



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)/1159/2016-17

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CIRCULAR

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

In view of the demonetisation process, the KIOSK machines are to be re-calibrated for facilitating acceptance of new 500 Rupee Notes and new 2000 Rupee Notes. As the re-calibration process takes atleast 2 weeks time from now, the Hon'ble Chairman has issued directions to collect the water bills through cash counters at all Sub-Divisions from consumers till further orders.

The below process shall be followed strictly for cash collection:

1. The AEE of the Sub-Division shall take all measures to facilitate the process of collection of Cash from consumers at their respective Sub-Divisions including collection, security and remittance of daily collection of cash to Syndicate Bank Branches.
2. **All the bills so collected shall be remitted to Chairman, BWSSB Account- Water Charges collection Account No.04462010112118 daily without fail.**
3. The AEE shall be custodian of the amount collected after banking hours.
4. The amount collected after banking hours shall be placed in a safe custody.
5. **Only BWSSB officials shall be deployed to collect the cash at the counters.** No contract employees shall be deployed.
6. The Official at the Cash Counter shall collect all denominations including the new 500 Rupee Notes and new 2000 Rupee notes at the cash counters from the consumers and record it in a ledger.
7. **Old 500 Rupee and old 1000 Rupee notes shall not be collected from the consumers.**
8. The AEE shall prepare a report of all collections consisting of consumer details viz., Sub-Division, RR No., Bill No., Demand and Actual collection of their respective divisions in the format prescribed by Executive Engineer (Revenue Billing and IT) daily and forward to EE(RBIT) through e-mail only in **MS Excel File Fomat with a copy to FA&CAO through e-mail (fa@bwssb.gov.in).**
9. The format for preparation of MS Excel report is forwarded to the e-mail ID's of all AEE's.
10. All AEE's shall prepare in the format prescribed. No separate format shall be allowed.

11. The Executive Engineer (Revenue Billing and IT) shall process the file and up-date the consumer ledger at central office daily without fail.
12. The AEE shall place a placard – “**CASH COLLECTION COUNTER**” at the cash counter for the information of the consumers.

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.
- 5) All Executive Engineers for information and necessary action.
- 6) Accounts Officers (Revenue) for information and necessary action.
- 7) Office copy.