



AJMER VIDYUT VITRAN NIGAM LIMITED
(COMMERCIAL WING)

No: AVVNL/DCE (COMML)/XEN-I/F. /2010/D. 3883 AJMER: DATE: 15/11/2010

OFFICE ORDER

In order to have effective control on T&D losses of 11 KV feeders, the Managing Director, AVVNL, Ajmer has directed that one JEN of each sub-division shall be nominated as JEN (EA).

The roles of responsibility of JEN (EA) in addition to his own duties will be as follows:-

1. JEN (EA) will take reading (BP) KWh of all the feeders of Sub-Divisions in first week of every month.
2. The feeder wise energy sold should be taken from billing Agency as well as from O&M sub-divisions in second week of every month by AEN(O&M). These energy sold figures must be verified by concerned sub-divisional ARO & AEN.
3. The feeders emanating from new 33 KV-GSS, feeder code should be allotted by XEN (O&M) within 7 days from the date of sanction of GSS and as soon as new feeder is energised, the billing Agency should be directed to change the feeder code of the consumers associated on that feeder by AEN (O&M).
4. The JEN (EA) will calculate the T&D losses of the 11 KV feeders between 15th to 18th of every month and it should be submitted to AEN (O&M) immediately.
5. AEN (O&M) should analyze & take action for reduction of T&D losses & submit the calculated T&D losses to concerned XEN (O&M) before 20th of every month.
6. XEN (O&M) will work as nodal agency to coordinate the Vigilance, M&P wing or any other agency for implementation of proposed action to be taken.
7. Any technical interventions required should be submitted to concerned offices/sanctioning authority immediately. The sanction for such technical interventions should be issued within 15 days. No office should delay such feasible sanction for more than 7 days.
8. The concerned AEN (O&M) should further analyze the high loss feeders at micro & macro level and take action accordingly. The action taken reports should reach to XEN (O&M) office by 15th of next month.
9. The feeder on the basis of losses should be bifurcated in the following category.

Cat. - A	Upto 15%
Cat. - B	More than 15% but upto 20%
Cat. - C	More than 20% but upto 30%
Cat. - D	More than 30%

10. The feeder wise T&D losses will be monitored by XEN (O&M) and in case of any increase in T&D losses, the names along with allegation letter against the responsible employees will be submitted to concerned circle office for initiating disciplinary action against the defaulter as per rules and Delegation.

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(Signature)

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- 11. Feeder Manager posted at circle office will also analyze the reports submitted by XEN (O&M) and put up to SE (O&M) every month. He will also monitor the action taken for improvement of T&D loss, any deficiency will be apprised to SE (O&M).
- 12. The responsibility of T&D losses will be as follows :-

- (a) For Feeders - JEN concerned
- (b) For Sub-division - AEN concerned
- (c) For Division - XEN concerned
- (d) For Circle - SE concerned
- (e) For Zone - Zonal Chief

In case if T&D losses are increased on any feeder, XEN concerned should initiate the disciplinary action.

In case if any lapses are reported for meter reader, ledger keeper, ARO, CCA and the other staff, disciplinary action should be initiated by AEN and should be submitted to competent authority.

— 24/24 15/11
(C.K. Khamesra)
Dy. Chief Engineer (Comml.)

Copy to the following for information and necessary action: -

- 1. The Director (Technical/Finance), AVVNL, Ajmer.
- 2. The Chief Engineer (O&M), AVVNL, Udaipur/Jhunjhunu.
- 3. The Zonal Chief Engineer (O&M), AVVNL, Ajmer.
- 4. The Secretary (Admn), AVVN, Ajmer.
- 5. The Chief Accounts Officer (), AVVNL, Ajmer.
- 6. The Superintending Engineer (O&M), AVVNL, _____ with _____ No. of copies for circulating among field officers.
- 7. The Superintending Engineer (M&P/Plan/MM/RDPPC), AVVNL, Ajmer/Jaipur/Udaipur.
- 8. The Superintending Engineer (IT), AVVNL, Ajmer for uploading the above circular on website.
- 9. The Addl. S.P. (Vig.), AVVNL, Ajmer.
- 10. The Executive Engineer (), AVVNL, _____.
- 11. The Company Secretary, AVVNL Ajmer.
- 12. The Sr. Accounts Officer (), AVVNL _____.
- 13. The Incharge of Legal Cel', AVVNL, Ajmer.
- 14. The Public Relations Officer, AVVNL, Ajmer.
- 15. The TA to MD, AVVNL, Ajmer.
- 16. The PA to CMD, Discoms, Jaipur.
- 17. The PA to MD, AVVNL/JdVVNL, Ajmer/Jodhpur.

AJMER VIDYUT VITAN NIGAM LTD
(M & P) CI E AJMER
No: AVVNL/SE/M&P/Ajm/Sec IF 10.2334 date 24-11-10

— 24/24
Dy. Chief Engineer (Comml.)

copy submitted to The Executive Engineer (MT/HT-MT) AVVNL, Ajmer/ Kislangarh/ malakans / SIKAR for information and necessary action please.


TA to SE (M&P),
AVVNLtd. Ajmer