

**DAKSHIN HARYANA BIJLI VITRAN NIGAM**

**Sales Instruction No. 6/2014**

From

CE/Commercial,  
DHBVN, Hisar.

To

All CEs/SEs/XENs/SDOs/OP,  
JEs-I, Incharge Sub office, in DHBVN.

**Memo No.Ch- 6/GM/C/R-17/51/2013/S/C**

**Dated: 7/4/2014**

**Sub: Advice no 71 regarding change of static information and board employee concession code: Amendment thereof.**

Please refer to Sales Instruction No. 20/2013 vide which new format of advice no 71 with column for consumer indexing number (CIN) of 18 digits was issued to field.

It has come to the notice of Management that consumer indexing number (CIN) for new connections, up gradation of transformer, bifurcation of feeders, change of feeder / substation which results in change of 18 digit code assigned to the consumer is not being sent by the field offices to the billing agencies on advice No. 71 properly.

To avoid such lapses, it has been decided that:

- a) 18 digit code assigned to each consumer should be got verified through SDO under his personal signature. Any change made i.e. Delta changes should also be updated while verifying feeder based consumer indexing for each feeder.
- b) In case of release of new connection / Augmentation of DT / any other system improvement works, JE concerned shall put up the old CIN as well as new CIN on the SJO / SCO and he shall be responsible to give this SJO / SCO to CA through SDO/OP concerned in time and CA of the respective sub-division shall be responsible for sending the new CIN to the billing agency on advice No.71.
- c) Further billing agency shall be responsible to generate and provide exception list for the account numbers where the CIN number has not been provided by the field offices.
- d) The concerned SDO/Xen 'OP' shall ensure prompt action on these exception lists.

The SI No. 20/2013 and SI 5/2014 are amended to this extent please.

The above instructions should be brought to the notice of all concerned for careful and meticulous compliance please.

**CE/Commercial,  
DHBVN, Hisar.**