From General Manager/Commercial,
UHBVNL, Panchkula.

To
1. Chief Engineer ‘Operation’, UHBVN (Panchkula & Rohtak)
2. All Superintending Engineer ‘Operation’, UHBVN.
3. All Executive Engineer ‘Operations’, UHBVN
4. All SDO ‘Operation’/JE Incharge of sub-offices.

Memo No.: - Ch- 119 /Billing- 96/Part-3
Dated:- 29-082008.

Subject: - Revenue Protection Team.

In order to protect revenue of the Nigam and to affect proper disconnection of defaulters it is has been decided to create a Revenue Protection Team in each sub-division. This team would comprise one LM, two ALM and meter reader of the area. (deployed by HESL or the Nigam). This protection team shall carry out the function of disconnection of supply of the defaulting premises as per orders issued by the SDO (‘Operation’). This protection team when deputed for disconnection of supply shall carry the following documents with them:

I) Duplicate copy of the bill last issued.
II) Bill receipt Book (RO4) for collection of up-to-date full billed amount.
III) Notice of disconnection i.e. Temporary Disconnection Order (TDCO) / Permanent Disconnection Order (PDCO) issued by the sub-division, as per norms of disconnection of supply. The notice of disconnection will be shown by the team to the consumer before executing the same.
IV) Camera for taking photograph of the premises before disconnection and after disconnection.
V) All the members of this protection team would wear the uniform prescribed for them and would also bear photo identity card on them for identification so that the consumer can easily see the same.
VI) The disconnection will normally be affected in the forenoon and not in any case after 6:00 PM.

These instructions may be noted by all concerned for meticulous compliance. The progress of disconnection should be monitored on monthly basis by each XEN, SE and CE personally and report be sent to Deputy Secretary/Technical by 10th of each month.

General Manager/Commercial,
UHBVNL, Panchkula.

CC: -
(a) Brig. R.K.S. Gulia, President, Haryana Ex-Services league (HESL), Tele Fax – 0124-425809 for information please.

(b) Sr. P.S. to MD, Directors (Finance, Tech-I and Tech-II), UHBVN, Panchkula for kind information of MD and Directors please.