

Through E-mail
Very Urgent

TANGEDCO
ACCOUNTS BRANCH

Memo No.CFC/REV/FC/REV/DFC/AAO/JA/F.Register/D.527/20,dt.24.08.2020.

Sub: TANGEDCO – Maintenance of Register at section office – Continuance and
Dispensing of certain redundant registers – instructions issued – Reg.

Ref: 1) Circular Memo No. SE/Plg/1/66/d8/84-8 (Technical Branch) Dt:30-7-1986
2) Circular Memo No.SE/Plg/DB/18331/84-11(Technical Branch) Dt:27-2-1987
3) JMD/TANGEDCO Note Approval Dated:22.08.2020.

Instructions have been issued vide references (1) & (2) cited regarding the registers to be maintained in the Operation & Maintenance sections, wherein about 58 registers have been prescribed on Technical, Administration and Accounts & Revenue Matters.

2.0) In order to revamp the system of maintenance of register, in view of the same being available as report in various software packages, as a first phase of the process, the registers on Revenue matters are taken for analysis and the maintenance of following registers can be dispensed with for the reason stated below:

Sl No.	List of Registers To Be Maintained at Section Office	Subject Area	Reason for dispense
1	Register of Services without meters	Revenue	Reports available in the LT Package under the head "Defective & Without Meters".
2	Register of disconnection services	Revenue	Reports available in the LT Package under the head "Disconnected Service Details".
3	Meter Card Register	Revenue	Reports not available in the LT Package due to the reason that the system of preparation of MCR has been done away with due to the introduction of assessment through Hand Held Device (HHD) in the place of manual calculation of assessment.

4	Assessment registers	Revenue	Reports available in the LT Package under the Head "Assessment Status Report".
5	Collection registers	Revenue	Reports available in the LT Package under the head "Daily Collection Report", "Monthly Collection Report" etc.
6	Green meter card watch register (Other than LTCT)	Revenue	Reports not available in the LT Package due to the reason that the system of preparation of MCR has been done away with due to the introduction of assessment through Hand Held Device (HHD) in the place of manual calculation of assessment.
7	Cheques dishonored Register	Revenue	Reports available in the LT Package under the head "Cheque Dishonored Details".
8	Door Locked register	Revenue	Reports available in the LT Package under the head "Door Lock Services".
9	Demand, Collection & Balance Register	Revenue	Reports available in the LT Package under the head "Demand Collection and Balance".
10	Money order register	Revenue	The Concept of Money Order Transfer withdrawn by the Postal Department.

2.1) From the above table, register vide serial no 1 through 9 can be dispensed for the reason that the details required to be updated in the registers maintained manually are already available in the LT package and that of Serial No 10, the Postal Department discontinued the facility of Money Order Transfer.

3.0) Any details required in the subsequent period after dispensing of the register can be obtained from respective reports mentioned in the LT software itself.

4.0) Out of the 16 Revenue registers 6 registers namely (i) Installment Register (ii) Inspection Register/IA (iii) Remittance register (iv) Cheque Register (v) Meter not reading/defect register (vi) Pro-rata wage register may be continued until corresponding review reports are enabled in the LT software.

5.0) Necessary printouts can be taken for the essential reports and preserved in a separate folder neatly for review by the section officer and various inspecting officials as per requirement.

6.0) Various audits parties both internal and external including AG audit may be provided the reports instead of registers on request during the course of audit.

7.0) In this connection, the Superintending Engineer/EDCs are instructed to direct the officials concerned to dispense the registers as per para 2.0 and the essential reports may be periodically reviewed by the section officer and various inspecting officials concerned.

(BY ORDER OF THE JMD /TANGEDCO)

Sd./- xxxx 24.08.2020
Chief Financial Controller/Revenue

To

All the Superintending Engineers/EDCs.

Copy to All the Chief Engineers/ Distribution Regions.

Copy to the Director (Finance) & the Director (Distribution)/TANGEDCO

Copy to Chief Engineer/Information Technology **

** (The reports have to be enabled in such a way that it exhibits the details on a particular date which will remain static for that date at 24:00 Hrs whenever the report is viewed. For instance a report as on 3.8.2020 at 24:00 hrs should be the same when it is viewed on 3-8-2020 at 24:00 hrs or at a later date.)