST OF A.C.D. REVIEW REPORT FOR THE YEAR ENDING : ERO : GROUP :

SECTION : SUB - DIVISION : DIVISION : CIRCLE :

Cat	Total No. of Service	No. of SCs reviewed	No. of SCs reqd. to pay	Amount Demanded	Collection Received upto		Bal. Outstanding at the end of		D-List issue Date	Remarks
					No. of Services	Amount	No. of Services	Amount		

FORMAT J - 1 A.PS.E.B: J.E.s. POSTED FOR CON. MONTH OF : ERO :

Section : Sub - Division : Division : Circle :

Dr.JE								Cr.JE							
S.No.	ArCode /Distn.	Group	Cat	Dr.J.E No.	C.C. Chgs.	AddlChg	E.D	S.No.	ArCode /Distn.	Group	Cat	Cr.J.E No.	C.C.Chgs.	E.D	DefFee
S.C.No.			Units	Date of J.E		DefFee	E.D.I	S.C.No.			Units	Date of J.E	AddlChg	E.D.I	
Total								Total							

FORMAT M- 1 A.PS.E.B: LIST OF NEW SERVICES RELEASED AND INCORPORATED IN CONSUMER MASTER :

For the period from _____ to _____

Section : Sub - Division : Division : Circle :

Sl.No.	Distn.	Group	S.C.No.	Cat.	Ph.	AD-1	Nat of Sup	Meter Parti			Con Load	First Bill Rdg.	DepAmt.	D.D.No.	MRB.No.
	Name of Consumer					AD-2	RelDt.	No.of Dgt.	make M.F.	Cap IR	Captr Parti	Year	PCB No.	Date	MRB Pg No.

FORMAT M- 2 A.PS.E.B: REPORT OF CHANGES INCORPORATED IN THE CONSUMER MASTER

FOR THE MONTH OF ..... ERO : .....

CATEGORY CHANGES EFFECTED IN MASTER						
Dist. /Are_Code	SC.No.	Exi_Cat	Rev_Cat	Effect from	Authority to Change	Remarks

FORMAT M - 3 A.PS.E.B: REPORT OF CHANGES INCORPORATED IN THE CONSUMER MASTER FOR THE MONTH OF : ERO :

LOAD AND PHASE CHANGES EFFECTED IN MASTER

Dist AreCode	SC.No.	ExiLoad	ExiPh	RevPh	RevLoad Effect from	Authority to Change	Remarks

FO.mat M - 4 A.PS.E.B: REPORT OF CHANGES INCORPORATED IN THE CONSUMER MASTER FOR THE MONTH OF : ERO :

NAME TRANSFERS EFFECTED IN MASTER

Distn / ArCode	SC.No.	Existing Name	Revised Name Approved	Authority	Remarks

Format M - 5 A.PS.E.B: LIST OF SERVICES DEISMANTLED AND DELETED IN CONSUMER MASTER

FOR THE PERIOD FROM..... To ..... ERO :

Section : Sub - Division : Division : Circle :

S. No.	Distn. / ArCode	S. C. No.	Date Dismantled	Cat	Phase	Meter No. & Capacity	FinalRdg.	Arrears due

Chairman. APSEB

Sub : Inspections and reviews by various officers - Checks to be conducted - Instructions Issued.

Instructions were issued from time to time fixing functions and duties for officers at various levels in order to ensure that all activities of Board like billing, assessment of demand, collections, etc., are executed efficiently with appropriate checks at every stage.

During inspections it is found that the norms communicated for various checks and inspections are not being followed. The field, officers are not readily able to pick up the relevant orders on each subject.

The checks and reviews to be conducted by staff / officers at every level in respect of various activities are brought out into one annexure and communicated herewith.

The Chief Engineers (Zones), Superintending Engineers (Operation), Divisional Engineers (Operation) and Senior Accounts Officers, Operation Circles shall ensure that these Instructions are implemented with immediate effect.

End : As above

(J. Parthasarathy) 16-5-1998

All Chief Engineers (Zones)
All Superintending Engineers (Operation)
All Divisional Engineers (Operation)
All Senior Accounts Officers, Operation Circles
All Accounts Officers (Revenue), Operation Circles
All Asst. Account Officers / EROs (4 copies)

CC Member (Accounts), Member (D), CC FA & CCA
(R&E), C.E. (Coml.) CC S.E. (Energy Audit)

No. CE m Inspections / 164/ 98. Dt. 16-5-1998,

ANNEXURE

FUNCTIONS AND DUTIES OF VARIOUS OFFICERS IN THE REVENUE WING

Name of the Item	L.D.C/R.C	UDC/SIRC	JAO	AAO	AO/R	SAO/OP
1. Increase / Decrease in Revenue per each unit Cat Wise with reference to Previous two billing Cycles			Each section wise review monthly	All sections Where variation is above +/- 10% with reference to last month	One section in a month where variation is more than +/- 10%	One section in Six months where variation is more than +/- 10%
2. Increase /Decrease in Units per service per month Cat-wise			Each section wise review monthly	All sections Where variation is above +/- 10% with reference to last month	One section in a month where variation is more than +/- 10%	One section in Six months where variation is more than +/- 10%
3. Checking of abnormally high consumption bills.	100% each month	50% each month	All the bills above Rs.5000/-	All the bills above Rs.10000/-	At random during Inspections	At random during Inspections
4. Checking of abnormally low consumption bills	100% each month	100% each month	25% of all the bills	Ensure review	At random during Inspections	At random during Inspections
5. Ensuring of billing for new services released within last 2 months	100% each month	20% each month	5% for each section	Check one section in a month	Check one section in a month	Check one section in a quarter
6. Ensuring Billing of Units of Removed Meter, due to Meter changes	100% each month	25% each month	10% for each PAA	2% for each PAA	Test check 5 case in a month of different PAAs	Test check 5 case in a quarter of different PAAs
7. Checking of Bills/BBA	100% each month	Minimum 5 cases in each PAA for each status of meter upto Rs.1000/-	Minimum 5 cases in each PAA in each status upto Rs.3000/-	Minimum 5 cases in each PAA in each status between Rs.3000/- to Rs. 10000/-	Minimum 2 cases in each PAA in each status above 10000/-	Test check 10 cases in each ERO in each quarter
8. Levy of Additional charge for late payment (Monthly)	100%	10 services in each PAA for each status of meter	5 services in each PAA for each status	2 services for each status in each PAA	1 service for each status in each PAA	At random during Inspections
9. Levy of Default Fee	100% each month	100% each month	5% each PAA	2 services for each status in each PAA	1 service for each status in each PAA	At random during Inspections
10. Ensuring of monthly O.B. of each Section by each PAA with CB of last month	100% each month	Ledger of one clerk in each PAA monthly	One ledger in his jurisdiction	One ledger of one Section per month	One Ledger per PAA in a quarter for each ERO	One ledger per each PAA in 6 months
11. Credit reconciliation	100% each month	100% each month	Ledger of one section in a month	Entire ERO	All EROs in one Quarter	All EROs in a year
12. Review of Negative balance services	100% each month	All cases above Rs.500	All cases above Rs. 1000/-	All cases above Rs. 3000/-	All cases above Rs. 5000/-	Check one ERO in a Quarter
13. (a) Sending D-list to Section Officers by due date	-	100% each month	Test check one Section	To review cases of delay montly	Review once in a Quarter	Review once in Six Months

Name of the Item	L.D.C/R.C	UDC/SIRC	JAO	AAO	AO/R	SAO/OP
(b) Review of Operation D-lists Bi Monthly	100% each month	100% each month	5% each month	To review cases of delay monthly	Review once in a month all EROs	Review once in a quarter
High value	-	100% each month	100% each month	5% each month	To review cases of delay monthly	Review all EROs once in a quarter
14. Issue of D-lists for dishonoured cheques services	-	-	100% each month	To review 100% each month	To review once in 2 months	To review ERO in a Quarter
15. Issue of Notices as per BP.Ms.No. 151	100% each month	Review 100% each month	To ensure implement ation	100% in high value services	Ensure implementation	One ERO in six months
16. (a) Theft of energy cases, entering in the Register	-	100% each month	100% each month	Ensure and review every month	Check one ERO in a month	Check one ERO in a quarter
(b) Theft of energy cases, Issue of notices for non-receipt of payments	-	100% each month	Ensure implementa tion	Check the issue of notice & monthly review	Check one ERO in a month	Check one ERO in a Quarter
(c). Theft of energy cases reconciliation between field & ERO (Note: DE to ensure during co-ordination meetings)	-	-	-	Monthly	To ensure reconciliation	Check all EROs once in 6 months
17. Review of Reading received but Master not avail able	100% each month	To ensure in Master in 30 days	To ensure implement ation	To solve in Co-ordination meetings	Review one ERO in a month	Check one ERO in a quarter
18. Bank Reconciliation	-	-	100% each month	Ensure prompt reconciliation	Check 2 EROs in a month	One ERO in 6 months
19. Annual Reconciliation of services between field & ERO	100%	100%new SCs released during the year	25%	Test check 10 cases in each section	Test check 5 cases in each ERO	Check 50 cases in one year
20. Review of pending court cases (monthly)	-	-	100%	100%	100% all EROs	Once in quarter one ERO
21. Issue of ACD Notices (a) Bi-monthly	100 %	Check accuracy 10% in each Category	Ensure implement ation	Check Implementation	Ensure implementation all EROs	Review all EROs every year
(b) H.V. Services	-	100 %	Check accuracy 10% in each cat.	Ensure implementation	Check Implementation	Ensure implementation all EROs
22. RCs Monthly Performance w.r.t his collections per day - PRs & Amounts	-	100 % review & report to AAO	-	Monthly review and intimate to DE	Review once in a quarter all EROs and receipt to SE	One ERO in 6 months
23. Surprise checks of RCs camps (Monthly)	-	6 Rc's camps in outside counters	-	3 Rc's camps in outside counters	One outside counters for each ERO	One outside Counters in the circle each quarter
24. RCs Remittances and cash reconciliation with PRs & BCRCs (Monthly)	-	100 %	100 %	Ensure 100% remittances	Check one RC per ERO each month	Check two RCs in one ERO in a Quarter
25. Instalment Register (Monthly)	-	100 %	100 %	Check one LDC's work	**Check one LDC's work in each ERO in a Quarter**	Check three LDC's work in 6 months

GUIDELINES FOR DUTIES & RESPONSIBILITIES OF ELECTRICITY REVENUE STAFF A.P.S.E.B.

The major portion of revenues of Board are obtained from H.T. & L.T Consumers. This revenue also Includes Payments like Customer Charges, Addl.charges for belated payments, reconnection fee and penalties etc.

The accounting of Revenue in E.R.O.s is entrusted to Private Accounting Agencies. With the result the particulars of the consumers related to Connected Load. Contracted Load, Meter No., Capacity, Consumption, Deposit paid etc. are entered into the Master file. Monthly payments made by the consumers are being fed to the computer by PAAs. This data is processed and monthly ledger is prepared and issued by the PAA duly indicating Opening Balances, Debits / Credits and Closing Balances in respect of all Consumers.

The E.R.O. Staff should involve themselves in monitoring closely in the furnishing of the inputs and assume responsibility in Checking the outputs for their correctness & usefulness.

