



## RAJASTHAN RAJYA VIDYUT PRASARAN NIGAM LIMITED

[Corporate Identity Number (CIN): L40109RJ2000SGC016485]

(An ISO 9001:2015 Certified Company)

Regd. Office: Vidyut Bhawan, Janpath, Jyoti Nagar, Jaipur-302005

OFFICE OF THE SUPERINTENDING ENGINEER (QC, INSPECTION & MONITORING), JAIPUR

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No. RVPN/SE(QC Insp. Mont.)/XEN-3./ F.ICN /D. 23 Jaipur, Dated 16/04/2019

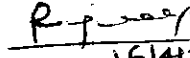
The Zonal Chief Engineer (T&C),  
RVPN,  
Ajmer/Jaipur/Jodhpur.

**Sub:- Change in ISO document in "PTW along with Requisition" at Grid Sub-stations.**

On the captioned subject, the change as approved is being issued with an "Issue Change Note" No. 13 for implementation (enclosed). The controlled copy of this document may be sent to circles under your jurisdiction which may further distribute it to concerned divisions and sub-divisions. The available obsolete copy of this document may be destroyed/stamped "Obsolete" and kept in as a record and information may be given to this office.

It is requested to instruct all GSS In-charge under your jurisdiction to maintain this updated maintenance record of PTW along with Requisition.

**Encl.:-** As above.

  
16/4/2019

(R.K. Gupta)

Superintending Engineer (QC, Insp. & Montg.)  
RVPN, Jaipur



Format For  
Issue Change Note

DOC : RVPN/MR/F/01-03  
Issue No. : 01  
Page No.: 1 of 1  
Page Rev No. :00  
Effective Date :

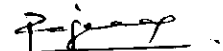
ICN NO: 13

Date: 16.04.2019

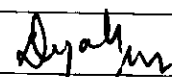

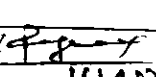
Following new / amended documents have been prepared and are being issued:

S. No.	Doc. Title	Version No.	No. of pages	Page No.	Page Rev.No.	Remarks/Nature of change
1.	RVPN/T& C/F/02/16	1	1	2/2	01	Document is revised for proper entries in PTW records along with requisition.

You are requested to insert these documents in the set of documents issued to you. Any available obsolete copies of these documents, if applicable, may be destroyed by you.

  
16/4/2019

(QMS Coordinator)

PREPARED BY 	REVIEWED BY 	APPROVED BY 
Date: 16/04/19	Date: 16/04/19	Date: 16/04/19

# CONTROLLED



**PROCEDURE  
FOR OPERATION &  
MAINTENANCE OF  
GRID SUB STATIONS.**

**DOCUMENT NO. : RVPN/T&C/F/02/16  
ISSUE NO. : 01  
PAGE NO. : 1 of 1  
PAGE REV. NO : 01  
DATE: 16.04.2019**

## REQUISITION FOR ISSUE OF PERMIT TO WORK ON ELECTRICAL LINE/EQUIPMENT

Shut Down Requisition No. \_\_\_\_\_

Date \_\_\_\_\_

To,

The Sub-Station Engineer /Shift In-charge,  
\_\_\_\_\_ kV GSS, RVPN,  
\_\_\_\_\_

Kindly issue permit to work on electrical line(s) / equipment(s) given below from \_\_\_\_\_ Hrs. of \_\_\_\_\_ (Date) to \_\_\_\_\_ Hrs. \_\_\_\_\_ (Date) as we are to do the under mentioned work on the line(s)/ equipment(s).

