

**JODHPUR VIDYUT VITRAN NIGAM LIMITED**

No.JdVVNL/MD/CE(C&P)/SE(RA&C)/JU/2009-10/D. 2673 Dt. 15.03.10

ORDER

Sub:- Procedure for replacement of burnt/defective distribution transformer (in agriculture category) in the field for ensuring replacement of burnt transformer within 72 hours (all three Discoms).

A proposal was placed before the Coordination Committee suggesting a procedure to ensure uniformity in procedure (in agriculture category) among the three Discoms in the matter of replacement of burnt transformers within the prescribed time frame of 72 (seventy two) hours.

The Coordination Committee discussed the issue in its 130th meeting held on 24-12-2009 and approved following procedure to be followed in all revenue sub-divisions of all three Discoms:-

1. The JEN/AEN concerned, on receipt of information regarding failure of transformer from the consumer in person or on phone, will immediately depute the concerned CCA/ITI Helper to inspect the same.
2. The CCA/ITI Helper will immediately visit the site and inspect/check the distribution transformer and if transformer is found failed/burnt/damaged, shall fill-in-Part-A of Transformer Failure Report (T.F.R.) enclosed at Annexure-1 and submit the same to JEN concerned. The distribution transformer reported to have failed will remain at the site.
3. (i) In case seal and/or welding is reported to be OK and failure of transformer is confirmed by CCA/ITI Helper, the JEN will get failure report (Annex-1). Part-A & Part-B of TFR filled-in. The JEN & CCA/ITI Helper will be responsible for the correctness of the

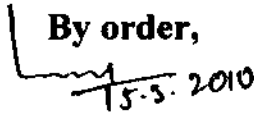
information filled in. A record shall be maintained by JEN of above failure reports at Sub-office level and submit immediately to the AEN.

(ii) If as per report the welding/seal of M&P box has been reported broken/damaged/tempered, the JEN will conduct vigilance checking and lodge FIR before removal of burnt transformer and take further action as per the prevailing norms/orders. The prescribed time limit of 72 hrs for replacement of failure transformer will not be applicable in such cases. Such DTs shall be removed only after FIR is lodged with police station and shall be deposited with sub-division in time along with copy of VCR & failure report as per Annex-1.

4. In cases covered under 3 (i), the AEN or his authorized official will register this information in the numbered printed book (Annexure-2) made available by Nigam) mentioning the date and time of receipt of the burnt transformer in the sub-divisions store and receipt of the same will be given to the consumer concerned as a token of acknowledgement and will simultaneously intimate the details of failed transformers to Circle Control Room for obtaining registration number. The registration number will be given immediately over phone by the official or Circle Control Room to the AEN concerned. The whole process up to obtaining registration number shall be completed within 36 hours.
5. The AEN will then issue transformer cum meter change order in the format (Annex-3). The registration number will be entered in transformer cum meter change order. AEN will however ensure that the TMCO is issued strictly as per priority of Sr. No. registration of failure of transformer in the printed booklet.
6. The AEN will handover TMCO to the JEN for removal of transformer and transportation of the same to the sub-division store.

- For removal of transformer, the JEN will provide Chain Pulley Block to the CCA/ITI Helper.
7. Two Nos. transformer of each rating as "reserved stock" shall be kept by the AEN in his sub-division store which will be issued exclusively against the replacement of failed/burnt transformers. The Store keeper of AEN office will issue the transformer to the JEN from "reserved stock" of transformers kept for this purpose in the sub-division immediately on receipt of defective/burnt transformer from field.
 8. The JEN concerned will then ensure compliance of transformer cum meter change order within 24 hours and the complied TMC0 bearing the signature of the consumer, himself & CCA/ITI helper concerned will be returned to sub-division office and copy of the same will further sent to the circle office for reference & record.
 9. The Circle office on receipt of TMC0 will immediately replenish the transformer to the sub-division, so as to maintain reserve stock of 2 Nos. transformers of each rating at Sub-division on regular basis.
 10. Transformer failure-cum-replacement register will be maintained at sub-divisional office as per Annex-4 by the Store keepers and the AEN will put initial on each replacement entry to ensure that ASK keeps this register updated.
 11. The Sub-divisional officer will deposit the transformer failed during any particular week by the end of next week as per procedure in vogue.