Input data to be furnished by the E.R.O. in brief is as follows :-

i. Meter readings of the Consumers pertaining to the Group A or B monthly to be billed by obtaining the Meter Reading Books from the Sections.

ii. Details of payments made by consumers from E.R.O. records.

iii. Meter Changes, Category Changes, Load Changes etc.

iv New SCs released data for Creation of Master for new Services.

v Carrying out corrections in the verified outputs of previous month

vi Credits and Debits on account of Revision of Bills.

vii Data relating to disconnections and reconnections.

Output data :

The following output data furnished by the Computer is to be verified in E.R.O.

1. Consumer Ledger, issue of regular bills, exceptional reports and financial reports, disconnections and reconnections. Clear instructions were issued in Boards Memo No. FA & CCA (R&E) AO(R) LT/F338 / JAOIV/2002/98 Dt. 1-9-98, high lighting the gist of instructions to be followed by PAAs and implementa tion of those orders by E.R.Os. by Co-ordinating with the PAAs.

   In this context it is emphasised that the latest instructions issued on the subject from time to time will have to be read in conjuction with the duties and responsibilities already envisaged “Mutatis Mutandis”.

1. JAO (Cash & Establishment) :-

   He will be incharge of cash section and assisted by U.D.C. (Cash) and (2) Revenue Cashiers and will supervise the work of cash section. He will also be incharge of Establishment section, assisted by U.D.C. (Estt.).

He will be incharge of :-

(i) Cash collection, Accounting and Remittances.

(ii) Check and issue of receipts of E.R.O.; collections including Cheques / Demand Drafts under facimile of Assistant Accounts Officer.

(iii) Maintaining the register of Cheques / Demand Drafts received in E.R.O.

(iv) Acknowledging and accounting of Money Orders received in E.R.O.

(v) Ensuring prompt remittances of cash and assist the U.D.C. in case of necessity. Ensuring daily Transfer of funds to Headquarters from the Banks.

(vi) Custodian of outer key of cash chest. Physical verification of cash by the Assistant Accounts Officer / E.R.O. with reference to chitta / Amanath at the end of day and sealing of cash chest under attestation of Assistant Accounts Officer to continue as usual. (To be exercised by the JAO / Cash during the absence of Assistant Acconts Oficer.)

The Senior Accounts Officer / Accounts Officer (Revenue) Assistant Accounts Officer will be checking the following items in the shape of a questionaire, in acccordance with the instructions issued vide Memo No. CE / T (Inspections). 164 / Dt. 16-5-1988.

1. Data for Review

1. Name of the JAO
2. Whether the cash collected is accounted for and remitted promptly. Whether the cash remitted in the

Banks is transferred to the Headquarter on the same day or on the next day.

3. Whether P. Rs. are signed with his full signature.
4. Whether serial Number of Permanent Receipts issued to the Revenue Cashier is watched through B.C.R.Cs / P.C. Bs. and also while checking the Cash Book.
5. Whether Cheques / Demand Drafts received are entered in the prescribed register accounted for and remitted promptly.
6. Verify the cash remittance Register and see whether Agency deputed as per standing orders ?
7. Whether the J.A.O. is preserving the cash memos issued by the L.D.C. / U.D.C. personally and tallying with total cash at the end of the day as per P.C.B.
8. Whether the outer keys are kept with him.
9. Whether the P. Rs. for initial Security Deposits received from field are written up and Permanent Receipts sent to the field officers promptly for delivering to the consumers to avoid demanding Indemnity Bond from the consumers in case of refund of Security Deposit.
10. Whether the Register of Money Orders is maintained and accounted for properly.
11. Other items of work not specified above.

U.D.C. Cash :-

1. Custody of cash and remittance Maintaining Cash, Chitta Book, Writing of Cash Book and furnishing the collection reports, Custodian of Inner Key of the Cash Chest.
2. Closing of Temporary Advances and Permanent Impresses.
3. Disbursement of salaries and maintenance of Amanath Register.
4. Bank Reconciliation including pursuance, Correspondence of delays in remittance , Clearance of outstand ing items.
5. Maintenance of Register of Receipt Books-Receipt Custody and issue and preserving of used books. The Sl. No. of each Receipt Book recorded in the register to be got attested by the AAO.
6. Attend the cash remittance promptly with the assistance of JAO.
7. Custody of cancelled P.Rs. books under Lock and Key. Custody of Bank remittance challans / Vouchers.
8. Register of duplicate keys.

The Senior Accounts Officer / Accounts Officer (Revenue) Assistant Accounts Officer (E.R.O.) will be reviewing the work as per the following questionnaire. In accordance with the instructions issued vide Memo No. CE/T (Inspections) 164/98 Dt. 16-5-1998.

1. Name of the U.D. Clerk.
2. Whether Register of cash balance (Cash Chitta maintained and the denomination wise cash balance entered daily and got attested by the Assistant Accounts Officer / JAO (Cash) daily ?
3. Whether acknowledgments are obtained from the R.C, U.D.Cs / J.A.O. who take cash to the Bank for remittance?
4. Whether writing the cash book daily duly watching the Serial Nos of the P.C.Bs / B.C.R.Cs of the Rev enue Cashier is done.
5. Whether the daily collection reports are sent promptly.?
6. Whether the inner Key of the Cash Chest is regularly taken duly acknowledging in the register.?
7. Whether Temporary Advance Received are closed promptly?
8. Whether permanent impress is closed and recoupment obtained promptly?
9. Are there cases of mixing up of Amanath Cash with CC charges etc., collected at the E.R.O.? (Ensure that the cash pertaining to Temporary Advances. Permanent empress and C.C.charges etc., should be kept separeately)
10. Month upto which Bank Reconciliation is done with reason for the delay, if any.
11. The amount of Board Excess and Bank Excess to be verified (item-wise) and action taken to reconcile the differences has to be checked?
12. Are there any cash remittances outstanding under Board excess and if so, the reasons for such outstanding?
13. Whether the Register of receipt books maintained correctly and receipts and issues entered promptly and acknowledgement obtained with full signatures?

14. Whether the used receipt books (duplicates) are obtained as and when fresh books are issued and pre served in safe custody ?
15. Whether the UDC is accompanying the Revenue Cashier when there is excess cash duly signing in the Register?
16. Month upto which Permanent Receipts are cancelled with reasons for delay?
17. Whether Register of duplicate keys maintained?
18. Other items of work not specified herein?

U.D.C. Establishment

The U.D.C. will be assisted by L.D.C. (Record Room) and Record Assistant (Receipts and Despatch).

He shall attend to :-

1. Establishment work.
2. Preparation of pay bills and all other claims of staff and general charges
3. Maintaining F.C.R. Service Book and other Registers.
4. Stationery forms and Tools, and Plant
5. Record room, receipt and despatch.
6. Inspection Reports of all officers, co-ordination meetings and other meeting.

The Accounts Officer (Revenue) / Senior Accounts Officer should cover the items of U.D.C. / Establish ment as detailed below, in accordance with the instruction issued vide Memo No. CE/T (inspection) 164 / Dt. 16-5-1998.

Name of the U.D.C. Clerk :

1. Whether pay bills are prepared correctly as per sanction?
2. Whether there is incumbancy Register as per sanctions and changes noted from time to time and is it upto-date.
3. Whether there are any arrear claims due to staff and pending with the UDC?
4. Whether the TA bills of staff are checked properly and putup promptly?
5. Whether claims for office rents etc., are preferred in time?
6. Whether the upto-date entries are made in the F.C.R. and got attestation of competent authority?
7. Whether service books are maintained with upto date entries?
8. Whether for all the employees service books have been opened?
9. Whether stationery articles received from Central Office are entered promptly in the stationery Register and got attested by the Assistant Accounts Officer.
10. Whether the issues are entered and acknowledgements obtained?
11. Whether T & P Register is maintained upto date duly entering the receipts, If any promptly?
12. Whether Record room is maintained neatly and Register of records maintatined correctly?
13. Whether currents received are entered and distributed promptly duly obtaining the acknowledgements?
14. Whether the disposals are despatched promptly?
15. Whether the Registers of Inspection Reports of Accountant General and RAI A.O. are maintained. Num ber of paras pending with reasons for the delay to be noted?
16. Whether the agenda for the co-ordination meetings is communicated to field officers in advance in the forms prescribed by the A.P. State Electricity Board and in turn to be reviewed by the Chief Engineer Zonal Office.
17. Other items of work not specified herein.

II. Junior Accounts Officer (Accounts) :-

He shall be incharge of supervision of the following :-

U.D.C. (Accounts -I)

1. Final Demand consolidation.
2. Entering receipt of report from PAAs to buildup E.R.O. wise billing suspense.
3. Trial Balance and F.P.R.

4. Sales and Revenue.
5. U.C.M. billing correspondence.

U.D.C. (Accounts - II)

1. Financial Ledgers other than Billing Suspense.
2. D.C.B. and all other periodical revenue returns, R.E.C. scheme data.
3. Bill Account
4. Maintenance of Revenue Journals Books - Revenue journals.
5. Assigning Revenue Journal for approved journal entries.

U.D.C. (Accounts - III)

1. Attending to consumers complaints.
2. Theft of energy / Malpractice cases including maintenance of register raising demand, adjustment realisation pursuance etc.
3. Fillings of suits; Attending to court cases The Accounts Officer (Revenue) and Senior Accounts Officer). during their reviews should examine in detail the following aspects, in accordance with the instructions issued vide Memo No. CE/T (Inspections) / 164 / 98 Dt. 16-5-1998 U.D.C (Accounts -I).

Name of the U.D.C Clerk : - 1

1. Whether the demand consolidation is done without omission duly tallying the services.
2. Month upto which the Financial Ledgers are posted ?
3. Whether debits and credits are tallied with those of the accounts rendered by PAAs and closing balances are drawn upto - date (Billing supenses are got to be attested by the Assistant Accounts Officer)
4. Whether the debits and credits as per the Trial Balance are talllied with Financial Ledgers?
5. Whether Trail Balance and F.P.R. are sent by the Due dates?
6. Are the U.C.M. bills issued for all the U.C.M. cases without any omission
7. Are the provisions of B.P. Ms. No. 1100, dated 3-11-1978 applied and bills stopped wherever due in respect of U.C.M. cases.
8. Whether the parties are pursued regularly and civil suits filed wherever due for the realisation of U.C.M. charges.
9. Other items or work not specified herein.

U.D. Clerk Accounts -II

1. Verify whether the Financial Ledgers are maintained?

a) Consumption deposit ledgers

b) U.C.M. financial ledgers. Maintenance of Temporary Supplies register and billing of services under CatVIII

c) Miscellanceous deposits ledgers (Theft of energy)

d) Remittances ledger :

e) Misc. Revenue (Including excess remittances by R.Cs.)

f) Application fees

g) Inter - Divisional Transfers (C.C. Charges adjustments)

2. Verify whether debits and credits of the above ledgers are tallied with the connected Registers maintained by the other U.D.C.s / L.D.C.s every month and got attested by the Assistant Accounts Officer.
3. Verify the calendar of out ward Returns and see whether the D.C.B and all other Periodical returns are sent by the due dates. Reasons for delays are to be recorded.
4. Verify whether the Bills account is sent upto - date duly tallying with the number of services for which Bills are issued and ascertain and analyse the balance Bills returned.
5. Review the Revenue Journal and verify whether any amounts are withdrawn without obtaining reports reports from the proper authority.

