

JAIPUR VIDYUT VITRAN NIGAM LIMITED



"प्रभास्मि शशि सूर्ययोः"

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No. JPD/CAO/(IA)/AO/(Exp.-Cont.)/F./D. 2790 Dated 8-8-19

ORDER

Sub: - Instructions in respect of measurement Book and test check measurement.

During the course of audit, some lapses have been observed by expenditure audit parties in respect of recording and maintenance of Measurement Books (MBs). Entries in MBs are not being recorded as per procedure prescribed in the PWF&AR or directions issued by the Nigam vide no. JPD/CAO/A/cs/F.117/D.1997 dated 20.12.2006 (JPD-6/218) resulting in fraudulent payments to contractors.

To allay such lapses/ irregularities and in order to make uniform practice in field regarding recording and up keeping Measurement book, in continuation to above order the following key instructions are hereby reiterated for strict compliance by the field/circle officers:-

1. Measurement Book:

- (i) Payment for all works done on the basis of measurement be recorded in MBs form RPWA-23. The measurement Book should therefore be considered as very important and vital record. All the MBs belonging to a Division should be numbered serially and a register of them should be maintained in Form RPWA 92 in the division office showing the serial number of each book, the name of sub-division to which issued. The date of issue and date of its return, so that it's eventual return to the division office may be watched.
- (ii) A similar Register should also be maintained in the sub divisional office showing the name of sub divisional officer and JEN to whom Measurement Books are issued. Books no longer in use should be withdrawn promptly even though not completely written/ filled.
- (iii) While recording entries in measurement Books, the relevant instructions as contained in Rule 412 of PWF&AR and instructions for use and up keeping of MBs appended below the Form No. RPWA 23 (MB) prescribed in PWF&AR be strictly adhered to.
- (iv) **In case work of more than one Sundry Job Order is awarded through one single work order to a contractor then the concerned JEN/AEN should record measurement in detail sundry job order wise in Measurement Book indicating quantity of each item erected as per sundry job order.**
- (v) **After recording sundry job order wise measurement, consolidated abstract of the items erected/executed against all the sundry job orders should be recorded in measurement book and then he (JEN/AEN) will check and tally the consolidate abstract with running /final bill presented by contractor and will rectify the errors/mistakes. All measurements must bear the dated signature in ink with full name and designation of the officer/official by whom they are taken under the words "these measurements are taken by me".**

(vi) The final and check measurement must be made in presence of the contractor or his legally appointed agent, who must certify that " these measurements are accepted by me" and must append his signature with full name or thumb impression in token of acceptance of measurement

2. Test Check of measurements:

- (i) The AEN must satisfy himself before verifying a bill for payment and forwarding same to the XEN for counter signature that the work, billed for has actually been carried out / completed in accordance with the claim preferred. He shall personally inspect all works of any magnitude before submitting claims for final payment.
- (ii) In addition to above sub divisional officer (AEN), who shall carry out Test Check as per norms prescribed, vide Nigam's Order No. JPD/CAO/Exp. cont. /D. 3139 dated 19.09.2008 The AEN will append full dated signature over name & designation seal in the MB and bill in token of test check carried out by him.
- (iii) The Executive Engineer before making counter signature of bill shall also carry out Test Check as per norms prescribed, vide Nigam's Order No. JPD/CAO/Exp. cont. /D. 3139 dated 19.09.2008
- (iv) **The Executive Engineer before counter signing the final bill of work shall ensure that work has been completed as per work order and the line/ Sub-station charged.**

The procedure /instructions as detailed above should be complied with strictly at the level of all concern. Non compliance will be viewed seriously.


(A.K. Gupta)
Managing Director

Copy to the following for information and compliance:-

1. The Chief Engineer/ Addl. Chief Engineer (), JPD, _____
2. The Chief Personnel Officer, JPD, Jaipur.
3. The Addl. Superintendent of Police (Vig.), JPD, Jaipur.
4. The Chief Controller of Accounts, JPD, Jaipur.
5. The Secretary (Admn.), JPD, Jaipur.
6. The Chief Accounts Officer (IA/FM-W&M), JPD, Jaipur.
7. The SuperIntending Engineer (), JPD, _____
8. The SuperIntending Engineer (IT), JPD, Jaipur. He is requested to upload this order on Jaipur Discom's website.
9. The Executive Engineer (), JPD, _____
10. The Accounts Officer (), JPD, _____
11. P.A. to the Managing Director, JPD, Jaipur
12. P.A. to the Director (Finance / Technical), JPD, Jaipur.
13. Mater File/ Circular File.


Chief Accounts Officer (IA)