

DAKSHIN HARYANA BIJLI VITRAN NIGAM

Sales Instruction No. 8/2015

From

CE/Commercial,  
DHBVN, Hisar.

To

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

Memo No. Ch-8/SE/CommI./R-17/366/2015

Dated: 10/6/2015

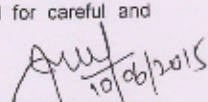
Subject: **Maintaining of one CA-21 & CA-22 register in a Sub-Division.**

It has been brought to the notice of the Management that more than one No. CA-21 & CA-22 registers are being maintained in most of the operation Sub-Divisions. Multiplicity of record of receipt / issue of meters in a sub division may lead to improper accounting as well as manipulations. In order to maintain proper account and complete tracking of the movement of each and every meter, meter management system is an essentiality. Accordingly, it has now been decided as under:-

1. Only one No. JE shall be authorized by SDO/Op concerned to maintain CA-21 & CA-22 register in each S/Divn
2. The CA-21 & CA-22 register shall be assigned a unique serial number. SDC shall record a certificate regarding No. of pages contained in the register before its issue by SDO/OP concerned to the authorized JE, under his dated signature.
3. The meters shall be drawn from Departmental Stores/M&T Lab by the JE through SR. The SR. No. & date should be entered in the CA 21 alongwith No. of meters drawn from the stores.
4. The meter issued from M&T lab / store of Nigam may be issued to other JEs/AFMs under the sub division for effecting MCOs/SCOs/SJOs etc by the JE maintaining CA-21 & 22. The proper accounting to these meters shall be made by the JE after obtaining their proper acknowledgement.
5. It shall be the responsibility of JE/AFM .to whom these meters are issued to ensure that the same are installed properly at the correct place.
6. Similarly, it shall be ensured by all the JE/AFM posted under a Sub-Division that all the defective meters removed from site have been got duly entered in the CA-22 register maintained by the authorized JE with cross entry in CA-21 & CA-22 with Sr. No. of CA-21 & Sr. No. of CA-22.
7. It shall be responsibility of JE/AFM who has removed the meter from site against MCO/PDCO/SJO to properly record the status of removed meter in CA-22 register maintained by the authorized JE..
8. The removed meter on account of PDCO/MCO/SJO etc. shall be returned to M&T lab by the JE (who has effected MCO/PDCO/SJO) within 15 days of its removal for getting the genuineness of seals and working / accuracy etc. verified from M&T Lab so that prompt action could be taken regarding assessment of penalty etc. if any, and the case does not become time barred. The challan No. vide which the meter is returned to the Lab should be entered in the CA-22 against the respective meter.
9. It shall be responsibility of Authorized JE that complete entries are made in the CA-21 register at the time of receipt / issue of each & every meter. Any meter found lying in the S/Dvn without having been entered in CA-21/CA-22 register during inspection by senior officer, shall warrant strict disciplinary action against the authorized JE.
10. The monthly status of stock/issue position as per CA-21/CA-22 registers in hard copy as well as in soft copy of record shall be submitted by concerned JE to Sub-Divisional Officer who in turn (after his checking) will forward the same to Divisional office. The checks will also be carried out by Divisional Accountant.

All related instructions in this regard are amended to this extent only. ←

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

  
10/06/2015  
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