



No.JPD/MD/TA/F. /D. 280

Jaipur, dated: 23/04/2019

ORDER

Despite clear guidelines to deal with the material failed under guarantee period issued vide No.D.216 dated 01.09.2016 (Standing Order No.16/10) (copy enclosed) it has been observed that timely action is not taken resulting unnecessary disputes and monetary loss to the Nigam.

It is enjoined upon all concerned to ensure that timely action is taken to watch the interest of the Nigam failing which strict disciplinary action shall be taken against the defaulting officers/officials.

(A.K.Gupta)

Managing Director

Encl:- As above.

Copy to the:


1. Director (Finance/Technical), JPD, Jaipur
2. Zonal Chief Engineer (O&M), JPD, Jaipur/Kota/Bharatpur
3. Chief Controller of Accounts, JPD, Jaipur
4. Chief Accounts Officer (FM-W&M/IA/RR&B), JPD, Jaipur
5. S.E. (JCC-JPDC-O&M)(All), JPD, _____
6. TA to MD, JPD, Jaipur
6. XEN (O&M)(All), JPD, _____
7. Assistant Engineer (O&M)(All), JPD, _____
8. Sr.A.O./AO (JCC-JPDC-O&M), JPD, _____

TA to Managing Director

P.T.O.

Copy also to the following for information & necessary action:-

1. The C.E.(MM), JPD, Jaipur
2. The S.E.(I&S), JPD, Jaipur
3. The Sr.A.O.(IA-Rev.)/(IA-Exp.), JPD, Jaipur
4. The Asstt. Controller of Stores(All), JPD, _____
5. The A.A.O.(IA-SV), JPD, Jaipur


TA to Managing Director

**Office of the
Chairman Discoms**

Vidyut Bhawan, Jyoti Nagar, Jaipur-302005
Phone Office :0141-2744965, Fax-2744187

No.Chairman(Discoms)/F.TA/D: 216

Jaipur, Dated: 01/9/16.

STANDING ORDER NO.16/10

**GUIDE LINES TO DEAL WITH THE MATERIAL FAILED
UNDER GUARANTEE PERIOD**

In order to ensure that material failed during guarantee period is reported timely to the supplier and its replacement is done within stipulated time period as per respective purchase order, so as to avoid financial burden on Discoms on account of delay, the following guidelines/procedure is hereby enforced for strict compliance with immediate effect:-

(2) Power /distribution transformer:-

- 2.1 On receiving the report of power transformer failure, the concerned Junior Engineer will visit the site and analyze the preliminary causes of trouble/failure of power transformer and will intimate to the concerned AEN (O&M) and AEN (P&EA). In case of distribution transformer failure, the line man/CCA/Feeder Incharge of concerned area will report to the concerned JEN with location and other details such as transformer, S.No., TN No., make etc.
- 2.2 The AEN (P&EA) will arrange to test the power transformer within 24 hours from intimation and will provide the test report with firm conclusion regarding failure of power transformer with copy to AEN (O&M), XEN (O&V) and the SE (O&M). Thereafter, AEN (O&M) will prepare the failure report within 24 hours. In case of distribution transformer, concerned JEN will prepare failure report duly signed by line man / CCA / Feeder Incharge and JEN and submit to concerned AEN (O&M) within 24 hours.



- 2.3 The AEN(O&M) will intimate the failure details as per standard format (**Annexure-10 A**) to the concerned firm and SE(O&M)/(MM), AEN(P&EA) and the ACOS through E-Mail and Regd. Notice.
- 2.4 The concerned AEN(O&M) will deposit the G.P. failed distribution transformer in concerned circle store within 3 days positively alongwith all requisite documents like transformer failure report, MCN, copy of notice served to respective supplier etc. He will ensure that the GP failed DTs are properly sealed/having original seals, full transformer oil, meter box and all other intact accessories etc. The G.P. failed Power transformer will be lifted by supplier either from site or concerned Circle store.
- 2.5 The Asstt. Controller of Stores will also intimate to the concerned supplier as per standard format (**Annexure-10 B**) within 7 days through Registered Notice and E-Mail as per the terms & conditions laid down in purchase order.

