CIN: U40109RJ2000SGC016486



JAIPUR VIDYUT VITRAN NIGAM LIMITED

CHIEF ACCOUNTS OFFICER (IA)

Room No. 402, Vidyut Bhawan, Janpath, Jyoti Nagar, Jaipur.
Ph: 0141-2740381(Ext. 1402), 2747038 Email-caoia@jvvnl.in
NOTICE INVITING REQUEST/APPLICATION

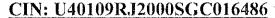
REQUEST FOR EMPANELMENT FOR REVENUE AUDIT TN-1

Jaipur Vidyut Vitran Nigam Limited (JVVNL) invites sealed request from CA Professional Firms/Cost Accountants Professional Firms / Registered Forum/ Society/Association formed by the retired personnel of power companies / erstwhile RSEB as well as registered Society of retired officials / officers of Accountant General (IPAI) for empanelment to conduct REVENUE AUDIT @ Rs. 9.50/- per consumer per year. Request complete in all respect may be submitted upto 03:00 PM on or before dated 10.07.2017.

For other details may visit website www.jaipurdiscom.com

Chief Accounts Officer (IA)

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NOTICE INVITING REQUEST/APPLICTION REQUEST FOR EMPANELMENT FOR REVENUE AUDIT TN-1

Jaipur Vidyut Vitran Nigam Limited (JVVNL) invites sealed application from CA Professional Firms/Cost Accountants Professional Firms / Registered Forum/ Society/Association formed by the retired personnel of power companies / erstwhile RSEB as well as registered Society of retired officials / officers of Accountant General (IPAI) for empanelment to conduct **REVENUE AUDIT** @ Rs. 9.50 per consumer per year. The sealed application should address to the undersigned in sealed envelopes.

The empanelment /contract period for conducting audit shall initially be for a period of One Year, which can be extended further as mutually agreed. The brief particulars are as follows:

Last Date and Time of Receipt	10.07.2017 up to 03:00 P.M.
of Requests	
Security Deposit	75,000/- (Rs. Seventy Five Thousand only)
Application Fee	Rs. 2500/- (Rs. Two Thousand Five Hundred only)
Validity	120 days from the last date of receipt of request or
	application.

The prospective applicants should have the necessary competence, adequate financial standing, sufficient experience, professional expertise preferably in Power Sector and related infrastructure for executing the contract. The detailed qualifying requirements are given in the specification.

Request is to be furnished in one part consisting qualification criterion as per requirements detailed therein and exhaustive road map for proposed work(s) together with applicant's professional and financial competencies along-with other conditions.

The specification giving detailed terms and conditions are available on Nigam's website although the request should be endorsed with application fees Rs. 2500/- (Rs. Two thousand five hundred only), payable to the Accounts Officer (Cash), J.V.V.N.L., Jaipur.

The request for empanelment for Revenue Audit work in prescribed format duly completed and signed on each page by the authorized signatory shall be submitted in one part,

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Containing Qualification & Commercial Bid. Request should be submitted through one sealed big size envelope Superscripted as "Request for empanelment for Revenue Audit" and should be addressed and submitted to the undersigned by 03:00 P.M. on or before dated 10.07.2017. The request furnished after the scheduled time and date shall not be entertained and shall stand summarily rejected.

For other details may visit website www.jaipurdiscom.com

Chief Accounts Officer (IA)

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Room No. 402, Vidyut Bhawan, Janpath, Jyoti Nagar, Jaipur. Ph: 0141-2740381(Ext. 1402), 2747038 Email-caoia@jvvnl.in

No. JPD/CAO (IA)/AAO (IA-R/C)/F.	/D.	Dated:

Sub: - Request for empanelment for the "Revenue Audit and Submission of Audit Reports" from the CA Professional Firms, Cost Accountant Professional Firms and Forum / Registered Society /Association formed by the retired personnel of power companies / erstwhile RSEB as well as retired officials / officers of Accountant General (IPAI).

As a statutory requirement and also to have control over the system, the J.V.V.N.L. is required to conduct revenue audit of its subdivisions through CA Professional Firms/cost Accountants Professional Firms / registered Forum/ Society/ Association formed by the retired personnel of power companies / erstwhile RSEB as well as registered Society of retired officials / officers of Accountant General (IPAI). The J.V.V.N.L. expects Quality Audit with important data / details and remarks / special comments in the Audit Report. Accordingly you are required to submit your request for empanelment for revenue Audit work. Request may be submitted to this office upto 03:00 PM on or before dated 10.07.2017 on the terms and conditions and brief information of audit work as enclosed herewith.

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General Terms & Conditions

The Terms & Conditions of the empanelment/contract shall prevail and shall be binding on the applicant and any change or variation expressed or impressed how so ever made shall be inoperative unless expressly agreed & sanctioned otherwise by the Nigam. The applicant shall be deemed to have fully informed itself and to have specific knowledge of the provisions under terms & conditions of this specification mentioned here under:-

1. General:-

Chief Accounts Officer (IA), J.V.V.N.L., Jaipur on behalf of "Jaipur Vidyut Vitran Nigam Limited" hereinafter referred to "Nigam" will receive sealed requests for empanelment for the subject work in accordance with the mentioned "Scope of Work", however any work if specifically not mentioned but reasonably implied for the successful implementation and optimal performance of the proposed work shall deemed to be inclusive and shall be an integral part of the "scope of work." The applicants are very well supposed in their own interest to go through the specification, instructions, forms, terms and general information carefully and thoroughly which are available on Nigam website.

2. Application Fee:-

For successful participation in empanelment process application fees of Rs. 2500/- (non refundable) in cash or Bank Draft is payable to the Accounts Officer (Cash), J.V.V.N.L., Jaipur. The necessary evidence for deposition of application fees should be enclosed with request/application.

3. Definition of Terms :-

In constructing these general conditions and the annexed specifications, the words shall have the meaning herein assigned to them unless there is anything in the subject of context inconsistent with such construction.

- (a) The "JVVNL" mean the "Jaipur Vidyut Vitran Nigam Limited" represented by the Managing Director and shall include their legal personal representative, successors and assignees. The "Owner" or "Nigam" shall mean "JVVNL".
- (b) The "Applicant" shall mean and include CA Professional Firms/cost Accountants Professional Firms / registered Forum/ Society/ Association formed by the retired personnel of power companies / erstwhile RSEB as well as registered society of retired officials / officers of Accountant General (IPAI), who has submitted the request in response to "REQUEST FOR EMPANELMENT" by J.V.V.N.L.

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- (c) The "Applicant" shall mean whose application/request has been accepted by the Nigam for empanelment and shall include the applicant heirs, legal representatives, successors and assignees, approved by the Nigam.
- (d) The "Chairman" shall mean the Chairman, DISCOMS, Jaipur
- (e) The "Managing Director" shall mean the Managing Director, J.V.V.N.L., Jaipur.
- (f) "Works" mean and include the work or works to be done/ carried out by the applicant under the contract.
- (g) The "Contract" shall mean and include the following:-
 - (i) Invitation of Request
 - (ii) Instructions to Applicant
 - (iii) Letter of Intent and its acknowledgement
 - (iv) Security Deposit
 - (v) Formal Work Order
 - (vi) General Conditions of Contract
 - (vii) Special Instructions
 - (viii) Specification, Specific Conditions, Schedules and Annexure
 - (ix) Addenda that may hereafter be issued by the Nigam to the applicant in the form of letter and covering letters of empanelment as agreed between the applicant and the Nigam.
- (h) The "Request for empanelment and Specification" shall mean the specification; specific condition annexed to the General Conditions, the contract schedule and the annexure thereto (if any).
- (i) The word "RFE" means "REQUEST FOR EMPANELMENT".
- (j) The word "Empanelment" shall mean selection of the applicant after evaluation of request on Professional qualification; commercial /financial standing and technical qualification basis followed by entered a contract with the Nigam for conducting the work.
- (k) The "Month" shall mean, English calendar month i.e. period of 31 / 30 days and week shall mean a period of 7 days.
- (I) "Letter of Empanelment (LOE)" shall mean the Nigam's letter conveying its acceptance of the request for empanelment subject to such reservation(s) as may have been stated therein.
- (m) The "Contract Rate" shall mean the rate @ Rs. 9.50 per consumer per year is fix at which the revenue audit is to be carried by the empanelled applicant.
- (n) "Formal Work Order" shall mean the Nigam's letter which may be issued in the way of letter of intent containing detailed terms & conditions of the work and such other particulars which the Nigam may like to convey to the empanelled applicant pending execution of a formal written agreement.

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- "Writing" shall include any manuscript typed, written or printed statement under or over (0)signature or seal, as the case may be.
- Words importing "Person" shall include firms / companies / corporations / society / forum (p) and other bodies, whether incorporated or not.
- Words importing the singular only shall also include the plural and vice versa where the (q) context requires.
- Terms and expressions not herein defined shall have the same meaning as one assigned to (r) them in the Indian Contract Act (Act IX of 1872) and falling that in the General Clause Act, 1897.

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	n utadan	Date	Time	Place
5.NO.	Tast data of submission	10.07.2017	Upto	Office of the CAO (IA), JPD
	- frame act / Application		103:00PW	Jaipui .
	Of Reduced Abbusers			Room No. 402, a Vidyu
7 1: -				Bhawan, Jaipur

Directions for Filling in the Request/Application: 5.

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Application shall be submitted as per formats attached / details desired hereto and all blanks in the request and the annexure of the specifications shall be duly filled in original. The complete forms, annexure shall be considered as part of the contract documents in case of successful request.

- No alteration should be made to forms of the request, specifications and annexure. The (a) request must comply entirely with the specifications.
- The request and all accompanying documents shall be in English Language and shall be (b) signed by a responsible and authorized person. The name, designation and authority of signatory shall be stated in the request, along-with documentary proof in favor of authorization of the person undertaking and signing the request documents.
- Request should be filled in only with ink or typed. No request filled in by pencil or (c) te who ten then I be that if the a street for newith a otherwise shall be considered.
- All additions, alterations and overwriting in the request must be clearly initialed by the (d) signatory to the applicant. Company of the Company of the Company of the
- The contract awarding authority will not be responsible to accept any cost involved in the (e) preparation or submission of the request.
- Each of the pages of request documents should have proper page numbers. The table of (f) contents shall be mentioned in the beginning of request. The request should be binded. In absence of such pattern, offer may be rejected.

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6. <u>Delayed / Late requests/application</u> :-

The Nigam shall not assume any responsibility for any postal delays either for the late receipt of the documents by the applicant or late receipt of the request by the Nigam. No extension of time shall be granted in any case and the request/application shall be rejected out rightly.

7. Acceptance / Rejection of requests/application :-

The J.V.V.N.L. would be at liberty to accept any requests/application, in whole or part or reject any or all the requests/application without assigning any reason(s) thereof.

8. Submission of Offer:

The request offer for empanelment for revenue Audit work in prescribed format duly completed and signed on each page by the authorized signatory shall be submitted in one part, Containing Qualification and financial competence. Offer should be submitted through one sealed big size envelope Superscripted as "Request for empanelment for Revenue Audit" having three envelopes therein.

First envelope having **Qualification & Commercial request** another one having photocopy of earnest money deposit and third one having one signed copy of request offer.

(A) Qualification & Commercial Bid

Envelope shall be superscripted "Qualification and Commercial request".

- 1. This envelope will contain information / documents towards qualification criteria for which the applicant is going to submit his offer as described in **Annexure** 'A'
- 2. The information towards commercial details of the firm duly filled in **Annexure** 'B' along-with supporting documents should be submitted by the Applicant.
- 3. All information regarding your approach towards Revenue Audit shall be furnished in accordance with **Annexure 'C'**. [Note: Any offer furnished without complete approach document as required in Annexure-C would be summarily rejected.]
- 4. Qualification criterion are mentioned in Annexure 'D'

(B) EMD against RFE

- 1. A small sized envelope containing proof of depositing / furnishing the Earnest Money Rs. 75,000. The envelope shall be superscripted as "Earnest Money against RFE".
- (C) One set of signed copy of request offer shall be submitted in separate envelope. Superscripted as "Signed offer for RFE".