This bears the concurrence / approval of \_\_\_\_\_  
(Name of agency / officer)

**Electrical Line(s) / Equipment(s) required to be isolated :**

**Brief details of work(s) to be done during the shut-down period:**

Date \_\_\_\_\_  
Time \_\_\_\_\_

Signature \_\_\_\_\_  
(Authorized person in-charge of the work)

Name \_\_\_\_\_

Designation \_\_\_\_\_

Place of Posting \_\_\_\_\_

PREPARED BY <i>[Signature]</i>	REVIEWED BY <i>[Signature]</i>	APPROVED BY <i>[Signature]</i>	ISSUED BY <i>[Signature]</i>
Date: 16.04.19	Date: 16.04.19	Date: 16.04.19	Date: 16.04.19

# CONTROLLED



## PROCEDURE FOR OPERATION & MAINTENANCE OF GRID SUB STATIONS.

DOCUMENT NO. : RVPNT&C/F/02/16  
ISSUE NO. : 01  
PAGE NO. : 1 of 1  
PAGE REV. NO : 01  
DATE: 16.04.2019

### A. PERMIT TO WORK

PTW No. \_\_\_\_\_

DATE \_\_\_\_\_

Shut Down Requisition No. \_\_\_\_\_

Issued to (Name of authorized person in-charge of the work) \_\_\_\_\_

Designation \_\_\_\_\_ Place of Posting \_\_\_\_\_

It is safe to work on the following electrical line(s) / Equipment(s) which have been isolated from all live parts. All other parts (lines and equipments) are dangerous.

**State exactly the electrical line(s) / Equipment(s) on which it is safe to work:**

\_\_\_\_\_

**State exactly at what points the electrical line(s) / Equipment(s) is/are connected to earth:**

\_\_\_\_\_

PTW issued by \_\_\_\_\_ Designation \_\_\_\_\_  
(Name of Sub-Station Engineer /Shift In-charge)

Time \_\_\_\_\_ Hrs. Date \_\_\_\_\_ Signature \_\_\_\_\_

### B. FORM OF RECEIPT

It is stated that I \_\_\_\_\_, being an authorized person in-charge of the work, checked all the electrical line(s) / Equipment(s) which have been isolated from live part as mentioned above by Sub-Station Engineer /Shift In-charge at part 'A'. Now, it is safe to work on aforesaid electrical line(s) / Equipment(s).

Time \_\_\_\_\_ Hrs. Date \_\_\_\_\_ Signature \_\_\_\_\_  
(Authorized person in-charge of the work)

### C. CLEARANCE CERTIFICATE

I hereby declare that all men, material, T&P and temporary earthing under my supervision have been withdrawn/ removed from that portion of the electrical line(s)/Equipment(s) for which the PTW has been issued. Now, the electrical line(s)/Equipment(s) are ready for charging.

PTW returned by \_\_\_\_\_ Designation \_\_\_\_\_ Place of Posting \_\_\_\_\_  
(Name of authorized person in-charge of the work)

Time \_\_\_\_\_ Hrs. Date \_\_\_\_\_ Signature \_\_\_\_\_

### D. CANCELLATION

As per the clearance certificate given by authorized person in-charge of the work at part 'C', the PTW No. \_\_\_\_\_ dated \_\_\_\_\_ is hereby cancelled.

PTW cancelled by \_\_\_\_\_ Designation \_\_\_\_\_  
(Name of Sub-Station Engineer /Shift In-charge)

Time \_\_\_\_\_ Hrs. Date \_\_\_\_\_ Signature \_\_\_\_\_

PREPARED BY <i>Syabikha</i>	REVIEWED BY <i>Lalith</i>	APPROVED BY <i>[Signature]</i>	ISSUED BY <i>[Signature]</i>
Date: 16.04.19	Date: 16.04.19	Date: 16.04.19	Date: 16.04.19





FORMAT  
FOR OPERATION &  
MAINTENANCE OF  
GRID SUB STATIONS.

DOCUMENT NO : RVPN/I&C/E/02/15  
ISSUE NO. : 01  
PAGE NO. : 1 of 1  
PAGE REV. NO : 00  
DATE: 24 OCT 2005

REQUISITION FOR ISSUE OF PERMIT TO WORK ON ELECTRICAL LINE/EQUIPMENT

Requisition No. \_\_\_\_\_

Date \_\_\_\_\_

To.