(3) Energy Meters and LT CTs:-

- 3.1 The AEN (O&M) will deposit all the GP failed energy meters and LT CTs on monthly basis with the circle store through proper MCN.
- 3.2 The AEN (O&M) will ensure that no GP failed meters and LT CTs are available with Junior Engineers in their sub-office at the end of the month.
- 3.3 The ACOS will intimate (As per standard format **Annexure-10 C**) on monthly basis to the respective suppliers to lift /replace their energy meters, LT CTs failed under guarantee period lying with circle store under intimation to the SE(O&M), purchaser/SE(I&S).The intimation to the respective suppliers may be given through Email and Regd. Notice.



(4) CT PT sets and VCBs:-


- 4.1 On the abnormal functioning, the concerned Junior Engineer will visit the sub-station and analyze the preliminary causes of trouble/failure of CT, PT sets/VCBs and will intimate to the concerned AEN (O&M) and AEN (P&EA).
- 4.2 The AEN (P&EA) will arrange to test the VCB /CT PT set within 24 hours from intimation and will provide the test report with firm conclusion regarding failure of VCB/CT PT set with copy to AEN (O&M), XEN (O&V), SE (O&M) and ACOS.
- 4.3 On the basis of investigation report AEN(O&M) will intimate as per standard format - **Annexure-10 D** to concerned firm, SE(O&M), SE(MM), SE(I&S) and the ACOS through E-Mail and Regd. Notice.

The SE (I&S) will monthly review the position of GP failed material lying with firm for repairing or to be lifted by the respective suppliers and will ensure that they lift the GP failed material from sub-station /respective circle stores and to deliver the repaired material back to respective circle stores during the time period as stipulated under the various clauses of respective PO. In case of default by supplier the matter shall be persuade by him with the respective purchaser for initiating the necessary action.

The AEN (O&M) will maintain the complete record in respect of GP failed material with all relevant information including locality, sub-office, date of failure, serial No., make, date of replacement etc. in a separate register and will show it to the visiting officers/inspecting officers during their visits to sub-division.

Non-compliance of above instructions shall be viewed seriously and stringent action shall be initiated against the defaulters.

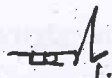
Encl:- Annexure-10 A, 10 B, 10 C & 10 D


(Shreemat Pandey)
Chairman Discoms

01/01/2016

Copy to the following for information and necessary action:-

1. CE /ACE (HQ/MM/Training & Safety-CSS) Jaipur/ Ajmer/ Jodhpur Discom_____.
2. ZCE Jaipur/Ajmer/Jodhpur Discom_____
3. SE (O&M/Vig/Comml/M&P/TW/Plan/IT/MM/Proc/RE), Jaipur/ Ajmer/ Jodhpur Discom, Jaipur/ Ajmer/Jodhpur/_____.
4. ASP (Vig.), Jaipur/Ajmer/Jodhpur Discom,Jaipur/Ajmer/ Jodhpur
5. CAO (Revenue & Control)/FM-W&M/(I/A)/Consultant (ATR), Jaipur/Ajmer/Jodhpur Discom_____
6. Secy. (Admn.), Jaipur/Ajmer/Jodhpur Discom, Jaipur/Ajmer/Jodhpur.
7. Company Secretary, Jaipur/Ajmer/Jodhpur Discom, Jaipur/Ajmer /Jodhpur
8. PS to Pr. Secy. Energy, GoR, Jaipur
9. PS to Advisor-Energy, GoR, Jaipur
10. TA to MD Jaipur/Ajmer/Jodhpur Discom, Jaipur/Ajmer/Jodhpur
11. PA to Dir. (Tech/Fin), Jaipur/Ajmer/Jodhpur Discom, Jaipur/ Ajmer /Jodhpur
12. Media consultant/PRO, Jaipur/Ajmer/Jodhpur Discom _____


1.9.16
(Rajesh Mathur)
SE-TA to Chairman

ANNEXURE-10 A

OFFICE OF THE ASSISTANT ENGINEER(O&M/_____)

No.JVVNL/JdVVNL/AVVNL/AEN/O&M/_____/STORE/F. /D. Dated:

M/s. _____,

Sub:- Intimation regarding Power Transformer/Distribution Transformer under PO No. _____ dtd: _____ TN _____ failed under guarantee period.