9. <u>Format & Signing of Bid</u>:-

The applicant shall submit their request complete in all respect with enclosures duly signed on each page.

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The person(s) shall sign the request, duly authorized to make it contractually liable to the contract with Power of Attorney / Resolution, duly accompanied with the request.

All pages of the request, including entries or amendments or corrections so put in shall be initialed by the person(s) signing the request.

This request document duly signed on each and every page shall also be attached with the request in token of acceptance of the terms & conditions, except those mentioned in the schedule of deviations.

10. Telex / Fax / Telegraphic Request :-

Telex / Fax / Telegraphic request will not be considered under any circumstances.

11. <u>Validity of Request</u>: - The request shall be valid for a period of 120 days from the last date of receipt of request/application.

12. Amendment in Specification:

At any point of time prior to the scheduled date and time for receipt of request, Nigam may for any reason, modify the specification by issuing amendment(s), which shall form part of the specification. The addenda shall be sent in writing to all the prospective applicants. Suitable extension to the scheduled date, if considered necessary may be made on this count.

13. <u>Incomplete Applications</u>: - Incomplete request in any respect or obscure is liable for rejection.

14. Criteria for Evaluation for Empanelment :-

The applications/request received from the applicant type-1 shall be evaluated on technical qualifications criteria as per annexure-"E" and the request securing 60% & above shall only be considered for empanelment.

15. Successful request for Empanelment:-

The Successful applicants empanelled for the audit work shall be intimated by post at registered/branch office in Rajasthan only or through mail in this regard. The successful applicant through its authorized representative shall submit acceptance of contract to the CAO (IA), JPD, Jaipur within a period of 15 days, failing which their empanelment will be cancelled.

16. <u>Professional Fee Rate</u>:-

The Nigam has fixed Professional Fee @ Rs.9.50 (Rupee Nine and Fifty paisa only) per consumer per year for conducting revenue audit of listed offices at Annexure - 'G'

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including all expenses e.g. travelling expenses, lodging/boarding etc. to be incurred during audit as well as all central and state government taxes/duties. A copy of registration certificate for Service Tax shall be submitted along-with first bill. No TA/DA and boarding & lodging facility shall be provided by the Nigam.

17. Earnest Money Deposit (EMD):-

- (a) Applicant shall deposit EMD of Rs. 75,000/- (Rupees Seventy Five Thousand Only) and proof thereof shall be submitted with the request documents. If the Earnest Money amount is found to be less than required, the offer will be rejected out rightly.
- (b) The Earnest Money can be deposited in one of the following forms only:
 - (i) By MICR Bank Draft in favour of the Accounts Officer (Cash), JVVNL, Jaipur.
 - (ii) No offer will be accepted without Earnest Money Deposit, unless exempted by the Nigam. If on opening of offer, it is revealed that EMD amount is inadequate / any other discrepancy is noticed, the offer shall be rejected.
- (c) In case, the applicant withdraws his offer during the validity period or after placement of order, the EMD amount shall be forfeited.
- (d) The Registered Society / Forum / Group of Retired persons of erstwhile R.S.E.B. & successor Discom Companies as well as Registered Society / Forum / Association of Officers of Accountant General (IPAI) will be exempted to deposit Earnest Money with the offer.

Refund of Earnest Money:-

(i) Earnest Money Deposit shall be refunded to the unsuccessful applicant after producing the original receipt, as soon as possible after the offer has been decided. No interest shall be paid on EMD of Rs. 75,000/- (Rupees Seventy Five Thousand Only)

18. Security Deposit:-

The empanelled Bidders shall deposit an amount of Rs. 75,000/- (Rupees Seventy Five Thousand Only)

- (a) EMD of applicant who has been empanelled for the audit work and on whom the order has been placed, shall be adjusted as Security Deposit.
- (b) The Nigam shall adjust the penalty imposed (if any) from the Security Deposit available with the Nigam.
- (c) The Security Deposit shall be refunded only after due and satisfactory performance as per terms and conditions of the order and on completion of work order or expiry of audit period, provided that there is no claim(s)/ penalty outstanding to be recovered against the applicant.
- (d) No interest shall be paid by the Nigam on Security Deposit.

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(e) The Registered Society / Forum / Group of Retired persons of erstwhile R.S.E.B. & successor Discom Companies as well as Registered Society / Forum / Association of Officers of Accountant General (IPAI) will be exempted from deposition of Security Deposit.

19. Ambiguities in the conditions of application:

In case of ambiguity(s) or self contradictory terms and (or) conditions mentioned in the request, interpretation as may be advantageous to the Nigam; shall be taken without any reference to the applicant and shall be final & binding.

The Nigam shall not be responsible for any cost or expenses, whatsoever incurred by the applicant in connection with preparation of submission of request.

The Nigam reserves the right to vary the area, and shall neither be liable for any action nor be under any obligation to inform the applicants about the grounds whatsoever for the variation.

20. Request forms & Acceptance thereof :-

Each applicant must prepare and submit his request strictly according to the procedure laid down in the above mentioned General Terms & Conditions. The applicant may if it deems essential, shall submit in an envelope containing short and concise memorandum or any letter accompanying the request as to form a part of the request. Any applicant wishing to submit descriptive matter for consideration must enclose it in a separate envelop, mark and addressed in the same manner as the request with the addition of the word "Descriptive Matter".

21. Signing of Contract and Completion of Formalities :-

- (a) Successful Empanelled applicant shall be required to sign the contract documents with the Nigam on non judicial stamp paper of Rs. <u>1000/-</u>. Cost of stamp paper and revenue stamp to be affixed on document shall be borne by the applicant. The Nigam shall not reimburse these costs.
- (b) Failure of the Successful Empanelled applicant (s) to sign the contract as well as deposition of SD Rs. 75000/- (Rs. Seventy Five Thousand) within 15 days of date of issue of intimation of empanelment shall constitute sufficient grounds for the annulment of the award/empanelment.
- (c) The successful applicant shall be required to sign also the one set of General Terms and Conditions document of the empanelment at the time of signing contract.

22. Award / Placement of work:-

Revenue audit of maximum Five Sub Divisions will be allotted to one Empanelled applicant at a time. Further audit work shall be allotted only after successful completion

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of already assigned audit. The audit fee shall be paid on <u>Per Consumer per Year</u> basis, subject to responsibility and fulfillment of contractual formalities.

Allotment of No. of Audit units, audit year and area (sub-division) shall be at sole discretion on the Nigam. No request of the applicant in this regard shall be considered by the Nigam.

23. Rules & Regulations :-

The work/job shall be carried out as per the rules, regulation and other details as prevailing in the Nigam, which shall be made available to the applicant. These rules and regulations may be modified by the Nigam from time to time and would be intimated to the applicant for adhering to the same. The applicant will also follow the labour regulations and the directions of Government and other authorities enforcing the regulations and comply with any other relevant legislation in force from time to time. For any consequences arising out of non compliance whatsoever in regard to all the prudent and applicable provisions of these acts, regulations etc, the applicant shall be wholly responsible.

24. Disqualification:-

The J.V.V.N.L. may, at its own sole discretion, and at any time during the evaluation process without any information, disqualify any applicant to empanel, if the applicant has:-

- (a) Made misleading or false representations in the forms, statements and attachments submitted as proof of the eligibility requirements;
- (b) Exhibited a record of poor performance such as abandoning works, not properly completing the contract, inordinately delaying completion, being involved in litigation or financial failure etc.;
- (c) Submitted a proposal which is not accompanied by required documentation or is non-responsive;
- (d) Failed to provide clarifications related thereto, when sought;
- (e) Submitted more than one proposal. This will cause disqualification of all the proposals submitted by such applicant
- (f) Any action on the part of the applicant to revise the rates / prices and modification in the substance of original request, submission of any supplementary information unless and otherwise specifically asked for, at its own instance may result in rejection of the request and may also debar him from submission of request to the Nigam in future for a period as decided by the Nigam.
- (g) The firms who have taken revenue audit in JVVNL/AVVNL/JdVVNL earlier and whose work is/was not found satisfactory or who have not undertaken the work shall not be eligible for empanelment.

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25. Submission of Bills for Professional Fee :-

The applicant shall submit final bill after completion and submission of final & consolidated audit report for each office in three copies (in original) along with a copy of related page of MIS duly verified by AEN/ARO regarding No. of consumers. The No. of consumers so verified will be final for payment.

The fee bills in triplicate shall be submitted by the applicant to the Zonal AO (IA-Rev.) concerned, who after having the sample test check carried out through Nigam IAPs shall forward the same duly verified /affixing necessary certificates to the CAO (IA), JVVNL Jaipur & the AAO (IA-Rev.Cont.), JVVNL, Jaipur shall further forward to the AAO (Esstt.Cont.), JVVNL, Jaipur for arranging payment by the AO (Cash), JVVNL, Jaipur.

26. Terms for Payment of Professional Fee:-

No advance Professional Fee shall be paid. The 90% of total professional fee of each bill shall be made generally within 45 days of satisfactory completion of audit work and submission of the detailed / consolidated final Audit Report after making desired correction in the reports by the auditor, as required by the Nigam's authorities and final acceptance of Audit Report and on submission of the bill in triplicate. In case of shortage of any document(s) / report(s), the bills shall not be processed.

The TDS shall be deducted as per rules.

Balance 10 % fee detained from each bill shall be released, if no lapses related to cash embezzlement/left out under charges/ cases of audit conducted by the applicant are reported in the final audit report of succeeding year's audit of the respective sub-division, keeping in view the percentage margin of cases, which was available with the firm during earlier verification.

27. Period for Execution of Work:

The Audit Work(s) awarded has to be executed / completed within the stipulated period which would be calculated depending on the number of consumers to be audited @ 400 consumers per day audit (by an Audit Party consisting of at least 3 personnel). The applicant / auditor shall depute working officer to the concerned Zonal Accounts Officer (IA) at least once in each month during audit period of each office, depending on the work load and as desired by the Corporate/Zonal Office for reporting of work done by the applicant or to discuss the problems being faced.

28. Audit Program :-

The auditor has to submit its audit program (along with Photo & ID proof of team members in tabular form) for a particular sub division within a period of 15 days from the date of allotment of audit work (Issue of work order) for approval of the CAO (IA) and also to the concerned Zonal AO (IA). The Audit Program should be prepared according to point no. 28 (Period for Execution of Work). The audit programme should be

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prepared as per calendar of JVVNL by excluding Gazetted and other holidays. The firm has to start audit work of allotted sub-division (s) within a period of 1 month from the date of issue of work order and submit the monthly progress of audit awarded to the concerned Zonal Accounts Officer (IA). Work order may be cancelled for non compliance of above provisions.

29. Submission of Audit Report:

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The Auditor is required to submit fortnightly report to the Unit Officer along with calculation sheet of under recovery etc. pointed out for issuing notices to the consumers otherwise work order may be cancelled.

The auditor is required to submit the final/consolidated Audit Report of each office after discussion & duly agreed and signed by the AEN & ARO of audited unit within 15 days from the date of completion of audit.

The consolidated/final audit report should be submitted in three copies. Original report shall be handed over to concerned Unit Office & second copy to the concerned Zonal A.O. (IA-Rev.) along with one copy of calculation sheets, third copy shall be retained by the auditors. One soft copy of final audit report shall also be submitted to the concerned Zonal AO (IA-Rev.).

