



प्रभास्मि शशि सूर्ययोः

No.JPD/MD/TA-II/F. /D. 454

Jaipur, Dated : 12/07/2019

OFFICE ORDER

Operation and maintenance of 33/11 KV sub-station has been given on CLRC in various circles of nigam as per requirement and availability of technical employees. As per condition of work order placed for O&M of 33/11 KV sub-station, the CLRC contractors as to engage four technical workmen ITI holder for proper and smooth operation and maintenance of the sub-station and supply.

The Executive Engineers (Vig.) are directed to check 4 Nos. 33/11 KV sub-station not more than 2 in a sub division which are being operated by CLRC contractor. During the inspection he will check the documents of technical person engaged by the contractor, I-card, Weekly duty chart, Register maintained as Log-sheet, Insurance of technical persons engaged by contractor, safety equipments, maintenance status of sub-station with all other codal formalities as per the work order etc. The Executive Engineer (Vig.) will submit the inspection report as per the check list/Performa enclosed within 3 days to the MD cell/ZCE/SE (O&M)/SE (Vig.). The Superintending Engineer (Vig.) is directed to submit compiled report to this office up to Dt. 18.07.2019. The Superintending Engineer (O&M) will take necessary action over the report submitted by the Executive Engineer (Vig.) and also send the abstract to AO (O&M). The circle AO (O&M) will also take into account the findings of checking reports before verifying/passing the bills of 33/11 KV sub-station running on CLRC.

Strict Compliance of the direction is ensured by Superintending Engineer (Vig.), JVVNL, Jaipur.

(A.K. Gupta)
Managing Director

Copy to the following for information & necessary action:-

1. The Director (Tech/Fin.), JVVNL, Jaipur.
2. The Zonal Chief Engineer (JZ/BZ/KZ), JVVNL, Jaipur/Bharatpur/Kota.
3. The Superintending Engineer (JCC/JPDC/O&M All), Jaipur Discom with the direction to provide list of 33/11 KV sub-station operated on contract basis to XEN (Vig.).
4. The SE (Vig.), Jaipur Discom with the advice to direct all the XEN (Vig.) to comply with the above instructions.
5. The AO (JCC/JPDC/O&M All), Jaipur Discom for strict compliance of above directions.
6. The XEN (Vig.), JPD (All) with the direction to inspect 33/11 KV sub-station and submit report to ZCE/SE (JCC/JPDC/O&M All)/SE (Vig.)/ TA-II to MD.

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(D.K. Pundir)
TA-II to Managing Director

CHECKING REPORT FOR 33/11 KV SUBSTATION RUNNING UNDER CLRC

Name of Substation :

Name of contractor :

Name of Sub office :

Work order no. and date :

Name of Subdivision :

Date of taken over of S/S :

Name of circle :

work order upto :

Date of checking :

Mobile No. of S/S:

Sr.No.	Particulars	Remarks
1	Whether register in the form of Log sheet maintained or not	
2	Whether ON/OFF timing of 33 & 11 KV feeders are recorded in log sheet	
3	Whether ongoing shutdown if any, is properly given by isolating GO switch and earthing of feeder.	
4	Whether the type of fault for tripping recorded or not	
5	Whether fuse installed is of proper rating or not	
6	Whether the shift duty is being properly handing over or not	
7	Whether identity card with photo is being kept by duty staff	
8	Whether weekly duty chart is displayed or not	
9	Whether all 4 employees are ITI holder or not	
10	Name of all deployed persons	1 2 3 4
11	Whether contractor has provided accidental cover insurance certificate to concern AEN or not	
12	Whether safety equipments and tools are available such as earthing chain, earthing rod, handgloves, safety shoes, plier, screw driver	
13	Status of maintenance at S/S like GO switch/ Bus bar jumpers/ clamps/ VCB/ Leakage in Power Transformer if any/ Connection of earthing with PT, VCB and structure.	

NOTE 1 . Copy of register in the form of logsheet and attendance register should be enclosed with this check list.

2 . Suggestions may be submitted in separate sheet, if any.

Signature

Name of checking officer with
designation