

**GOVERNMENT OF ODISHA
FINANCE DEPARTMENT**

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From

Sri T.K. Pandey, I.A.S.
Additional Chief Secretary to Government

To

**All Additional Chief Secretaries/
Principal Secretaries/
Commissioner-Cum-Secretaries/
Secretaries to Government/
Heads of Departments**

Sub: Guidelines for payment of electricity dues for State Government offices.

Madam / Sir,

I am directed to say that payment of electricity dues of the State Government Offices are now being done through drawal of cash by the respective DDOs against the bill amount on receipt of the manual electricity bill. The process involves manual interventions at many stages such as billing by the DISCOM & submission of manual bills, submission of bill in treasury against bill for drawal of cash against bill and payment to the DISCOM by the concerned office against the bill. The process in many cases consumes substantial amount of time, as a result of which some of the offices fail to avail the discount.

2. In some other cases, payment is delayed and the arrears attract Delayed Payment Surcharge (DPS), which result in additional financial burden on State exchequer. The present mechanism for monitoring of payment of electricity dues by State Government Offices is manual and hence many a times, it becomes difficult for the Departments to ensure timely payment of the electricity dues by the field offices.

3. Keeping in view the above difficulties, it is decided to switch over to an electronic platform for receipt of electricity bills by DDOs and payment as well as monitoring online using IFMS platform. Arrangements have been

made between the Integrated Financial Management System (IFMS) and the Billing and Collection application systems of the DISCOMS through the Nodal Agency GRIDCO for sharing of consumer-wise monthly electricity bills to the Head of Office and their subsequent payment using the electronic platform of RBI directly to the designated Bank account of the DISCOMS. Payments made by the DDOs through the electronic platform of IFMS will be seamlessly reflected in the database of the DISCOMS against the specific consumer number. The proposed process would ensure following benefits:

- (i) Timely payment of electricity duties by the Government offices.
- (ii) Electronic and direct remittance of the electricity dues to the designated Bank account of the DISCOMS.
- (iii) Proper accounting of the payments made by the Government offices against the consumer numbers.
- (iv) Facilitate monitoring and preparation of realistic Budget estimate for funds.

4. Operational process:

4.1 Online availability of electricity bills:

A link in the DDO Interface of IFMS has been provided to enable the Head of Office/DDO to access the electricity bills in respect of the consumer numbers for which the concerned establishment makes payment to the DISCOMS. In this regard, a mapping between the Head of Office/DDO and the consumer numbers have been done by the GRIDCO and the bills will be available accordingly in the DDO Interface.

In case, any Head of Office/DDO finds that a particular consumer number(s) is not available in the interface, they may make a reference to the concerned DISCOM or GRIDCO for making necessary changes in the mapping.

4.2 Processing of electricity bills in the establishment of the Head of Office:

The electricity bills available in the link can be downloaded and printed copy can be processed to obtain approval from the competent authority as per the extant procedure. Financial sanction should be made following the usual process.

4.3 Preparation of bills by the DDOs:

For drawal of the electricity dues, **separate bill will be prepared by the DDO against each consumer number to facilitate booking of the payment amount in the account of the concerned consumer. Treasuries will not allow such claims where the DDOs submit multiple sub-vouchers against a single bill.**

The payment of electricity dues are made from the Budget provision under Detailed Head - 08001 and Object Head - 074. When the DDO enters the aforesaid combination of Chart of Account, the existing online bill form for Fully Vouched Contingent (FVC) in IFMS will require him/her to provide the consumer number mandatorily. After completing the entries in the online module, the DDOs will take printout of the bill and submit the bill along with sub-voucher downloaded from the link in the Book of Drawal to the Treasury as per the present practice.

The beneficiary details will be automatically populated in the IFMS based on the consumer number once the mapping between the consumer number and the Bank details of the DISCOMS is complete.

However, till such time the Bank details of the DISCOMS will automatically populated in the beneficiary list of IFMS, DDO will enter the Bank details in the master of beneficiary list and attach the particular account details for the specific bill at the time of drawal from Treasury.

4.4 Cut-off date for availing rebate on payment of electricity dues:

In order to ensure uniformity in payment and generation of standard monitoring report, it is decided that for all Government consumers, the **due date of payment of bills generated during a month shall be 10th of next month. Therefore, payment shall be made within 10th in order to avail rebate.**

In case of any disputed bill, the DDO/Consumer can raise a grievance in the Common Portal of DISCOMS. However, pending resolution of dispute the DDO shall make payment of the disputed bill, which will be adjusted subsequently in case of any revision.

4.5 Sharing of MIS relating to payment:

IFMS Odisha will provide the payment information after obtaining confirmation from RBI to the Common Portal of DISCOMS through an automated process of data transfer to be made in the Secure File Transfer Protocol (SFTP). The payment MIS will comprise of the information such as: consumer number, amount, UTR number or RBI sequence ID, date in a mutually agreed format to the DISCOMS. The sharing of the data will be made on a periodic basis.

4.6 Population of the payment information in the DISCOM database and generation of acknowledgement:

On receipt of the data from the IFMS Odisha, the DISCOMS will populate their database regarding the payment made against consumer number by the DDOs. The payment information will be automatically populated against the consumer account. The application system of the DISCOMS will also generate acknowledgement/electronic money receipt in respect of payments received. These acknowledgements will also be available through the DDO Interface link of IFMS.

4.7 Report for the Administrative Department/Controlling Officer on current and arrear electricity dues:

The new arrangement will enable the Administrative Department/Controlling Officer to see the consolidated and detailed requirement of fund for the DDOs under their control. The Common Portal of DISCOMS will provide historical analysis of energy consumption by Government offices to monitor and prepare the estimate for fund requirement, if any.

5. Training and Support:

Training programmes will be conducted for the DDOs/Controlling Officers/Administrative Departments jointly by the Directorate of Treasuries & Inspection and the DISCOMS. Administrative Department and Controlling Officers will be trained about the use of MIS containing the information on arrear and current electricity dues. The DDOs will be trained in their respective Treasuries jointly by the DISCOMS & Treasury Officers about the new process for payment of electricity dues relating to their establishment.

6. Grievance Management:

DISCOMS are required to ensure that all the meters are functional for the Government offices. In case if the meter is not functioning, the Government offices may report the matter in the Grievance Link of the Common Portal besides intimating the concerned DISCOMS.

In case of any dispute in the Energy bills, Government offices can post their Grievance in the Common Portal of DISCOMS. The grievances of the consumer will be resolved within a time bound manner and will be monitored.

7. Timeline for implementation:

The application for online payment of electricity dues by State Government Offices will be made available to the users in the Odisha Integrated Financial Management System (IFMS) on a test basis from 1st January, 2019 and on successful completion of the piloting, this will be made mandatory w.e.f. 1st February, 2019. During the piloting phase, any Head of Office / DDO, who ever desire can use the facility for payment of electricity dues. However, from **1st February, 2019** onwards, electricity dues bills of the State Government Offices can be processed only through the portal.

Sd/-

Additional Chief Secretary to Government