All the audit findings and observations should be categorized / summarized by the Audit Party in the prescribed formats as under:

- (a) Audit observations involving direct revenue loss to the Nigam in format IAR 1 (Section A containing no. of formats)
- (b) Audit observations relating to procedural deviations in format IAR 1 (Section B containing _____ no. of formats)
- (c) Audit observations relating to management information in format IAR 1 (Section C containing _____ no. of formats)
- (d) Audit certificate in format IAR 1 (Section D)
- (e) Detailed / supplementary information in support of the audit findings would also be prepared by the IAP in various prescribed formats IAR 1.1 to 1.41.
- (f) All observations of the Audit Party which are not covered by various check points and reporting formats, but which are vital from the point of Nigam, should be noted on separate audit note sheets and must be enclosed with the report duly numbered and abstracted in format no. 1.42 which would be entered in a register by the concerned A.O. for watching compliance.

30. Sample Test Checking:-

The audit work done by the applicant shall be got verified by the Nigam auditors placed under jurisdiction of concerned Zonal AOs (IA-Rev.) or otherwise (if necessary).

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Sample test checking of minimum 10%, out of consumers audited, shall be carried out by the Nigam. In case 10% irregularities / lapses/calculation errors/tariff mistakes/wrong cases/left out cases etc. are detected then applicant will recheck all the consumers audited. After this, another sample of minimum 10% will be checked by the Nigam, in case 5% or above irregularities / lapses/calculation errors/tariff mistakes/wrong cases/left out cases etc. are again detected payment of bill raised, shall not be made on account of penalty.

31. Compliance of Labour Legislation:

The applicant shall discharge its liability of employer / bidder in respect of personnel to be engaged for service, as set out in EPF and MP Act-1952, ESI Act-1948 (in ESI implemented area), Workmen's Compensation Act-1923 (in non ESI implemented area), Contract Labour (R&A) Act-1970, Payment of Wages Act-1936, Minimum Wages Act-1948 etc. The applicant is required to get separate code under the provision of EPF & ESI Acts, if not already taken & deposit the employer's contribution along-with employees' subscription, as per rules and submit copies of challans at the time of claiming payment, as per clause 28, failing which an amount equivalent to employer's contribution and employees' subscription shall be deducted from its each bill and deposit with the concerned authorities. The applicant shall be solely responsible for any consequences arising out of breach of any legislation.

32. Safety of Record:

The documents and records relating to Revenue Audit Conducted shall be handed over to the Nigam in good condition from time to time as and when required by the Nigam in soft as well as hard copies as per "Scope of Work" and finally after completion of the work. The original records taken from any of the office of the Nigam shall be kept safe and intact and handed over back in good condition to the respective office after completion of audit. The applicant shall make good to the Nigam any loss suffered by it due to default of the applicant in this respect.

33. Security & Secrecy:-

Bidder shall not disclose the result of audit wholly or partly to anybody else other than to the designated authority of the Nigam and shall maintain a close secrecy in this regard.

34. Scope of Audit Work(s) :- Scope of Audit Work(s) has been mentioned at Annexure -

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35. Amendment in Scope of Work:

The Nigam may revise or amend the scope of work prior to the last date of receiving applications. Such revision / amendment, if any, will be communicated to all the participants.

36. Conduct of Applicant's Staff :-

If any of the applicant's employees in the opinion of Nigam is found guilty or commits misconduct or incompetence or negligence, then if so directed by the Nigam, the applicant shall at once remove such employee and replace him / her by a qualified and competent substitute.

37 <u>Lien</u> :-

In case of any lien or claim pertaining to the work and responsibility of the applicant for which the Nigam might become liable, it shall have right to recover such claim amount from the applicant.

38. Coordination from Auditee Office:-

Each of the auditee office shall be required to coordinate with the auditor in such a manner so as to complete the audit of respective office within stipulated time.

39. Penalty:

The time for completion of the job as stipulated in **work order** and as per Audit Program shall be deemed to be the essence of the contract. In case of delay in execution, penalty @ 1/2% per week or part thereof for first four weeks and thereafter 1/2% per week or part thereof, of the contract value, subject to maximum 10% of contract value will be imposed for delay in completion of audit work or delay in submission of Audit Report beyond the time limit prescribed in the order.

For this purpose, the date of receipt of report / information regarding delaying execution audit work/ submission of report in the office of the concerned Zonal AO (IA-Rev.) shall be considered for calculation of penalty. Interim report or incomplete report shall not be considered for submission.

40. Extension of Contract :-

The empanelment for the work of firm/forum/society will be initially for one year, however, the Nigam reserves the rights to place an order for extension of contract on the same rates, terms and conditions for a further period of one year.

41. Extension of Time:-

Any extension in time beyond schedule period as mentioned/calculated for consumers to be audited as per the work order shall only be considered on merits by competent authority i.e. the **Director** (Finance).

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- 42. The award/allotment of work shall be made on the basis of the credentials, experience and capability furnished by applicant and liable to cancellation in the event of any professional or other misconduct, which has been taken cognizance by the Institute of Chartered Accountants of India or any other authority, coming to light at the later date:
- 43. The Nigam will provide reasonable workspace and furniture for the audit team. Other resources viz. computers, telephone, stationary etc. would have to be arranged by the applicant at its own cost.
- 44. The Audit to be carried shall be executed by team consisting of full time professional and assistant(s) having audit experience.
- 45. All the Audit Reports shall be signed by the Authorized Signatory of the applicant. The person signing the audit report shall be responsible for the all work done by the audit team, irrespective of composition of visiting team at Auditee Office.

46. Cancellation of Empanelment:

The J.V.V.N.L. may upon 15 days written notice of default, terminate contract in the circumstances detail hereunder:-

- (a) If in the opinion of the Nigam, the empanelled auditor fails to perform the work within the time specified or during the period for which the Nigam has granted extension.
- (b) If in the opinion of the Nigam, the empanelled auditor fails to comply with any of the provisions of this contract. In such case, a written notice shall be served by the Nigam to the empanelled applicant to stop further activities and take urgent steps towards corrective measures, failing which the empanelment will be cancelled.
- (c) In the event of such termination, the Nigam shall exercise its discretionary powers to award the work to other professional firm after giving due notice to the empanelled applicant on account at the risk and cost of empanelled applicant.
- (d) The performance of the applicant shall be reviewed periodically and for any unsatisfactory performance, the Nigam reserves the right to terminate the empanelment, giving a notice to the empanelled applicant.
- (e) The Nigam reserves all rights, not to give any reason in writing or otherwise, towards cancellation of the contract and empanelment at any time.
- (f) The decision of the Nigam shall be final regarding the acceptability of the report submitted by the auditors and the Nigam shall not be required to give any reason(s) in writing or otherwise at any time towards rejection of the same.

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47. Applicant's Default :-

If the empanelled applicant neglects to execute the work with the due diligence and expedition or refuses or neglects to comply with any reasonable orders given in writing by any representative of the Nigam, in connection with the works or contravenes the provision of the contract, the Nigam may give notice in writing to the applicant to make good the failure, neglect or contravention complained of. If the applicant fails to comply with the notice within 15 (Fifteen) days from the date of service thereof, then in such case the Nigam shall be at liberty to employ other workmen and forthwith execute such part of the audit as the applicant may have neglected to do or if the Nigam shall think fit, it shall be lawful for it without prejudice to any other right, it may have under the contract, to take the audit wholly or in part out of the applicant's hands and re-contract with any person or persons to complete the audit or any part thereof and in that event the Nigam shall be free to use all applicant's equipments that may have been at the time on the site in connection with the works without being responsible to the applicant over the same and the Nigam shall be entitled to retain and apply any balance which may be necessary, the payment of the cost of executing the said part of the audit. If the cost of completing the audit or executing a part thereof as aforesaid exceeds the balance payment due to the applicant, the empanelled applicant shall pay such excess. Such payment of excess amount shall be exclusive of the liquidated damages for delay, which the empanelled applicant shall have to pay if the completion of audit is delayed.

48. Force Majeure:

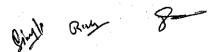
Any cause that is beyond the reasonable control of the applicant or Nigam will be Force Majeure Condition. The cause of the Force Majeure condition will be taken into consideration only if the tendered within 15 days from the occurrence of such delay notifies. The Nigam shall verify the facts and grant such extension as the facts justify. For extension due to Force Majeure Condition, the empanelled applicant shall submit its representation along-with documentary evidence for scrutiny by the Nigam and decision of the Nigam in this regard shall be final and binding.

49. Subletting of Contract:

The empanelled applicant shall not sublet the work. In case of getting execution of work through other auditor, the contract shall be terminated.

50. Suspension of Works :-

The Nigam shall not be liable to pay the applicant any compensation whatsoever arising from suspension or for idle labour.



51. Governing Laws & Jurisdiction:

The agreement shall be governed & followed their Indian Laws and Sub Laws. Only the competent court at Jaipur (Rajasthan) alone shall have exclusive court jurisdiction to deal with any matter arising out of or relating to the agreement or otherwise. All disputes, differences, questions, whatsoever arising between the Nigam and the applicant shall be dealt with at Jaipur City only and no court other than Court at Jaipur (Rajasthan) shall have jurisdiction.

52. Settlement of Disputes :-

In the event of any question, dispute, interpretation or difference whatsoever which may arise between the Nigam and the applicant, the same shall be referred to the MD, Jaipur Discom and the mutual settlement so arrived at shall be final and binding on both the parties.

53. Failure to Execute Contract:-

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The successful empanelled applicant (s) failing to execute the order placed on them to the entire satisfaction of the Nigam with terms & conditions set forth therein, will be liable to make good the loss sustained by the Nigam, subsequent to the placing of fresh orders elsewhere at higher rates, i.e. the difference between the price accepted in the contract already entered into and the price at which fresh offers have been placed. This is without prejudice to the imposition of liquidated damages and forfeiture of Security Deposit. Performance Guarantee and any other financial hold available with the Nigam.

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Format for covering letter to the Request/Application submitted by the Applicant On Applicant Letter Head

The Chief Accounts Officer (IA), Jaipur Vidyut Vitran Nigam Limited, Room No. 402, Vidyut Bhawan Premises, Near Vidhan Sabha, Janpath, Jyoti Nagar, Jaipur

> Sub: - Request/Application for empanelment for the "Revenue Audit and Submission of Audit Reports" from the CA Professional Firms/Cost Accountant Professional Firms / registered Forum / Society / Association formed by the retired personnel of power companies / erstwhile RSEB as well as retired officers/ officials of Accountant General (IPAI).

Sir, In response to the enquiry, dated ______ issued by the Nigam, we offer our REQUEST in respect of applications invited with regards to empanelment for above said work.

We are submitting the REQUEST on our own. If selected, we understand that it would be on the basis of the organizational, technical, financial capabilities and experience as specified in the "Request for empanelment" (RFE) document. We understand that the basis for our qualification will be our REQUEST, and that any circumstances affecting our continued eligibility under the enquiry, or any circumstances which would lead or have led to our disqualification under the enquiry, shall result in our disqualification under this process.

We understand that, you are not bound to accept any or all request you receive.

We declare that, we have neither entered into nor are party to (whether by conduct or by acquiescence) any restrictive trade practice or sub contracting arrangement or collective arrangement with any other person or entity including the other applicant for the project, in connection with the preparation and / or submission of our request for the work, or preparation of the request documents.

We declare that, we are not facing any enquiry or investigation under "Prevention of Corruption Act in India, 1988".

We submit herewith, authenticated copies of the firm's partnership deed (if applicable). We declare that we have disclosed all material information, facts and circumstances to the Nigam, which would be relevant to and have a bearing on the evaluation of our REQUEST and selection.

We acknowledge and understand that in the event that Nigam discovers anything contrary to our above declarations; it is empowered to forthwith disqualify us and our REQUEST from further participation in the process.

