

DAKSHIN HARYANA BIJLI VITRAN NIGAM

Instruction No.62/MON/2015

From

Coordinator,
DHBVN, Hisar

To

1. All Chief Engineers, under DHBVN.
2. All SEs (OP), under DHBVN.

Memo No:-Ch- 33/MON-260/Vol- VIII Dated: 27.4.2015

Subject: Checking / Inspection of day to day on going activities.

It has been observed that proper checks/ inspections as per instructions are being carried out by the officers / officials concerned. It is causing revenue loss to the Nigam and quality of work deteriorates. However, DHBVN vide order No. 92/Finance-378 dated 5.8.2005 issued the regulations for duties and responsibilities of various functionaries responsible for up-keep and maintenance of consumer accounts. All officers / officials are required / bound to perform their duties as per the regulations issued.

In addition to above instructions for carrying out the additional activities are being issued wherein the duties / responsibilities of officers / officials are pointed out. But it has been noticed that the duties / checks are not being carried out as per instructions / regulations. Therefore, to improve the functioning / performance of the Nigam it has been decided to strengthen the Energy Audit Wing of DHBVN so that the randomly checks on various ongoing operational as well as project works can be made to ensure that necessary checks are carried out by the functionaries (officers / officials) as per instructions. Accordingly it has been decided that the following are the roll and responsibilities of Energy Audit Wing to carry out the checks.


1. Checking of Line losses, AT&C Losses, Collection efficiency.
2. Checking of feeder wise ledger.
3. Sample checking of LOR cases pointed out by M&P the action taken on observations pointed out by M&P/Vigilance/Audit.
4. Checking of sundry charges and sundry allowances registers.
5. Checking of cash book and chest
6. Sample checking of RIB and CCR books
7. Checking of entry of new connections/MCO's/SJO's for the purpose of billing.

8. Checking of issuing/effecting of TDCO's /PDCO's /SJO's/MCO's and cross checking of the sites.
9. Checking of CA-21/CA-22 records and sample checking of the sites.
10. Technical audit of consumer case files of LT/HT/BS/PWW/S.L/NDS >20KW.
11. Checking of SR, SRW FORM-IV and EMB of JE's and sample checking of sites.
12. Cross checking of the connections checked by OP/Vigilance /M&P in association with OP Staff.
13. Checking of damage rate of T/F's and sample checking of the T/F's drawn, utilized and return to Workshop.
14. Pointing out suspected /low consumption cases to OP wing for checking.
15. Sample checking of sealing of MCB's /TC's in the field and record thereof.
16. Checking of CA-104 registers of JE's and sample checking of dismantled material.
17. Checking of connected load registers of JE's and sample checking of sites.
18. Checking of seniority/pendency of new connections and sample checking of sites of newly released connections.
19. Cross checking of meter reading of all category of connection.
20. Checking of action taken on exceptional lists generated by reading /billing agencies.
21. Cross checking of application of M.F.
22. Checking of progress made in detecting theft cases and recovery from them.
23. Issue of 1st bill and reading of temporary connections etc.
24. Any other activity as per directions of Nigam Management.
25. 100% checking of dishonoured cheques.
26. 100% checking of cancelled receipts.
27. Checking of all or any of contractor's works for quality, quantity and workmanship.
28. Post dispatch checking of materials received.

The SE/Energy Audit will prepare the schedule to carry out the inspection / check of above said activities by deputing the officer / official from

his office. If needed the officer / officials from other wings can also be deputed on approval from Managing Director. The report so received for activities of checking / inspection will be analyzed by SE/Energy Audit and will put up the same to MD, DHBVN with his comments / remarks.

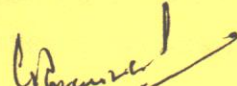
This issues with the approval of MD, DHBVN.


Coordinator,
DHBVN, Hisar

Endst. No Ch-34 /MON-260/Vol-VIII Dated:- 27/4/2015

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

1. SPS to MD, DHBVN, for kind information of MD please.
2. SPS to Director/Project, DHBVN for kind information of Director please.
3. SPS to Director/OP, DHBVN for kind information of Director please.
4. Chief Finance Officer, DHBVN, Hisar .
5. CGM/Finance, DHBVN, Hisar.
6. CGM/Audit, DHBVN, Hisar.
7. CGM/Accounts, DHBVN, Hisar.
8. SE/Energy Audit, DHBVN, Hisar.
9. SE/M&P, DHBVN, Gurgaon.
10. SE/Const., DHBVN, Hisar.
11. COS, DHBVN, Hisar.
12. SE/IT, DHBVN, Hisar.


Coordinator,
DHBVNL, Hisar.