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**Office of the
Chairman Discoms**
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No.Chairman(Discoms)/F.TA/D: 215 Jaipur, Dated: 01/9/16.

STANDING ORDER NO.16/09

**GUIDE LINES IN RESPECT OF FUNCTIONING OF STORES
ORGANISATION**

It has been brought to the notice that precious material and equipments are not properly stored/handled in Discoms circle stores/sub-stores. It results in leakage and theft of these material causing huge financial loss to Discoms. In order to streamline the functioning of stores organization across all the three Discoms and to adopt similar practices across three Discoms, it is hereby instructed that as in Jaipur Discom, SE(I&S) may be posted in other two Discoms also to exclusively oversee the functions of inspection & stores. The duties of officers in stores organization are assigned & detailed here under:-

(2) **Superintending Engineer (I&S):-**

- 2.1 To assist the Chief Engineer(MM) in ascertaining the level of stores items quantity worked out on the basis of the annual requirement of O&M and other wings.
- 2.2 To ensure arrangements for receipt, inspection, custody and storage of stores and accounting thereof.
- 2.3 To issue the diversion of stores on need and availability basis.
- 2.4 Utilization/disposal of surplus, obsolete, unserviceable, scrap stores etc.
- 2.5 Periodical inspection of circle stores/sub-stores.
- 2.6 The SE(I&S) will ensure appropriate action on physical