The Shift Engineer.  
\_\_\_\_\_ kV GSS,  
\_\_\_\_\_

Kindly issue permit to work on the line / equipment given below from \_\_\_\_\_ Hrs. of \_\_\_\_\_  
to \_\_\_\_\_ Hrs. \_\_\_\_\_ as we are to do the under mentioned job on the line / equipment. The  
concurrence / approval of \_\_\_\_\_

Line / Equipment required to be isolated

Brief Details of works to be done.

Date \_\_\_\_\_

Time \_\_\_\_\_

Sub-Division \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

**OBSOLETE**

PREPARED BY <i>[Signature]</i>	REVIEWED BY <i>[Signature]</i>	APPROVED BY <i>[Signature]</i>	ISSUED BY <i>[Signature]</i>
Date: _____	Date: 30-9-05	Date: _____	Date: 24 OCT 2005

(89)



**FORMAT  
FOR OPERATION &  
MAINTENANCE OF  
GRID SUB STATIONS.**

DOCUMENT NO. : RVPN/T&C/F/02/16  
ISSUE NO. : 01  
PAGE NO. : 1 of 2  
PAGE REV. NO. : 00  
DATE: **24 OCT 2005**

PERMIT TO WORK \_\_\_\_\_ DATE \_\_\_\_\_

Shut Down Requisition No. \_\_\_\_\_ issued to \_\_\_\_\_ Desig. \_\_\_\_\_  
It is safe to work on the following apparatus which have been isolated from all live parts. All other parts are dangerous.

State exactly the apparatus on which  
It is safe to work.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

State exactly at what points the apparatus  
Is connected to earth.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed by \_\_\_\_\_  
Sub-Station Engineer

**OBSOLETE**

Time \_\_\_\_\_ Hrs.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**FORM OF RECEIPT**

Note : This form after being signed must be retained by the authorised person incharge of the work until the work is suspended or completed.

Signed by \_\_\_\_\_ Designation \_\_\_\_\_ being the authorised person incharge of the work for which the apparatus hereon has been made dead and to whom all the keys of the locked in earthing switches locked out isolating switches and circuit breakers controlling the circuit have been duly handed over.

Time \_\_\_\_\_ Hrs.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**CLEARANCE CERTIFICATE**

Note : The apparatus mentioned hereon must not be again made live until this form has been signed and returned by the authorised person incharge of the work. In cases where more than one gang of men are working on the same apparatus it must not be again made live until similar forms have been signed and returned by all the authorised persons incharge of the work.

PREPARED BY <i>[Signature]</i>	REVIEWED BY <i>[Signature]</i>	APPROVED BY <i>[Signature]</i>	ISSUED BY <i>[Signature]</i>
Date: _____	Date: <i>30-9-05</i>	Date: _____	Date: <b>24 OCT 2005</b>



**FORMAT  
FOR OPERATION &  
MAINTENANCE OF  
GRID SUB STATIONS.**

DOCUMENT NO. : RVPN/T&C/F/02/16  
ISSUE NO. : 01  
PAGE NO. : 2 of 2  
PAGE REV. NO : 00  
DATE: **24 OCT 2005**

I hereby declare that all men under my charge have been withdrawn and warned that it is no longer safe to work on the apparatus specified on this form and the tools, temporary earth and other connections etc. are all clear, including that portion of the apparatus upon which my men have been working. The apparatus is ready for charging.

All switch-gear keys as received are returned.

Signed by \_\_\_\_\_ Designation \_\_\_\_\_

Time \_\_\_\_\_ Hrs.

Date \_\_\_\_\_ Signature \_\_\_\_\_

(Authorised person incharge of the work)

**CANCELLATION.**

I hereby declare this P.T.W. cancelled. All switch-gear keys received back.

Signed by \_\_\_\_\_  
(Sub-Station Engineer)

Time \_\_\_\_\_ Hrs.

Date \_\_\_\_\_

**OBSOLETE**

PREPARED BY <i>[Signature]</i>	REVIEWED BY <i>[Signature]</i>	APPROVED BY <i>[Signature]</i>	ISSUED BY <i>[Signature]</i>
Date:	Date: <i>30-9-05</i>	Date:	Date: <b>24 OCT 2005</b>