From

The General Manager/Commercial,
UHBVN, Panchkula.

To

All CEs(OP)/SEs(OP)/XENs(OP)/SDOs(OP)
J.Es-I Incharge in UHBVN.

Memo No. Ch-2/SS-461/Vol.II/Loose-II

Dated 22.08.2008

Subject: Liquidation of defaulting amount.

From the statements, being received from your office, it has been observed that defaulting amount is increasing day-by-day and sincere efforts are required to be made to liquidate this amount. It has, therefore, been decided that top 50 (fifty) defaulters in each sub division may be contacted every month personally by the SDOs themselves and the defaulting amount be got recovered.

The monthly report in this regard compiled at the circle level may be sent to the Deputy Secretary/Technical, UHBVN, Panchkula by 10th of each month positively as per proforma attached for information of the Management.

The above instructions may be followed meticulously.

DA/Proforma. General Manager/Commercial,
UHBVN, Panchkula.

CC:-

1. SPS to MD, UHBVN, Panchkula for kind information of the M.D.
2. SPS to Director/Finance, UHBVN, Panchkula for kind information of Director/Finance.
3. PS to Director/Technical-I & II, UHBVN, Panchkula for kind information of the Directors.
4. Deputy Secretary/Technical, UHBVN, Panchkula.