



No.JPD/MD/SE/Plan & Mont. /F. /D. 1136

Jaipur, Dated: 17.11.17

ORDER

For ensuring quality and safe power supply management and timely rectification of the sub-transmission & distribution network, following directions are hereby issued for immediate compliance.

Part-1: Inspection of 33/11 KV S/s.

1. The Circle SE(O&M) shall visit and inspect at least two Nos. 33/11 KV S/s per week and shall prepare the inspection report as per Annexure- 'A'.
2. The XEN's (O&V/M&P/DDUGJY) shall visit and inspect at least five Nos. 33/11 KV S/s per week and shall prepare the inspection report as per Annexure- 'A'.
3. The Circle officer shall chalk out the weekly program for inspection of 33/11 KV S/s under his jurisdiction with the name of 2 nos 33/11KV S/Ss to be done by him and 5 nos by each XEN(O&V/M&P/DDUGJY) in his circle. This planner is to be issued on monthly basis.
4. The soft copy of the detailed inspection report in Annexure- 'A' will be maintained by the checking officer in their PC's and consolidated record is to be maintained at respective SE's (O&M) office in digital form.
5. The monthly progress of the inspection of 33/11 KV S/s as above will be furnished by the Circle SE's(O&M) to the Zonal Chief Engineer by fifth of every month in soft copy. The Circle wise detail so obtained shall be furnished to the SE (Plan & Mont.) by the Zonal Chief Engineers up to seventh of every month in soft copy.
6. The shortcomings observed during the inspection shall be intimated to concerned (O&M)/(M&P) officer who will rectify the same within one-week period, which shall be got verified by circle SEs.
7. The Circle officer shall be overall responsible for upkeeping the 33/11 KV S/s as per prescribed norms by coordinating with respective SE(M&P).

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Part-2: Inspection of 11 KV Feeders.

1. The Feeder incharge will maintain the information's in respect of feeder(s) being maintained by him in Annexure- 'B' every month.
2. The action is required to be taken on the actionable points of the inspection report by the Junior Engineer concerned, within seven days.
3. The Assistant Engineer (O&M) shall be overall responsible for maintaining the above record and to verify the work done on the individual randomly selected feeder.
4. The Circle officers and XEN's (O&V/M&P/DDUGJY) while visiting the 33/11 KV S/s shall also check the Annexure- 'B' formats filled up by Feeder incharges.

All concerned shall comply with above instructions immediately.


(R.G. Gupta)
Managing Director

Copy submitted/forwarded to the following for information and necessary action:

1. The Director (Tech.), JPD, Jaipur.
2. The Zonal Chief Engineer (JZ/BZ/KZ), JPD, Jaipur for ensuring the compliance of above instructions.
3. The C.E.(HQ/MM)/Dy.C.E.(Trg.Safety & QC), JPD, Jaipur.
4. The Superintending Engineer (JCC/JPDC/O&M) JPD to circulate the above order to all concerned.
5. The Superintending Engineer (M&P/TW/ QC-I/II/Trg) JPD, Jaipur/Kota.
6. The Superintending Engineer (IT), JPD, Jaipur for uploading the order on Discom's web-site.
7. The Secretary(Admn), Jaipur Discom, Jaipur.
8. The Chief Personnel Officer, Jaipur Discom, Jaipur.


DTC 610/17/11/2017
Superintending Engineer (P&M)

JAIPUR VIDYUT VITRAN NIGAM LTD

Annexure: A
Date:

