



ਪੰਜਾਬ ਸਟੇਟ ਪਾਵਰ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਡ  
ਦਫਤਰ: ਮੁੱਖ ਇੰਜੀਨੀਅਰ / ਵਣਜ, ਪਟਿਆਲਾ  
(ਬਿਲਿੰਗ ਭਾਂਗ)

ਵਣਜ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 45 /2013  
ਮਿਤੀ: 17/9/2013

ਵੱਲ :

ਸਾਰੇ ਇੰਜੀਨੀਅਰ-ਇੰ-ਚੀਫ/ ਮੁੱਖ ਇੰਜੀਨੀਅਰਜ਼ (ਵੱਡ)  
ਅਧੀਨ ਪੰਜਾਬ ਰਾਜ ਪਾਵਰ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਡ

ਮੀਮੋ ਨੰਬਰ: 2611/2615

/ਡੀ.ਬੀ.- 132

ਮਿਤੀ 17/9/2013

SUB: Implementation of Monthly Billing to Consumers having Load of 10 KW and above w.e.f 1.12.2013

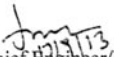
It has been decided by Board of Directors in its 28<sup>th</sup> meeting dated 26/7/2013 regarding implementation of the Monthly billing structure for DS/NRS consumers having Load of 10 KW & above w.e.f 1.12.2013, in the first phase. Thereafter it will be considered for implementation for consumers having Load less than 10 KW. The following Procedure along with Roles and Responsibilities is hereby defined to implement the monthly billing structure on the said categories:-

- 1) The billing shall be carried out through-In-house/Outsourced Spot Billing so as to satisfy the Supply Code Regulation 30.8 regarding delivery of Bills.
- 2) The billing of all 4 billing group will be merged and the bill generation for a particular Circle will be done in a single lot along with existing category of 20 to 100 KW DS/NRS.
- 3) All Computer Service Centers shall ensure the timely availability of data from NIELIT and shall monitor the same. All advices must be submitted along with the monthly data to Sr.xen/CC, Chandigarh. Any advice, rejected by the CC, Chandigarh because of incomplete data will be sent back to the distribution office & will not be carried in the current data. The responsibilities of incomplete/wrong data shall lies with SDO/DS.
- 4) The period of bill payment shall be governed by supply code Regulation 31.1.

- 5) The sub-division and computer service center shall ensure the timely completion of billing of the consumers as per schedule and submission of data to NIELIT as per ESIM instruction no. 84.2.
  - 6) The SDO/Sr.xen/DS will ensure that the Load is properly notified by the area meter readers so that billing of Load above 10 KW is done on Monthly basis.
  - 7) The uploading of data on E-payment Server will be done promptly on the same day of meter reading.
  - 8) The data down-loaded from the SBMs into the Base computer or that received by the sub-division from Outsourcing Agency shall also be sent to NIELIT center at Chandigarh / Ludhiana in 3 different formats for updating the Payment Collection database, Sevak machines(Bill Payment Machines) database and Cash Collection counter data base.
  - 9) In the event of data loss for already billed consumers, the NIELIT has a procedure of preparing bills on 'N' code as the reading data is missing. It will be the responsibility of R.A. to deliver only such bills to the consumer for which the reading is actually not taken.
  - 10) The work of preparation of Mini consumer ledgers will be done by outsourced agencies for their area of operation and by NIELIT for the area covered under In-House spot billing. A final ledger will be generated by M/s NIELIT on the basis of mini ledgers.
- All working instructions including cited above for the above categories shall be governed by ESIM Instruction 84.

The instructions as per above shall be followed by all the concerned officers meticulously.

This issues with the approval of competent authority.

