

JAIPUR VIDYUT VITRAN NIGAM LIMITED



Office of Chief Accounts Officer (IA),
Shed No.1/11, Vidyut Bhawan, Jyoti Nagar, Jaipur-302005
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No. JPD/CAO/(IA)/AO/(Exp.-Cont.)/F. /D.1926 dt: 30.10.14

CIRCULAR

2568

3-11-14

During the course of expenditure audit of SE(JPDC) Jaipur for the year 2012-13, various procedural lapses have been observed in the process of issuing work orders on CLRC basis viz copy of firm's registration with validity & copy of pass book are not found enclosed with the work order file, consent of contractor was undated, the amount of G-schedule was not mentioned in the words etc.

It is therefore enjoined all upon to follow the below mentioned instructions during the process of issuing of work order on CLRC basis and payment thereof, to streamline the process in all circles:-

1. The following documents must be attached with the work order file:-

- (i) Copy of registration of the contractor mentioning the date of validity of registration.
- (ii) Copy of pass book
- (iii) Complete history sheet duly signed by AEN/XEN/SE/AO with the details of work & amount, chargeable head, budget provision, detail of technical/ financial sanction etc.
- (iv) Copy of administrative/ technical/financial sanction.
- (v) G-schedule duly signed by JEN/AEN/XEN/SE/AO. If any correction is made, it should be initialled. Total amount of G-schedule should also be written in words.
- (vi) Dated consent letter of contractor duly entered in R.R.
- (vii) Roaster status- whether in roaster or out of roaster
- (viii) Pole schedule for maintenance work of feeder should be enclosed in compliance of letter No. JPD/CAO(IA)/XEN(IA-Tech.)/O.O./D.442 Jaipur dated 23.05.14.

2. The following documents must be attached with the payment files:-

- (i) MAS account duly signed by ASK/JEN/AEN/XEN concerned & contractor with each bill in the prescribed format as per circular earlier issued by this office vide No. JPD/IA/IA-Tech./F./D.1460 dated 11.9.14.
- (ii) Details of retrieved material deposited alongwith stock page number or MCN number.
- (iii) Copy of extra/excess slip, if any.
- (iv) Copy of revised/final G-schedule, if any.

It may also be ensured that compliance of earlier issued circular vide this office No.JPD/CAO(IA)/AAO(Exp.-Cont.)/F. /D.2888 dt.21.9.11, No.JPD/CAO(IA)/XEN(IA-

Devendra
website

7/14

Tech)/F. /D.862 dt.14.6.13 & No.JPD/MD/CAO(IA)/F. /D.515 dt.5.8.14 are being made regarding specimen signature of divisional/sub-divisional officers, submission of final bill/MAS within 9 months & enclosing the details of issuance of material with the final bill for a particular work respectively. The name alongwith the designation should be appended before signature of officer/officials on each document positively.

In addition to above, all other codal formalities/requirement as per rules should be completed. Any laxity found in the matter, will be viewed seriously and the concerned officer/official will be held responsible for the same.

(Y.S. Rathore)

Chief Accounts Officer(IA)

Copy to the following for information and necessary action :

1. The Chief Engineer (CPL/MM/IT/O&M), JPD _____
2. The Chief Accounts Officer (FM-W&M /Control), JPD, Jaipur.
3. The Superintending Engineer (I I), JPD Jaipur
4. The Sr. Accounts Officer (), JPD, _____
5. The Accounts Officer(JCC/JPDC/O&M), JPD _____
6. PA to Director(Tech./Fin.), JPD, Jaipur.

Chief Accounts Officer(IA)