



TRIPURA STATE ELECTRICITY CORPORATION LIMITED

(A Govt. of Tripura Enterprise)

No. F.1(2)/Revenue/TSECL/ 33,366-99.

Date: - 27th day of August, 2024

MEMORANDUM

Subject: Collection of Spot Billing Devices After Billing Activities of every month.

All the Senior Managers are hereby requested to ask the respective billing agency for returning the Spot Billing Devices promptly after completing their billing activities in every month. The timely collection of these devices is essential for maintaining operational efficiency and ensuring that all equipment is properly accounted for and make them ready for use.

Please ensure that the Spot Billing Devices used in your office are collected and checked by BCITS official by **28th of every month.**

In order to facilitate a smooth process, kindly adhere to the following guidelines:

1. **Check Device Condition:**

Ensure that the devices are in good working condition before returning them. Report any issues or malfunctions to the IT department immediately.

2. **Complete Return Forms:**

Fill out the return forms provided and include them with the devices. These forms help us to keep track of the equipments and ensure that all devices are accounted for.

3. **Confirm Receipt:**

Obtain confirmation of receipt from the responsible person or department upon returning the devices. This will serve as proof of return and help avoid any potential discrepancies.

All Senior Managers /Revenue Managers are hereby requested to act accordingly as to smooth operation of spot billing activities.

The BCITS officials are hereby directed to take initiative for smooth execution of the process mentioned above in consultation with the concerned TSECL officials.

Yours Sincerely

(Er. R.K. Roy)
DGM(Revenue)
Corporate Office

To: -

1-9. Addl. General Managers, Electrical Circle No: I, Agartala / II, Agartala / Unakoti/
Dharmanagar / Dhalai / Belonia / Khowai / Gomati / Sepahijala, TSECL, Tripura.

10-28. Deputy General Managers, Electrical Division No-I, Agartala / II, Agartala / Capital
Complex, Agartala / Jirania/ Ranirbazar/ Jampuijala / Bishalgarh /Sonamura/Khowai /
Teliamura / Dharmanagar/ Panisagar / Kanchanpur / Kumarghat / Kamalpur / Udaipur /
Amarpur / Belonia / Santirbazar, TSECL, Tripura for information and with a request for
circulation to the Senior Managers of ESDs under their control please.

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Copy to: -

1. The PS to Managing Director, TSECL, Tripura for kind information.
2. The GM (Tech.), TSECL, Tripura for kind information.
3. The Addl. General Manager (DP&C), TSECL, Tripura for information.
4. The DGM (Govt. Revenue), TSECL, Tripura for information.
5. Sri Priyatam Saha, Manager (IT), TSECL, for information & with a request to upload this in the official website of TSECL.
6. The Project Manager, BCITS, Agartala for information & necessary action.

P 27/08/24
DGM(Revenue)
Corporate Office

TSECL