

JAIPUR VIDYUT VITRAN NIGAM LIMITED
Office of the Chief Engineer (Comml.)
VIDYUT BHAWAN, JYOTI NAGAR, JANPATH, JAIPUR

No.JPD/CE(C)/C.I/F.4(261)/Pt.X/D.1936 Dt. 2.09.09

CIRCULAR

Sub.:Guidelines in the matter of preparation of estimates on tentative cost basis & preparing the final account after completion of work.

In accordance with the existing rules & regulations, the estimates are prepared on tentative basis. After completion of the work, final accounts are prepared on the basis of actual material used & actual work done. On this basis the tentative estimate is to be revised with the approval of competent authority.

It has been reported that the field officers are not following the above mentioned procedure in right perspective and after preparation of estimate(s) for all type of works, revised estimate(s) on actual basis are not prepared. Further MAS A/c is not being maintained by field officers and proper record of retrieved material & issue of new material as per WIMs are also not maintained properly. In order to streamline procedure, following guidelines are issued for the guidance of the field officers:-

- (a) On completion of work, the revised estimate on the basis of actual material consumed and as per configuration of new lines drawn be prepared. (If**

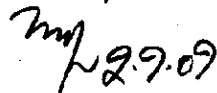
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there is variation in estimate) and after that the revised sanction shall be obtained from the competent authorities, if required for finalizing the account and to capitalize the expenditure to the concerned Head of Account.

- (b) MAS account shall invariably be maintained by field officers. After completion of work, the revised/final estimate along with complete details of actual material used and retrieved should be appended with final bill in compliance to work order.
- (c) No material be got issued from stores over and above the sanctioned estimate without opening of WIMs and if got issued then it must be got regularized immediately.
- (d) Proper records of retrieved material be maintained feeder-wise in respective sub offices/sub divisions as per directive issued from time to time. The retrieved material should invariably be got deposited in ACOS and in no case it is utilized for sub divisional work.
- (e) For deposit work, the over head charged are to be charged 50% on material cost as per Order NO.JPD/COA/Rules/F.251/D. 162 dt. 17.01.2002.

It is enjoined upon all the field officers to follow the guidelines strictly.

By order,



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



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

1. The Director (Finance), JVVNL, Jaipur (with 45 spare copies).
2. The Director (Technical), JVVNL, Jaipur.
3. The Zonal/Dy. Chief Engineer (Zone/RP), JVVNL, Jaipur/Kota.
4. The Dy. Chief Engineer (MM), JVVNL, Jaipur.
5. The Addl. Supdt. of Police (Vigl.), JVVNL, Jaipur. (with 30 spare copies)
6. The Chief Personnel Officer, JVVNL, Jaipur.
7. The Chief Accounts Officer, JVVNL, Jaipur.
8. The Dy. Chief Engineer / Supdtg. Engineer (Power), RIICO, Jaipur.
9. The Supdtg. Engineer (), JVVNL, _____.
10. The Secretary, JVVNL, Jaipur.
11. The Sr. AO/AO/AAO (), JVVNL, Jaipur.
12. The Executive Engineer (), JVVNL, _____.
13. The Executive Engineer (), JVVNL, _____, alongwith 10 spare copies for sending the same upto AENs/JENs/AROs/Accountants level under his jurisdiction.
14. The Executive Engineer (Elect.), J.D.A./R.H.B., Jaipur.
15. The Executive Engineer (Griev.), JVVNL, Jaipur.
16. The Company Secretary, JVVNL/RRVNL, Jaipur.
17. The TA/PA to CMD, RVPN / JVVNL, Jaipur
18. PA to MD, Jodhpur/Ajmer Discom, Jodhpur/Ajmer.
19. P.S. to Hon'ble Energy Minister, Rajasthan, Jaipur.
20. P.S. to Secretary (Energy), Govt. of Rajasthan, Jaipur.
21. The Public Relations Officer, JVVNL, Jaipur.
22. The Media Advisor, JVVNL, Jaipur.
23. Sr. Accounts Officer (FP-5), A.G. Audit, Shed No.14/1 Jaipur.
24. Sr. Accounts Officer (CAW-III), A.G. Audit, Shed No.4/1, Jaipur.
25. The Asstt. Engineer (), JVVNL, _____.
26. The Zonal Commissioner, Ombudsman, Mini Secretariat, Near Collectorate, Jaipur.
27. The Supdtg. Engineer (IT & CRP), Jaipur Discom, Jaipur for putting up the order on the website of Discom.

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2.9.09
Chief Engineer (Comml)

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