

**JAIPUR VIDYUT VITRAN NIGAM LIMITED**

No. JPD/CAO/Rules/F.125/D. **768**

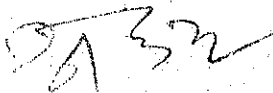
Jaipur, dated: **29-6-2004**

**ORDER**

**Sub:- Guidelines for compliance of maintenance contracts.**

In order to ensure implementation of provisions relating to contracts for Operation & Maintenance of 33/11 KV Sub-Stations, following instructions are hereby issued for strict compliance by the field officers:-

- i) At the time of execution of contract agreement, the contractor is required to furnish:-
  - (a) List of workers he proposes to engage alongwith details like name, father's name, date of birth, age, per month wages, educational qualification alongwith photo copies of certificate of education, photo affixed on such information sheet duly attested by the contractor.
  - (b) Copy of insurance cover note with regard to workman compensation insurance policy.
  - (c) Photo copies of electrical license and registration certificate with the labour department.
  - (d) Insurance cover note with regard to theft etc. of JVVNL's material and equipment installed.



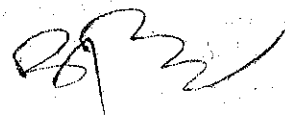
(e) Copy of valid license under the contract labour (Regulations & abolition) Act, 1970 for employing required necessary manpower till currency of contract.

ii) Circle Senior Accounts Officer/Accounts Officer before making payment shall be required to obtain from the contractor information in the proforma form "C" CPF para 6.5(a) every month or with every bill in respect of the employees engaged in connection with the execution of the work from the date of its start and upto the date of its completion. If the contractor fails to furnish this information, 16% amount of the running bills and final bill shall be deducted and kept under the head " 46.121 Misc. deposit contractor's employees" till he furnishes the information in the above mentioned proforma alongwith nomination forms.

iii) While making payment to the contractor, it may be kept in view by the Circle A.O. that the contract tax, sales tax and other statutory taxes, if any, are to be borne by the contractor and the same are to be recovered from the contractor's bills as per rate applicable/prevaling during the currency of the contract.

iv) In case of cities/places lying in the ESI notified area, the contractor shall deposit the required employees subscription as well as employers contribution as per requirement of ESI Act and shall furnish to Circle Accounts Officer, photo copies of the challan for having deposited the same.

v) There may be an effort on the part of the contractor for not employing required manpower for maintenance of GSS. Therefore, compliance



of contractual requirement for deployment of one ITI plus one skilled/unskilled worker per shift (total 7 persons per GSS) and maintenance of specified record need to be ensured by Circle Superintending Engineer/Executive Engineer by conducting regular inspections.

- vi) As per Section 21 of the contract labour (Regulation & abolition) Act 1970, every principal employer shall nominate a representative duly authorised by him to be present at the time of disbursement of wages by the contractor and it shall be the duty of such representative to certify the amounts paid as wages in such manner as may be prescribed. It would, therefore, be necessary that the concerned Junior Engineer is asked to witness and certify the payment made by the contractor to his labour.


By Order,

  
(A.K. Jain)

Chief Accounts Officer

Copy to the following for information and necessary action:-

1. The Chief Engineer (O&M-I/II), JPD, Jaipur
2. The F.A. & Controller of Accounts, JPD, Jaipur
3. The Dy. Chief Engineer (C&P/APDRP), JPD, Jaipur
4. The Superintending Engineer ( ), JPD, \_\_\_\_\_
5. The Sr. Accounts Officer/Accounts Officer ( ), JPD, \_\_\_\_\_
6. The Executive Engineer ( ), JPD, \_\_\_\_\_
7. The Assistant Engineer ( ), JPD, \_\_\_\_\_
8. PA to the Managing Director, JPD, Jaipur

  
Chief Accounts Officer