Authorized Signatory Name & Title of Signatory Name & Address of applicant



Format for submission with the request Personnel Capabilities

Number and Category of Personnel to be deployed on the Works, if undertaken: Provide the information as required in the following table:-

S. No.	Name of Personnel	Qualification of Personnel / Name of Post from which retired	Type of work done so far	Experience (in Years)
1				(III rears)
. 2			the second secon	and the state of t
3				anne a seminare de la biològica e per para da dispoda e a ser a mesta a casa par
4				No магадо араг и розпадава сайси у учер обща ден се изу од стуго у г
5			man and a second a	
6				er i kanga i mamana mana mana na
7				
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Annexure - 'A - 2'

Format for submission with the request Financial Details (as per audited balance sheets) Not to be filled by the Forum / Society of Retired Personnel

Please enclose copies of audited / certified annual balance sheets and P&L account of past three years.

S. No.	Particulars	Income from professional receipts
1	FY 2014-15	i compe
2	FY 2015-16	
3	FY 2016-17	
4	Total for past three years	
5	Average of past three financial years	

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Commercial Details of the Applicant

1.	Full name of Applicant :	
	(Firm/ Society/Association etc.)	
2.	Location of Head Quarter & :	
	Branches	
3.	Full Address of Head Quarter :	
4.	Full Address of Branch in Rajasthan:	
5.	Address of correspondence in :	
	Rajasthan (If differ then S.no. 4)	
6.	Date of Commencement of Business :	
7.	No. of Years of running actively :	
8.	Telephone / Mobile No.	
9.	E-mail Address	
10.	In case of partnership firm :	
	Name & Details of Partners	
	(Also indicate their respective Qualification	
	& Period of Partnership in the firm)	
11.	Details of Audit Conducted Power :	
	Utility (State Electricity Board, Generation	
	/ Transmission / Govt. Company / State /	
	Central) if Applicable	

Authorized Signatory
Name & Title of Signatory with Seal

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APPROACH TO REVENUE AUDIT

The Carlo Manager (1982) The Car

- (A) What do you understand of Nigam's :-
 - 1. Background
 - 2. Organizational Setup
 - 3. Sub Divisions
- (B) Objective of the audit:Highlight significant reasons for conducting such Revenue Audit
- (C) Present Information Flow Model:-
 - 1. What output reports are generated
 - 2. Billing Methodology

Branch Branch State Commence

- (D) Approach for taking out underassessment :-
 - 1. Which records to be checked
 - 2. What technical parameters needs to be verified
 - 3. Significant reasons for undercharges

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QUALIFICATION CRITERION

- 1. The request for empanelment is open only to reputed firms of Chartered Accountants and Cost Accountant Firms (Applicant type 1). The firm should be registered with the Institute of Chartered Accountants of India or the Institute of Cost Accountants of India.
- 2. Other than above the Registered Forum / Society / Association of the retired personnel of Discoms / Erstwhile RSEB / Accountant General (IPAI) (Applicant type 2) can also apply for empanelment for Revenue Audit work.
- 3. Both type of applicant who are presently doing or ever done the LT Revenue Audit satisfactorily in J.V.V.N.L./A.V.V.N.L/Jd.V.V.N.L will be eligible irrespective of years of existence or turnover.
- 4. Applicant type 1 must be in existence for a minimum period of 3 years as on 1 April, 2017.
- 5. Applicant type 1 must have at least one FCA/FCMA as partner and have a head/branch office in Rajasthan as on 1 April, 2017.
- 6. Information related to the aforementioned criterion along-with covering letter (to be provided in Annexure 'A') must be submitted along-with the offer.

Note: - Relevant documentary proof in respect of Annexure "E" Technical qualification for CA/ICWA firms, all the above requirements needs to be submitted along-with the request. Without sufficient documentary proof about above qualifying criterion, the request is likely to be rejected.

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Technical Qualification for CA/ICWAI Firms

S. No.	Relative Conditions	Weights	Maximum Weights for the conditions
1	No. of Partners		The second secon
	Up to 5	5	
	6-10	10	
	11 & above	15	15
2	No. of FCA/FCMA partners		
	1-3	5	
······································	Above 3	10	10
3	Any DISA/CISA partner	5	5
44	Office in Rajasthan	participation of the state of t	
	Branch Office	5	5
	Head/Registered Office	10	10
5	Year of existence	-Philip Califer Called Margin Champs I Proposition (Champs (1994) particular) is the	Here A Million regarded the removable construction and account of the construction of
	3-5 years	5	THE CONTRACT OF THE CONTRACT O
-	5-10	10	
:	10 & above	15	15
6	Nos. of articles employed with the firm	1 per article up to 5 article	5
7	Average turnover in last 3 F.Y.		The second secon
	. Up to Rs. 15 Lacs	5	
	Above Rs. 15 Lacs	10	
8	Exposure of the Firm as Statutory/internal auditor		
	In electricity/ Power sector companies under		Moral Bayung Const. ya Makinada i mandi. Sayannan ng yaya ngaya ngi sa i gari saya
	central / other state Govt. and	10	
	Departments/PSUs/Nigams/Corporations/Govt.	. 10	
	Companies of the Government of Rajasthan.	and the second s	THE STREET CONTINUES MAKE BY MAKE A LABORATED TO SERVICE A LABORATED
	In Erstwhile RSEB/ Discoms.	15	15
9	2 Page Approach Document	15	15

The Firm Securing 60% & above marks will only be considered as technically qualified for empanelment.

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SCOPE OF WORK

The Empanelled Firm / Forum / Society /Association (Applicant) will carry out the Revenue Audit of all LT & HT consumers (other than Large Industrial Power Consumers) of sub divisions, by deploying a team of <u>3 Qualified Persons</u> (At least one CA/CMA and two Articles in case of Charted Accountant /Cost Accountant Firm (Services of retired persons from erstwhile RSEB/Discoms may also be hired, if needed by the professional firms) and at least one retired Accountant or higher rank officer and two retd. Officials/Officers, in case of registered society of retired officers / officials of Erstwhile RSEB / Discoms / Accountant General). The audit team shall prepare a statement of under assessment of the audited consumers in triplicate. One copy of the statement of under charges shall be handed over to the concerned AEN / ARO of the sub division on fortnightly basis for approval / acceptance and finalization for serving notices and debiting the same in the consumer ledger account. The revenue audit shall have to be carried out as per audit manual of the Discom and amendments/ circulars / orders/instructions issued by Nigams from time to time.

To prepare the observation including undercharges, mainly the following records are to be checked and audited:

- (i) Checking of physical cash balances. At the first the distribution of the endowed the control of
- (ii) Checking record of cash section. Form A-9, PCCB/Scroll and PCB, timely remittances of money collected and reconciliation with bank statement.
- (iii) Checking of output 6-A, B, C & D with stubs/ Scrolls & to report suspicious cases of embezzlement/ financial irregularities.
- (iv) Reconciliation of amount received through PCCB and posted against consumer A/c as per MIS.
- (v) Checking of debit raised or not in cases of dishonoured cheques along with LPS and Bank Charges.
- (vi) Whether cash collection is done by outside agencies, if yes, intimate name of Kiosk (under e-mitra/CSC) and DeGS where receipts to consumers are issued by affixing rubber stamp in place of computerised receipt.
- (vii) Checking of consumer ledger with binder &/or other related records
- (viii) Checking of CC&AR registers for unauthorised/irregular debit/credit causing financial loss to the Nigam.
- (ix) Checking of deficiencies in input advice and output reports related to billing i.e. CB-4, CB-12 & CB-15 with 16 ABC output reports etc.

- (x) Checking of left out outstanding and negative balances against the consumers.
- (xi) Detailed audit of mobile tower connections and ensuring correct billing thereof.

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- (xii) Ensuring 100% transfer of Master Data as well as outstanding from one billing agency to another or transfer from one sub-division to another/new created sub-division (if applicable).
- (xiii) Compliance of DCO's, MCO's & RCO's and pendency of LR & SR in billing in case of meter change.
- (xiv) Checking of billing of temporary connections.
- (xv) Checking of debit raised / average charged in case of stopped / defective meters, theft, malpractices cases and other charges in view of compliance of A-30 Nigam's orders and arrange to propose debit in consumer's account.
- (xvi) Correctness of billing in view of Nigam's TCOS, tariff and circulars / orders issued time to time.
- (xvii) Irregularities in the records of HT (other than large industrial power consumers), MIP and SIP consumers.
- (xviii) Checking of M/F as per JIR of consumers who are being billed on power factor basis.
- (xix) Detailed audit of SIP, MIP and other category consumers having sanctioned/connected load 25 HP (18.65 KW) or above and MDI has exceeded 50KVA thrice in a financial year and under assessment their against.
- (xx) Checking of billing of load extension / reduction cases.
- (xxi) Under charges for any irregularities noticed during audit period in case of a consumer will be made for whole period irrespective of audit period.
- (xxii) Checking of A-49 register in reference to pendency of SCOs for compliance, pendency of SCOs for billing, delay in issue of first bill and breach of priority in release of connections.
- (xxiii) Checking of VCR cases for assessment & logical conclusions thereof.
- (xxiv) Checking of register maintained for settlement of dues along with implementation of decisions.
- (xxv) Verification of pendency of SOSD & compliance of previous ICR.
- (xxvi) The amount charged to the consumer is to be got debited in their accounts through CC&AR. Number and date of the same is to be recorded in SOSD sheet duly signed from AEN and ARO of the sub division concerned.
- (xxvii) Any other works related to revenue audit assigned by the Management.

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List of offices to be audited

Sr. No.	Name Of Circle	Name of Sub-Division	Sr. No.	Name Of Circle	Name of Sub-Division
1	SE(O&M)	A-I ALWAR	39	SE (O&M)	(A-I) DHOLPUR
2	Alwar	A-II ALWAR	40	Dhotpur	(A-II) DHOLPUR
3		A-III ALWAR	41		O&M BARI
4		A-IV ALWAR	42		O&M RAJAKHERA
5		O&M MIA	43	-	REC BASERI
6		A-V ALWAR	44	SE (O&M) Dausa	O&M BANDIKUI
7		O&M RAMGARH	45		O&M MAHUWA
8		O&M MALAKHERA	46		O&M BASWA
9		O&M THANAGAJI	47		O&M SIKANDRA
10	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	O&M GOVINDGARH	48		(A-I) DAUSA
11	4 10 0	O&M BANSOOR	49		(A-II) DAUSA
12	ANTA ALM	O&M BEHROR	50		O&M NAGAL RAJAWATAN
13	er e	0&M MUNDAWAR	51	1 - 4	(A-I) LALSOT
14		O&M SHAJHAPUR (NEEMRANA)	52		(A-II) LALSOT
15		O&M MANDHAN	53		O&M SIKRAI
16		O&M KHAIRTHAL	54	SE (O&M), Karauli	O&M KARULI
17		0&M KOTKASIM	55		O&M SAPOTRA
18		O&M K.G.BAS	56		O&M S.MAHAVEER JI
19		O&M.TIJARA	57		(A-1) O&M HINDAUN
20		O&M TAPUKARA	58		(A-II) RECHINDAUN
21		O&M RAJGARH	59	·	O&M TODABHIM
22	-	O&M RENI	60		REC NADHOTI
23		O&M TEHLA	61	SE(O&M), Kota	O&MITAWA
24		O&M LAXMANGARH	62	(The talk of the second section (1971) and the second section of the second section (1971) and the second section (1971).
25		O&M KHERLI	63		RURAL KOTA
26	-	O&M KATHOOMAR	64		O&M KAITHOON
27		O&M BHIWARI	65		O&M SULTANPUR
28	SE (O&M)	A-III BHARATPUR	66		O&M SANGOD O&M KANWAS
29	Bharatpur	O&M NADBAI	67		- Comparison of the state of th
30		O&M UCCHAIN	68		O&M BAPAWAR
31	,	O&M BAYANA	69	1	O&M CHECHAT
32		O&M ROOPWAS	70		O&M R.MANDI
33		O&M CHHOKARAWADA	71	SE (O&M),	O&M SUKET
34		O&M WEIR	72	Jhalawar	O&M, CITY THALAWAR
35			73		O&M, RURAL JHALAWAR
36		O&M DEEG	74		O&M, CITY J PATAN
37		O&M KAMAN			O&M RURAL J.PATAN
38		O&M KUMHER	75		O&M AKLERA
		O&M NAGAR	76		O&M BAKANI



