

DAKSHIN HARYANA BIJLI VITRAN NIGAM

Instruction No. 59/MON/2013

From

The Coordinator,
DHBVN, Hisar

To

1. The CGM/Commercial, DHBVN, Hisar.
2. The CGMs (OP), DHBVN, Delhi/ Hisar.
3. All GMs (OP), under DHBVN.
4. The GM/M&P, DHBVN, Hisar.

SRS

Memo No:-Ch-180/MON-260 vol. V Dated:- 30/07/2013

Subject: Delta Change Management in Consumer Indexing.

As 100% consumer indexing under DHBVN is going to be completed very shortly and 18 digits code of each consumer is to be furnished to the billing agency for incorporating the same in the consumer data base. Therefore, for proper implementation of Feeder Indexing, it becomes very essential that if any change with regard to Sub Station change, feeder change & Distribution Transformer change etc is occurred, then the same is to be incorporated in the consumer data base during and after completion of consumer indexing.

To overcome the issue of managing the exact consumer base data, the following procedure and check points have been designed, which are to be followed strictly by all field offices in updating the consumer data as well as for calculating the exact energy accounting and calculation of AT&C losses.

A. Delta changes in consumer indexing required in the following cases:

- a) Existing HT/LT Line extension.
- b) Change of LT supply from one DT to other due to augmentation / installation of additional DT.
- c) Shifting of consumer from one DT to other DT or one feeder to other feeder due to augmentation of conductor / cable and change in alignment of HT / LT Line.

The above changes shall be intimated on the format as under:-

Format No. 1 (Billing advice No. 76)

Sr.No.	Existing A/c No. of the consumer	New CIN No. of consumer.	DT code from where the consumer has been shifted	Date of change	SDO Signature

B. For release of new connections:

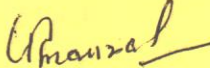
The new 18 digit CIN code of prospective consumers shall be filled up in the **Master File** before sending the same to the billing agency. Some following check points have been designed to ensure that all required changes have been made / incorporated and sent to billing agency.

1. While preparing any estimate whether departmental or turnkey or self execution work / new connection, the sanctioning authority will ensure that the DT level Code is mentioned on the estimate.
2. The sanctioning authority will ensure that the changes in existing codes of the consumers are filled up in the Format No. 1 alongwith the sanctioned estimate.
3. While requisitioning the material draw from store, above code shall be mentioned on the SR by SDO (OP) Store organization shall not issue any material if the above code is not mentioned on SR.
4. The SCO/ SJO of the connection / work will not be issued / executed / accepted back if the above code is not mentioned on it.
5. For releasing of new CT / PT connections as well as commissioning of new sub-station / feeder, the M&P team shall not commission any such work if the above code has not been provided by SDO (OP) concerned on the request letter sent to M&P / Substation Incharge. The M&P wing shall ensure before commissioning.

The CGMs (OP)/ Commercial & GMs (OP)/M&P shall direct all the DGMs/AGMs under their jurisdiction for strict compliance of the above instructions. The issue be checked/ verified at their level also during their visit to Sub Divisions. If non compliance of instructions is noticed, anywhere then action against the AGM/DGM concerned shall be initiated.

It shall be ensured that above instructions are complied with meticulously with immediate effect

This issues with the approval of CMD, DHBVN, Hisar

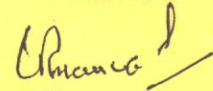

Coordinator,
DHBVN, Hisar

Endst.No Ch-180/Mon-260/Vol-V

Dated: 30.07.2013.

Copy of the above is forwarded to the following for information please:-

1. SPS to CMD, DHBVNL, Hisar for kind information of CMD please.
2. SPS to Director (OP),DHBVN, Hisar for kind information of Director please.
3. SPS to Director/Project,DHBVN, Hisar for kind information of Director please
4. CGM/HR&Admn., DHBVNL, Hisar
5. CGM./P&D, DHBVNL, Hisar.
6. CGM/MM, DHBVNL, Hisar.
7. CGM/Finance, DHBVNL, Hisar.
8. CGM/Audit, DHBVNL, Hisar.
9. CGM/Accounts, DHBVNL, Hisar.
10. GM/Admn, DHBVNL, Hisar.
11. GM/Human Resources, DHBVNL, Hisar.
12. GM/S.O.,DHBVNL,Hisar.
13. GMRA, DHBVNL, Hisar.
14. GM/Energy Audit, DHBVNL, Hisar.
15. DGM/IT,DHBVNL,Hisar. He is requested to incorporate the same on DHBVNL, Web site for updating the web site.
16. COS, DHBVNL, Hisar.
17. Company Secretary, DHBVNL, Hisar.
18. DGM, TTC, DHBVNL, Hisar/ HETRI, Gurgaon.
19. DGM/IT, DHBVNL, Hisar.
20. Under Secretary/Legal, DHBVNL, Hisar.
21. DGM/Enforcement, DHBVNL, Hisar/Gurgaon/Faridabad.
22. DGM/M&P, DHBVNL, Hisar/Faridabad/ Bhiwani/Gurgaon
23. Law Officer, DHBVNL, Hisar/Gurgaon/Faridabad.



Coordinator,
DHBVNL, Hisar.