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**Office of the
Chairman Discoms**

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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.



