

**JODHPUR VIDYUT VITRAN NIGAM LIMITED**

No.JdVVNL/MD/CE(C&P)/SE(RA&C)/JU/2009-10/D. 1850 Dt. 30.9.09

ORDER

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 and 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 and 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 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 alongwith 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 charges are to be charged 50% on

material cost as per Order No.JdVVNL/CAO/JU/2002/S.Rev/F/ OO-393/D.4972 dtd.12-02-2002.

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

By order,

(M.L. TRIPATHI)

**DY.CHIEF ENGINEER(C&P)
JODHPUR DISCOM:JODHPUR**

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

Copy Submitted/ forwarded to the following for information and necessary action:

- 1) The Principle Secretary (Energy), Govt. of Rajasthan, Jaipur.
- 2) The District Collector, Jodhpur / Pali / Barmer / Churu / Jalore / Sriganganagar / Hanumangarh / Bikaner / Sirohi.
- 3) The Director (Finance), Jodhpur Discom, Jodhpur.
- 4) The Director(Technical), Jodhpur Discom, Jodhpur.
- 5) The Chief Engineer/Zonal Chief Engineer (O&M-JDZ/BKZ), Jodhpur Discom, Jodhpur/ Bikaner.
- 6) The Chief Accounts Officer(A/cs & Rev/IA/Ways & Means), Jodhpur Discom, Jodhpur/Jaipur.
- 7) The T.A. to Chairman & Managing Director, Jaipur Discom Jaipur, for kind perusal of the Hon'ble C&MD.
- 8) The T.A. to Managing Director, Jodhpur Discom / Ajmer Discom, Jodhpur / Ajmer, for kind perusal of the Hon'ble MD.
- 9) The Superintending Engineer (CC / DC / O&M / BFL / PP&M / TW / M&P/ MM&C), Jodhpur Discom, Jodhpur / Pali / Barmer / Churu / Jalore / Sriganganagar / Hanumangarh / Bikaner / Jaisalmer
- 10) The Personal Secretary to Energy Minister, Secretariat, Jaipur for kind perusal of Hon'ble Energy Minister, Govt. of Rajasthan, Jaipur.
- 11) The O.S.D. (Monitoring), Govt. of Rajasthan, Jaipur.
- 12) The Assisting officer to Ombudsman- Commissioner, Jodhpur, for kind perusal of Ombudsman.
- 13) The Addl. S. P. (Vigilance), Jodhpur Discom, Jodhpur. With spare copies for distribution amongst vigilance officers.
- 14) The Sr.Accounts Officer/Accounts Officer (O&M-CC / DC / Comml. / Audit/ Rev), Jodhpur Discom, Jodhpur / Bikaner.
- 15) The Company Secretary, Jodhpur Discom, Jodhpur.
- 16) The Executive Engineer (O&M/DD...../A-B-C-Zone/City-I-II/ LC/ MIS/ DSM/ IA/ Training/Vigilance), Jodhpur Discom,.....
- 17) The Executive Engineer (IT), Jodhpur Discom, Jodhpur: Kindly host the order on Discom's Website.
- 18) T.A. to Dy. Chief Engineer(C&P), Jodhpur Discom, Jodhpur.
- 19) The Public Relation Officer, Jodhpur Discom, Jodhpur.
- 20) The Assistant Engineer (O&M...../Rural/CSD-I-II-III.), Jodhpur Discom, with spare copies for distribution amongst all the JENs/ARO under your control.

**SUPERINTENDING ENGINEER(RA&C)
JODHPUR DISCOM:JODHPUR**