UTTAR HARYANA BIJLI VITRAN NIGAM

Sales Instruction No. U-01/2018

From
Chief Engineer/Commercial,
UHBVN, Panchkula

To
All CEs (OP), SEs (OP), XENs (OP), SDOs (OP),
JEs-I In-charge Sub-office in UHBVN
Memo No.Ch- 02. /RG-277/CE/C/C-II/Loose
Dated: 02.02.2018

Subject: Reconciliation of outstanding electricity dues of Govt. Departments.

In this regard, a number of meetings have been held in the past with various Govt. departments namely ULB, Irrigation, Public Health Engineering Department etc. regarding payment of outstanding electricity dues. But every time it is pointed out that the amount shown is not reconciled with the counter Department. The issue was discussed at the level of ACS/Power with ACS/Finance on 12.12.17, wherein these Departments again raised the issue of reconciliation. Irrigation and Public Health Engineering Department informed that there are sufficient funds to pay if corrected and reconciled figures are given to them. Accordingly, all SEs (Operation) were asked to reconcile the outstanding electricity dues by 31.12.17.

2. Accordingly, it has been decided that reconciliation of electricity dues of above Govt. Departments be done monthly at the level of XEN/OP Divn. concerned and counterpart XEN/concerned of other Departments by 10th of every month. The reconciled statement as per format enclosed shall be submitted by XEN/OP to SE/OP for record and SE ‘OP’ concerned will supply the reconciled and consolidated figure of each department to the Commercial wing by 15th of every month. Any delay in reconciliation of dues shall be the sole responsibility of the concerned XEN/OP.

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

DA/As above

Superintending Engineer/Comml.,
For Chief Engineer/Comml.
UHBVN, Panchkula
<table>
<thead>
<tr>
<th>Month</th>
<th>Amount during the current month (in Rs.)</th>
<th>Billing details (OK &amp; KVA)</th>
<th>Customer Name of AC No.</th>
<th>Govt. Dept. Name of S/Div. of OP</th>
<th>Amount of WHE of Total</th>
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Certified that the above figures have been reconciled:

(1) Total outstanding balance amount ending current month = Rs.
(2) Amount paid during the current month = Rs.
(3) Total billed amount during the current month = Rs.
(4) Outstanding balance amount ending previous month = Rs.
(5) Cheque No. Date Amount = Rs.

Total amount paid by the concerned department or disbursement in terms of M.Tax etc. during the current month:

Govt. Department concerned:

Format for monthly reconciliation of outstanding electricity dues of Govt. Department