

**JAIPUR VIDYUT VITRAN NIGAM LIMITED
OFFICE OF THE CHIEF ENGINEER (COMMERCIAL)**

NO.JPD/CE(C)/C-I/F.4(211)Pt.V/M&P/d.2781 Jaipur, Dated - 19-11-08

ORDER

Sub : Duties and functions of Feeder Managers/AENs(P&EA).

In pursuance to decision taken in the monthly review meeting of M&P Wing, the responsibility of operation & maintenance of 33/11KV Sub-stations now vests with the M&P Wing. The main activities are summarized as under :-

- (1) Scheduled inspection, checking and testing of associated equipments.
- (2) Repairing and rectification of defective equipments.
- (3) Preventive maintenance based on the flows/short comings noticed by the inspecting officers.

In order to undertake the entrusted duties smoothly and an efficient manner, the duties and functions of the Area Feeder Manager and Asstt.Engineer(P&EA) are required to be prescribed. Accordingly, the feeder managers/Asstt.Engineers(P&EA) will be responsible for carrying out the following duties/functions :-

1. All functions of Head of office (see order No.JPD/CAO/AAO/Rules/F.60/D.1912 dated 14.11.08. (Annexure-A)
2. All functions as field officers.
3. Preventive/routine testing of 33/11KV sub-stations, including power transformers, circuit breakers, capacitor bank etc.
4. Feeder metering work including metering of new feeders and replacement of existing defective feeder metering equipments including arrangement of transportation of metering equipments.
5. Removal of all faults and defects detected during routine testing like blocking of oil leakage, replacement of bushing, dehydration of oil, restoration of protection circuits, earth circuit refurbishment and replacement of unserviceable/defective components as per conditions, (see guidelines regarding general problems at Annexure-B).

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Superintending Engineer (T & CRP)
R. R. N.
3/12/08
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S.E. (T & CRP)

6. Energy Audit work including evaluation of T&D losses of important industrial areas.
7. Furnishing monthly consumption of all 33KV, 11KV feeders though CMRI of TVMs.
8. Execution of necessary maintenance/repair work of 33/11KV sub-station an associated equipments on CLRC rates.
9. Procurement of spares/material required for replacement of defective, damaged and worn out parts etc. from authorized dealers/local sources as per delegation of powers.
10. Preparing of detailed report on visual examination and routine testing on power transformers, capacitor banks & breakers according to norms (see detailed instructions at Annexure-C).
11. Keeping liason with O&M authorities/Incharge of the sub-station and suggesting them overhauling/filtration of transformers and other preventive measures.
12. Maintaining all records, registers and formats as prescribed from time to time.
13. Preparation of all relevant reports (including specimen proforma enclosed as Annexure-D,E & F).
14. Executing work of repair/maintenance work required for smooth/proper operation of 33/11KV sub-station.
15. Any other work of repair/maintenance/protection as entrusted by SE(M&P).

Encl : Annex.-A,B,C,D,E & F

N.M. Sareen
19.11.2008

**(N.M.Sareen)
Chief Engineer(Comml.)**

JAIPUR VIDYUT VITRAN NIGAM LIMITED
(Chief Accounts Officer)

No. JPD/CAO/AAO/Rules/F. 60/D. 1912

Jaipur, dt. 14/11/08

ORDER

Pursuant to the decision taken in the monthly review meeting taken by CMD making M&P wing independently responsible for operation & maintenance of 33 KV Sub stations relating to the activities of (i) schedule inspection, checking and testing of associated equipments (ii) repairing and rectification of defective equipments (iii) preventive maintenance based on the short comings noticed by the inspecting officers, instead of presently being carried out by the respective AEN (O&M) or XEN (O&M), in exercise of the powers conferred upon H.O.Ds under Rule 3(a)(i) of the General Financial and Accounts Rules (GF&AR), the newly posted Feeder Managers/Asstt. Engineers in M&P Wing are to be designated as Head of Office for the purpose of the financial Rules of the Nigam in respect of their offices. The Feeder Managers/Asstt. Engineers (M&P) shall exercise all the financial and other powers delegated to a Head of Office under the financial rules and orders issued from time to time.

The duties and responsibilities are generally laid down in the various provisions of the GF&AR. The Feeder Managers/AENs (M&P) shall perform the following duties in particular :

1. To sign as a Drawing Officer all the bills for personal claims of non-gazetted staff of his office for presentation to the treasury/concerned Accounts Officer.
2. To account for all the receipts and payments made out of the funds so drawn and to make payments to the proper payees against valid acquaintance and to attest it in token of payments.
3. To maintain Cash Book as well as PCB and all account registers and records.
4. To incur recurring and non-recurring contingent expenditure in accordance with the Financial Rules, orders and delegation of Financial powers issued by the Govt./Nigam from time to time and sign Register of Contingent Expenditure.
5. To ensure adjustment of temporary advance given to Nigam employees and to ensure recovery of unspent balances within the prescribed period and take action thereon as provided in the Rules, and
6. To ensure economical procurement of store articles and to arrange their proper accounting and custody.