   (Note :- Correspondence should be verified in case of withdrwal of amounts)
6. Verify whether the closing balance in the financial ledgers and all journal entries in the Revenue Journal are attested by the JAO (Accounts).

7. Other items of work not specified herein.

U.D. Clerk (Accounts - III)

Name of the U.D. Clerk

1. Is he maintaining the Register of complaints from consumers, and giving proper replies to them promptly?
2. Is he maintaining the Register of theft of energy cases and entering the particulars as and when the copies of notices are received from the Assistant Divisional Engineers / D.P.E. and field officers?
3. Is he watching the receipt of 50% of the amount or instalments in respect of unfinalised cases and live services.
4. Is the amount of 50% of Initial assessment amounts collected credited to Deposit initially and is it transtered on finalisation of the cases to Billing suspense as per the instructions of the Board, or else, if the collections credited to Billing suspense without corresponding Demand and in raising of the demand is only on finalisation of the cases by the competent authority.
5. Is he noting the final orders received from the competent authority in the register and raising the demand without any delay?
6. Is he pursuing for realisation of amounts finalised promptly.
7. Are the civil suits filed wherever due without getting the cases time barred?
8. Other items of work not specified herein.

III. Junior Accounts Officer-I (Billing) :-

He shall be in-charge of 2 U.D.C.s, (Billings Superintendents,) Bi-Monthly Billing and one Billing U.D.C. (Monthly Billing, Manual).

IV. **Junior Accounts Officer-II (Billing) :-**

He shall be in-charge of the work of 2 UDCs (Bi-monthly Billing), and (one) Billing UDC (monthly Billing Manual)

Junior Accounts Officer-III(Billing):-

1. Incharge of general supervision over U.D.C. and Ledger clerks (L.D.C.s) and ensure that internal checks are exercised by U.D.C. / L.D.C.,
2. Percentage checks : Maintains percentage check register for the checks conducted by him duly attesting the entries in Ledger. All Services to be covered over a period by percentage checks. 100% check of all New services bills.
3. Critical Review of defaulter lists received from field and ensure that necessary entries have been made in the consumer ledgers under his attestation, This is a “must” to operate the provisions of the B.P.Ms No. 151 dated 25-8-1993 after lapse of 3 months from the date of disconnection.
4. Ensure proper maintenance of the register of outstanding arrears (outstanding ledgers) by U.D.C. and personally followup the cases of arrears as per CE(O) -16 / 365 / 95 Dt. 7-12-1995.
5. Ensure that all the inward returns received from field are reviewed by U.D.C and recorded under the attestation of JAO.
6. Maintains Register of Agreements received in E.R.O. and keep the agreements under his custody and under lock and key.
7. Maintains register of cases of Industrial services where 25% rebate allowed and watches the lapses of rebate period carefully.
8. Ensures monthly adujustment in respect of Protected Water Supply schemes in Rural areas recoverable from State Government.
9. Recording under his attestation the Test Reports after proper linking in respect of category I and II services, other categories under attestation of Assistant Accounts Officer.
10. Correspondence relating to Government Department, Panchayat Raj Departments and realising the amounts from the District Collectors (Panchayat Wing) from out of the cess or grant allotted for Electricity Con sumption charges, Monthly return to be sent to circle office, service wise and Panchayat - wise.
11. General review of consumer ledger accounts and ensure proper maintenance of the ledger review to be put up to Assistant Account Officer pointing omissions / commissions - getting them rectified.

(U.D.C.) :- B-M. / TM - Agl.

supervision of the work of ledger clerks under his control.

1. Percentage checks:- Maintains percentage checks registers for the checks conducted and attesting the entries in the ledger.

New Services :

1. 100% check of new services Bills as per monthly returns of new services released.
2. Maintains register of service connections distribution -wise as per monthly returns of new services realeased, received from Section Officer duly assigning Sc.No. (Wherever E.R.O. issues) and to watch and pursue the receipt of Test Reports and Agreements, Test Reports should be handed over to ledger clerks and agreements to JAO, Duplicate copy of return to be returned to Section Officers noting the Sc.No. assigned (wherever E.R.O. Assigns Sc. Nos.).
   a) Pending Test Reports due from the field and Agreements due should be listed out and sent to Non-Billing section for pursuing with the field officers.
3. Review of all inward monthly returns received from Section Officer duly maintaining calender of inward returns.
   i) Monthly return of new services released including additional load.
   ii) Monthly return of meter changes and stuckup meters.
   iii) Monthly return of disconnections and reconnections.
   iv) Meter reading registers.
4. Maintains the record of Meter change slips received from the field officers attests the entries in the consumer's ledgers and obtains attestation of the JAO and arranges proper recording with the concerned ledger clerks and ensure these entries are got recorded in the consumer master of PAA.
5. Maintains instalment Register s for the instalments granted, Makes entries in the registers on collection of instalments. Acceptance of Part - Payments against regular bills by the R.Cs is not to be encouraged. Calcu lates surcharge and penal interest for collection and watch realisation and orders disconnection wherever there is default.
6. Attests top entries in the consumer ledgers, consumption deposits Register, service connection Register and Agreement Registers simultaneously and at a time, with reference to Test Reports and agreements received.
7. Maintains daily log of collections by R.Cs in ERO and B.C.R.Cs to PAAs ensuring postings in financial ledger and in the consumer ledgers.
8. Demand consolidation of the clerks / PAAs as per the distribution - wise / category-wise final abstract drawn of all the ledger clerks under his control.
9. Credit reconciliation - Ensures credit reconciliation distribution wise and tally with financial ledgers.
10. Defaulter lists : Checks with reference to consumer ledgers before issue to Section Officer Approximately the total of the Defaulters list should be equal to total demand (Previous month) sales collections during the month. Grave variation leads to suspect the inclusion or other wise of unpaid consumers Ensures review of completed defaulter lists received from Section Officers by the clerks.
11. Disconnected services - Maintenance of Register of outstanding arrears (all these are being furnished by PAAs.) billing stopped services and pursuance of arrears of all services, issue of notices obtaining proper particulars for filling suits the cases which are to be filed incourts, the docket (with full details) may be handed over to U.D.C. (Accounts -III) under JAO. (Accounts) with property particulars.

    Action as per BP. Ms.No.151, dated 25-8-1993 is to be taken for getting agreements terminated by the Divisional Engineer.
12. Writing the Consumption deposit registers Section Officer wise (Distribution - wise). For all categories of services and tally after drawal of abstracts with financial ledgers every month.

    Ensure review of Additional Consumption Deposit and interest on consumption deposit. Review additional consumption depostis in respect of all services.
13. Ensure rendering of bills accounts by PAAs and ensure furnishing the additions for new services. Correc tions in Bills, Changes in category name and address.
14. Consolidation and furnishing statistical and financial particulars such as DCB / Arrears return / New Ser vices return and other periodical reports / returns etc.
15. Attends to consumers, attests cash memo slips for amounts due as per ledger including current month de mand, additional consumption deposits instalments if any, surcharge for belated payment, penal interest, reconnection fees, etc., Routine correspondence including furnishing replies to Audit Reports of all Inspection parties.

16. Ensures Polite behaviour with the consumers.
17. Attends to all correspondence relating to section.
18. Adhearing to the due dates prescribed by the Board to the maximum extent Accounts Officer (Revenue) / Senior Accounts Officer will review the work of Billing Superintendent (U.D.C.) as detailed below.

Name of the U.D. clerk.

1. Is he maintaining the Register of percentage checks?
2. Is he checking 100% of first Bills issued for new services.
3. Is he checking 5% of credit postings in the consumer ledger with BCRCs and Revenue Journals and attest ing?
4. Is he maintaining the register of new services and entering the new services released promptly as per the returns received from the field as entered and furnished by the PAA in order to update the Master accord ingly.
5. Is he assigning service Numbers (if it is done in E.R.Os) noting the Test Reports and agreements received and pursuing for the balance Test reports and agreements due? whether the list of Test Reports and agree ments due (to be received) from the field are communicated to Section Officers and Assistant Divisional engineers, every month under Acknowledgement?
6. Is he returning duplicate copy of the return of new service released to the concerned Section Officer duly assigning service Numbers wherever the Nos are allotted in E.R.O.s?
7. Is he maintaining the Register of inward returns due from field and watching their prompt receipts?
8. Is he reviewing all the inward returns received from field, and action initiated to take care of financial aspects?
9. Is he watching the due dates of receipt of the meter reading registers by the PAAs and despatching them to the field promptly ? Is he reviewing abnormal consumption or too low consumption cases'and taking up the matter with Assistant Divisional Engineer?

   Is he ensuring prompt rendering of Exceptional Reports By PAAs as stipulated in Memo NO.F.A. & CCA(R&E)AO(R) L.T/F338/JAOIV/2002/98 Dt. 1-9-1998.
10. Is he ensuring the Billing in case of stuck up or burnt meters as per the instructions issued in Memo No.CE/T (Inspections) 164/98 Dt. 16-5-1998. Is he ensuring the follow up of provisions of terms and condi tions for fixing average consumption?
11. Is he ensuring that the computed consumption is fixed by the only Assistant Divisional Engineer in cases where previous recorded consumption is not available or accepting any other agency's computation i.e. L.D.C. field staff or Section Officer?
12. Is he maintaining the Register of instalments and watching the realisation of the instalments by the due date?
13. Are the additional charges for belated payment, surcharge and Penal interest calculated and collected from time to time of collecting the instalments and ensuring the inclusion in the Bills and demand?
14. Whether the clerk-wise and distribution -wise allocation of C.C. charge collected at E.R.O. counter is done regularly and tallied with total collection simultaneously segregating arrears / current C.C. charges.
15. Is he promptly attesting the top entries in the consumer's ledgers and in service connection Registers with reference to the consumption deposit Ledgers, Test Reports and Agreements?
16. Whether demand consolidation is done without any ommission?
17. Whether he is checking the Disconnection lists with reference to consumer ledgers and ensuring review of D-lists received from PAAs? Are the D-lists returned by Section Officers reviewed? If the D-lists are not returned, is the report submitted to higher authorities.
18. Whether is ensuring the total of D-lists amount agree with the live services amount furnished by him to the Non-billing section?
19. Is he maintaining the Register of arrears (OL) pursuing the arrears by issuing regular reminders, suit notices and obtaining property particulars for filling civil suits in time?
20. Are there any time barred cases? If so action taken on the concerned to be noted?
21. Whether action is taken to get the agreements terminated as per B.P.Ms.No. 151, dated 25.8.1993 for the services under disconnection for more than three months.
22. Is he stopping the issue of bills on disconnected services as per Board's standing instructions avoiding unnecessary accumulation of fictitious demand arrears.

23. Whether the consumption Deposit Registers are written upto date and tallied with financial ledgers?
24. Whether the top entries of existing service connection ledgers are being attested by the U.D.C.
25. Whether the consumer correspondence is attended to promptly and replies furnished?
26. Whether the audit paras are replied, short falls noted in the ledger and demand raised?
27. Whether prompt action is taken on the transfer applications received as per the register maintained separately. Are these changes got effected in the consumer Master by PAAs.
28. Whether the bills account is rendered correctly?
29. Whether the particulars of D.C.B. assessment and other statistical financial data is furnished by the PAAs.
30. Whether credit reconciliation distribution - wise is entered every month in agreement with financial ledgers.
31. Whether the Additional Consumption deposit is reviewed annually and interest on consumers Security Deposit adjusted to consumers in bills.
32. Whether the Additional Consumption deposit in respect of domestic category is reviewed by him personally.
33. Other items of work not specified herein.

