

To

The Chief Executive Officer
BSES Rajdhani Power Limited
BSES Bhawan, Nehru Place,
New Delhi – 110019.

The Chief Executive Officer
BSES Yamuna Power Ltd. Shakti
Kiran Building, Karkardooma,
Shahdara, Delhi-110092.

The Chief Executive Officer
M/s North Delhi Power Limited
Sub-station Building,
Hudson Lane, Kingsway Camp,
Delhi – 110 009.

The Secretary,
New Delhi Municipal Council
Palika Kendra, Sansad Marg,
New Delhi-110001.

Sub.: Guidelines relating to issue of provisional bills.

Sir,

It has come to the notice of the Commission that in certain cases the Utilities have been raising provisional bills on the basis of the previous bill issued for actual consumption of the consumer. The present methodology being followed by the Utilities is not correct as it does not take into account the seasonal variation. In this respect the Commission issues the following guidelines:

- (i) The Utilities shall raise provisional bills only in rare cases and the reason for this shall be clearly mentioned in the bill in the space earmarked for important messages.
- (ii) The provisional bills shall be restricted to a maximum of two billing cycles only and shall be based on the consumption in the corresponding period in the previous year.
- (iii) In case the previous year's consumption is not available (which would be applicable in case of new connections only), the provisional bill shall be issued on the basis of average of the entire period of the year for which the data is available.

2. These guidelines shall come into effect in respect of provisional bills issued after 1st September, 2009. Any provisional bill, issued after 1st September 2009 on a basis different from above, shall be immediately revised.

Yours faithfully,

(Amarendra K. Tewary)
Secretary)