



RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED
[Corporate Identity Number (CIN):U40109RJ2000SGC016485]
Regd. Office: Vidyut Bhawan, Jyoti Nagar, Jaipur-302005.

No: RVP/In/Karmik/F.4(D)/D. 6/3

Jaipur, Dt. 21-12-16

ORDER

Instructions for reporting electrical/non-electrical accidents (fatal / non-fatal), conducting enquiries and timely settlement of compensations in fatal & non-fatal accidents of workmen / public men have been issued from time to time. It has been noticed that while carrying out operational and maintenance work on the EHV lines and 400/220/132 KV Grid Sub-Stations of the Nigam, the safety instructions are not being followed properly and thereby causing safety hazard to employees of Nigam which convert into fatal / non-fatal accidents.

It is therefore enjoined upon all the Controlling officers/Divisional Heads/Sub Divisional Heads and In-charge of GSSs to ensure strict compliance of safety measures / instructions, circulated time to time while carrying out operational and maintenance work on the EHV line and 400/220/132 KV GSSs. No work should be initiated without implementation of safety devices and instructions/measures. Each equipment for which maintenance work is to be carried out shall be recorded in PTW. Concern Superintending Engineer(T&C) will inform tentative routine maintenance programme to concern Superintending Engineer(MPT&S) and he will randomly check that all safety instructions/measures are being obeyed. Shift Engineer will confirm the isolation of equipment on which maintenance work is required to be carried out which will be verified by Incharge of GSS/Maintenance Engineer and the same shall also be checked physically by Lineman/Technical Helper(ITI) before climbing on any equipment.

It has also been observed that despite of repeated instructions issued by the Nigam, whenever any fatal / non fatal accidents occurs, the concerned officers / In-charge of the assignment does not report to the corporate office and his senior officers and even FIRs are also not lodged in the concerned Police Station. It is therefore, once again enjoined upon all the field officers that:-

As soon as an electrical/non-electrical accident of a workman(including those engaged through contractor)/ public-man takes place, the XEN/AEN concerned shall send an intimation through mail/fax immediately regarding occurrence of accident to the following officers in the prescribed form (Annexure "A"):

1. Secretary (Admn.).
2. Chief Engineer concerned.

3. Joint Director Personnel
4. Superintending Engineer concerned
5. TA to CMD,RVPN, Jaipur
6. Executive Engineer concerned,
7. Dy. Director Personnel / Personnel Officer concerned,
8. Chief Electrical Inspector / Electrical Inspector of Govt.,
9. Police and District Administration Authorities.


The Circle Personnel Officer will assist/coordinate the GSS Incharge for preparing report in prescribed form (Annexure-B), same will be send within 2 days to the concerned. If the workman concerned was a member of ESI Scheme, an intimation to the local authority of ESI will also be sent in the prescribed form. If the workman was not a member of ESI, intimation regarding fatal accident be sent to the workman's Compensation Commissioner in prescribed form.

1. In case of minor accident of workman (including contract Labour)/ publicman, the Executive Engineer concerned shall start his investigation immediately on receipt of intimation from AEN concerned and send a report, containing his findings to the Superintending Engineer concerned at the earliest, maximum 3 days.
2. In case of major / fatal accident of a workman (including contractor labour) or publicman, the Superintending Engineer concerned shall immediately, after receipt of intimation of accident, depute an Executive Engineer of other Division and Circle Personnel Officer to conduct detailed enquiry.
3. The officers so deputed shall visit the site of accident immediately and record statements of witness(es) concerned employee(s) and take in custody the record of shut down / break down, duty chart of employee(s) copy of medical report / postmortem report (in case of fatal accident) and FIR etc. They shall send their report to the Circle Superintending Engineer immediately after conducting enquiry, but not later than seven days in any case, clearly indicating the reason of accident and person(s) responsible for the same, along with site map of accident, statement(s) of witness(es) / concerned employee(s), copy of medical report / postmortem report (in case of fatal accident) and FIR, along with comments, suggesting remedial measures to prevent such accidents. The Circle PO will act as co-coordinator and ensure finalization of enquiry in prescribed time period.



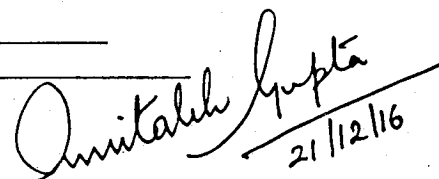
4. The SE concerned immediately after receipt of enquiry report as per para (2) and (3) above take action for sanction of compensation / ex-gratia as per rule. Besides, he shall initiate disciplinary action against the person(s) found guilty in enquiry for leading the accident, where he is competent authority and in other cases, send the case to the competent disciplinary authority. The SE will also send fortnightly progress report to the Secretary (Admn.) and concerned Chief Engineer regarding conducting of enquiries.
5. The CE concerned shall monitor the progress of enquiries and furnish a report to the Secretary (Admn.) fortnightly containing there-in proposals for initiating disciplinary action against the defaulting officers who failed to conduct enquiry within stipulated time period without justified reasons.
6. The concerned officer shall maintain registers regarding details of accidents in the prescribed format.