Ledger Clerk (L.D.C.) - B.M. / T.M. / Agl.

1. Incharge of L.T. services will be entrusted with equitable distribution of additional work if any due to increase in the Number of services among the existing staff till such time the additional posts are sanctioned and filled.
2. i) Opens and maintains consumers accounts of new services released every month as per the return of new services released.

   ii) Ensure that necessary entries made in the consumer's ledgers by PAAs for changes in name / loads / Category for existing services are properly checked.

   iii) Watches and pursues for the Test Reports due under i) and ii) above and links up with all relevant registers like consumers ledgers, service connection register, consumption deposit registers, agreements registers (for special guarantee cases) and get them attested by supervisory officials.
3. i) Ensure entries of Meter changes as per Meter change slips received or as per return of Meter change and also with reference to Meter reading registers.

   ii) Watches and pursues for the meter change slips and records them under the attestation of U.D.C. / JAO duly filling in the concerned Docket.
4 i) Ensure Meter readings as per the meter reading books for the reading group services due in the month and ensure correctness of consumption abnormally high or too low and brings to the notice of U.D.C. to take up with field officers. For deciding Abnormally high consumption , and Low consumption cases, the instructions issued vide Memo No. FA & CCA (R&E) / AO (R) / LT / F.338 / JAO / IV / 2002 / Dt. 1-9-1998 are to be adopted.

   ii) Makes note of any points or reference to field in a separate note book and communicate reviews such as stuck up meter, Door lock cases, nil consumption cases, Burnt meters and disparity of consumption.
5. Drawal of demand abstract monthly and also updates the Revenue Cashiers register of consumers with additions / deletions duly attested by U.D.C.
6. Posting of credits including surcharge if any, in consumers ledgers daily from the B.C.R.Cs (including E.R.O. counter) and also from approved journal entries and feed the information to PAAs for incorporation of the data.
7. Monthly reconciliation of credits and for drawal of closing balance with Billing Suspense account of financial ledgers.
8. Ensures preparation of D-Lists Distribution wise on the prescribed date exhaustively every month from the consumer ledgers duly ensuring the postings of credits and issues after check. Ensure that D-lists are issued in Format P-8 by PAAs. and also ensures the sending of D-lists in time to Section Officers.
9. Review the returned D-lists duly noting in the disconnections in the ledgers with full details such as date of disconnection, whether the disconnection is from aerial / cut out, 1st time, 2nd time or 3rd time, Final reading at the time of disconnection. 1st and second notices as per B.P. Ms.No.151 dated 25-8-1993 to be prepared.
10. Prepares and issues "Cash memo slips" for payments to be made in E.R.O. under the attestation of U.D.C. / JAO.
11. Prepares reconnection orders duly noting necessary entries in ledgers etc.

12. Pursues collection of arrears due from consumers.

13. Attend to consumers correspondence, Audit queries, field division, circle or Headquarters references etc.,

14. Calculates interest on Consumption deposit annually and adjusts in the bills.

15. Review Additional Consumption deposit as and when necessary, issues notices and D-lists and Pursues till realisation.

16. Furnishes financial and statistical data for all perodical returns such as D.C.B. F.P.R.; particulars to D.P.E. etc.

17. Proposes Journal Entries for board services, withdrawal adjustment for any other cases, adjustment of deposits etc.

18. Annual Verification of services, updation and review.

19. All other allied works in his seat.

Functions of U.D.C. Monthly Billing Services :

Monthly Billing and accounting of Industrial, Public lighting High value service of all categories of services shall be attended directly by the U.D.C.s.

The functions of U.D.C monthly billing services shall be the same as either to done by ledger clerks (L.D.C.) which are broadly defined as detailed by C.C.As Circular Memo No. CCA/CA/Rev 1/12 dated 17-06-1972.

1. Opening of Accounts for new services :-

On receipt of new services Return / Test Reports make an entry in the Register of service connection and assign service connection No. (if it is done in E.R.O.) From a docket for each service with all the con nected papers of the service except agreement. Agreement should be filled in the docket of Agreements and an entry thereof should be made in the Register of power Agreements and kept under General custody of Agree ments duly noting thereon the Sc.No. after check of entries in the ledgers register, etc . by the JAO / Assistant Accounts Officer /E.RO.

2. Verification of particulars on Meter Card :-

Ensure that all the particulars in the meter Reading book are entered in the consumer ledgers, when the card is received for the first time in the E.R.O. / PAA.

3. Ensure entering in the consumers ledgers by PAAs, change of meters with reference to the meter change-slips and check the reading with reading furnished in the meter change slips record the meter change in the docket.

4. Consumers servicing :-

Attend to the consumer requirements who may go over the E.R.O. asking for the details of the account. The JAO should behave in a polite manner with consumers and help in solving the consumer grieances on the spot.

Though the JAO attend to the consumers who require any particulars, the U.D.C. should also attend to them in furnishing the required particulars and should be courteous to the public.

5. Raising of Demand and Preparation of Bills :-

a) Ensure Receipt of Meter Reading books from the Section Office , verify the reading received for all the services. If there are any missing books must be listed out and the concerned Section Officer / Assistant Divi sional E ngineer / DE should be informed over phone wherever Board's phones are available or by a special letter for urgent action.

b) Surcharge for belated payment will have to be worked out for late payment if any, shortfall for minimum etc. wherever due.

c) Value the consumption at appropriate tariff rates and raise the demand in the ledger. Other sucharges, shortfalls etc. should be recorded in and arrange for bringing them to account by co-ordinating with PAA.

d) Pick up the cases as furnished in the Exceptional Report by PAA where the consumption is abnormal and issue message and urgent letters for inspection by the field officers and obtain the factual report to take further action.

e) Handover the Bills to the R.C. on due date of every month.

f) Ensure Posting of credits by PAAs with reference to the B.C.R.Cs Verify Money Orders pertaining to the seat and indicate if they are acceptable or not on the counter folio.

g) Collect the list of consumers in arrears to end of the 14th from the PAAs after they are checked and certified by S.I.R.C and verify the particulars with the credit postings already made in the consumer's ledger and Bills analysis Books.

6. Preparation of Disconnected List :-

a) By co-ordinating the work with PAAs or the JAO.

b) Watch for the return of disconnection list. If it is not received within the prescribed days bring it to the notice of Assistant Accounts Officer / Divisional Enineer operation and issue message / Remind by Telegram to the Section Offcier, Assistant Divisional Engineers.

c) On receipt of the attended disconnection list, verify the details of action taken by the Section Officer in respect of each consumer with the postings already made in the consumer's ledger and bring all discrepancies to the notice of Assistant Accounts Officer/Assistant Divisional Engineer / Divisional Engineer / Section Officers concerned for effective settlement of Consumers are likely to furnish incorrect Receipt Numbers.

d) In respect of services disconnected make a note in the consumer ledger with the reading at the time of discon nection date, if the disconnection is at aerial the reading at the time of disconnection may not be available. Hence the nature of disconnection such as Disconnection by cut out/ aerial /cable (in case of city) should be noted in the ledger specifically if not furnished in the D-list, it should be obtained and recorded.

e) In respect of services due for disconnection but not disconnected, inform the Assistant Divisional Engineer and Divisional Engineer about such cases and follow up.

f) Credit postings should be made promptly and correctly both in consumers ledgers and bills/Analysis to avoid inconvenience to the consumers on account of wrong disconnections.

g) Ensure that the credits received must be posted in the Bills Analysis Register simultaneously with the consum ers ledger The credits as per the Bills Analysis Register must be totallsed and tallied with the credits as per the Billing Suspense. Financial ledger may be section wise / distribution wise as the case may be.

h) Issue re-connection orders immediately after the arrears and re-connection fees are received in respect of services disconnected.

i) The accounts of the consumers whose services are disconnected should be transferred to the O.L. or register of disconnections with all the details of the arrears due, date of disconnection, security Deposit held and nature of disconnection, reading at the time of disconnection, at the end of every month. The arrears should be pursued through this outstanding ledger / Register of disconnected services.

Stop billing after 3 months from the date of disconnection in respect of Domestic and Non- Domestic Services under tariff guarantee. Adjust Security Deposit held, initiate proceedings under BP. Ms No. 151 dated 25-8-1993. Initiate legal proceedings before the claim becomes time barred.

j) The U.D.C. Should maintain up to-date list of disconnected and dismantled services. Reconnection orders should be issued for the disconnected services on the same day of receipt of arrears duly verifying the perma nent receipts on the same day of receipt of arrears duly verifying the permanent receipts issued in the E.R.O. counter.

7. Annual verification of Services:-

Prepare a list of consumers with particulars of category, connected load, contracted load etc. in each area / distribution annually and send the same to the Assistant Divisional Engineer / for annual verification of services obtain a certificate that the list is completed and upto-date.

Seals of Meters and cut outs:-

Obtain certificates from the Assistant Divisional Engineer to the effect that the "Seals of meters termi nals and cut outs are intact" in respect of power services and high value services and record the same under the initials of the JAO.

Meter change slips:-

Meter change slips should be recorded in the concerned dockets of power consumers / high value consumer's dockets carefully duly entering the particulars in the consumer's ledger and attested by the JAO / Assistant Accounts Officer.

2. Miscellaneous items:-

i) Additional consumption Deposit:-

Call for additional consumption Deposits wherever the average consumption is more than existing deposit. This review should generally be done yearly without fail and invariably whenever a service is reconnected.

The adequacy of the Security Deposits held should be reviewed for all the services based on the average consumption for the preceding twelve months. Then many instructions issued by the Board from time to time in this regard should be followed carefully.

Interest on Security Deposits should be allowed only for the deposits exceeding Rs.60/- and adjusted in the C.C. bills.

ii) Removal of meters after dismantlement of services should be followed up.

iii) Continuous Door locks should be followed up till the readings are taken or service is disconnected.

iv) a) In the case of Transfer of services from one consumer to another, check the application for transfer is duly signed by the transfer and transferee supported by certified copy of sale deed etc., in support of ownership.

b) Collect necessary Security Deposits if the transfer is without deposit,

c) Get the agreement signed by the transferee wherever it is necessary.

d) Checkup the conveyance deed of the property transferred.

e) Ensure these changes are effected in the master by PAA.

v. Nil consumption cases :-
Every month list of all cases where the consumption is nil is issued by PAA and address the Assistant Divisional Engineer / Assistant Engineer / Additional Assistant Engineers concerned as there are high value and power services, to investigate the reasons and intimate results.

8. General :-

a) Arrange refund of Security Deposit to the consumers where the services are dismantled, or change in the occupancy in respect of Government Quarters duly ensuring the dues to be adjusted or recovered.

b) Furnish particulars for the Quarterly D.C.B.

c) Watch and write out final legal notices to consumers where arrears going to be barred by the time limt (time barred).

d) Frunish information to the audit replies (internal Audit), Account General's audit and inspection reports of Acclunts Officer Revenue / Senior Accounts Officer / Superintending Engineer / Dy. Cheif. Controller of Accounts (audit), etc. as and when required.

e) Maintain upto-date all the ledgers, records and registers connected"with the work.

f) Ensure the issue of 6 months consumers' ledger by PAAs.

g) " Attend revision of bills whenever necessary.

h) Any other work incidental to the above and / or enrtusted by his superiors.