  
Dy. Chief Engineer/Billing  
For CE/Commercial  
PSPCL, Patiala  
ਮਿਤੀ 17/9/2013


ਪਿੱਠ ਅੰਕਣ ਨੰ 2611/2625

/ਡੀ.ਬੀ. 132

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਸੂਚਨਾਂ ਅਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

1. ਸੀ.ਐਮ.ਡੀ. ਪੀ.ਸ.ਪਾ.ਕਾ.ਲਿਮ.,ਪਟਿਆਲਾ।
2. ਸਾਰੇ Directors,ਪੀ.ਸ.ਪਾ.ਕਾ.ਲਿਮ.,ਪਟਿਆਲਾ।
3. ਸਕੱਤਰ, ਬਿਜਲੀ ਵਿਭਾਗ, ਪੰਜਾਬ ਸਰਕਾਰ,ਚੰਡੀਗੜ੍ਹ।
4. ਸਕੱਤਰ,ਪੰਜਾਬ ਸਰਕਾਰ/ਟਿੱਛਾ: ਅਤੇ ਕਾਮਰਸ ਵਿਭਾਗ,ਪੰਜਾਬ ਸਰਕਾਰ, ਚੰਡੀਗੜ੍ਹ।
5. ਵਿੱਤ ਕਮਿਸ਼ਨਰ/ਫਾਇਨਾਂਸ ਟੂ ਗੌਰਮਿੰਟ ਆਫ਼ ਪੰਜਾਬ ਐਂਡ ਐਕਸ ਆਫਿਸ ਡਾਇਰੈਕਟਰ,  
ਪੀ.ਸ.ਪਾ.ਕਾ.ਲਿ., ਚੰਡੀਗੜ੍ਹ।

6. ਸਕੱਤਰ/ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ ਰੈਗੂਲੇਟਰੀ ਕਮਿਸ਼ਨ, ਐਸ.ਸੀ.ਓ 220-221, ਸੈਕਟਰ 34 ਏ. ਚੰਡੀਗੜ੍ਹ
7. President State Dispute Redressal Commission (Pb) SCO No.3009-3010, Sector-22, Chandigarh
8. Ombudsman, Electricity Punjab 66 KV Grid Sub Station, Plot No. A-2, Industrial Area, Phase-I SAS Nagar, Mohali.
9. ਚੀਫ਼ ਕੋ ਆਰਡੀਨੇਟਰ, ਉਦਯੋਗ ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ ਆਫ਼ ਇੰਡਸਟਰੀਜ਼, ਪੰਜਾਬ ਸੈਕਟਰ-17, ਚੰਡੀਗੜ੍ਹ
10. ਲਿੰਜੀ ਸਕੱਤਰ ਟੂ ਬਿਜਲੀ ਮੰਤਰੀ ਪੰਜਾਬ ਸਿਵਲ ਸਕੱਤਰੇਤ, ਪੰਜਾਬ ਸਰਕਾਰ, ਚੰਡੀਗੜ੍ਹ
11. EIC/PP&R, PSPCL, Patiala
12. CE/ARR & TR, PSPCL, Patiala
13. CE/IT,PSPCL,Patiala
14. CE/Metering,PSPCL,Patiala
15. Chief Administration, PSPCL, Patiala
16. Chief Electrical Inspector, Government of Punjab, Patiala
17. Financial Advisor, PSPCL, Patiala
18. Chief Auditor, PSPCL, Patiala
19. ਮੁੱਖ ਇੰਜੀਨੀਅਰ/ਚੈਅਰਮੈਨ (ਫੋਰਮ),ਪੀ-1, ਵਾਈਟ ਹਾਊਸ ਰਾਜਪੁਰਾ ਕਲੋਨੀ, ਪਟਿਆਲਾ।
20. SE/IT(A&PM) for implementation of the above decision in SAP covered areas.
20. SE/IT (SDI), PSPCL, Patiala for uploading on PSPCL website.
21. Dy. CE/Sales-1, Dy. CE/Sales-II, PSPCL, Patiala.
22. All AddSEs/Sr.xens/AEEs under Commercial organization, PSPCL

  
ਉਪ ਮੁੱਖ ਇੰਜੀਨੀਅਰ/ਬਿਲਿੰਗ  
ਵਾ: ਮੁੱਖ ਇੰਜੀਨੀਅਰ / ਵਣਜ  
ਪੰ:ਸ:ਪਾ:ਕਾ:ਲਿਮ:., ਪਟਿਆਲਾ