Encl: As above.

By order,

15.3.2010
(M.L. TRIPATHI)
DY. CHIEF ENGINEER(HQ)
JODHPUR DISCOM: JODHPUR

Note: The order is also available on Jodhpur Discom's website www.jdvvn.com/www.rajenergy.com

क्रमांक

दिनांक:-

ट्रांसफार्मर फेलयर रिपोर्ट

उपखण्ड	सहायक अभियन्ता
उप कार्यालय	कनिष्ठ अभियन्ता
पंचायत समिति	
ग्राम	
(अ) ट्रांसफार्मर खराब/जलने की सूचना संबंधित कर्मचारी	
(1) ट्रांसफार्मर का/मेक	
(2) केपेसिटी:-	के.वीए. 1 फेस/3 फेस
(3) संबंध उपभोक्ताओं के नाम व खाता संख्या	(1) (2)
(4) क्या खराबी है।	एच. टी के एक/दो फ्यूज नहीं ठहरते हैं। एल. टी के एक/दो/तीन फेस नहीं आ रहे हैं। एल. ओ. के एक/दो/तीन फेस के वोल्टेज कम है।
(5) ट्रांसफार्मर के मीटर बॉक्स की वैल्विंग	ठीक है/क्षतिग्रस्त है/नहीं है।
(6) ट्रांसफार्मर की सील	ठीक है/क्षतिग्रस्त है/टूटी नहीं है/टूटी है।
(7) मीटर क्र.	(1) क्षतिग्रस्त है/ठीक है। (2) क्षतिग्रस्त है/ठीक है।
(8) ट्रांसफार्मर के निरीक्षण का	समय दिनांक
(9) निरीक्षण करने वाले कर्मचारी का नाम/पद (आईटीआई हैल्पर)	
(10) कर्मचारी के हस्ताक्षर	
(11) रिपोर्ट प्रस्तुत करने की तिथि	
(अ) ट्रांसफार्मर खराब/जलने की सूचना संबंधित कनिष्ठ अभियन्ता द्वारा	
(1) ट्रांसफार्मर का निर्माणकर्ता/रिपेयरकर्ता का नाम	
(2) गारंटी पीरियड/समाप्ति की तिथि	
(3) टी. एन. नं.	
(4) ट्रांसफार्मर को स्थापित करने की तिथि	
(5) क्या ट्रांसफार्मर गारंटी समय में खराब हुआ/जला	हाँ/नहीं
(6) ट्रांसफार्मर में ऑयल की स्थिति	पूरा है/कम है/नहीं है।
(7) ट्रांसफार्मर की अन्य खराबी यथा	बुशिंग, बुशिंग रोड, सील इत्यादि।
(8) ट्रांसफार्मर खराब होने/जलने का कारण	
(9) ट्रांसफार्मर अथवा मीटर बॉक्स को क्षतिग्रस्त किए जाने की दशा में संबंधित थाने में एफ.आई. आर. दर्ज करने का विवरण, मूल वीसीआर न. व दिनांक	
(10) मीटर का विवरण	(1) क्रमांक मेक टी एन आखिरी रिडिंग स्थिति (ठीक/क्षतिग्रस्त) (2) क्रमांक

सहायक अभियन्ता ()
जोधपुर डिस्कॉम, जोधपुर

कनिष्ठ अभियन्ता ()
जोधपुर डिस्कॉम, जोधपुर

जोधपुर विद्युत वितरण निगम लिमिटेड,

पुस्तक संख्या

क्र.स.
दिनांक:-

ट्रांसफार्मर जलने की शिकायत सूचना

1. ग्राम का नाम.....तहसील.....जिला.....
2. शिकायतकर्ता का नाम.....
3. जले हुए ट्रांसफार्मर की क्षमता.....
4. ट्रांसफार्मर की जगह
5. जलने की तारीख.....
6. ट्रांसफार्मर बदलने की तारीख.....

नाम.....

हस्ताक्षर.....

पुस्तक संख्या

क्र.स.

ट्रांसफार्मर जलने की सूचना आज दिनांक को प्राप्त हुई।

हस्ताक्षर सहायक अभियन्ता/अधिकृत प्रतिनिधि

नाम.....

उपखण्ड का नाम.....