Sub - Inspector of Revenue Cashiers (S.I.R.C.):-

1 General Supervision over the work of all Revenue Cashiers in his jurisdiction to ensure proper accounting o f collections received by Revenue Cashiers.

2 He should arrange proper tour programme of Revenue Cashiers systematically and equitably as far as possible and get it approved by the Assistant Accounts Officer/ E.R.O. He should so arrange the programmes that the Revenue Cashier is not left with heavy cash balance unremitted with him either the Revenue cashier should handover the cash to the E.R.O. duly obtaining a acknowledgement, if his Head Quarters happens to be the same as that of Head Quarters of E.R.O. The Revenue Cashier should be given remittance day next to the Collection programme day for remittance and then proceed to another distribution.

This would not only safeguard the Revenue Collection of the A.P. State Electricity Board, the Revenue Cashier will be free not to have heavy cash balance. The S.I.R.C. is personally responsible to fix the tour programmes of Revenue Cashiers keeping this above aspect in view.

3 Conduct surprise checks of collection centers as per pre arranged tour programme approved by Assistant Accounts Officer not less than 8 to 10 centers covering all Revenue Cashier's centers.

4 He should train all revenue Cashiers newly recruited in E.R.O. as well as by accompanying to the centers in respect of writing Permanent Receipts writing up of B.C.R.Cs. and P.C.B., tallying the cash, behaviour with consumers etc. Unless this is done the Revenue Cashiers should not be left to proceed straight away on camps without knowing particular duties, responsibilities and work.

5 Checking cash balance with reference to B.C.R.Cs. and Permanent Receipts on hand for monthly billing categories, and adjustment bills also check the entries in B.C.R.C. since last closing of Accounts with refer ence to duplicate copy of receipts.

6 Random verification of consumers receipts with the consumer and note down the dates of collection etc, to check with E.R.O. records and whether dates on permanent receipts tally with the tour programme of the distributions by the Revenue Cashiers.

7. Enquire with the consumers as to regular attendance of Revenue Cashier and time he spends in the collec tion centre bring all the complaints to the notice of Assistant Accounts Officer E.R.O. to rectify the omission or lapse of Revenue Cashier.

8. Check whether items collected as per B.C.R.C. are posted in register maintained by Revenue Cashier.

9. Ensure proper maintenance of various registers by revenue cashier including record of Receipt Books, B.C.R.Cs Serial Numbers, Watch register (with Serial Nos. from & to Register P.C.B. with from and to series, Register of Revenue stamps account and service postage
10. He should maintain register showing Permanent Receipt books B.C.R.Cs.Revenue stamp and service Postage handed over to the Revenue Cashiers and watch their usage and serial Nos. daily from the B.C.R.Cs, and P.CBs, received with remittance slips.
11. Checks the totals of all the B.CR.Cs. received from Revenue Cashiers to ensure correctness of Serial Nos and amount and also totals in the P.C.B. everyday and make entries in the register of Revenue Cashiers collections - Passes on P.CBs with bank remittance slips to U.D.C (Cash) and B.CR.Cs to UDCs /Clerk on duty taking acknowledgement in a register.
12. Writes P.CBs for collections made by R.C based on B.CR.Cs received from R.Cs.
13. Accompanies the Revenue Cashiers to Bank for remittance where cash is heavy.
14. Any changes of Programme of Revenue cashiers proposed by him should be with the written approval of Assistant Accounts Officers.
15. Scrutinises the T.A. bills of Revenue cashiers with reference to approved tour programme and control registers.
16. Arrears persuasion, contacting the consumers and obtaining property particulars, other live services details etc. during camps.
17. Maintains registers of cancelled Permanent Receipts. Register of Receipt Books drawn / issued to the Rev enue Cashier's B.CR.Cs. and watches the serial Nos. and dates.
18. Maintains and checks the Revenue stamp account of Revenue cashiers and test checks the consumers permanent Receipt during his camps whether the Revenue Cashier is affixing the Revenue stamps.
19. Ensures the supply and proper usage of cash chests, cash bags to Revenue Cashiers.

Revenue Cashier :-

Revenue Cashier should be trained on his appointment by the S.I.R.C. He should acquaint himself well before he commences his regular work. Since he is custodian of physical cash he should know , what he should collect, how he should collect, from whom he should collect, on what basis he should collect. He should know how to safeguard the cash, where to remit, how to reconcile his collection made.

1. He should know what is Permanent Receipt
2. He should know what is a Bill Collectors Remittance Challan (B.C.R.C)
3 He should know what is Bill Book Abstract and. how to post the collection, where he has to sign.
4. He should know how to write Collection Register in E.R.O counter.
5. He should learn detecting counter- feit Notes before bundling to present in the bank.
6. He should know how to arrange currency Notes before bundling, to present in the Bank.
7. He should know how to write denomination of currency on the reverse of pay-in slip.
8. He should know the Board's (ERO-wise) Receipt Account against which he has to remit into the Bank.
9. He should know the limit up to which he can keep the cash with him when he is in Rural areas collection.
10. Simultaneously with the receipt of money for bills the Revenue Cashier will write up (Bill Collectors Remittance Challan). B.C.R.C, and issue the permanent receipt after dating them,. The date of collection will also be noted by him in the Bill Book Abstract (BBA).
11. Separate B.C.R.Cs should be written for each distribution and these should be enumerated in the petty cash book.
12. Each day's collection should be handed over to the S.I.R.C/U.D.C (Cash)/JAO Cash by the revenue cashier for safe custody and remittance duly obtaining acknowledgement on the duplicate copy of the P.C.B when he returns late from camp.
13. The collections shall be remitted into the Bank daily by the Revenue Cashier /subject to the condition that the unremitted cash amount does not exceed Rs.500/- at any time. All collections at the end of the month shall be remitted into the Bank to enable the monthly collections being brought to account.
14. Serial Nos. of Permanent Receipts book, B.C.R.Cs, and P.C.Bs should be checked by Revenue Cashiers when they receive fresh books and intimate the discrepancies and get them rectified duly attested by the Assistant Accounts Officer/ JAO concerned.
15. Permanent Receipts should not be cancelled in normal course All cancellations should be attested by S.I.R.C /

JAO concerned / Assistant Accounts Officer without fail.

16. Over writings are prohibited Corrections should be legibly attested.
17. Revenue Cashier should be in a position to explain doubts in bill or arrears etc.
18. The R.C will also keep tariff pamphlets conditions and rates of supply.
19. The Revenue Cashier should be extremely courteous to consumers, offer them seat wherever available and attend to all receipts.
20. The P.C.B (original) with remittance slip and B.C.R.Cs should be sent to the E.R.O. the same day.
21. The bill collections at outstations will be periodically checked by the S.I.R.C./ Assistant Accounts Officer.
22. Manual bills Permanent Receipts are to be written separately . The B.C.R.Cs for the same should be written separately distribution -wise.
23. The pages of the Petty Cash Book should be induplicate and machine numbered serially, so that consecutive numbers may be watched by the Revenue Cashier at the time of receipt. For facility of reference numbers are given to the B.C.R.Cs. also which should be checked by the Revenue Cashier while receiving from the E.R.O.
24. In Rural areas Revenue Cashier will be sent to several villages according to prearranged programme. A copy of the programme of the Revenue Cashier indicating the dates on which he will visit several villages should be hung on the Notice Board of each of the rural Section Offices and Village Panchayat Offices.
25. Payment of bills will be received only at the notified place/ Gram Panchayat office/ Section Office / Assis tant Accounts Officer /E.R.O. under the instructions of Divisional Engineer (Operation).
26. Cheques should not be accepted by the Revenue Cashiers other than those at E.R.O. proper.

Andra Pradesh State Electricity Board **Chairman. A.P.S.E.B.**

sub: Co-ordination meeting to be held by Divisional Engineers / Operation with Assistant Accounts Officers and Assistant Divisional Engineers and Section Officers to review outstanding items to be reviewed - Communicated.

Ref: Memo No. D.P. /D.M.A3/653/82-1 dated: 8-9-82.

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The attention of the Zonal Chief Engineers/Superintending Engineers (Operation) is invited to the reference cited, wherein certain working instructions were issued on keeping the Electrical Revenue Officers under the control of the Electrical Divisional Engineers (operation). As per the working instructions issued, the Divisional Engineers should continue to hold the coordination meeting with Assistant Accounts Officers of Electricity Revenue Offices and Assistant Divisional Engineers and Section Officers every month to review the outstanding items and ensure compliance, the Accounts Officers /Revenue/Senior Accounts Officer of the circle shall also attend the Coordination meeting to advise the Divisional Engineers in revenue matters. These meetings should be purposeful and effective and should aim at improvement of performance and increase in revenue collection of the Division.

It is observed that the Co-ordination meetings are not being conducted regularly by some of the Divisional Engineers and even the meetings held are not purposeful and very casual. The Accounts Officers /Revenue/ Senior Accounts Officer of the circle are directed to attend the Co-ordination meetings without fail.

The items to be reviewed in the co-ordination meeting are listed out in the Annexure enclosed. All Divisional Engineers (Operation) are instructed to review the items of work listed in the Annexure critically and ensure that the coordination meeting is purposeful and effective. The minutes of the meeting are to be communicated to the concerned with a copy to SE / Operation and CE / Zone. The Superintending Engineers / Operaton shall furnish their review reports on the co-ordination meeting minutes.

J. **PARTHASARATHY**

19-12-1997
End: Annexure To
All CEs (ZONES) / SEs (O) DEs (O) / SAOs & AOs (O)
Copy to Member (D & RE)
Copy to CE(O), FA & CCA (R & E), SE (EA)

ANNEXURE

ITEMS TO BE REVIEWED IN THE MONTHLY CO-ORDINATION MEETING

1. NEW SERVICES RELEASED

Sl.No.	Name of the Section	No. of services Released	No. of test reports sent	Reasons for the pendency	No.of services for which first bills issued	Reasons for not issuing the balance bills	Action taken to be issue balance bills	Remarks

2. METER READINGS. (DUE DATE 10th of EVERY MONTH)

Sl. No.	Name of the Section	No. of Services covered in the group	No. of services for which Reading sent & date	Reasons for the left over services	Exceptional list received								
					Reading not furnished	Door Lock	Stuck up	Burnt	Abnormally High Consumption	Abnormally low con-sumption	Nil Consum	Total	%

3. REPLACEMENT OF STUCK UP METERS

Sl. No.	Name of the Section	Opening Balance		Stuck up meters during the month		Total		No. of meters replaced during the month		Balance to be replaced	
		1 Ph.	3 Ph.	1 Ph.	3 Ph.	1 Ph.	3 Ph.	1 Ph.	3 Ph.	1 Ph.	3 Ph.

4. REPLACEMENT OF BURNT METERS

Sl. No.	Name of the Section	Opening Balance		Burnt meters during the month		Total		No. of meters replaced during the month		Balance to be replaced	
		1 Ph.	3 Ph.	1 Ph.	3 Ph.	1 Ph.	3 Ph.	1 Ph.	3 Ph.	1 Ph.	3 Ph.

5. BILLS ISSUED (DUE DATE 25TH OF EVERY MONTH)

Sl. No.	Name of the Section	No. of services covered in the Group	No. of Bills issued	Balance to be issued	Date of issue of the bills	Reason for not issue of the balance bills	Demand	
							Units	in Rs.