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77	SE (O&M), Jhalawar	O&M KHANPUR	116	SE (O&M), Tonk	(A-II) NEWAI
78	January of	O&M MANOHARTHANA	117		O&M MALPURA
79	_	O&M SAROKALAN	118		REC TODARAI SINGH
80	-	O&M RATLAL	119	SE(JCC) JPR	A-I NAL A Power House
81		O&M BHAWANI MANDI	120		A-II SHASTRI NGR
82	-	O&M DUG	121	·	A-III BHANKROTA
83		O&M SUNEL	122		A-IV VAISHALI
84	CC (CC N)	O&M PIRAWA	123		A-V BINDAYAKA
	SE (O&M), Baran	(A-I) URBAN BARAN	124		B-I RAMBAGH
86	, Jan. 1, 1	(A-II) RURAL BARAN	125		B-II RESIDENCY
87		O&M ANTA	126		8-III GANDHI NGR JAIPUR
88		O&M ATRU	127		B-IV DURGAPURA
89		O&M CHABRA	128		B-V NIMAN NAGAR
90		O&M CHIPA BAROD	129		C-I INDIRA MARKET
91		O&M ATRU-RURAL	130		C-II SANJAY MARKET
92		O&M FIARNAWADA SHAH JI	131		C-III M.I.ROAD JAIPUR
93		O&M MANGROL	132		C-IV KHASA KOTHI
94		O&M KISHANGANJ	133		D-L'JAWAHAR NGR
95		O&M SHAHBAD	134		D-II ADARSH NGR JAIPUR
96		O&M SEESWALI	135		D-III MALVIYA NGR
97	SE (O&M),	(A-I) CITY BUNDI	136		D-IV PURANA GATE
98	BUNDI	(A-II) RURAL BUNDI	137		E-I JANTA MARKET
99		O&M HINDOLI	138		E II RAMGANI JAIPUR
100		O&M TALERA	139		E-III NAHARI KA NAKA
101		O&M K.PATAN	140		E-IV AMBER JAIPUR
102		O&M LAKHERI	141		E-V BRAHAMPURI
103		O&M NAINWA	142		F-I SITAPURA
104	SE (O&M) Sawai	(A-I) O&M S.MADHOPUR	143		F-II MANSAROVÁŘ
105	Madhopur	(A-II) RURAL S.MADHOPUR	144		F-III SANGANER
106		O&M KHANDHAR	145		F-IV PRATAP NAGAR
107	1 . W	O&M BONLI	146		F-V JAGATPURA
108		A-II GANGAPUR CITY	147		G-LVKIA JAIPUR
109		A-I GANGAPUR CITY	148		G-II VIDYADHAR NAGAR
110		(O&M) BAMANWAS	149		G-III MURIPURA
111	SE (O&M),	(A-I) O&M TONK	150		G-IV JHOTWARA
112	Tonk	(A-II) RURAL TONK	151	SE (JPDC) JPR	O&M BASSI
113		Ó&M UNIARA	152		And the state of t
114		REC DEOLI	153		O&M VKIA
115		(A-I) NEWAI	154		O&M) RAMGARH
			.L		O&M K.K. DHANI



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155	SE (JPDC) JPR	O&M KALAWAR	166	SE (JPDC)	(A-II) RURAL CHOMU
156	· · · · · · · · · · · · · · · · · · ·	O&M KANOTA	167	JPR	O&M GOVINDGARH
157		O&M CHAKSU	168		O&M JETPURA
158		O&M PHAGI	169		O&M RADAWAS
159		O&M SANGANER	170		O&M KALADERA
160		O&M BAGRU	171		O&M SHAHPURA
161		O&M IND. AREA, BAGRU	172		O&M VIRAT NAGAR
162		O&M SAMBHER	173		O&M DUDU
163		O&M JOBNER	174		O&M BICHOON
164		O&M RENWAL	175		O&M KOTPUTLI
165		(A-I) CITY CHOMU	176		O&M PAWTA

Chief Accounts Officer (IA)
J.V.V.N.L., Jaipur

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JAIPUR VIDYUT VITRAN NIGAM LTD. (INTERNAL AUDIT ORGANISATION)

INTERNAL AUDIT REPORT

SECTION 'A'- AUDIT OBSERVATIONS INVOLVING DIRECT REVENUE LOSS	
Reference of Internal Audit Party	eme of the Olliv Location
Duration of Audit	

						Total (A)		
							26.3 (1)	Ω Τ
7.4.T					auer e e .	Other (to be specified)	10.7	
1AB _ 1 / 2						Under-assessment in the case of theft and mal-practices.	407	7
IAR - 1.24						Under-charges in estimates.	17.8.21	4
IAR - 1.22				eran e		Non-issue of first bills.	16.4	3
AR-1.18						Incorrect posting of realization.	11,12,13,23,24 & 25	12
IAR - 1.15(f)						1 1	11,12;13,14,23,24 & 25	
IAR-1.15(e) & IAR1.16				an an anarta		Wrong/non-carry forward of balances.	11,12,13,23,24 & 25	10
IAR15(b)						Wrong/non-charging of load surcharge,	-do-	9
-do-						Wrong/non-charging of this cellatie ous charges.	-do	Qri
-do-						and the state of t		
1.15(C&D)					مسيو اين سي	Short working out of consumption and calculation errors	-do-	7
IAR - 1.9, 1.12, 1.13,						Wong/non-assessment against theft/pilferage of energy.	-do-	6
-do-						Wong/non-charging of meter rent/fixed service charges	-do-	ر ا
-do-						Under- assessment of minimum charges.	-do-	Δ
-do-						Incorrect application of tariff.	-do-	w
-do-						/ Oeffective/portitioners.	24 & 25	
1.12 & 1.13					ang the second	Non-assessment of average charges in respect of stopped	10, 11, 12, 13, 23,	۲۷
IAR - 1.9						Other irregularities in cash	в. 8. 0	
(AR-1.3						(ii)Book balance		
es en vel e						(i) (i)Physical balance		;
						Difference between physical and book coldlice of cost	A. 7.1	<u>د</u>
IAR -1.1 & 1.2	umer in					U	2	<u> </u>
9	000	7	6	5	4	S		444
		(Rupees)	cases	(Dupon)	Laves		200	Ę
	checking	Amount	No of	(Dimose)	No of	Particulars	Addit Mallact and	Ş v
Format reference	actual	То	from	A	,		Audit Manual Dara	`
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IAR 1

(Para.26,3 (a to d)

3- 1245 SECTION (B) AUDIT OBSERVATIONS RELATING TO PROCEDURAL DEVIATIONS

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TOTAL (B)	Others (to be specified)	divisions relating to SIP consumers	Irregularities in the record of sub-	divisions relating to MIP consumers	Irregularities in the record of sub	divisions relating to HT consumers	Irregularities in the record of sub-	Irregularities in temporary connections	Deviations in M.I.S.	Cases of breach of priority	Irregularities in CC & AR	Wrong/irregular credits	in ledgers	Incorrect posting of basic information	Deviations in the checking of ledgers	Discontinuance of average charges	Irregularities in MRR & A-50	Deviation in receipts & A-26	Irregularities in Bank/Scrolls	Deviations in M.O. Register	cheques/DDs	Deviations in the Register of	Deviation in Remittance Register	Deviations in PCB/CCB/PCCB	Deviations in cash	ن		o Particulars
																										. 4		Observations
																											/s	No. of cases
					a per general to		nggang 11 Palaman			-																	6	Amount involved if any
		14. 4			a magazari (A																						7	Extent of actual checking
		IAP-1-42		IAP-1.41		IAR-1.40		IAR-1.39	IAR-1.27	IAR-1.25	IAR-1.21	IAR-1.17	IAR-1.16		IAR-1.15(a)	IAR-1.15	IAR-1.14	IAR-1.11	IAR-1.8	IAR-1.7	IAR-1.6		IAR-1.5	IAR-1.4	IAR-1.3	IAR-1.2	8	Format reference



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AND ASSESSED AS SECTION OF AUDIT OBSERVATIONS RELATING TO MANAGEMENT INFORMATION

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;	1.2	11,	10.	9.	œ	7.	6.	5	4	ယ					į,								Provide (S Zo.	
TOTAL(C)	Others (to be specified)	Non-compliance of RCOs	Non-compliance of DCOs	Position of meter movement	Non- compliance of MCOs	Non-providing of T. P. seals	Pending service connections	Irregularities in debtors account	Pendency of applications for service connections	Pendency in regular billing	d) J.En	c) A.En.	b) X.En	a) S.E.	Deviations from norms of Vigilance checking	e) M.I.	d) J.En.	c) A.En.	b) X.En	a) S.E.	readings /seals	Deviation from norms of checking the meter	دی	Particulars	
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in the second se		IAR-1.42	IAR-1.37	IAR-1.36	IAR-1:35	IAR-1.34	IAR-1:33	IAR-1.32	IAR-1.23	IAR-1.20	IAR-1.19					IAR-1.10							IAR-1-10	8	Formal reference

SECTION D' AUDIT CERTIFICATE

instructions issued from time to time. All the audit findings/observations have been discussed with the unit officer and given one copy of final report in the prescribed reporting formats. It is also confirmed that the audit has been carried out to the best of our ability and Certified that we have followed all the prescribed audit procedure/norms as mentioned in the Internal Audit Manual and other

Dated Signature of Internal Auditor along with seal

Audit report has been discussed and one copy of audit report received.

Signature of ARO

Signature of Unit Officer

And one of

(Para 4.2 (iii))

19075 1000 1000 DECEMBERNAL AUDIT ORGANISATION) AND AND INTIMATION OF ARRIVAL / DEPARTURE OF THE IAP MEMBERS

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				2			Name of the IAP member (s)			
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>di+ox >loo					12		of IAP Member(s)	Signature		
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The Accounts Officer(IA)

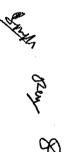
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IAR-2 Para 4.2(XVIII)

Record audited in Soil Copy Remarks, if any	Total number of SOSD issued	Name(s) of Interna	(Name(s) of Unit O Names	Name(s) of Service Names	Name(s) of Cashier Names	Name(s) of Jr. Acco	Name(s) of Junior F	Name(s) of Unit Of Names	Name of the Unit Period of accounts under audit Duration of audit Name of the present Unit Officer Name of the present Acctt./Jr. Acctt. Name of the present Cashier Number of consumers LT-1 LT-2
1 Soft copy	nder Assessment	Name(s) of Internal Audit Party Member(s) Name(s)	(Name(s) of Unit Officer(s) posted during the audited period Names	Name(s) of Service connection Clerk(s) posted during the audited period Names	Name(s) of Cashier(s) posted during the audited period Names	Name(s) of Jr. Accountants./ Accountants posted during the audited period Names	Name(s) of Junior Engineer(s) posted during the audited period Names	Name(s) of Unit Officer(s) posted during the audited period Names	nder audit Unit Officer Acctt./Jr.Acctt Cashierrs
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्Dated Signature of Internal Auditor along with seal	d not audited		ire To	To To	ĵ To	To To	То	10	L1-7
ernal Auditor along									HT
with seal				.*					TAIOI

	billing with its scroll (s).
	3. Cash receipts (A-6, A-8 & A-9). 4. Counter folio of bills in case of computer
The second secon	Z. Consumer Cash Books & PCCB.
	1. Perforted cash Books.
TICK	A. CASH SECTION
	DOCOMENTS TICKED AS BELOW.
ВЕГЕУАИТ	FORM FOR THE REQUIREMENT OF BOOKS ACCOUNT AND OTHER
	Period of Accounts under audit
	Reference of Internal Audit Party
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	Name of Unit Incharge
	Name of the Unit/Location
	doitego 1/ tig11 odt 30 omold

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en er er er en	1. Duplicate Bill Register.
LICK	D' OTHERS
	19. Temporary connection files, ledgers & Binders
	Of MIP, SIP& Mix load consumers & other HT consumers
	18. Consumer files, Meter reading binders & 118s
	17. Input Advice CB-4, CB-12, CB-15 & CB-9
	16. Computer Output 6A,6B, 6C & 16A,16B, 16C
	15. Vigilance checking Register & files.
11.00	14. AEN checking Register.
	13. Enchanced Security Recovery Register/records.
<u> </u>	12. Record of EUDR Cases.
	11. Name Change Files.
	10. Load extension/reduction files.
	9. Register of Adjustment from Advance Deposits.
	8. List of Ledger Keepers/Incharge of groups.
	7. Meter Reading/ Billing & Collection Programme.
	6. Daily Progress Report of Meter Readers (A-30).
	5. Meter Change Order Register.
	4. Register of reconnections/Disconnections.
	3. MIS 3.1 &3.2.
	2. Meter Reading Records.
	1. Consumer ledgers.(Monthly & Annual)
TICK	C. REVENUE SECTION
	10.
	9. Capacitor Register.
	8. Store Issue Rates to check estimates.
	Competent Authorities.

