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भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

No. BSNLCO-15(11)/2/2020-SGM-Elect.Works

Dated: 23.04.2021

To

**The All CGMS/CGM ITPC
BSNL Circles/Units**

Sub: Payment Process of Electricity Bills through Oorja App

Sir,

To streamline the payment of Electricity Bill (which is highest recurring expenditure of BSNL after HR cost) Director (CFA) BSNL Corporate Office, New Delhi has approved the detailed Centralised **Payment Process of Electricity Bills through Oorja App** which will be implemented at the earliest. A copy of the approved Centralised Payment Process is attached in **ANNEXURE**. The successful implementation of centralised Payment Process would require close coordination of Circles/Units, ITPC Hyderabad and ERP team.

The timely implementation of Centralised Payment Process of EB Bills through Oorja App would not only save BSNL substantial amount of time, energy and money in processing the bill, a systematic integration with ERP will result in proper monitoring of payments, avoid wrong payments minimise penalties and levies and maximise discounts by smart scheduling. Therefore, all the BSNL Circles/Units are requested to act upon it immediately in close coordination with ITPC and ERP team for onboard from this month itself.

This is issued with the approval of Director (CFA).

Enco: As above


23/4/21
**(Mara Kocho)
GM(EW), CO
9436700750**

Copy to:

1. The PPS to CMD for kind information, please.
2. The PPS to Dir (CFA), for kind information, please.
3. The GM, ITPC, Hyderabad for necessary action, please.

PAYMENT PROCESS of Electricity Bills through OORJA APP

The payment process in oorja app will be automated and will need minimum manual intervention unless any discrepancy in bill is noticed or in case due to lack of data, validation is not feasible. The flow chart is given in annexure-I

The acquisition of data from DISCOMs shall be automated and will be populated in Oorja on regular basis.

1. The bills raised by DISCOM shall be captured on daily basis by bill aggregator and will be provided to Oorja Application (By ITPC) through FTP server. The Oorja application will validate each bill based on automated validation algorithms.

STAGE-I

2. The validation will consist of trend analysis and calculation of bills based on factors like DISCOM tariff and consumption pattern of the preceding month.

Once a new bill is received in Oorja , it is subjected to **sanity check** and validation process **as defined in** annexure –II.

All validated cases will be progressed to stage-II.

STAGE –II

3. All the bills reaching stage –II will be routed through designated DGM(F) of the circle office and CE(E) for approval. The dash board of Oorja App will be capable of bulk approval, single approval and selective approval as well as selective blocking.

All the CE(E) approved bills will be migrated to Stage -III

STAGE-III

4. All bills reaching stage III –are fed to ERP with all details as of CAN No. BA No, Bill No., date of bills, Billing From & To period and amount etc by OORja for payment document generation in the inbox of designated AO of the circle.

The designated AO shall clear the bills in ERP thru bulk clearing utility document wise which will create liability as per ERP records.

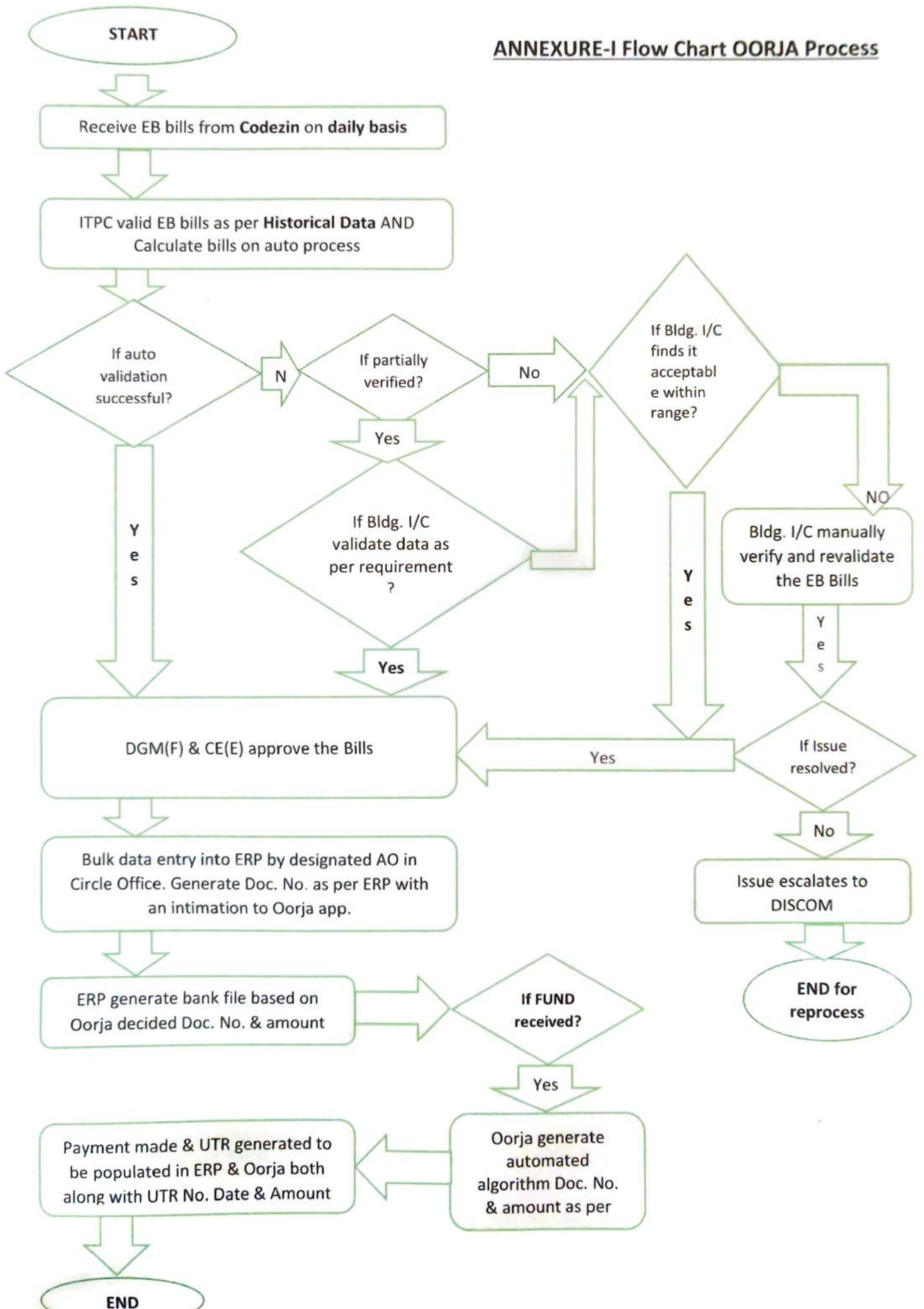
5. All the document such cleared and populated in ERP will be fit for payment subject to availability of funds from corporate office in next fund release. The Bills for payment, based on fund allotment will be generated by ITPC in Oorja app, prioritized as per priority logic given in annexure -III.
6. Based on priority, this list will be refreshed daily at 00:00 Hrs. on daily basis.

