

**Office of the
Chairman Discoms**
Vidyut Bhawan, Jyoti Nagar, Jaipur-302005
Phone Office :0141-2744965, Fax-2744187

No.Chairman(Discoms)/F.TA/D: 215 Jaipur, Dated: 01/9/16.

STANDING ORDER NO.16/09

**GUIDE LINES IN RESPECT OF FUNCTIONING OF STORES
ORGANISATION**

It has been brought to the notice that precious material and equipments are not properly stored/handled in Discoms circle stores/sub-stores. It results in leakage and theft of these material causing huge financial loss to Discoms. In order to streamline the functioning of stores organization across all the three Discoms and to adopt similar practices across three Discoms, it is hereby instructed that as in Jaipur Discom, SE(I&S) may be posted in other two Discoms also to exclusively oversee the functions of inspection & stores. The duties of officers in stores organization are assigned & detailed here under:-

(2) **Superintending Engineer (I&S):-**

- 2.1 To assist the Chief Engineer(MM) in ascertaining the level of stores items quantity worked out on the basis of the annual requirement of O&M and other wings.
- 2.2 To ensure arrangements for receipt, inspection, custody and storage of stores and accounting thereof.
- 2.3 To issue the diversion of stores on need and availability basis.
- 2.4 Utilization/disposal of surplus, obsolete, unserviceable, scrap stores etc.
- 2.5 Periodical inspection of circle stores/sub-stores.
- 2.6 The SE(I&S) will ensure appropriate action on physical



verification report/AG report to accord the sanction for write of losses on case to case basis.

- 2.7 The SE(I&S) will arrange investigation in circle stores where material found short/excess during physical verification and will propose disciplinary action against the defaulters, if required.
- 2.8 Any other specifically assigned work from time to time.

(3) **Accounts Officer (MM/Stores):-**

He shall be responsible for;

- 3.1 The proper maintenance of COS-14 (quantity cum priced ledger) in circle stores.
- 3.2 Reconciliation of COS-12 & COS-14.
- 3.3 Verification of ATDs/ATCs.
- 3.4 Receiving payments against sale of scrap.
- 3.5 Receiving payments against testing charges of equipments at CTL established and functioning at Discoms headquarters.
- 3.6 Any other specifically assigned work from time to time.

(4) **Asstt. Controller of Stores:-**

- 4.1 Safe storing and proper custody of stores.
- 4.2 Receipt and issue of stores as per prescribed procedures.
- 4.3 Pricing of receipts & Issues and furnishing monthly stores account to Circle Accounts Officer duly reconciled with the books of circle AO.
- 4.4 Verification of supplier's bill against the supplies received in store against dispatch instruction of the Superintending Engineer(purchase).
- 4.5 Arranging timely testing of materials/stores received against dispatch instructions of the concerned purchase officer at Central Testing Laboratory(CTL) located at Discoms headquarters or at any NABL accredited laboratory as per the norms.



- 4.6 To issue monthly notices to the supplier's to lift/replace the stores failed under guarantee period under intimation to the purchaser as well as the SE(I&S).
- 4.7 Daily updating of stores available in circle stores.
- 4.8 Timely submission of survey report to the SE(I&S) for initiating action/auction of surplus/obsolete/ unserviceable/scrap stores etc.
- 4.9 To take action against material found short/excess during physical verification and to take in books of accounts.
- 4.10 To issue timely notices to the respective suppliers to lift/replace the stores failed under guarantee period as per the clauses of respective purchase order under intimation to the SE(I&S).
- 4.10 Any other specifically assigned work from time to time.

(5) **Stores Superintendent:** -

He will be responsible for;

- 5.1 Receipt & issue activities in circle stores/sub-stores.
- 5.2 Initiating action on physical verification report of stock verifier.
- 5.3 Custody and issue of materials as per prescribed procedures.
- 5.4 To ensure watch & ward arrangements and submitting shortcomings /findings during surprise checking of wards to the ACOS for initiating further action.
- 5.5 Assisting the reconciliation of COS-12(quantity ledger)and COS 14 (quantity cum priced ledger).
- 5.6 To supervise the material issued is properly handed over to the indenting unit as per material exit pass/order/allotment order.
- 5.7 To submit initial replies to ACOS for shortage/excess as a result of physical verification reports/AG paras etc. pertaining to wards.
- 5.8 Perform other duties as may be prescribed by the Superintending Engineer (I&S).
- 5.9 Any other specifically assigned work from time to time.



