



कार्यालय, रक्षा लेखा नियंत्रक
उदयन विहार, नारंगी, गुवाहाटी-७८११७१
OFFICE OF CONTROLLER OF DEFENCE ACCOUNTS,
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Through Website/TTB

No. A/IV/65/Rev Sec /Vol.-XXIV

Date: 02/08/2022

To

All AO GEs,
All AAO BSO, } Under CDA Guwahati Organization
All BSOs

Subject: Forwarding of Standard Operating Procedure for Accounting/Adjustment of E-MRO on Installation of Prepaid Electric Meters.

Please find enclosed the Standard Operating Procedure on the subject matter for information, guidance and compliance, please.

Encl: As above

SD/-
(Hareswar Deka)
AO (A/Cs)

Copy to:

IT & SW Cell }
M O (Local) }

It is requested to upload the memo on CDA Guwahati website.

(Hareswar Deka)
AO (A/Cs)

Draft Standard Operating Procedure for Accounting/Adjustment of E-MRO on Installation of Prepaid Electric Meters

After installation of Pre-Paid Electric Meter, an e-MRO amounting to Rs. 500/- or an amount as fixed by BSO should be deposited by the consumer to concern BSO who will maintain necessary records and activate the Pre-paid meters of respective consumers within 24 Hrs.

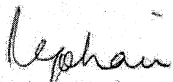
The BSO will forward all the e-MROs received on account of Electric Charges for pre-paid Meters on a particular day to AAOBSO in the next working day indicating the Qtr. No. and Name, Rank with Personal No. to enter necessary records in the Revenue Ledger maintained for the purpose. The AAO BSO will also indicate the page no., volume of Revenue Ledger on the front of e-MRO for future linking, if required.

After updation of records by AAO, the e-MROs will be forwarded to concerned AOGE/AGE(I) for necessary adjustment.

On receipt e-MROs from AAOBSO concerned AOGE will keep all the e-MROs in a Jacket (Monthwise) and wait for duplicate copy of e-MRO from Accounts Section of CDA Main Office.

Accounts Section of CDA, Main Office will download all the e-MROs on the 1st working day of following month and carry out necessary adjustment of all e-MRO received in a particular month. After adjustment, the adjusted copies of e-MROs will be segregated Unit/BSO/GE/AGE/Audit Section wise and schedule the copies of e-MROs in duplicate to concerned Audit Section/Sub-office with Top List for necessary adjustment at their end.

On receipt of copies of e-MROs from MO, CDA the Audit Section will link all the E-MRO with the copies of e-MROs kept in the Jacket received from AAOBSO and carry out necessary adjustment and TE and Month of adjustment is to be intimated to Accounts Section, M.O. and AAOBSO for updation of their records.


(N. Gohain)
Dy. CDA(A/Cs)