In case fund is released by corporate office, the payment is authorized by oorja app, based on above sequence in ERP, in turn ERP will indicate bank to release the payment by payment aggregator of corresponding document number.

Once payment is made the UTR will be obtained against each Document no. of ERP from the bank and it will be fed back into ERP as well as Oorja App for further reference.

The payment made (envisaged through payment aggregator) will be updated in both ERP and Oorja against each CAN as UTR(unique transaction receipt) will be available to CAN in-charge for information and records .

ANNEXURE-I Flow Chart OORJA Process



ANNEXURE-II(Validation Process)

Steps involved in the Validation of Electricity bill payments through Oorja App application

A. Sanity Check:

1. Only those DISCOMS Bills that match with SSA verified template data are accepted for Processing. Each SSA verified CAN is identified with PERNO (HRMS) of site in-charge.
2. The OMR of the current month bill should be equal to the CMR of the previous month bill.
3. Number of units consumed + OMR = CMR
4. The CMR should be compared with current meter reading provided by Site in-charge (on any day of the previous month in oorja app).

The certificate of previous month is provided by the CAN owner in Oorja app.

This is a mandatory exercise to be done by the CAN incharge every month without fail .

B. Auto Bill Validation:

CANs for which Discom Parameter mapping available

1. Discom Parameters Mapping tallied with Oorja Parameters will be considered for Auto Bill Validation.
2. The steps 1 to 4 (sanity check) will be followed.
3. The DISCOM bill amount will be compared with Oorja calculated value. If the % difference is within the defined value the process will be declared as auto validated successfully. This percentage deviation will be programmable and will be reduced to reach to ideal condition of no deviation progressively .

C. Cases not validated as above will be validated by CAN In-charge i/c (PER No)

- a. Any deviation will be flagged for confirmation from Site in-charge.
- b. Number of units consumed in comparison with previous month is more than prescribed 10% variation will be flagged for confirmation of site in-charge.
- c. If the current bill amount crosses prescribed 10 % of the previous month bill, it will be flagged for verification of site in-charge.
- d. The difference is more than the defined value that will be pushed to site in-charge for manual confirmation and verification.

D. Cases manually validated by site in-charge and cases passing sanity check and auto-validation will be moved to stage –II.

E. Cases not validated/provided in Oorja app for any reason has to be dealt manually as per existing practices.

F. The CAN owner will have responsibility to ensure

- a. Entry of any one-day meter reading with date and
- b. One certification entry that the electric connection (for which the bill is paid in the last month) is utilized for BSNL purpose only & the bill issued by the DISCOM is in order.

every month in oorja app, mandatorily so that the next bill is auto validated

PRIORITY OF PAYMENT

1. Old unpaid bill Gold category.
2. Old unpaid bill silver category.
3. Current gold with prompt payment with in prompt payment date.
4. Current silver with prompt payment with in prompt payment date.
5. Current gold with early payment with in early payment date.
6. Current silver with early payment with in early payment date.
7. Old unpaid bill bronze category.
8. Current bronze with prompt payment with in prompt payment date.
9. Current bronze with early payment with in early payment date.
10. Current Gold with in due date.
11. Current silver with in due date.
12. Current Bronze with in due date.