6. OPERATION OF DISCONNECTION LIST

Sl. No.	Name of the Section	Date of receipt of the "D" list	No. of Services Covered	%	Amount	No. of Consumers paid before operating of the "D" list	No. of Services actually disconnected	Reason for not disconnecting the Balance services	Date of returning the operated "D" list to ERO	Reasons for the Delay

7. CONSUMER GRIEVANCES ON WRONG BILLS ETC.

Sl. No.	Name of the Section	Opening Balance	Grievances received during the month	Total	No. of Grievances disposed off during the month	Balance to be disposed	Reasons for pendency	Period of pendency		
								Less than 15 days	One Month	More than 2 Months

8. NAME TRANSFER APPLICATIONS

Sl. No.	Name of the Section	Opening Balance	Applications received during the month	Total No.of applications disposed off	Balance & Reason for pendency	Period of pendency		
						Less than 15 days	One Month	More than 2 Months

9. CHANGE OF CATEGORY APPLICATIONS

Sl. No.	Name of the Section	Opening Balance	Applications received during the month	Total No.of applications disposed off	Balance & Reason for pendency	Period of pendency		
						Less than 15 days	One Month	More than 2 Months

10. MONTHLY RETURN : (Due date 5th every Month)

Sl. No.	Name of the Return	Name of Section / Date of receipt in ERO
1.	Monthly return of new service released (Non-High value)	
2.	Monthly return of New services released (High value)	
3.	Monthly return of services disconnected	
4.	Monthly return of services reconnected	
5.	Monthly retrun of Security deposits collected	
6.	Monthly return of additional loads connected	
7.	Monthly return of Meters changed (including Meter change slips)	

11. ANNUAL VERIFICATION OF SERVICES

Sl. No.	Name of the Section	Date of receipt of S.C. Register	Date of returning the register after verification	Reasons for the delay if any	Remarks

12. THEFT OF ENERGY / MAL PRACTICE CASES

Sl. No.	Name of the Section	No. of services detected	No. of services disconnected	No. of services for which initial assessment notice issued	No. of cases where 50% paid	Balance Service	Reasons for Pendency

13. DISMANTLIMENT OF SERVICES AS PER B.P. MS.NO. 151, Dated : 25-08-1993

Sl. No.	Name of the Section	No. of services under disconnection for more than 3 months			No. of Services for which one month notice served	No. of Services dismantled	Reference in which it was intimated to ERO	Balance	Reason for Pendency
		At the beginning of the month	During the month	Total					

14. ARREARS

Sl. No.	Name of the Section	Opening Balance	Current month demand	Collection	Closing balance	is closing balance coming down each month	Closing Balance as No. of days of demand	Reasons for the Huge Closing Balance

15. LINE LOSSES

Sl. No.	Name of the Section	No. of Units received during the month	No. of units sold as per ERO record (Bi-monthly, High value & HT if any)	Agri. Connected Load	Gauged Agril. Comsumption perHP	Total Agrl. Comsumption	Total No. of Units accounted	Loss of units	Percentage Lossess	Remarks

16. PROVIDING OF T.C. SEALS (SINGLE PHASE)

Sl. No.	Name of the Section	Opening Balance	Observed during the month	Total	Seals provided during the month	Balance	Reasons for huge pendency	Remarks

17. PROVIDING OF T.C. SEALS (THREE PHASE)

Sl. No.	Name of the Section	Opening Balance	Observed during the month	Total	Seals provided during the month	Balance	Reasons for huge pendency	Remarks

OTHER ITEMS :

1. Assessment of Consumption in respect of Street lights points where the meter found to be defective.
2. Assessed consumption for door lock and RNF cases as per B.P. Ms.No. 18, dated 10-06-96.
3. Any delays in serving of the Bills.
4. Minor Panchayats water works consumption and free street light consumption of 250 units are included against the total units sold.
5. Review on A..G. / A.O. (IA) audit paras.
6. Is meter readers observation register maintained?
7. Mistakes in Bills.
8. Points concerning PAAs.
9. Readings received without master.
10. Are RC programmes recast in consultation with field?
11. Wrong readings.
12. Progressive readings in disconnected services.
13. Reports on no service cases.
14. Are installments watched ?
15. Whether seal particulars entered in consumer's master.
16. Is BBA given to Section Officer each month?
17. Is the Demand and units billed in each section increasing progressively month after month?
18. Are the "D" list percentages and closing balance coming down each month?
19. Is surcharge levied through computer?
20. Is RC fees collected after issue of "D" lists?
21. Note: All AAOs of EROs should furnish the above information well in advance of the Co-ordination meeting date to all officers.

POINTS FOR DISCUSSION IN THE CO-ORDINATION MEETINGS

I Release of New Services

1) Is return of "New Services Released" sent to EROs by due date?
2) Are the Test Reports / LT Agreements sent to EROs ?
3) Is issue of first bills prompt? After how many months of release of the Service 1 st Bill is served? Is first payment received? How many cases of non payment of 1st Bill are there?

II Meter Readings

1) Are the Meter Readings furnished in time?
2) Is the Meter Reader signing in the MRBs and any corrections being attested?
3) Are the high value services read by the section officer?
4) Are Meter Blanks, dispensed with, in all cases?
5) Are the Meter Readers changed in the last 6 months?

III Exceptionals

1) Stuck Up Meters.
2) Burnt Meters
3) Door Lock
4) Readings Not Furnished Cases.
5) Meters Not Existing Cases.
6) NIL Consumption.
7) UDC Services
8) Abnormally high (400% of Average) and Abnormally low (less than 30% of average).
9) Meter Sluggish

10) Readings received but no master data in the ERO / PAA.

11) Regressive readings.

12) No Service Cases

13) Reading coming in UDC Services.

14) Glass broken, Seals missing cases.

15) Are Meter changing slips or a return of "Meters changed during the moth" in respect of items (1) and (2) being sent to EROs ?

IV. Issue and Distribution of Bills

1) Are the bills issued by 25th of every month ?

2) Who are distributing the bills ? (Field or Private agencies) ?

3) Are the bills being distibuted in time and is the work done satisfactorily ?

V. Demand. Collection and Arrears

1) Section wise Demand, Target, collection and arrears (closing balances) under each ERO.

2) The closing balances (LT) in terms of equivalent demand in number of days. Is the closing Balance coming down since last 3 months ?

3) Is the RC Programme rescheduled in consultation with field ?

4) Is the RC allowed to collect old arrears without any differentiation ?

5) Are the collection of Agricultural Services being made with other monthly / Bimonthly services ?

6) Are there private collection Agencies ? Are they allowed to collect arrears also? Is the work continued till the end of the month ? Are there any complaints ?

VI. Operation of D-Lists

1) Are the D-Lists being issued by 3rd of every month ?

2) Percentage of D-Lists services and Amount.

3) Is a single D-List being issued, with services of all categories with arrears of more than a Re 1/- and with details of arrears.for the past six months ?

4) Is the D-List inclusive of U.D.C. and agl services ?

5) Is the percentage of D-List coming down month after month since last 3 months?

6) Is RC fees being collected after 21st after issue of D-List? *Ref :*

7) Is the D-List being returned for both Monthly and Bimonthly services ? What action has been taken on defaulting officers?

VII. Generation of Reports PAAs

Are the following reports being generated by PAAs ?

1) Exceptions in the new formats P1 to P8 as per circular dated 4-4-97 (P8 is a must).

2) Single D-List for all categories with details of arrears for the last six months.

3) Levy of surcharge through computer.

4) Specific consumption (Section wise and for total ERO).

5) Specific Revenue (Section wise and for total ERO).

6) Furnishing of BBA to Section Officers every month.

7) Consumer Master once in six months

8) Notice as per B.P Ms.No. 151 dated 25-8-1993.

9) Mistakes in accounting and penalty there on.

10) Running average for each service

VIII. Implementation of B.Ps

1) B.P.Ms.No. 151 dated 25-8-1993 - Issue of notices for removal of meters in cases of UDC services of more than 3 months and removal of meters.

2) B.P (Opn-Comml.) Ms.No. 110 dated 6-03-1998. Average consumption based on connected load in cases of meters stuck up, burnt out etc.

DC. Cases pending in EROs on Field Reports.

1) Name transfer cases
2) Change of category cases.
3) Back Billing cases.
4) Theft of Energy cases.
5) Installment cases.
6) Action on Field reports.
7) Wrong Bills, Wrong categorisation
8) Wrong Grouping
9) Extra Readings received
10) Consumer Complaints
11) ACD & other charges.

X. Assessment of LT Consumption in Unmetered & Defective meter Services.

1) Are RNF and D / L cases billed on average basis ? (They shall not be billed for minimum).
2) Meters stuckup, burnt, meters not existing and sluggish as per B.P. (Opn - Comml.) Ms.No. 110 dated 6-03-1998.
3) New Services till first bills issued
4) Temporary Services.
5) Un metered Board / Government Offices.
6) Colony consumption of Generating Stations.EHT substations if coming under ERO Jurisdiction
7) Unmetered / Defective metered street lights.
8) Back Billed Cases.
9) Energy Assessed in pilferage cases.
10) Free units (upto 250 units per panchayat per moth) in case of Minor Panchayat Street lights (as per LT category VI A of Tariffs) should be shown in energy sold.
11) Free units for PWS schemes under Minor Panchayats as per LT category VI B of Tariffs should be shown in energy sold.
12) Consumption of PWS Schemes under Major Panchayats (to be billed under Agricultural Tariff as per LT category VI B of Tariffs) to be incuded in energy sold.
13) Consumption of Dhobighats (on HP Basis as per LT Category VI B of Tariffs) is to be included in energy sold.

Accounts Matters

1) F.P.R.(LT&HT).
2) C.C. Charges reports.
3) Consumption and demand particulars.
4) D.C.B. (Quarterly).
5) Status of computerisation of High value services.
6) Status of taking over of Agricultural Services into in-house computers.
7) Details of PAAs attending to the Accounting work in ERO.
8) Consolidated schedules of Supplementary accounts.
9) Status of Review and Collection of ACD during previous year.
10) Reconciliation of Financial Ledger and Consumer Ledger.
11) Missing Credits - is reconciliation done.
12) Sanctioned staff position and existing vacancies position in EROs
13) Bank Reconciliation - is it done without Bank / Board Excess ?

Note : All AAOs of EROs should furnish the above information well in advance of the Co-ordination Meeting date to all Officers.

ANDHRA PRADESH STATE ELECTRICITY BOARD

VIDYUTH SOUDHA :: HYDERABAD

Memo No. FA & CCA (R&E) / AO (R) LT/ JAO. IV / D.2549 / dt. 11 -2-97.

Sub : LT Billing - clarification with regard to month relating to reading, consumption Billing, Collection / Accounting - Reg.

At present there is total confusion with regard to month relating to consumption / reading / billing / collection / Accounting. The procedures in vogue are varying from circle to circle Therefore, the following instructions are issued to maintain uniformity and to have clear understanding about the system.

1. The consumption month means the period of 30/31 days between the two meter reading dates.

Ex: The consumption recorded during 10-12-96 to 9-1-97 relates to consumption month of 1/97.

ii. Reading month means the month in which the meters are read Month is consumption month.

iii. The bill for the month of means the month in which the meter is read :

Ex: The Meter is read in January '97. The bill will be issued as follows in different types of billing.