7. Concurrences received/obtained from

6. Schedule of non-sanctioned villages where

Connections were provided.

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		17. Td.
A STATE OF THE PARTY OF THE PAR	·	13.MAS accounts register.
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The state of the s		12.DCO/RCO Register.
- And the state of		11. Transformer Failure register.
		transformer register.
· · · · · · · · · · · · · · · · · · ·		10. Installation /maintenance of
		9. Vigilance checking register.
		8. JEN checking register.
4 <u>11 1</u>		PDC/M.R. Cases.
	10	7. Register of Dismentalled work in case
and the second second	•	6. Capaciter Register.
		5. M.C./Meter Movement Register.
		4. Service Connection Register.
•		3. Work/Job Register.
A Section of the sect		Connected load Register.
·		1. Meter Sealing Register.

E. JEN RECORDS

- S AND REIN

Dated Signature of Internal Auditor along with seal

LICK

(INTERNAL AUDIT ORGANISATION) Japur Vidyut Vitran Nigam Ltd.

Period of accounts under audit: Name of the unit/location: Reference of internal Audit Party: Duration of audit:

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(Para 8.0)

(INTERNALAUDIT ORGANISATION) Jaipur Vidyut Vitran Nigam Ltd.

(Para 7.1)	IAK- 1.2

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Period of accounts under audit:

Duration of audit:

Reference of internal Audit Party:

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	Balance as per PCB
	Stateme Physical [Balance in hand]
	nt show Difference/ if any
	Statement showing deviations in cash Physical Difference Action taken on Whether Balance if any difference amount system adopted 3 4 5 6
	whether double lock system adopted
	Whether key(s) kept separately with Unit Officer and Cashier
Dated Signature of Internal Auditor along with Seal	Statement showing deviations in cash balance and other shortcomings Physical Difference Action taken on Whether Whether key(s) Whether the Balance if any difference amount system with Unit deposited with of d Cashier 3 4 5 6 7 8
al Auditor along v	Name(s) and designation(s) of defaulter(s)
with Sea	Remar ks

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SINGEOR LEG CONTROL OF STREET OF STREET VIDYUT VITRAN NIGAM LIMITED OF STREET CONTROL OF STREET OF STREET ORGANIZATION)

Name of cashier

Date & Time of physical verification

Name of Unit Officer

Name of Accountant/Jr. Accit.

Name of Unit/ Location

IAR-1.1 (Para: 7.1.3)

TOTAL	COIN	Rs. i X	Rs. 2 X	Rs. 5 X	Rs. 10 X	Rs. 20 X	Rs. 50 X	Rs. 100 X	Rs. 500 X	Rs. 1000 X	C. IMPREST		TOTAL	SZ	Rs ! X	Rs 2X	Rs 5 X	Rs. 10 X	Rs. 20 X	Rs. 50 X	Rs. 100 X	Rs. 500 X	Rs. 1000 X	A. REVENUE	DETAILS OF CASH	er Toge	
	+ 3,										NOTE RS. CONTROL OF		3.7	11.00		1				#	1		1, 250	Rs / - 12 15	SH PHYSICALLY VERIFIED		
TOTAL	COIN	Rs. IX	Rs. 2 X	Rs. 5 X	Rs. 10 X	Rs. 20 X	Rs. 50 X	Rs. 100 X	Rs. 500 X	Rs. 1000 X	SHORT DU		TOTAL	COIN	Rs. 1X	Rs. 2 X	Rs. 5 X	Rs. 10 X	Rs. 20 X	Rs. 50 X	Rs. 100 X	Rs. 500 X	Rs. 1000 X	B. TRANSFER	FIED	REPORT ON PHYSICAL VERIFICATION OF CA	
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S.No. Name & Designation of employee	ployee Date on which advance made	de Fulbose	5
CASHIER	ARO/Accountant	Internal Auditor	
E POSITION AS PER PCB BALANCE ON THE DATE OF CHECKING CASH BALANCE	DATE OF CHECKING CASH BALANCE		
REVENUE TRANSFER WITHIN CIRCLE	Rs.		
SDA —			
TOTAL			
DATED SIGNATURES			



Cashier

Unit Officer Street

7.	200
(INTERNAL AUDIT ORGANISATION)	Jaipur Vidyut Vitran Nigam Ltd.

6AR - 1.4c (Para 9.1)

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Total						Ş.	'n		Refe	Dura	Perio	Nam
	2						Status of Register		Reference of internal Audit.Party:	Duration of audit:	Period of accounts under audit:	Name of the unit/location:
	W			Date		through this register	Details of remin		it.Party:		audit:	
	4 : .			Amount		ns register	ances not routed	Stat				
						signed by depositor and unit officer/SDA	S. Status of Register (1) Details of remittances not routed. Whether register being.	Statement showing the deviations in maintenance of Dank Remission of the Statement of the S		-		
		7		Date on which to be deposited			Whether for	ions in maintenance of b	and of B			
		7		ACtual date of deboart from the man	A de la lance de de la lance d		Hillances are acrayed in a	eliance of pairs remiser are delayed it so mention details	ant Remittance Register			
		٥	0		Delay in days			mention details				
		,			Amount		oran Para	<i>3</i> 1				
			10			defaulter(s)	designation(s) of	Name(s) and Remarks				
								Remarks				:

Dated Signature of Internal Auditor along with Seal

IAR-1.5 (Para 9.2)

Statement showing deviations in maintenance of Register of cheques/Drafts/Pay Orders/Postal Orders

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Total		-			•		S.No.
S. a. region		I.	٠.			Register	Status of Details of cheques/DDs/Postal/ Pay orders
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		 . •	بر			Amou nt	/DDs/Pe
			<u></u>			From whom receiv	ostal/ Pay
				1		On what account	
			9			cheques/D Ds/Pos.in attested by unit officer	Whether
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Dated Signature of Internal Auditor alongwith Seal

IAR-1.7 (Para 9.4 & 9.5)

nk/Collection Scroll Register.

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	0110	column N	signed in	Whether cashier has			£.			Difference	7	Details of Difference between scion(s) & Accorpagn	Receinted	Statement showing irregularities in Bank/Collection Scion Inchise
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) clerk	by th	check			χ		IIII	A IIIO	1		Details	Collecti
	20		by the checking advice being	check exercised bank collection			9	credited/deposited	Ę	Date our wine	A mo Date on which to		of late cre	OH SCIOI
		regu	g advi	d bank	13715			eposited	·		70 10		dit/depo	TVESTOR
	21	regularly sent	ce being	cised bank collection	ther med				(credit/deposit	Date o	not charged	sit of cas	
				***************************************		.	C			deposit	Date of actual	ged	h collect	
	22	delaunei(s)	(s) of	Designation	Name(s) & Remarks		-			in days	Delay		Details of late credit/deposit of cash collection in which interest	
	23		:	-	Remark		1.	13		of interest	Amount		cu merest	-la intomort
					,,,			1		St.	(ij			

May Bonn &

Fotal

Statement showing deviation in maintenance & upkeep of Cash receipt book(s) & A-26 register.

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10					0111001				_
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	· ·		1000100	christin receipt	TOURSE OF THE PARTY	receipts in A-	Zegister is	3	
	OI DESIGNATION (S)	entries	Tecept books	Christian trechint	Total & Diank	,	;)	
	Dagiamatican(c)				Trail Care	ANTICHICI	WINCHEL	S. NO. Status	V. XO.
T. Constitution of	: valle (3)		Whether used whether	Whether	\\/hether	W/hathar		O to to	,

Statement showing difference in checking of cash output 6B with total of PCCB counterwise

		America A		
		enteries	N. Comment	- - - - - -
No. of excess/less receipt posted in 6B Amount	No. of Amount No. of enteries Amount	No. of Amoun		
	counter as Per PCCB	No. 6B of particular counter	No.	
Difference Excess/ress posted as per carpar of	Total collection of that	S.No. Date Counter Amount Posted as per output	Date Counter	SZO

IAR-1.9 (Para 10.9)

Sanctioned Load

Name of consumer WORKING SHEET FOR CALCULATION OF UNDER ASSESSMENT Account No. Category

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		J	, e)I FELIOU	f Daniad	
	1				Calculation	Calculation	
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		<u>بر</u>					
		7				Under	
		9		WCC		Under assessment	
		5		Total Kebate	,		
		,,,,,,		Rebate, if any	,		
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Dated Signature of Internal Auditor alongwith Seal

Signature of Unit In charge: Signature of ARO

Reierence of CCAR No.

SOSD No.

Date & Month

DO THE STATE

IAR-1.10 (Para 10.10)

THE STATE OF THE STATEMENT SHOWING DEVIATIONS IN CHECKING OF METERS/SEALS/VIGILANCE CHECKING

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Total	1-1	the officer	designation of	Name and
· · · ·	2		posting ::	Period of
	ی	properly maintained	register	Whether
	4	To be. Actually checked.	No. of	
	Ų	Actually checked	No. of cases	
	6	To be checked	No. of	L
	7	Actually checked	No. of cases	LT2
	80	To be Actually To be checked checked checked checked	No. of	5
	9	Actually checked	vo. of cases	LT3
\$3.T	10		No. of cases	LT4
	Ξ	Actually checked	cases	⁻ 4
	12	Actually To be Actually checked checked checked	No. of cases	LTS
	13	Actually checked	cases	r'S

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	checked	checked	checked	checked	 checked	ked	checked	ď.	checked	checked
	Actually	To be	Actually	To be	 Actually		To be	7	Actually	To be
Rei	OTAL		H		 LT7				LT6	

Dated Signature of Internal Auditor alongwith Seal

IAR-1.11

(Para 10.1 to 10.8)

AND STATEMENT SHOWING IRREGULARITIES IN METER READING RECORD AND DAILY PROGRESS REPORTS (A-30)

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Total	_		ar 11 geres		Zo. 0	S
	. 2			are bound	No. MRR	S. Whether
	3	meter readers	submitted by	reports are	progress	Whether daily
	4		properly	are maintained	progress reports	Whether daily
	S		on D.P.Rs.	measures taken	corrective.	Whether
To hid Book and a	6		AENJEN	checked by	in MRR being	Whether remarks
	7	the MRR	correctly noted in	readings are	starting/last	Whether
	8		e and the property	of defaulter(s)	Designation(s)	Name(s) &
	9					Remarks

Dated Signature of Internal Auditor alongwith Seal



Mary Carry

(Para 11.9, 12.7 & 13.8)

Date

AND AND AND AND AN ARTEMENT OF SPOT DEBIT SHOWING UNDER ASSESSMENT DETECTED BY THE IAP DEBITED IN CC&AR AT SPOT

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Signature Dated Signature of ARO

Signature Unit Officer

Dated Signature of Internal Auditor alongwith Seal Internal auditor(IAP

(Para 11.9, 12.7 & 13.8)

IAR-1.13

Date

SOSD (Un agreed) No.