The concerned SE/XEN/AEN/PO/JEN shall ensure time to time that safety equipments such as First Aid Box (with medicines within expiry date), Resuscitator safety belts, earthing chains, earthing rods, hand gloves, ladders, fire buckets, firefighting equipment, etc are always available and used at all the sites and sub stations.


(Pukhraj Sen)
Secretary (Admn.)

Copy to the following for information & necessary action:-

1. Chief Engineer/ Addl. C.E.(), RVPN, _____
2. Superintending Engineer (), RVPN, _____
3. Dy. Director Personnel/ Personnel Officer (), RVPN, _____
4. Executive Engineer / Assistant Engineer (), RVPN, _____
5. T.A. to C.M.D./Director(Tech./Oprs./Fin.),RVPN, Jaipur.
6. Office order file.


(Amitabh Gupta)
Jt. Director Personnel
21/12/16

OFFICE OF ASSISTANT ENGINEER(.....)
RAJASTHAN RAJAY VIDYUT PRASARAN NIGAM LIMITED

The _____

Sub: Intimation of accident.

1. Dt. and time of accident :
2. Place of accident :
Village/Town/Tehsil/
Thana/Distt.)
3. Nature (Fatal/Non fatal) :
4. Kind of accident :
(Electrical / other)
5. If human being :
 - (i) Name(s) of victim
 - (ii) Age
 - (iii) Whether deptt.employee/
Contractor's workman/
Publicman)
 - (iv) Designation(in case of
(Deptt. employee)
 - (v) Full address(in case of
Publicman)
6. Reason of accident :
(in brief)

**Signature & seal of
Assistant Engineer or any
Authorized signatory**

ANNEXURE-B

Form for reporting electrical accident.

1. Date and time of accident
2. Place of accident.
(Village/Town/Tehsil/
Thana, Distt. & State)
3. System and voltage of supply (whether Extra
High Voltage (EHV)/High Voltage (HV)
Low Voltage (LV) Line, sub station/generation
station/consumer's installations/service lines/
other installation.
4. Designation of the Officer-In-Charge of
the generating company/licensee in whose
jurisdiction the accident occurred.
5. Name of owner/user of energy in whose
premises the accident occurred.
6. Details of victim(s):-

(a) Human

Sr.No.	Name	Father's name	Sex of victim	Full address postal	Approximate age.	Fatal/Non fatal

(b) Animal

Sr.No.	Description of animal(s)	Number(s)	Name(s) of Owner(s)	Address of owner(s)	Fatal/Non fatal

- 7. In case the victim(s) is/are employee(s) of supplier:-
 - (a) designation of such person(s)
 - (b) brief description of the job undertaken, if any;
 - (c) whether such person/persons was/were allowed to work on the job.

- 8. In case the victim(s) is/are employee(s) of a licensed contractor.
 - (a) did the victim(s) possess any electric workmen's permit(s) supervisor's certificate of competency? If yes, given number and date of issue and the name of issuing authority.
 - (b) name and designation of the person who assigned the duties of the victim(s).

- 9. In case of accident in the system of the generating company/licensee, was the permit to work (PTW) taken?

- 10. (a) Describe fully the nature and extent of injuries, e.g., fatal/disablement (permanent or temporary) of any portion of the body or burns or other injuries.
(b) In case of fatal accident, was the post mortem performed?

- 11. Detailed causes leading to the accident.
(to be given in a separate sheet annexed to this form.)
- 12. Action taken regarding first aid, medical attendance etc. immediately after the occurrence of the accident (give details).
- 13. Whether the Distt. Magistrate and Police Station concerned have been informed of the accident (if so, given details).
- 14. Steps taken to preserve the evidence in connection with the accident to extent possible.
- 15. Name and designation(s) of the person(s) assisting, supervising the person(s) killed or injured.
- 16. What safety equipments were given to or used by the person(s) who met with this accident (e.g. rubber gloves, rubber mats, safety belts and ladders etc.)?
- 17. Whether isolating switches and other sectionalizing devices were employed to deaden the sections for working on the same? Whether working section was earthed at the site of work.
- 18. Whether the work on the live lines was undertaken by authorized person(s)? If so, the name and the designation of such person(s) may be given.
- 19. Whether artificial resuscitation treatment was given to the person(s) who met with the electric accident? If yes, how long was it continued before its abandonment?
- 20. Names and designations of persons present at, and witnessed, the accident.
- 21. Any other information/remarks.

Place
Time
Date

Signature
Name
Designation
Address of the
person reporting