

**JAIPUR VIDYUT VITRAN NIGAM LIMITED****OFFICE OF THE SUPERINTENDING ENGINEER (I&S)**

OLD POWER HOUSE PREMISES, BANI PARK, JAIPUR-302006

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Regd. Office: Vidyut Bhawan, Janpath, Jyoti Nagar, Jaipur-302005

No. JPD/ MM/SE/I&amp;S/Sec.Tech./F. /D. 1418

Date: 30/12/16

**OFFICE ORDER**

In order to ensure smooth functioning and efficient record keeping in circle/sub-stores, the following guide lines are hereby issued for strict compliance:-

1. A separate "transformer movement register" Year wise/TN wise/Capacity wise shall be maintained in all circle/sub-stores w.e.f. 01.01.2017, in the FORMAT prescribed here as under:-

S.No	Make	TN No.	Sr.No.of Distt.Tr.	Details of S/D to whom issued	Issued to S/D vide gate pass No. & dt:	Name of person to whom material delivered
1	2	3	4	5	6	7

2. Material exit pass be got invariably signed by the person/authorized representative of sub-division alongwith his full name, designation and contact No.
3. In case of items which bears Sr. No. as their identifications like cable/conductor drums, distribution transformers/power transformers, VCBs etc. (except energy meters), the details of Sr. No./Drum No. may be mentioned on material exit pass without any cutting.
4. The ACOS will ensure that the assigned copy of COS 17-18 (i.e. SIN) may be sent to the sub-division after issue of materials/ stores within 7 days positively or when the authorized representative of that sub-division visits the circle/ sub-store next time whichever is earlier so that the material issued by circle/sub-store may be got reconciled by the unit officer in his sub-divisional store. For this purpose a separate register shall be maintained in circle/sub-store in the format prescribed here as under:

S.No	Date	Name of S/div	Details of Indents/SIN		Total No. of SIN	Name of Person to whom delivered	Signature of person to whom delivered
			Indent No. & Date	SIN No. & Date			
1	2	3	4	5	6	7	8

All the ACOS/SS are advised to ensure the strict compliance of above guide lines.

(A.K. Singh)

Superintending Engineer (I&S)

Copy to the following for information and necessary action:-

- 1)The Chief Engineer (MM),JVVNL,Jaipur.
- 2)The Asstt.Controller of Stores(JCC)/(JPDC),JVVNL,Jaipur /Alwar/Kota/Bundi/Bharatpur/Baran/Dausa/Dholpura/Karauli(HQ-Hinduan)/Sawaimadhapur/Jhalrapatan/Tonk .
- 3.)The Store Superintendent,JVVNL,Behrore.

Superintending Engineer(I&S)