STATEMENT SHOWING UNDER ASSESSMENT DETECTED BY THE IAP AND NOT DEBITED IN CC&AR AS NOT AGREED TO BY 你不好好你不知以你你不 為此就死不 UNIT INCHARGE AT SPOT

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Total	1				S.No.
	IJ			consumer	L.
	(3)			7 o	Account
	12		1:		Locality
	y.		undercharges	for	Name of Account Locality Brief reasons Period Units
	6	-	10.00		Period
	7		-	: :: ::	Linits
	8		dues	Nigam	Am
	9		Duty	Elect.	ount of un
	10	,		Total	under assessment
			any	Total Rebate if	ment
		ر.	Officer Officer	difference of	Reasons for
	10	<u>.</u>		*	Remarks

Signature Dated Signature of AROLES The re-

> Unit Officer Signature

Internal auditor (IAP Dated signature alongwith Seal

IAR-1.14

(Para 11.11, 12.9 & 13.10) NAME OF THE PROPERTY OF AVERAGE CHARGES WITHOUT RECTIFICATION/REPLACEMENT OF METERS

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•	٠.				-				•	Name of consumer	X. L. C.	
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		J		charged	average not	average not	dmins when		periodifficitus		Total	
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		4	•				() () () () () () () () () ()	of defaulter(s)	(y)	Designation(s)	Name(s) &	Viama(s) &
		10				2					I COLLEGE INC.	SAMALKS -

Dated Signature of Internal Auditor along with Seal

(PARA 11, 12, 13, 23.3, 24.3 & 25.3)

STATEMENT SHOWING IRREGULARITIES IN LEDGERS

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		7 8	wed	cases involvi	. nr.				. · · · · · · · · · · · · · · · · · · ·				forma 1.15(.c) (as per			posting of the e		-
		ი 10	ved	lovni		, and	A 1 0.00					formal.15(d)			assessment	errors in		Calculation
		17	lved	cases invo			You Am	1.15(e)	performa	C. C	CC & A R fac	from	101 ware	formard.	can'y	(IdiiStet/Hon	for for/non	Incorrect
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		61	10		Clerk (s)	ng ulter	Checki deta	.L	2+, (2)	(e)	no i	C.	onati	Desi	 - 8		ibed e(s)	being Nam
	en ver	6.1	5			وحي . ساو و									3	5	mar	Re

一一一世 医骨骨 中國 医食品 经营工的 不是人 Dated Signature of Internal Auditor alongwith Seal

No.

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int of basic information not/wrongly mentioned in ledgers.

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4					20	Account	0 30 00 00 00 00
υ υ						Ledger No Name of Account Category	
6					نت.مد	Locality	-
1.7	:			year	80	Month	
8		-		mentioned	not	Locality Month Information	
9	File	consumer	As per			information	~
10	ledger	per	As .			wrongly memoried	
	any	involved, if	Amount			elluorieu	
12	;		defaulter(s)	(8) 01	(c) of	Decignation	Normale) &
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3			•			Thursday.	Remarks

Note Ledger wise totals are to be shown in this list

TOTAL

Dated Signature of Internal Auditor alongwith Seal

IAR-1.15(b) (COL NO 5 & 6)

detailed list of incorrect carry forward of balances in consumers' ledger(s)

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	0	Ü				consumer			CONSUMER WISE BEIGHER HISE OF MICOTICES CHILL IN FIRM CO.
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		ý					Carre	Account Cargory Incelify Month & Details of	THE RELL THE
		3		e .	- 4-			Locality	OI Teer cart
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		∞ ∞		transferred.	Balance to be			Details of incorre	2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
		9		transferred	Actually	A 2412 114	-	of incorrect balance	
				Amount	Direction	Difference			
				defaulter(s)	(8) 01		Designation	Name(s) &	N 121 6.
		- 1,	5					Kelliarks	Danmanis

Note Ledger wise totals are to be shown in this list

Dated Signature of Internal Auditor alongwith Seal

IAR-1.15(c) (COL NO 7 & 8)

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	*	ر		and the second second	- 1-1	Z	Ledger Name of	4 4	
						consumer	Name or		Consum
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		<u>بر</u>		· · ·	***		S. Category	T. J. Changan	Consumer wise detailed list of incorrect postings of incier rea
		6					The Care Son & Try County	I waltw	incorrect po
ed to		. 7			TEST	8	3	Mansh	stings of it
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		9 10		posted		Actually Difference Amount	-	₽.	nes in com
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-	_,	-	<u>۔</u>	defaulter(s)	S) 01	5 (1)	Designation	Name(s) & Remarks	
-		1.7	ند					Remarks	

Now Ledger wise totals are to be shown in this list

IAR-1.15(d) (COL. NO 9 & 10)

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			e de me			2%	Nature Actual Amount	ctual	Amount	Difference	defaulter(s)	
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Note: Ledger wise totals are to be shown in this list

Dated Signature of Internal Auditor alongwith Seal

IAR-1.15(e) (COL NO 11 & 12)

of balance(s) from CC&AR to Consumers Ledger(s)

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			7	CC&AK	& Date of	NCI. INC.	Def No Amount To be	CC&AK	,	transferred from	7 2111/2/2111 217	An tennom A	OH CALLY
		c	×			Vision Contract	Amount			from		∴	103 77 62 62
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		. *			 transferred transferred amount		Actually					eorrect transfer from	Consumer wise detailed list of incorrect non carry for marking or comments.
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Note: LCC&AR/Ledger wise totals are to be shown in this list.

2. Separate annexure shall be prepared for debit & credit cases.

Dated Signature of Internal Auditor alongwith Seal

IAR-1:15(f) (COL. NO 13 & 14)

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0 7 5	Padow.	Name of	Turionay. F.	AOSOFF)	Locality	S No. 11 Adors: Name of the Account of Category of Localities. Details of incorrect posting of realization	rect posting of	realization .		-	Name(s) & Kemarks	Kemarks	
	Z 0	consumer	Yo.	consumer No.		Ref. of CR No., & Date Amount to	& Date	Amount to	Amount	Difference	e Designation		
	ern de eksteur e flesk				4			be posted	actually	amount	defaulter(s)		
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ini.			4	ي .	C								
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Note: Ledger wise totals are to be shown in this list

rks ma Re IAR-1.16 (Para 14.6)

statement showing the number of cases of wrong/irregular credit.

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				Vigilance		assessed assessed	CC&A Amount Amount	*	Through CC&AR	-
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Dated Signature of Internal Auditor alongwith Seal

19

(Para 14)

And the second second statement showing irregularities in CC & AR Registers

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1. 2	S.No. GC & /	
3 4	S.No. CC & AR Whether Whether Whether the Checked by ch	
5 6	ith since	
7	Whether month wise Other abstract prepared & irregul reconciled with abstract ledger(s)	
8	Other irregularities, if any	
7	Name(s) & Designation(s) of defaulter(s)	
10	Kemarks	

Girls Oran

was a second Dated Signature of Internal Auditor alongwith Seal and

Statement showing the pendency in first billing (category wise) as on.....

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TOTAL	HT MLX-L1/	MIP-LT6	SIP-LT5	AG-LT4	STL-LT3	NDS-LT2	DLA-LT1			2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2			Category
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									months	upto 12	than 6	More	Particulars of pendency
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								,				penachey	Reasons for
						- Janes		×		bills	the first	for issuing	Steps taken
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								10	5		Amount		ring audit
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IAR-1.19) (Paral 6.1 to 16.3)

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	defaulter(s)			2801031	Leager Calegory No. of Tailou of Avoids	. NO. 01	Category	Leager			1
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	Designation(c) of			5 C C C	Of HOH-waterer	Siringilia			S.No. Year(s) Ion		
Kenlarks	Name(s) &		rooramine	ace to billing o	Description adherence to billing programme	James and area					,
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Named September of the Control of the Sec Dated Signature of Internal Auditor alongwith Seal

IAR-I 20) (Para 17.1) (Para 17.1) (Para 17.1) (Para 17.1) (Para 17.1) (Para 17.1)

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TOTAL		LT6	LT5	1 T4	LT3	LT2		,	-	Category
			-				-	2		applications pending at the commencement of the audited period
-	enader, y an ba-	-2			-			ررن		Applications received during the audited period
								4		Total
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		TOTAL TOTAL			· · · · · · · · · · · · · · · · · · ·			ū	,,	Details of oldest pending application Prio Name Date of rity of consu on mer
				na nees er f	round 11			 1	1	Reasons of pendency
					-	····			<i>J</i> 1	Remarks

Colors begans to a firm that the property Dated Signature of Internal Auditor alongwith Seal

IAR-1.21)

(Para 17.2)
STATEMENT SHOWING THE STATUS OF A 49 AND PRIORITY REGISTERS INCLUDING CASES OF BREACH OF PRIORITY.

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	4	2	70.	Priority	breached	onsumer(s)	priority	arionit:
		٨.	:	Name	whom	Particu		
		53		Category	priority was	ilars of the co		
, et (5 t+)		7		Name Category Priority Name Category Priority No.	breached	Particulars of the consumer(s) Particulars of the consumer(s) for		
		∞		breached	. اشتار	or priority	which	Slage at Detai
,a.v-		9		priority	of	breach		Details
	-	10		of A-49 priority	Status		Register	Service
		-		register	Status Status of	,		Service connection
1 100 11 100 15	***************************************	12			Defaulter (s)	(s) of	Designation	Name(s) &
	·-·	13						Remarks

Single Park R

STATEMENT SHOWING IRREGULARITIES IN RELEASING NEW CONNECTION.

(Para 17.3 to 17.11)

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irregul	CA CIT	irregularities in cash receipt (A-7) with Direction	asn receip	lanties in c	Irregu	ates	es in Estim	Under charges in Estimates		egularities in	lrregula	Locality	A/c Categ	A/c	Name of	S
○	J. Faran	* / A O)	201													

Whether initialed with date by unit officer correctness recorded 19 20 21 22 23 Name (s) & Remarks Other Name (s) & Remarks Name (s) & Remarks Designations(s) of defaulter(s)
Other Name (s) & I irregularities Designations(s) of defaulter(s) 22 23
larities Designations(s) of defaulter(s) 23
Remarks

Dated Signature of Internal Auditor alongwith Seal (IAR-1.24)

(Para 19.7)

IRRECTILARITIES IN THE ASSESSMENT AGAINST THEFT AND MALPRACTICES.

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	15							Ks	Domar



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STATEMENT OF DEVIATIONS IN TEMPORARY CONNECTION(S)

(IAR-1.27) (Para 21.1. to 21.7)

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	9	Amount recoverable before releasing connection To Actua Dif be Ily erecov recov recov ce i any red cred any
	10	ng ng Diff eren ce if any
	Ξ	s in t Na ur e
	12	Irregularitic s in billing Na Amo tur unt e invol ved if any
	13	Whethe r reading s recorde d weekly
	14	Whether extensions if any granted before expiry of previous period
	15	whet continues yes
-	16	Whether connectic continued after thruse years, if so give date(s) From To Tot devi
	16 17	Whether connection continued after three years, if so give date(s) From To Total deviation
	8.1	whether meter was stopped/ defective at the time of releasing
	19	Name(s) & Designation (s) of defaulter(s)
	20	Arks

Dated Signature of Internal Auditor alongwith Seal

(IAR-1.31) (Para 22)

STATEMENT SHOWING THE DEVIATION IN WORK/JOB ORDER REGISTER.

