

Government of West Bengal
Finance Department
Audit Branch

No. 4455- F(Y)

Dated, 28th October, 2024

MEMORANDUM

West Bengal State Electricity Distribution Company Limited, a State Power Distribution Company under the control of the Power Department, Govt. of West Bengal, has initiated the process of installation of smart electric meters in the State Government offices.

To facilitate electricity usage through pre-paid smart electric meters, all State Government offices are hereby allowed to recharge the pre-paid electric meters **preferably on monthly basis** by placing contingency bills at treasuries under the detailed Head of Account "13-01" (Office Expenses-Electricity) along with a sanction order of the concerned Head of Office which is to be treated as valid voucher for such bills.

Sanction orders are to be issued by the Head of Office for the first month of switching over to pre-paid meters and for the subsequent months as per the formats annexed with this order.

The amounts sanctioned for recharging the pre-paid electric meters should not be used by the offices to settle their outstanding electricity bills.

This has the approval of competent authority of the department.



Special Secretary to the
Government of West Bengal

Annexure-I

(Format of sanction order for recharging pre-paid electric meters for the first month)

-----[Name of the office]

Consumer No. :

Electric Meter No. :

Sanction is hereby accorded to drawal of an amount of ₹ _____ (Rupees in words)* towards recharge of pre-paid smart electric meter mentioned above for the month of _____.

2. The charge will proceed against the Head of Account ".....-13-Office Expenses-01-Electricity" under Demand No. during the financial year
3. is authorized to act as the DDO in respect of the present sanction under the jurisdiction of -----Treasury.
4. The Principal Accountant General, West Bengal is being informed accordingly.
5. This sanction is issued in terms of Finance Department Memorandum No. dated

Sd/-
(Head of Office)

*Monthly Electricity Bill during the last twelve months (as given below):

Month 1	Amount
Month 2	Amount
Month 3	Amount
Month 4	Amount
Month 5	Amount
Month 6	Amount
Month 7	Amount
Month 8	Amount
Month 9	Amount
Month 10	Amount
Month 11	Amount
Month 12	Amount

Annexure-II

(Format of sanction order for recharging pre-paid electric meters for second month onwards)

-----[Name of the office]

Consumer No. :
Electric Meter No. :
Last recharge details : (Receipt No., Date, Amount)

Sanction is hereby accorded for drawal of an amount of ₹ _____ (Rupees in words)*
towards recharge of pre-paid smart electric meter mentioned above.

2. The charge will be booked against the Head of Account ".....-13-Office Expenses-01-Electricity" under Demand No. for the financial year
3. is authorized to act as the DDO in respect of the present sanction under the jurisdiction of ----- Treasury.
4. The Principal Accountant General, West Bengal is being informed accordingly.
5. This sanction is issued in terms of Finance Department Memorandum No. dated

Sd/-
(Head of Office)

Details accounts of recharge of Electric Meter

Particulars	Amount
Balance of prepaid amount at the time of sanction of previous recharge	
Previous recharge sanction amount vide date --/--/----	
Amount utilized up to date from previous sanction date	
Balance of prepaid amount at the time of present sanction.	

Sd/-
(Head of Office)