Monthly billing	-	Bill for 1/97.
Bi-monthly billing	-	Bill for 12/96 to 1/97.
Tri-monthly billing	-	Bill for 11/96 to 1/97.

IV) Accounting month means the month in which the transactions are actually Accounted for Further, the financial returns are prepared monthly. In these returns the transaction actually taken place during that month will only reflect. Ex:The trail balance for the month of 1/97 contains the No. of transactions taken place - Head of Account-Wise during the month of 1/97 i.e., the demand accounted for in 1/97 (Consump tion upto 12/96)and collections made in the same month (i.e. Jan 97 As per the practice in vogue at present the FPR for the month of 1/97 means the consumption actually accounted for in 1/97. This consumption actually relates as follows

i)	Monthly billing	-	12/96 Consumption.
ii)	Bi-monthly billing	-	Consumption of 39% of total services the months 11/96 & 12/96.
iii)	Tri-monthly billing	-	1/3rd of total services consumption for the months of 10/96. 11/96 & 12/96.

In future the F.RR. may be captioned as follows :

F.P.R. FOR THE CONSUMPTION MONTH_____ACCOUNTING MONTH _____

Further at present the "D" List is issued on 3rd for Monthly / Bi-Monthly / Tri-monthly services.

Example : I. The 'D' List issued on 3-1-97 is the 'D' list of 11/97 consumption month.

In future the 'D' list may be issued with caption as 'D' list for the consumption month of..... Payment Accounted for upto The 'D' list for the monthly billed services shall be issued by 23rd of every month duly taking the credit upto 21st of the same month .(Bill Date 1st, due date 14th and due date for disconnection 21st.)

The practice of calling slab and non - slab services may be dispensed with.

These instructions shall be followed strictly in the billing programme and also while submitting the mothly financial returns.

Sd/-**E. VENKATESWARE RAO,**
FINANCIAL ADVISER AND CHIEF
CONTROLLER OF ACCOUNTS (R & E)

To
THE SENIOR ACCOUNTS OFFICER,
Operation,
Copy to the Superintending Engineer/Operation/
Copy to the Chief Engineer Elecy./ Zone/
Copy to Chief Engineer / Operation / Hyderabad.
Copy to Chief Engineer (Comml.) / Vidyuth Soudha / Hyderabad.
Copy to Chief Engineer (C & SS) / APSEB / Vidyuth Soudha / Hyderabad.
Copy to Superintending Engineer/ Energy Audit Cell, APSEB, VS., Hyderabad.

\\ Forwarded by Order\\
Accounts Officer (Revenue)

ANDHRA PRADESH STATE ELECTRICITY BOARD

From

The Financial Adviser & Chief
Controller of Accounts (R & E)
APSE Board, Vidyut Soudha,
Hyderabad

To

The Superintending Engineer,
Operation, APSEB

Lr.No. : FA & CCA (R &E)/AO(R)/LT/F/347/JAO IV/2227/98. Dt. 15-10-1998

Sir

Sub : Fuel Cost Adjustment Charges notified from time to time by the Board Application of the FCA rates in respect of L.T. Industrial Services - Reg.

While reviewing the performance of Electricity Revenue Offices, it is noticed that the Fuel Cost Adjustment Charges as notified by the Board are not being adopted Properly by the Electricity Revenue Offices from the effective month onwards in respect of LT.Category - Ill Industries in the Bills. It has been viewed seriously by the Board. The following are the Fuel Cost Ajustment charges notified by the Board, after the present rariff rates have been introuduced i.e. with effect from 1-8-1996.

The date from which FCA charges are applicable.	Rate	Reference in which charges are notified.
(1)	(2)	(3)
1-8-96	9-83	Memo No.CE (Coml)/DE/AAO/FCA/917/96, dt.27-12-96.
12-11-96	15-99	Memo No.CE (Coml)/DE/AAO/FCA/84/97,dt.7-2-96.
From 4/97 consumption month	24-95	- do - 273 / 97, dt. 24-4-97.
From 5/97 consumption month	36-30	- do - 333 / 97, dt. 23-5-97.
From 11/97 consumption month	37-96	- do - ADE.II / FCA / 828 / 97, dt. 3-12-97.
From 1/98 consumption month	38-06	- do - 329 / 98, dt. 17-4-98.
From 4/98 consumption month	37-98	-do - 480/98, dt. 17-6-98.

The Accounts Officer/ Revenue and Senior Accounts Officers of Operation Circles may be instructed to verify whether the E.R.O.s have adopted the Fuel Cost Adjustment Charges as notified by the Board from time to time in the monthly CC Charges bills in respect may be got billed immediately. A compliance report ERO - wise on the implementation of any under the Fuel Cost Adjustment rates notified may be furnished to this office before 31-10-98 assessment if it is noticed after the date of verification by the Accounts Officer / Revenues in respect of Fuel Cost Adjustment charges, necessary disciplinary action will be initiated as deemed fit against the defaulting officers.

In future also, Accounts Officers / Revenue may be Instructed to ensure that the orders of the Board with regard to tariff rates are communicted to the Electricity Revenue Offices and Private Accounting Agencies immediately after their notification and see that the same are implemented from the date from which they are brought into force.

The receipt of this letter should be acknowledged

Yours faithfully,
Sd/-

FINANCIAL ADVISERS CHIEF
CONTROLLER OF ACCOUNTS (R & E).

Copy to the Senior Accouts Officer/ Operation /for ensuring strict implementation of the orders issued by the Board from time to time.

Copy to the Chief Engineer / Operation / Zone / APSEB / for information and necessary action please.

Copy to the Superintending Engineer / Energy Audit / APSEB / Vidyut Soudha / Hyderabad for information.

ANDHRA PRADESH STATE ELECTRICITY BOARD

Memo No.: Comml./AE/Temporary/500/97, Dt. 26-7-97.

Sub : Extentsion of Temporary Supply - Procedures for release, billing etc., - codified.

The procedure for release, maintenance, billing and collections etc of temporary supplies is not covered in the Terms & conditions of supply. The working instructions issued on the subject from time to time are not codified.

It is therefore decided to codify the procedures in respect of all aspects of temporary supplies under all categories. In supercession of all earlier instructions on the subject, the following orders are issued for strict compliance l.00. Temporary Supply :- Consumers can apply for a temporary service connection undr LT or HT for specific purposes such as

(a) Festivals of season or special occassions,
(b) Public meetings
(c) Construction power.
(d) Circus / Exhibitions etc.,
(e) Any other purpose justifying that the usage is purely temporary not exceeding six months initially subject to availablity of surplus power.

2.00 Procedure :-

2.01 On receipt of an application for a temporary supply ; the estimate for extension of supply should be governed by all technical considerations like availability of load margin, regulation etc., as in the case of a regular service connection. Also all statutory approvals from Muncipality etc., inrespect of industrial services, petrol bunks etc., should be ensured as in the case of a regular sercvice connection.

2.02 The estimate for temporary supply upto 6 months period shall be sanctioned by the following officers.
LT Supply :-
a) for all purposes other than Industrial ADE / Opn.
b) for Industrial purpose D.E./ Opn.
HT Supply :- All categories S.E./Opn.

2.03 For temporary additional loads like in the case of Sugar Cane crushing, the ADE can sanction additional loads in all cases of L.T.

2.04 The estimate should cover:
a) Estimate cost of extension as per procedure identical to the case of regular service connection.
b) dismantling charges.
c) 25% towards Estt. and supervision charges plus 3% contingent charges on (a+b) above
d) the cost of retrivable material should be estimated and deducted for purpose of arriving at net estimate charges. However, the GROSS amount of the estimate shall be collected in advance.

e) Urgency charges as per clause V g (iii) in part-c-(Miscellaneous charges) of Tariff notification. If supply is required in less than one week.

2.04.2 Development charges are to be collected if the temporary supply is for more than 10 days as per rates applicable for regular service connection.

2.04.3 Consumption charges for the entire period of temporary supply as per formula of BP Ms. No.18 for various categories @ charges for temporary supply as per the tariffs in force shall be collected in advance (of the temporary supply is for construction purposes, or touring cinema halls, the minimum

period shall not be less than 3 months).

2.05 The service shall be released only on payment of the above GROSS estimate charges + plus estimated consumption charges plus Development charges and after obtaining a work order from the DE con cerned and after execution of work and all statutory permissions are obtained by the consumer. Two separate DDs are to be obtained, one for extensions charges in the name of DE / Opn. and another for consumption deposit in the name of AAO / ERO.

2.06 The cost of retrievable materials shall be returnable along with un-utilized energy charges only after the service is dismantled and materials devoluated as described below duly deducting depreciation charges @ 2% per month.

2.07 The temporary services shall also be assigned a separate SC. No. by the section officer in service connection Register with a prefix "T" (e.g. : T123 ...) in Seriatum and intimated to ERO. A test report shall be obtained at the time of release.

2.08 Meter reading folio is to be opened in the concerned meter reading Register and monthly meter read ings shall be taken compulsorily for all temporary services as in the case of monthly reading services. Similarly the ERO has to open a folio for each temporary connection and should review receipt of monthly meter reading, payments due, deposit available, its adequacy etc. In cases where temporary supply is requisitioned for more than 3 months, monthly bill should be issued to the party for payment with in 15 days failing which supply should be disconnected.

2.09 The ADE is responsible for the review in respect of HT temporary service connections.

2.10 Check reading shall be taken by the next higher authority every two months in respect of LT and DE in respect of HT temporary services for every two months.

2.11 The units sold to temporary services should also be exhibited under sales in the Energy Audit Reports.

3.01 Where extension of a temporary supply beyond 6 months is required, Zonal Chief engineers (Electric ity) are empowered to extend by another 6 months time (i.e. total period 12 months). If extension of temporary supply is required beyond 12 months, proposals should be sent to CE / Commercial at Head Quarters 30 clear days in advance.

3.02 Mere applying for extension shall not be taken as implied approval. **Express written** permission from Head Quarters is necessary to continue a temporary supply beyond six months, till the approval is received. The Service shall be kept disconnected unless approved for continuance of temporary supply by the CE / Zone.

4.0 DISMANTLING:

4.01 When the period of temporary supply is over; the final reading shall be taken by AE PERSONALLY be fore removing the meter and intimate to ERO duly enclosing the test report and consumption with consumer" details attestation.

4.02 The retrieved material shall be devoluted with in15 days from the date of termination of temporary supply.

4.03 The AE should settle the full account and submit the closed work order within one month of dismantling the temporary connection supply. The ADE shall scrutinese and submit the details of payments refund able to the consumer to the ERO / DE within 15 days.

4.04 The consumer may opt crediting the balance amounts due to him to any permanent serevice in the same ERO for adjusting against C.C. Charges.

4.05 The DE is the final authority to approve the release of any amounts due to the consumer in respect of LT temporary service.

4.06 In respect of HT ; SE is the competent authority for item 4.05 above.

5.00 These instructions shall come into force with immediate effect.

A.K. KUTTY MEMBER SECRETARY

To
All Chief Engineers / Zone
All Superintending Engineers / Operation
All Divisional Engineers / Operation with 30 copies for distribution to all Section Officers / ADEs/EROs.
Copy to Chief Engineer / Operation
F.A.& CCA. (R & E)
Superintending Engineer / DPE / HYD / CDP / VJA.
All Divisional Engineers / DEP in each District.

