

JAIPUR VIDYUT VITRAN NIGAM LIMITED

No.JPD/CAO/Rules/F. 5 /D. 502

Jaipur, dated: 2-6-2004

ORDER

Some difficulties/apprehensions were expressed about award of work order(s) under CLRC in the meeting of Sr. Officers held on 12.05.04 as well as that of XENs incharge of industrial areas held on 25.05.04. In order to allay doubts and streamline the matter for operation of contract under CLRC, following procedure is hereby laid out:-

(i) Cases for award of contract under CLRC are regulated under item no.14(A) of DOP. Herein, XEN is competent to award work order(s) upto Rs.50,000/- after obtaining financial concurrence and in that case, no further approval is required from Circle Superintending Engineer. Appropriate concurring authority in finance wing shall be as under :-

Work orders lying
in the Competency of

Concurring authority

(i) XEN

AAO

(ii) SE

Sr.AO/AO

(ii) The XEN who moves the case for award of contract under CLRC for concurrence to AAO or Superintending Engineer to approve for award of order shall invariably enclose requirement of work alongwith "G" schedule, administrative approval, technical sanction, registration certificate of the contractor proposed, alongwith the

consent of that contractor to undertake the work, availability of budget, WIM No./chargeable head.

(iii) Following are the check points to be seen by the Circle Sr.AO/AO/AAO while giving concurrence: a) Requirement of work alongwith "G" schedule, b) Rates indicated in "G" schedule to tally with the approved rates under CLRC c) Copy of Registration Certificate of Contractor under CLRC alongwith his written consent to undertake the work. d) Administrative approval, e) Technical sanction, f) availability of budget and reference of WIM No./chargeable head including other incidental points like arthmatical checking etc.

The case would be processed in Circle Accounts Office immediately and concurrence given or otherwise deficiencies if any, pointed out within 3 working days. After receipt of case duly concurred by concerned Accounts functionary, Circle SE/XEN shall issue work order immediately latest within 2 working days.

(iv) For preferring of running/final bills, taking measurement/checking of the work etc., following time limits are hereby prescribed:-

Duration in working days

	Running Bill	Final Bill
JEN	4	7
AEN	3	4
XEN	3	3

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(v) Following are the check points to be seen by Circle Sr.AO/AO at the time of pre-auditing the contractors bill for payment-

- (a) Financial concurrence
- (b) Acceptance of contract agreement
- (c) Insurance cover note as per work order for safe custody of material
- (d) MAS A/c in case of final bill
- (e) Deposit of security amount
- (f) Proper verification/counter signature by JEN/AEN & XEN
- (g) Budget provision/chargeable head
- (h) Approval of competent authority
- (i) Regularisation of extra/excess items of work by the competent authority
- (j) Certificate about no recovery due from contractor in case of final bill or amount of recovery due.
- (k) Actual date of completion of work for final bill.
- (l) Certificate for guaranteed test performance of the material used by the contractor.
- (m) Form No.CPF 6 & 2 duly filled in favour of labour/ workman engaged for purpose of deduction towards P.F. of contractor's labour from his bill.
- (n) Signature of contractor on the bill as well as on M.B. in token of acceptance of measurement /quantity taken in the bill
- (o) Other requirement if any, as per a work order/ contract agreement.

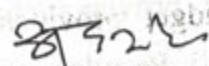
The contractors bill duly passed shall be entered in priority register for payment and same shall be arranged immediately as per orders in force.

(vi) The concerned SE/XEN will ensure that required material is made available to the contractors in time for completion of work in stipulated period.

(vii) This is considered necessary to develop good contractors who are capable of executing quality work in a hassle free environment. These instructions need to be strictly complied with.

Note :- Aforesaid time limits are excluding the date of receipt of the case/bill in the office.

By order,

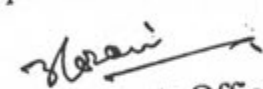


(A.K.Jain)

Chief Accounts Officer

Copy to the following for information and necessary action :-

1. The Chief Engineer (O&M/M&P), Jaipur Discom, Jaipur.
2. The F.A. & Controller of Accounts, Jaipur Discom, Jaipur.
3. The Chief Personnel Officer, Jaipur Discom, Jaipur.
4. The Secretary, Jaipur Discom, Jaipur.
6. The Dy. Chief Engineer (MM/C&P), Jaipur Discom, Jaipur.
7. The Superintending Engineer (), Jaipur Discom, _____
8. The Company Secretary, Jaipur Discom, Jaipur.
9. The Sr. Accounts Officer (), Jaipur Discom, _____
10. The Dy. Director Personnel, Jaipur Discom, _____
11. The Executive Engineer (), Jaipur Discom, _____
12. The Public Relation Officer, Jaipur Discom, Jaipur.
13. The Accounts Officer/Asstt. Accounts Officer (), Jaipur Discom, _____
15. P.A. to the Managing Director, Jaipur Discom, Jaipur.


Asstt. Accounts Officer(Rules)