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7. To sign all bills for drawl of funds of Meeting contingent expenditure (except countersigned contingencies) sanctioned by a competent authority.
8. To attest the payment of such charges to the proper payee and to sign the relative entries in the cash book.
9. To sign the Cash Book in accordance with the instructions contained in Rule 74 of GF&AR.
10. To exercise delegation of power as per item No. 14 (A) of DOP to get the work done at CLRC rate contract. They are also authorized to operate relevant DOP given to XEN/AEN (Head of office) in respect of non centrally procured items,
11. For centrally procured items, the requirement may be sent to CE (MM) as per already laid down procedure.
12. The concerned XEN/AEN incharge (Head of office) of the 33 KV Sub station will utilize the budget already made available to concerned O&M wing. They may get the budget diverted. For any additional budget required, the proposal may be sent to this office for approval.

Each head of office incharge of 33 KV Sub station, is required to furnish R.B.E. for 2008-09 and B.E. 2009-10 in respect of establishment, operation and R&M of sub station as well as capital expenditure with full justification.

13. The incharge of 33 KV sub station are declared field officers and they are authorized to hire vehicle as per norms prescribed.
14. The M&P wing incharge of 33 KV sub station will carry out all the functions assigned by the corporate office or by the SE (M&P) from time to time.
15. In compliance to above instructions, the CE (Comml.) will issue separate order declaring the officer(s) or the feeder manager(s) concerned as Head of Office where ever required. On issue of above order for Head of office by CE (Comml), Sr. A.O. (HQ.) will issue order regarding drawing & disbursing powers to be exercised by respective circle A.O in respect of each Head of Office falling under their circle.

This is subject to ratification by the Board of Directors.

By order,

(A.K. Joshi)

Chief Accounts Officer

ANNEXURE-'B'(A) **General problems/ defects observed in Breakers are as under:** of JPR5-516

S. No.	DEFECTS
1	Tripping coils Burnt/Heated
2.	Closing Coil Burnt/ Heated
3.	Spring Charge Mechanism / Motor Defective
4.	CTs Burnt
5.	PTs Burnt
6.	Control Wiring Burnt
7.	Control Wiring Inter Connecting Plug Socket damaged
8.	Interrupter damaged
9.	Relays Damaged
10	Flash Over
11.	Dummy Operation
12.	Interrupter Setting Disturbed
13.	Bushings Damaged
14.	Diode/ Rectifier Damaged
15.	Closing Mechanism Defective
16.	Tripping Mechanism Defective
17.	Rotary Switch Damaged
18.	Measuring & Indicating Instruments Defective
19	Ratchet Wheel Teeth broken
20	Motor cut-off Switch defective
21	Primary Isolating contact (female) spring broken

(B) **General problems/ defects observed in Power Transformers are as under:**

S. No.	Defects
1.	Silica Gel pink instead of blue.
2.	I.R. Value Low
3.	B.D. Value Low
4.	Oil Level Low
5.	Oil Leakage From Bushings, Packing Gaskets Radiators, etc.
6.	WTI, OTI Not Working
7.	Gas Formation
8.	Loose Jumpering
9.	Stress on Bushings
10.	Unbalancing & Over Loading
11.	Improper Filtration
12.	Neutral & Body Earth From Same Pit

ANNEXURE- 'C' of JPR5-516

The following points shall be checked during initial inspection by the AEn(Prot) / AEN(FM) and their J.En.

1. Failure analysis of Power Transformers declared defective by O&M wing at S/S.
2. Load Analysis of S/S.
3. Checking of the earthing system and measurement of earth resistance.
4. Removal of dust/Carbon deposited on the equipments, if required.
5. Checking of the indicating and measuring equipments.
6. Checking of the Transformers and Switch gears.
7. Testing of Transformer oil and its BD value & Examine Oil levels and leakages.
8. Checking of OCBs, VCBs including checking of contacts, sparks, loose nuts and bolts and replacement of worn out parts.
9. Checking and testing of the protective relays. The relays function be got tested for healthy operation during over loading or faulty condition with correct operating time and response.
10. The inspection of wiring and control cables for any damage due to over heating or cuts etc. and remedial action there of.
11. All the moving parts of the OCB's viz. Trolley track and operating mechanism etc should be cleaned properly and greased again.
12. All CTs (Current Transformers) and PTs (Potential Transformers) will be checked and inspected including testing if required.
13. Checking of Insulators, Bus-Bar & their contacts, Jumpers, G.O.'s, D.O's, Cable boxes and bushings of the equipments installed on the S/S. Along with Checking of red hot clamps and jumpers & suitably arranging corrective action .
14. Checking of Circuit Breakers and other switches to ensure over all correct operation.
15. Instruments for correct readings and meters with their sealing arrangements.
16. Testing of the Alarm circuits, light circuits & buchholtz relay circuit .
17. Condition of the yard and Control room.
18. Checking of performance of capacitor bank and associated protective system and panel wiring etc.
19. Wherever applicable , checking and testing of the battery sets for voltages and gravity of acid including condition of the connecting strips. Proper greasing of the same is also required periodically.
20. The fuse gradation on the Transformers and outgoing feeders for protecting the power transformers during over loading and fault conditions (where fuse protection has been provided).