

REVENUE OFFICE

<p>Procedure Section Designation</p>	<p>Temporary Disconnection</p>	<p>Code CP-13</p>	<p>Page 1 of 6</p>
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Reference

Instructions

- 1.1 A consumer may request that his premises be temporarily disconnected. This is done by the Sub-Division who issue the Disconnection Order under the procedure in CP-Code-03/2.
- 1.2 Temporary Disconnection is also allowed for seasonal connections.

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Reference

Instructions

- 2 Receive second copy of the executed Temporary Disconnection Order (CP-Form-14) from the Sub-Division Disconnection and Reconnection Section (CP-Code-03/4.1).
- 2.1 Pass the executed Disconnection Order to the Commercial Assistant Meter Reading Control (CP-Code-13/3).
- 2.2 Receive the executed (CP-Form-14) from the Commercial Assistant Meter Reading Control and file in the individual Consumer's Files (CP-Code-13/3.5).

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Reference

Instructions

3. Receive the executed CP-Form-14 from Commercial Assistant Consumers Records (CP-Code-13/2.1).
 - 3.1 Prepare Computer Input Daily CP-Form-138 in duplicate. Obtain signature of Revenue Officer in token of scrutiny.
 - 3.2 Pass top copy of CP-Form-138 to Commercial Assistant Data Control (CP-Code-13/4).
 - 3.3 File second copy for checking with the meter readings on the next cycle Meter Reading Forwarding List.

Where P.C. is installed, receive copy of error list (Para-6.2), check and arrange rectification of errors through CSO, and Supervisor PC on the same day. Also record corrective action taken against each item under his dated signature.

Receive processed error list and ensure that Supervisor PC has signed the same in token of correction. File the error list with the 2nd copy of CP-Form-138 for checking with Meter Reading on the next cycle Meter Reading Forwarding Lists.
 - 3.4 when next billing cycle Meter Readings are received from Computer Centre, check CP-Form-138 to the Meter Reading Forwarding List. CP-Form-21.

Ensure that the Temporary Disconnection Computer Code has been entered on CP-Form-21. Where Temporary Disconnection Computer Code has not been entered on CP-Form-21, enter it by hand in relevant column on CP-Form-21. Also enter final reading as per CP-Form-138 in "Present Reading Column" of CP-Form-21. Initial any changes made to CP-Form-21.
 - 3.5 Pass CP-Form-14 to Commercial Assistant Consumers Record (CP-Code-13/2.2).

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Reference

Instructions

4. Receive CP-Form-138 from Commercial Assistant Meter Reading Control (CP-Code-13/3.2). Enter details on Data Batch Register CP-Form-82 in Column 4 and 5.

Ensure that Commercial Assistant Meter Reading Control completes Columns 1 to 3.

4.1 Send CP-form-138 to the Computer Centre, obtaining receipt on Columns 6 and 7 of CP-Form-82.

Where P.C. is installed at Division, send CP-Form-138 to Supervisor PC obtaining receipt on CP-Form-82 (Para-6).

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Reference

Instructions

5.

Arrange for Commercial Assistant Consumers Record to check that CP-Form-14 received in the month equal to number of Temporary Disconnection Orders as shown in CP-Form-13. If not, arrange checking of Revenue Office record with Sub-Division record through Commercial Assistant Consumers Record until reconciliation is effected.

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Reference

Instructions

6. Receive CP-Form-138 from Commercial Assistant Data Control/Clerk (para 4.1).
 - 6.1 Arrange key entry of relevant Data daily on Computer and produce errors list.
 - 6.2 Send one copy of the errors list to Commercial Assistant Meter Reading Control daily for corrective action (para 3.3).
 - 6.3 Ensure clearance of all items in the errors list daily as per advice of CSO and return the same to concerned Commercial Assistant Meter Reading Control after appending his dated signature in token of compliance.
 - 6.4 Send Disket to Circle/Company's Computer Center for further processing. Not for Supervisor P.C.
 1. He will maintain movement record for input received from and output sent to the concerned officials.
 2. After making corrections pointed out by concerned officials in proof list/errors list, Supervisor P.C. will again obtain a print out for each input to ensure that the same is error free. Where there is still any error, he will arrange rectification through CSO on top priority basis.