



KORPORATA ENERGETIKE E KOSOVËS Sh.a.  
KOSOVO ENERGY CORPORATION J.S.C.  
ENERGETSKA KORPORACIJA KOSOVA D.D.

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# ENERGETIC CORPORATION OF KOSOVA

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## Network & Supply Division

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Procedure: Temporary procedure for meter reading and billing of customers with measuring groups (with maxi graph)

Date: 31.08.2006

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### **Purpose**

This temporary procedure obliges both Divisions for reading and billing of electricity consumption from the customers of the voltage levels 110 kV , 35 kV, 10 kV and 04 kV first level , so measuring group( with maxi graph). This procedure is based in Chapter 7 Article 20 of Rule on General Conditions of Electricity Supply (GCES) approved from ERO's Board and has for a purpose the creation of conditions for progress(improvement) of reading and billing of this group of customers,

Mentioned procedure will be applied until application of Agreement for Connection in Distribution Network that parties are obliged to sign it according to the Article 32.9 of Rule on General Conditions for Electricity Supply (GCES) and Measuring Code foreseen by the Law on Electricity

### ***Chapter 1: Reading***

#### **Article 1**

Reading of measuring groups (with maxi graph) will be carried out by reading teams of Distribution System Operator.

## **Article 2**

Reading of measuring groups (with maxi graph) will be in periodical monthly form, Customer will be informed by Supply Division on the date of the reading of the measuring group (with maxi graph), and this date of reading will be respected from the System Operator except in the cases of official holidays and during the week-ends.

## **Article 3**

- 3.1 Reading period will commence on the 10<sup>th</sup> of actual month and will end on 8<sup>th</sup> of following month for consumption of electricity of previous period determined in the Article 2 of this procedure. During this period all customers with measuring groups (with maxi graph) must have their meter read.
- 3.2 Reading date for each customer's meter will be the same date of the first reading, with exception of the cases described in Article 2 of this procedure.
- 3.3. 110 kV Customers' meters will be read on 1<sup>st</sup> of each month between 08:00- 09:00 hrs. Reading will be carried out from the first shift personnel in TS in the presence of the customer, and the balance will be verified and taken by the reading teams
- 3.4. Balance of 110 kV customers (Sharr, Trepça Ferronikel etc.) is submitted until 3<sup>rd</sup> of the actual month.

## **Article 4**

Reading lists BIO-01 from CCP will be submitted and accepted with specification from persons in charge in both Divisions through corresponding forms, from Billing Officer in the Supply Division and Reading Officer of the Measuring Group in the Network Division.

## **Article 5**

Partial readings (each district separately) will be submitted to the Supply Division every fourth or sixth working day with double signature in the respective forms (templates) from the abovementioned persons.

## **Article 6**

Reading will be done in Reading processes in 3 (three) copies after which, it will be transferred in the Reading Lists prepared by the Supply Division and these lists together with a copy of the process prepared by the Network Division (Reading Service) will be submitted to the Billing Service within the Supply Division.

## **Article 7**

The Reading Officer is obliged to inform the customer and the Supply Division - Customer Care Department (in written) for any technical irregularities that he/she notices in the measuring points, and eventual changes in the measuring points..

## **Article 8**

In case of inability for reading the meters, non-functioning of measuring equipments, the Reading Team shall submit to the Billing Officer in written the adequate process, and in cooperation with the Reading Officer shall decide on the form of billing for the actual electricity month the and maximal billing capacity.. Billing of the customer will be conform to the dispositions of the Rule on General Conditions of Energy Supply.

## ***Chapter 2: Billing***

### **Article 9**

Billing of the reading will be carried out by the Supply Division – the Respective Service - after they will be submitted from the Network Division - the Respective Service.

### **Article 10**

The Supply Division is obliged to provide that customers are billed for their consumed electricity and other applicable taxes with the tariffs approved by ERO.

**Article 11**

The billing personnel will make the listing of customers in routes -BIO-01 according to the suggestions of Reading Personnel despite from the Tariff Group.

**Article 12**

The invoice distribution will be carried out by the Supply Division.

**Article 13**

Technical analyzes of reading will be made by the Supply Division – the respective service.

***Chapter 3: Closing of the route and disputes***

**Article 14**

Before closing of the route, for each aroused case of dispute the Billing Officer and Reading Officer must be consulted – for the purpose of avoiding dilemmas regarding electricity quantity and maximal capacity of billing.

**Article 15**

After closing the route, the technical reports from CCP are sent to the Networks Division – Reading Officers.

**Chapter 4: General dispositions**

**Article 16**

Any reclamation which dictates correction (adjustment) of technical quantity in kW or kWh (after closing the billing) can not be done without the approval of the personnel in charge from the Reading and Billing Department.

**Article 17**

If during the implementation of this procedure any difficulty of the nature that reflects in efficient realization (implementation) of determined tasks this procedure occurs, then can be complemented or amended with prior approval from ERO.

With eventual additions and amendments prior to implementation, the Distribution (Network) Division is obliged to inform the customers subject to this procedure.

**Article 18**

This temporary procedure takes effect from the moment of approval from the Board of ERO.

**Annex:**

- **Attached to this procedure is a sample specification form of readings handover in Annex 1.**
- **Form BIO-01 (Annex 2)**

On date \_\_\_\_\_ Prishtina

**Fllanza Hoxha**  
Executive Director, Network

**Fellanze Pula**  
Executive Director, Supply

**Specification of submission of reading-sheets for reading**

District	Tariff groups	Active customers no.	Passive customers no.	Total	Eventual remarks
Prishtina	1/2 - 35 kV	4	1	5	
	1/3 – 10 kV	42	18	60	
	6/6 04 kV I	158	16	174	

Reading-sheets are submitted for evidence of data on d-m-y \_\_\_\_\_

Submitted by Work ID No. \_\_\_\_\_

Accepted by Work ID No. \_\_\_\_\_

**Specification of returning reading-sheets in Billing**

District	Tariff groups	No of read customers	No. of unread customers	Maxi graph reading in kW	Total
Prishtina	1/2 - 35 kV	3	1	1	5
	1/3 – 10 kV	40	18	2	60
	6/6 04 kV I	150	16	8	174

Reading-sheet are returned in Billing on d-m-y \_\_\_\_\_

Submitted by Work ID No. \_\_\_\_\_

Accepted by Work ID No. \_\_\_\_\_