\\ Forwarded by Order\\

DE / Commericial

ANDRA PRADESH STATE ELECTRICITY BOARD

From
The Financial Adviser & Chief
Controller of Accounts (R & E),
A.P.S.E.B Board , Vidyut Soudha,
Hyderabad

To
The Superintending Engineer,
Operation,
A.RS.E.B.

L.R.No ; FA&CCA(R&E)/SAO (R) /AO / LT / JAO.IV / F - 29/2321/98, Dt. 30-10-98

Sir,

Sub:- APSEB - EROs Maintenance of the accounts by the Private Accounting Agencies , - Non implementation of the instructions issued by the board-Initiating action against the Private Accounting Agencies — Regd.

Instances have come to the notice of the Board wherein the Private Accounting Agencies are committing No. of mistakes repeatedly in the Billing and as well in the various outputs rendered by them. Such common mistakes are enlisted here under.

BILLING:

1) Data entry mistakes . There is no proper recheck after completion of the data entry of readings and B.C.R.Cs and thereby No.of mistakes are resulting in the bills and credit postings
2) Billing is done for minimum in respect of Door Lock and RNF cases instead of adopting averages
3) In respect of Door Lock & RNF cases where averages are billed, in the subsequent cycle (if the reading is received) the consumption is to be apportioned for four months or as the case may be and corresponding tarrif rate to be adopted . But contrary to this, units are billed treating the same as the consumption of latest two months, thus giving scope for consumer conplaints.
4) The averages billed in respect of the above cases are not deducted in the subsequent cycle when the services are billed for actual consumption.
5) In respect to meter changed cases, billing is regulated taking new meter consumption only instead of billing for the difference between the Final Reading of the removed meter (-) last reading billed as per fhe meter duly adding new meter consumption, in case. If there is no difference between the Final Reading and Last Reading Billed, average consumption has to be adopted for the period from last month billed to the date of replacement of meter.
6) Consumer Master is not updated with the New Meter No., Capacity, Phase and M.F. in respect to Meter Changes Cases.
7) If the meter change returns/slips are not received, the fact is not intimated to the EROby the Private Ac counting Agency. In respect of these cases bills are being issued for new meter consumption only which is not correct.
8) In some cases where the present reading is less than the last reading billed, the Private Accounting Agencies are simply issuing bills assuming that the meter has completed one round. In all the cases it may not be true. Due to wrong readings and meter changes, the present reading may be less than the previous readings. All these cases must be given in exceptional reports and got reconciled before issue of bills.
9) In respect of Meter stuckup and Burnt out cases. Bills are being regulated taking the immediate preceding average consumption which is not correct. Billing is to be regulated as per Clause No. 22.3.3 of terms and conditions of supply read with B.P.Ms No.110, Dt. 6-3-98
10) In respect of M.N.E. Cases, billing is stopped abruptly without any specific advice from the ERO instead of continuing the billing with previous average. For all such cases, exceptional reports have to be generated and supplied to ERO.
11) Exceptional reports in respect of abnormal / subnormal consumption cases are not issued as per the param eters presribed by the Board.
12) Calculaton details for energy charges claimed (i.e. Tariff Rates) are not furnished in the Bills.
13) Default Fee is charged on the total bill amount adding arrears component instead of calculating on the current month demand (excluding additional charges, Default fee, E.D., E.D. Interests).
14) E.D. interest is calculated for the days remaining in the month after due date for payment with default fee is over instead of charging immediately after due date of payment (i.e. from 15th of the month as the bill date is 1st and due date of payment is 14th).
15) Addl. charges are calculated on the arrears of addl. charges which is not correct.

OUTPUTS

1. The uniform formats as prescribed by the Board are not adopted.
2. Credit reconciliation is not done properly before going for printing of ledgers.
3. Closing Balances of previous month are not tallied with the opening Balances of / subsequent month. If any corrections are proposed by the E.R.O. to the closing balance, the private Accounting Agency has to give a reconciliation statement for the closing balances and opening balances.

4. The Demand as per the B.B.A. is not tallied with the demand posted in the consumers ledgers.
5. The Distribution / Section - wise D.C.B. are not tallied with the consolidated D.C.B.
6. There is no services reconciliation. The number of services as per previous month ledger + New services release (-) services deleted must be available in the subsequent ledger.
7. F.C.A. rates, as notified by the Board, are not adopted from the effective date / month.
8. The separate code Nos. are not assigned to the services of State Govt. / State Govt. undertakings / Municipal Corporations / Municipalities / Major Panchayats / Minor Panchayats due to which the classification of arrears is not properly reflected in the outputs.
9. The breakup for the Closing Balances is not given in the consumer ledgers item-wise i.e. CC Charges, E.D., E.D., Interest, Addl. charges and Default Fee.
10. B.B.A. in three copies is not provided.
11. Consolidated "D" list in triplicate and range wise lists (single copy) i.e. 1,000 to 5,000, 5,001 to 20,000 and above 20,000/- are not given.
12. Exceptional Reports for Readings received but master not available, and payments received but master not available cases are not given.
13. Half yearly consumer ledgers are not generated and supplied.
14. Consumer Master is not furnished periodically.
15. Ouputs are not furnished on scheduled dates.
16. Check lists for all the input data given by the ERO are not furnished.

It could be seen from the above that the Private Accounting Agencies are not adhearing to the instructions issued by the Board from time to time. Therefore it is requested to issue necessary instructions to the AAO /EROs, AO (Revenue), SAOs of Circles and concerned D.E. / Operation to take immediate steps to ensure proper implementation of the instructions issued by the Board from time to time by the Private Accounting Agencies. In cases of failure to follow the instructions by the PAAs, action may be taken for imposing of penalties as per Lr. No. FA & CCA (R&E) / AO (R) / LT / JAO / IV/ 705 / 97, dt. 4-11 -97. Even after imposing of penalties if the PAAs performance do not improve, action may be taken for termination of agreements duly serving three months notice if the situation so warrants.

Receipt of the letter may please be acknowledged.

Yours faithfully,
Financial Adviser & Chief Control of Accounts (R & E)

Copy to :
The Superintending Engineer / Operation /
The Superintending Engineer / Energy Audit / Vidyut Soudha / Hyderabd.
The Senior Accounts Officer to Member (Accounts) Vidyut Soudha / Hyderabad.

ANDHRA PRADESH STATE ELECTRICITY BOARD VIDYUT SOUDHA : HYDERABAD

Memo.No.FA&CCA(R&E) /AO/R/LT/F.329/JAO.IV/1901 /98 Dt. 31 -7-98

Sub:- Opening and Maintenance of "PAA Defects Register" in EROs for recording any defects noticed in PAAs works - Reg.

During the various inspections of EROs by the Chairman APSEB, it has been often observed that here were several short comings in the outputs being furnished by the PAAs; and on several occassions, the reply given was that the concerned PAA was advised but action was not forthcoming. In order to get the matters settled early the follwing procedure is prescribed.

All the AAOs/EROs shall open a register and record the defects noticed in the outputs submitted by PAAs in that register. If any of the staff right from the ledger clerk to AAO, finds any defect in the outputs furnished by PAA in variation to the standing instructions, he shall record in brief, the defect to be rectified in that register. If there are more than one PAA for the E.R.O. different folios may be opend in the same register P.A.A.wise.

The AAO shall review the Register and correct the items wherever necessary; and attest each item in the register. The PAA or his representative should note the deficiencies in his next visit and sign in the register with date, in token of having noted down the defects.

The PAA shall rectify such defects by the time of next output in-variably. The AAO shall ensure the implementation of the above procedure before he admits the remuneration bill of PAA.

This register should be reviewed by the senior officers perodically whenever they inspect the EROs.

The format to be followed is herewith enclosed.

End: one format

Sd /-

Financial Adviser & Chief
Controller of Accounts (R&E)

Copy to the Superintending Engineers/Opn/for information.
Copy to the Senior Accounts Officers/for information and necessary action.
Copy to the Accounts Officers/Revenue/for information and necessary action.
Copy to the Superintending Engineer, Energy Audit, Vidyut Soudha, Hyderabad - 49.

ERO : _____

NAME OF THE PAA : _____

Date.	SNo.	Defect Noticed	Person Noticing the defect & design.	Dated Signature of AAO	Signature of PAA OR his representa-tive.	Date of rectifi-cation of the defect.	Remarks

Appendex for due dates for submitting all reports, exceptionals and other formats by PAAs

S.No.	Particulars	Formats name	Due date
1.	Consumer Ledger	Format L1	By 5th of succeding month
2.	B.B.A.	Format B.1	By 28th of Same Month
3.	D-Lists	Format P.8	3rd of suceeding month
4.	Bills	--	25th of the same month
5.	(a) Exceptionals from E.02 to E22	E02 to E22	30th of same month
	and P1 to P7	P1 to P7	2 nd of every month
	(b) Exceptional for Double Payments	Format E-23	By 7th of Succeeding month
6.	D.C.B	Format D.1	5th of succeeding month
7.	F.P.R	Format F.1	5th of succeeding month
8.	C.C. Charges Arrears Report	Format C.1	5th of succeeding month
9.	ACD Review Report	Format A1	Yearly once 10th April & May for respective Groups ACD Collection report by 5th of succeeding month
10.	Journal Entries	Format J.1	By 5th of Succeeding Month
11.	New Services released return	Format M.1	By 5th of succeeding month
12.	Credit Reconciliation	Format F.2	By 5th of succeeding month
13.	Report of category changes	Format M.2	By 5th of succeeding month
14.	Report of Phase and load changes	Format M.3	By 5th of succeeding month
15.	Report of Name Transfers effected	Format M.4	By 5th of succeeding month
16.	Report of services diamanlted	Format F.5	By 5th of succeeding month
17.	Ledger Abstract	Format L.2	By 5th of succeeding month
18.	Ledger summary	Format L.3	By 5th of succeeding month
19.	6 monthly Ledger	Format L.4	10th April & 10th October
20.	6 monthly Consumer Master	Format M.6	15th April & 5th October

TRANSMISSION CORPORATION OF ANDHRA PRADESH LTD.

(Format : L-4)

Six Monthly Ledger from Cons. Month of _____ To _____ Cons. Month of _____ E.R.O. : _____

Area/Distn : _____ Section : _____Sub-Division : _____Division : _____Circle: _____

Sc. No.	Cat	Load	MF	Phase	Group	Consumer's Name				
Month	Cls.Rdg.	Status	Units Billed	Op. Bal.	Cur.Bl.Amt.	Amt. Paid	Adj. Amt	Receipt No.	Pmt.Dt.	Cl. Bal.

TRANSMISSION CORPORATION OF ANDHRA PRADESH LTD.

(Format :M-6)

Six Monthly Ledger Consumer Master as on _____ E.R.O. : _____

Area/Distn : _____ Section : _____Sub-Division : _____Division : _____Circle: _____

SC. No. Group Cat	Cons. Name Add.1 Add.2	Add.3 Contr-Load Avg.Cons	Serv._Ttype M.F. Digit	SP-Gua-Amt. Amg-period Amt.Expiry_Date	Loc._No. Ward Name	Phase Status Contr.Load	Meter No. Capacity Make	Cl. Rdg. Dt. Dt. of Rel. Cl. Bal