



Comml. AJ- 432

AJMER VIDYUT VITRAN NIGAM LIMITED
(COMMERCIAL-WING)

No. AVVNL / CE / (C) / XEN - I / F. 57 (F) / 2009 / D. 3095 Ajmer, Dated: 6/11/09

ORDER

Sub: - Guidelines in the matter of preparation of estimates on tentative cost basis & preparing the final account after completion of work.

In accordance with the existing rules & regulations, the estimates are prepared on tentative basis. After completion of the work, final accounts are prepared on the basis of actual material used & actual work done. On this basis the tentative estimate is to be revised with the approval of competent authority.


It has been reported that the field officers are not following the above mentioned procedure in right perspective and after preparation of estimate (s) for all type of works, revised estimate (s) on actual basis are not prepared. Further MAS A/C is not being maintained by field Officers and proper record of retrieved material & issue of new material as per WIMs are also not maintained properly. In order to streamline procedure, following guidelines are issued for the guidance of the field officers:-

- (a) On completion of work, the revised estimate on the basis of actual material consumed and as per configuration of new lines drawn be prepared. (If there is variation in estimate) and after that the revised sanction shall be obtained from the competent authorities, if required for finalizing the account and to capitalize the expenditure to the concerned Head of Account.
- (b) MAS account shall invariable be maintained by field officers. After completion of work, the revised/final estimate along with complete details of actual material used and retrieved should be appended with final bill in compliance to work order.
- (c) No material be got issued from stores over and above the sanctioned estimate without opening of WIMs and if got issued then it must be got regularized immediately.
- (d) Proper records of retrieved material be maintained feeder-wise in respective sub offices/ sub divisions as per directive issued from time to time. The retrieved material should invariably be got deposited in ACOS and in no case it is utilized for sub divisional work.

(e) For deposit work, the over head charges are to be charged 50% on material cost as per Order No. AVVNL / CMD / Dy. CE (CM & V) / XEN-I / F. / 2002 / D. 3137 Ajmer Dated: 09-07-02 (Comml. AJ-105)


It is enjoined upon all the field officers to follow the guideline strictly.

By Order


(P.K.Bogawat)
Chief Engineer (Comml.)

Copy to the following for information and necessary action:-

1. The Director (Finance/ Technical), AVVNL, Ajmer.
2. The Chief Engineer (O&M), AVVNL, Jhunjhunu .
3. The Zonal Chief Engineer (O&M), AVVNL, Udaipur/ Ajmer.
4. The Chief Accounts Officer, (Account /Audit/ Revenue) AVVNL, Ajmer.
5. The Secretary (Admm.) AVVNL, Ajmer.
6. The Superintending Engineer (O&M), AVVNL, _____
with _____ Nos. of copies for circulating among field officers.
7. The Superintending Engineer (M & P/ Plan/MM / TW / RDPPC / IT), AVVNL, Ajmer/
Udaipur/ Jaipur.
8. The Add. S.P. (Vig), AVVNL, Ajmer.
9. The Company Secretary, AVVNL, Ajmer.
10. The Executive Engineer (), AVVNL, _____
11. The Sr. Accounts Officer(), AVVNL, _____
12. The in Charge of Legal Section AVVNL, Ajmer.
13. The Public Relation Officer, AVVNL, Ajmer.
14. The TA to MD, AVVNL, Ajmer.
15. The PA to CMD, Discoms, Jaipur.
16. The P.A. to M.D AVVNL, Ajmer./ Jodhpur.


Executive Engineer (Comml -I)
AVVNL, Ajmer