



BANGALORE WATER SUPPLY AND SEWERAGE BOARD

Office of the Financial Adviser and Chief Accounts Officer, 1st Floor, Cauvery Bhavan,
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No.BWSSB/FA&CAO/AC(A)/29/2016-17

29/12/2016

ADDENDUM TO CIRCULAR

Sub: Collection of Water Bills through Cash Counters at all Sub-Divisions-reg


Ref:No.BWSSB/FA&CAO/AC(A)/1159/2016-17 Dt: 29.12.2016.

In continuation to the circular cited under reference (1) above, the following should also be taken care of while collection of water bills through cash counters at all sub-divisions.

The below process shall be followed strictly for cash collection:

1. All Cash counters should strictly operate from 8 AM Morning to 12.30 PM Afternoon.
2. The Cash Counters shall operate only till 12.30 PM Afternoon. No collection after 12.30 PM from the consumers shall be encouraged.
3. **The Official / Cashier upon collection of water charges from consumers shall immediately issue an Official Receipt of BWSSB. All the Official Receipts issued to the consumers should have pre-printed numbers on individual receipts.**
4. **In case of shortage of Official Receipt Books, the same can be obtained by submission of indent to CENTRAL OFFICE - STORES SECTION, Cauvery Bhavan, 4th Floor immediately.**
5. After the collection hours, the Official at the Cash Counter should prepare the required details in the format prescribed and get it duly signed from the Cashier / Official responsible for collection of cash, Revenue Manager and Assistant Executive Engineer before remitting the cash collected at the nearest Syndicate Bank / Branch by enclosing the official bank / branch challan.
6. A separate register for remittance of the cash collection shall be opened and the remittance details shall be entered daily without fail and get it duly signed by the AEE.
7. Upon remittance of the cash to the Bank / Branch, the counterfoil of the challan shall be duly got signed by the Bank authority responsible for collection of cash at the bank and shall be pasted to the register opened for remittance.

All the Executive Engineers are requested to issue necessary directions to the respective sub-divisional officers and act as per the directions of Hon'ble Chairman till further orders. The process of collection of Cash through Cash Counters shall be initiated immediately.


Financial Adviser & CAO
B.W.S.S.B

Copy to :

- 1)Hon'ble Chairman for kind information.
- 2)CAO-S for kind information.
- 3)Public Relations Officer for information and to issue a public notice in this regard immediately.
- 4)Assistant Controller (Accounts) for information.