

Minimum details to be indicated on electricity bill

A. The Licensee at least must provide following information in the bill

Name of the Consumer
Address of the Consumer
Connection No
Consumer Category
Contracted Load
Voltage of supply
Meter No.
Book No/Ledger No.
Period/month of the Bill
Address of bill issuing office

	Date	Reading (Multiplying factor, if any)
Previous reading		
Present reading		
Maximum demand		
Probable Next date for reading		
Last date for payment		
Date of disconnection, if payment is not made		

	Rate	Amount
Fixed charges		
Energy charges		
Restricted hours penalty, if any		
Maximum demand charge, if any		
Meter rent, if any		
Load factor		
Higher consumption		
Electricity duty		
Arrears, if any		
Surcharge on arrears, if any		
Total amount payable within the due date		
Total amount payable after the due date		

B. Following information at least must be provided on the back of the bill

Appropriation of charges
(As per clause 6.29)
Address and working hours of Collection Centres
Address and location of drop Boxes
In Case of Cheque/Draft, payment may be drawn in favour of _____ Payable
Place)____
In Case of wrong billing or any other difficulty, please contact
-Designation of the Authority, Address, Telephone No
Complaints regarding supply can be lodged

-Designation of the authority, address, telephone no.

Format for application of advance payment

To,
The Executive Engineer

Reference

Name of Consumer: _____
Address of the Connection _____

Connection No _____
Consumer Category _____
Contracted Load _____

Dear Sir,

I wish to make advance payment for the period from _____ to _____ against above referred connection.

You are requested to kindly send me provisional advance bill for my electricity consumption of above period, so that I can make payment.

Thanking you.

Name, Signature, Address, Phone No of the Applicant