33/11 KV Sub-Station Inspection report by SE/XEN

1	Name of Sub-Division								
2	Name of 33/11 KV Sub-Station								
3	Installed capacity (MVA)				Average Load/ Peak Load	Oil level in conservater Tank (Ok/Not Ok)	Condition of Silica Gel (Ok/Not Ok)	Colour of Transformer Oil (Yellowish/Brown)	
i	Transformer 1.								
ii	Transformer 2.								
iii	Transformer 3.								
4	Detail of 11 KV Feeders emanating from sub-station								
	Name of Feeder	Name of Feeder Incharge	DTC (KVA)	CT Ratio	Average Load/ Peak Load	Breaker Operative or Not	Average Monthly Trippings	Whether Relay Setting are correct	
i									
ii									
iii									
iv									
v									
5	Detail of 33 KV Breaker Installed				Breaker Operative or Not (Yes/No)		Whether Relay Setting are correct		
6	Information in format B furnished by the feeder incharge (Yes/No)								
7	Rotation of A,B,C & D blocks as specified are there or not (Yes/No)								
8	Notice Board mentioning A,B,C, D block displayed or not								
9	33 KV and 11 KV breakers with proper platform and grouting is there or not (Yes/No)								
10	Log Sheet maintained or not (Yes/No)								
11	Earthing Status of Power Transformers								
12	Earthing Status of other equipments								
13	Earthing Status of Switch Yard (weather mesh earthing or not)								
14	Whether any leakage of oil from any equipment (Yes/No)								
15	Condition of all 11 KV isolators, roaster switch for safe operations (Yes/No)								
16	Proper capacity of fuse wire (Yes/No)								
17	Status of lightening arresters as per norms (Ok/Not ok)								
18	Proper gravelling in yard (Yes/No)								
19	All external connections should be checked for burnt/rusted/jointed connections (Ok/Not ok)								
20	In yard proper jumpering with PG/T clamps is there or not								
21	Yard lighting status								
22	Staff provided by contractor is as per norms or not								
23	Detail of Unserviceable /scrap material available at Sub- Station (List is to be enclosed).								
24	Any other deficiencies observed with respect to the safety								
25	Details of Safety Equipments available at Sub-Station (Yes/No) as per CPO order No. 410 dated 31.05.2017								
i	Earthing Chain with tie rod - 2				ii	Life Resusciator - 1			
iii	Rechargeable Torch - 1				iv	Pipe Rinch - 1			
v	Rubber Hand Gloves - 2 Pair				vi	Insulated Plier - 1			
vii	Screw Driver Set - 1				viii	Spanner Set - 1			
ix	AC Voltage Detector - 1				x	Discharge Rod - 1			
xi	Wooden ladder - 2				xii	First Aid Box - 1			
xiii	Fire Extinguisher - 1				xiv	Sand Buckets - 3			
xv	Insulated Rubber Sheet (1 for each feeder)				xvi	Safety Belts - 1			
26	Safety Equipments with line party, feeder incharge and other line party:								
i	Rubber Hand Gloves - 2 Pair				ii	Insulated Plier - 1			
iii	Screw Driver Set - 1				iv	Spanner Set - 1			
v	AC Voltage Detector - 1				vi	Wooden ladder - 1			
27	Safety Equipments with individual person:								
i	Helmat - 1				ii	Safety Shoes - 1 Pair			
iii	AC Voltage Detector - 1								

Remarks:

Signature of officer

Name along with Designation

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जयपुर विद्युत वितरण निगम लिमिटेड

प्रपत्र-ब

फीडर इंचार्ज द्वारा फीडर निरीक्षण रिपोर्ट

दिनांक:

1	उपखण्ड कार्यालय का नाम												
2	33/11 केवी विद्युत उपकेन्द्र का नाम एवं क्षमता												
3	11 केवी फीडर का नाम												
4	फीडर कोड												
	फीडर पर कुल उपभोक्ता												
5	नियमित उपभोक्ता												
	स्थायी रूप से कटे हुए उपभोक्ता												
	कुल उपभोक्ता												
6	फीडर से जुड़े हुए गांव	1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	12.
7	फीडर पर किये जाने वाले चिह्नित कार्य												
i	झीलें तारों वाले स्थान एवं संख्या												
ii	दो स्थानों के बीच अतिरिक्त पोल लगाने वाले स्थान एवं संख्या												
iii	टेढे हो गये खम्बे का स्थान एवं संख्या												
iv	ढीलें स्टे के तार एवं बिना स्टे इंसुलेटर के स्थान एवं संख्या												
v	रीकण्डीशनिंग हेतु शेष बचे सिंगल फेस ट्रांसफार्मरों की संख्या												
vi	रीकण्डीशनिंग हेतु शेष बचे थ्री फेस ट्रांसफार्मरों की संख्या												
vii	बिना गार्डिंग के रोड़ क्रॉसिंग वाले स्थान												
viii	लाईनों के नजदीक पेड़ काटने वाले स्थान												
ix	फीडर पर किये जा सकने वाले अन्य सुरक्षा संबंधी कार्य												
8	फीडर पर जले हुए ट्रांसफार्मर को बदलने के लिए लगने वाले औसत दिन												
9	फीडर इंचार्ज के पास उपलब्ध सुरक्षा उपकरण (हां/ नहीं)												
i	खर के दस्ताने												
ii	इंसुलेटेड प्लायर												
iii	स्कू झाईवर												
iv	ए.सी. वोल्टेज डिटेक्टर												
v	सेप्टी बेल्ट												
vi	हेल्मेट												
vii	सेप्टी शुज												
viii	अर्थिंग चेन												

कनिष्ठ अभियंता का नाम एवं मोबाइल नम्बर

फीडर इंचार्ज का नाम एवं मोबाइल नम्बर

हस्ताक्षर कनिष्ठ अभियंता

हस्ताक्षर फीडर इंचार्ज

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