Dear Sir (s),

In reference to the subject cited as above, the details of guarantee period failed power/distribution transformer are as under:-

S.No	Particulars	Details
1	Name of 33/11KV S/S/location	
2	Name of firm	
3	Sr.No. of the transformer	
4	TN No.	
5	Capacity	
6	Date of dispatch	
7	Date of expiry of GP	
8	Date of failure of power /distribution transformer.	

Your kind attention is requested to lift the above material equipment for replacement/repair as per the terms & conditions of respective PO.

Assistant Engineer(O&M)

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

1. The Superintending Engineer (O&M)/(MM)/(I&S) _____
2. The Assistant Controller of Stores, _____

Assistant Engineer(O&M)

ANNEXURE-10 B**OFFICE OF THE ASSISTANT CONTROLLER OF STORES _____**

No. _____/ACOS/STORE/F. /D. Dated:

M/s. _____,

Sub:-Intimation regarding Power Transformer/Distribution Transformer under PO No. _____ dtd: _____ TN _____ failed under guarantee period.

Ref:- Letter No. _____ dated _____ of AEN(O&M) _____

Dear Sir (s),

In reference to the subject cited as above, the details of guarantee period failed power/distribution transformer as intimated by AEN(O&M) _____ vide above mentioned letter _____ are as under:-

S.No	Particulars	Details
1	Name of 33/11KV S/S/circle store	
2	Name of firm	
3	Sr.No. of the transformer	
4	TN No.	
5	Capacity	
6	Date of dispatch	
7	Date of expiry of GP	
8	Date of failure of power /distribution transformer.	

Note:- As per P.O. clause No. _____, the above mentioned G.P. failed material is required to be replaced by you before _____.

Your kind attention is requested to lift the above material equipment for replacement/repair as per the terms & conditions of respective PO.

Assistant Controller of Stores _____

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

1. The Superintending Engineer (O&M)/(MM)/(I&S) _____
2. The AEN (O&M) _____

Assistant Controller of Stores _____


ANNEXURE-10 C

OFFICE OF THE ASSISTANT CONTROLLER OF STORES _____

No. _____/ACOS/STORE/F. /D. Dated:

M/s. _____,

Sub:-Intimation regarding single/three phase energy meters/ LT CTs under
PO No. _____ dtd: _____ TN _____ failed under guarantee
period.

Dear Sir (s),

In reference to the subject cited as above, the details of guarantee period
failed single/three phase energy meters/ LT CTs are as under:-

S.No	Particulars	Details
1	Name of circle store	
2	Name of firm	
3	Total No. of Meters/ LT CTs	
4	TN No.	
5	Single Phase/ Three Phase Meters	
6	Date of expiry of GP	

Note:- As per P.O. clause No. _____, the above mentioned G.P. failed
material is required to be replaced by you before _____.

Your kind attention is requested to lift the above material equipment for
replacement/repair as per the terms & conditions of respective PO.

Assistant Controller of Stores _____

Copy submitted to the following for information and necessary
action:-

1. The Superintending Engineer (O&M)/(MM)/(I&S) _____

Assistant Controller of Stores _____

ANNEXURE-10 D

OFFICE OF THE ASSISTANT ENGINEER(O&M/_____)

No.JVVNL/JdVVNL/AVVNL/AEN/O&M/_____/STORE/F. /D. Dated:

M/s._____

_____.Sub:-Intimation regarding VCB/CTPT sets under PO No._____
dtd:_____ TN_____ failed under guarantee period.

Dear Sir (s),

In reference to the subject cited as above, the details of guarantee period failed VCB/CTPT sets are as under:-

S.No	Particulars	Details
1	Name of 33/11KV-S/S	
2	Name of firm	
3	Sr.No. of the VCB/CTPT Sets	
4	TN No.	
5	Rating	
6	Date of dispatch	
7	Date of expiry of GP	
8	Date of failure of equipment	

Your kind attention is requested to lift the above material equipment for replacement/repair as per the terms & conditions of respective PO.

Assistant Engineer (O&M)

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

1. The Superintending Engineer (O&M)/(MM)/(I&S)_____
2. The ACOS_____

Assistant Engineer (O&M)