(6) GENERAL GUIDELINES:-

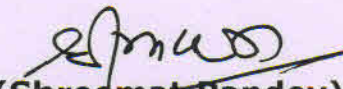
- 6.1 All stores items specially those which are covered under guarantee period clause should be issued by FIFO (First in First Out) method, like distribution transformers, CT PT sets, energy meters, power transformers etc. so that optimum utilization of stores in field may be ensured.
- 6.2 It will be the primary duty of ACOS/SS to ensure that no unaccounted material is lying inside/outside the circle stores/sub-stores. In case, if any unaccounted material is noticed, then ACOS will be responsible to take appropriate action to take such material in the Books as per the norms /orders.
- 6.3 Stacking of various store material should be done in systematic manner. Material of same nature should be stacked at one place as far as possible. High value items should be stored in indoor ward.
- 6.4 The concerned Accounts Officer will be personally responsible to ensure that all the payments received against sale of scrap are deposited with respective Branch of Bank within 24 hours. He shall be responsible for any delay on his part.
- 6.5 The ACOS/ SS will carry out internal physical verification of stores in respect of high value items like conductor drums, cable drums, distribution transformers, transformer oil drums, CT PT sets etc. and at least 5 stores item should be randomly selected by ACOS/SS every month.
- 6.6 The ACOS/SS will ensure proper watch and ward of stores premises. Unauthorized persons/transport vehicles should not be allowed inside the stores premises. The chowkidar at main gate will check the requisite papers/documents like MCN, Gate Pass & Challan etc. and will verify the stores loaded in transport vehicle while entering/leaving the stores premises by transport vehicle. He will record the name and reference of persons/vehicles along with contact No. entering inside the stores premises and will take

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signature in the register maintained with chowkidar on main gate. The ACOS/SS will check the chowkidar register on daily basis and record their observations and ensure needful action.

- 6.7 It will be the prime duty of ACOS to keep stores premises neat & clean & adequate lighting arrangement in Store premises during night hours. The inflammable material like PVC cable, transformers etc. should be placed away from the live electric lines/ hazardous places.

The respective officers may ensure strict compliance of above instructions/guide lines.


(Shreemat Pandey)
Chairman-Discoms
1/09/2016

Copy to the following for information and necessary action:-

1. CE /ACE (HQ/MM/Training & Safety-CSS) Jaipur/ Ajmer/ Jodhpur Discom_____.
2. ZCE Jaipur/Ajmer/Jodhpur Discom_____
3. SE (O&M/Vig/Comml/M&P/TW/Plan/IT/MM/Proc/RE),Jaipur/ Ajmer/ Jodhpur Discom, Jaipur/ Ajmer/Jodhpur/_____.
4. ASP (Vig.), Jaipur/Ajmer/Jodhpur Discom,Jaipur/Ajmer/ Jodhpur
5. CAO (Revenue & Control)/FM-W&M/(I/A)/Consultant (ATR), Jaipur/Ajmer/Jodhpur Discom_____
6. Secy. (Admn.), Jaipur/Ajmer/Jodhpur Discom, Jaipur/Ajmer /Jodhpur.
7. Company Secretary, Jaipur/Ajmer/Jodhpur Discom, Jaipur/ Ajmer/Jodhpur
8. PS to Pr. Secy. Energy, GoR, Jaipur
9. PS to Advisor-Energy, GoR, Jaipur
10. TA to MD Jaipur/Ajmer/Jodhpur Discom, Jaipur/Ajmer/ Jodhpur.
11. PA to Dir. (Tech/Fin), Jaipur/Ajmer/Jodhpur Discom, Jaipur /Ajmer/Jodhpur.
12. Media consultant/PRO, Jaipur/Ajmer/Jodhpur Discom _____


(Rajesh Mathur)
SE-TA to Chairman