				د دارون					
l'otal	_						٠.		S.No.
	2		٠.				JEN(s)	<u>of</u> ,	Name
	ررا						Register	2,	Siatus
	44	Date	&	Z o	order	Job		not	Detai
	J			receipt	9 ,	Date	register	not entered in the	Details of Job orders
	6			3	of	Name		n the	orders
	-1	date	ξ.	c.	Job			7.	
	∞		receipt	25	Date			Job whose priority breached	C
	9		Job	e,	Name:			miority br	ases of br
	10			consumer	Name of			eached	Cases of breach of priority in execution of j
		date	· &	Š	dol			Jol	rity in
	12		receipt	of	:i)are			Job for which priority breached	execution
200 1 1000 ****		,	Job	2	Name			h priority	of jobs
	4-			consumer	Name Name of Job No.				
	5			& date	Job No.			Pendency of Joos	,
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	_	1	dob	01	Name	,		٠	
	5			consumer	Name Name of				
	14								Remarks

Dated Signature of Internal Auditor alongwith Seal

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NAING DEVIATIONS IN SERVICE CONNECTION ORDER REGISTER.

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	-	7		~	Or			2			ÇF .	*	V. O.Y
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		10		mers	COME			Name			SCOs whose priority breached	Cases of breach of priority in release of confidentions	STATEMENT SHOWING DEVIATIONS IN SERVICE CONTRACTOR OF STATEMENTS
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Dated Signature of Internal Auditor alongwith Seal

(IAR-1.34) (Para- 22)

STATEMENT SHOWING DEVIATIONS IN METER CHANGE ORDER REGISTER

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	ť	Ji	Teceipt	raceint Date	of:		n.		2000	MCOs no
		رد در	Date	Date:	Ŷ0, &		MOO		Š	ot entered i
		-7			receipt		MCO Date of	0.1	Single Phase	S.No. Name Status of Details of MCOs not entered in the register
	-	5 00		date	NO. &		MCO			
		9			NO. & COUSTINE		MCO Name of Car	2	Three phase	Cases of
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			ر.	er	COHORIN	Concum	Name of Catego Date of	1	Single Phase	Cases of breach of priority MCOS whose priority breached
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16 17 18 19	MCO No. & Hate-Name of consumer Category Date of receipt MCO No. & date Name of co	Three phase	Pendency of meter change orders
20 21	MCO No. & date Name of consumer	Single phase	meter change orders
22: 23 24	consumer: Category Date of receipt pendence	O I	Reason
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THE DEVIATIONS IN MICHAEL STATEMENT SHOWING THE DEVIATIONS IN METER MOVEMENT REGISTER.

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which Cases in which sugged meters received pending O.K. meters without without recording phase		4	phase	l hree	}	reas	recol		With	meters	(2000)	Cases
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pending O.K. meters Three Single Three Single phase phase phase phase against again 3) in (14- 8 9 10 11 12 13 14 15 16		6	phase	Inree		reas	recor		with	meters r		Cases II
nding Single Three Single Remov Rem Total Ente Diffe phase phase phase against again 3) in (14- 9 10 11 12 13 14 15 16		7	phase	Signo	ò: ala	Ons	Surp			eceived		which
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neters Single Remov Rem Total Ente Diffe phase ed against again 3) in (14-15) MCOs st PDC Ster 15) 11 12 13 14 15 16		9				1	phase		Single	Jing	:	.O.s
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Dated Signature of Internal Auditor alongwith Seal

(IAR-1.36) (Para -22)

STATEMENT SHOWING THE DEVIATIONS IN DISCONNECTION ORDER REGISTER.

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(IAR-1.37) (Para -22)

STATEMENT SHOWING THE DEVIATIONS IN RECONNECTION ORDER REGISTER.

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	pendency			receipt	date				D			
	- <u>c</u>		consumer	의	No. &		consumer	No. & receipt	No. &			
	errocast.	Name of Caregory reasons	ivallic of	Dale	, KCC	Category	RCO Date of Name of Category RCO	Date of	RCO	Register	JEN(S)	
	Pescons	Catarran;	Nama of	7		>				Distriction		
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Dated Signature of Internal Auditor alongwith Seal

(IAR-1.38) (Para -22)

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			6		Auk	irregularity i involved if No. & date work.		Work ligh Nature of Amount Work ligh Name		•	A/chif any	STATEMENT SHOWING THE DEVIATIONS IN M.A.S. ACCOUNTS REGISTER.
			<u>_</u>			No. & date	,	Work/job	1		Details of w	IONS IN M.
			∞			00		Name of	and entere	and output	/ork(s) /job(s)	A.S. ACCOU
			9	,	completion	execution/		Date of	i elligien III nie iegiski	d in the registe	accounts of w	NIO KEGIOI
			10	10	MAS Accounts	preparation or	The second secon	Reasons for non	(1	ĭ	Treegularity in MAS A/c if any Details of work(s) Job(s) accounts of which not prepared	EA.
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Dated Signature of Internal Auditor alongwith Seal

(IAR-1.42) (Para -26.3(e))

Total:		S. No.	
	2	Special Audit Note No Date	STATEMENT SHOWING SPECIAL AUDIT OBSER
	4	le Special Audit Observations	OWING SPECIAL AUDIT OBSER
	3	Amount involved, if any	V.A
	0	Kemarks	1

Dated Signature of Internal Auditor alongwith Seal

Mary Duy CA

through Zonal Accounts Officer(IA-Rev.) Reporting format of Internal Audit Party of the submitted to the H.Q.

ļ	oN	səд	First bills of Mobile/Telephone Tower's issued and average assessed correctly in case	TT.
	oN	Хes	Correctness of billing of consumers getting 24 Hrs supply from renovated feeders.	10.
	,	/ /	than year or not deposited bill for more than 1 year	
	ОЙ	səд	Detailed audit in respect of consumers either whose will has not been sent for more	6
	ON	χGλ	Load extension cases and their billing accordingly has been checked	,8
	. Na man na lamini a serana		Compliance made and pending is enclosed.)	
			out reading has been proposed by the party (Complete detail of MCO issued,	
•	ON	5 0	Audit of MCOS and timely compliance thereof has been carried out assessment of left	7.
		and the second s	767.	
	ON	səX	Maintenance of settlement register in accordance with the provisions of JPR-5-234 &	.9
and the second	ON	SЭХ	Whether the cases of left out outstanding & Negative Balances has been checked.	2
	La company and the second		checked or not. If yes whether any irregularity reported or not.	
	οN	səx	Whether Remittance & Reconciliation statement and debit of dishonored cheques	17
			reported separately with the documentary support.) (IAR 1.18)	1
	Not Found	puno∃		3
			name of defaulters with the documentary support.)	1
. *	.bnuoi found.	- puno-l	Pendency of VCRs for their logical conclusion (being reported separately alongwith	2.
	:		of A-49 register and computer output No. (20-21)	
			(Complete detail been submitted in the prescribed Performa along with photo copy	
. • • •	Not Found	puno∃	Cases of Breach of priority in release of connections	
	bnuo-1 10N	puno_	Cases of Delay in issue of Ist Bill	
	Not Found	puno-	Cases of Delay in compliance of SCOs (Delay in release of connections)	
	puno 110N	Found	Cases of SCOs Pending with JENs for compliance	
Remar	1 2		Cases of Delay in issue of first bill/ pendency of SCOs and Breach of Priority (IAR 1.18)	T
	A	J	on the case of serious irregularities:	
-			to of the month of	
saawinsi	ra/cs of con	ive Ledge	ucted audit during month of have been/have not been debited in the respect	
AAI 94:	nted out by t	arlier poi	r charges and corresponding units thereof Pertaining to the audit period	∍bnU S
	2}	A of gnifn	No of consumers & under charges pointed out in No. of cases amou	
	•		supported with the ICR:-	
	·	wing reve	ne year during the period w.e.f. to Specific report on the follo	
noisivib	qns	to tibua	AP No consisting of Nos. Party members have carried out the Revenue a	1 947

Submitted to the Chief Accounts Officer (IA), Jaipur Discom, Jaipur for kind information and necessary action please. Signature of Incharge along with seal

Signature of Incharge along with seal

gnisolone arities highlighting name of defaulters with their tenure enclosing Any other serious irregularity observed/pointed out by the IAP (along with the

of meter found stopped burnt defective, No. of MCO issued, Compliance made, of stopped/defective/burnt meters. (Complete detail of total No. of connections, No. :Joug

17:

qocnwentary support)

pending and assessment prepared is enclosed.)

Annexure- A

Abstract of name of Officers / Officials along with tenure responsible for delay in first billing during audit period......

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		Trans.
	Name of Officer/Official - Designation Tenure Period	
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Dated Signature of Internal Auditor along with Seal
Annexure- A-I

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						Village	1962 OF 00
			O.	↔	oun	Acc	141 4.101
-	JEN	sent to	No. case	which	on	Date .	1163 16 111
			ction	conne	of	Date	101 Sum
	Sec.	from JEN Rev.	ction back the	which conne Received Sent to JEN	case	Date on which Delay in days on the part First	Statement showing cases of acidy in this coming to the fraisment
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		and the second	Clerk	Consumer Rev	of	ay in days	
			Section on	- Rev.		on the part	
		٠.	on	Issued	Bill	First	
Err-				AEN		Name	
				JEN		of the	
-				1 AEN JEN ARO		Name of the defaulters	
		LK	Section/	CC		rs	

Dated Signature of Internal Auditor along with Seal

Annexure- B

Annexure- B-I

e of Officers / Officials along with tenure in case of pending SCOs during audit period

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Dated Signature of Internal Auditor along with Seal		Total no.	AUSH act of Hame on Others Constant with tenture interse of perturb of the many beautiful and beauti
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and success the second statement showing cases of SCOs pending for compliance for the year.....

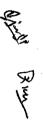
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		76	Sr.	1 - 601 - 600
		7	Service	
		Consumer	Name Of	
			Village	
	A CONTRACTOR	Date	SCO No. &	0
g make		No. No. No. Consumer and Date Consumer de	Sr. Service Name Of Village SCO No. & Date on which	,
		connection	Date of	
		connection release connection	Date of Duration of Delay in	
		AEN	Name of the defaulter	
		JEN	le defaulter	

Dated Signature of Internal Auditor along with Seal

Annexure-.C

of name of Officers / Officials along with tenure in case of abnormal delay in SCO compliance during audit period...

r		
	S.No. Name	THE STATE OF THE
	S. No. Name of Officer/Official Season Designation Season Tenuré Period	THE PARTY OF THE P
		2000
	Designation	Control of the Contro
		C
	Tenure Period	
	Item No. of	
	of the List	
	Total no.	
	Remark.	





Statement showing cases of abnormal delay in SCO compliance for the year....

		No.	Sr	
		No.	Service	
	a munit	Consumer	Name Of	
		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Willage	
-		Date	SCO No	
			8 6	
		No. No. 18 Consumer and the Date Date case sent to JEN	Sr. Service Name Of AWillage SCO No. & Date on which	
		connection	Date of	,
	- ;	release	Duration	£.
		release connection	Duration of Delay in	
•		AEN	Name of the defaulte	
		JEN	the defaulter	

Dated Signature of Internal Auditor along with Sea

Annexure- D

Abstract of name of Officers / Officials along with tenure in case of pending VCRs during audit period...

	S.No.	Nan
	Name of Officer/Official Designation Tenure Period Item No	Name of Sub-Div.
	Designation	
	Tenure Period	Wing- O&M/ Vigilance
	Item No. of the List	ilance
	Total no. of pending VCRs	
	Remark.	

Dated Signature of Internal Auditor along with Seal

Annexure-

Statement showing pending VCRs for logical conclusion for the year......

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Note: Separate list is to be prepared for O&M wing/ Vigilance wing/Consumers/Non Consumers/Yearwise.

A 1904 Surface of Section 12 Case Dated Signature of Internal Auditor along with Seal

Annexure- D-II

accessions a second of a Consolidated abstract of VCRs pending for logical conclusion.

Total VCRs pending Vigilance Wing Vigilance Wing. O&M Wings and O&M Wings a residence Wing Consumer/Non Consumer Non Consumer Non Consumer Consumer Consumer Year No. of VCRs

