

ELECTRICAL

Do's

- ❖ Ensure multiplication of CT coil ratio, if any, with Electrical units recorded in a 3 phase KWH meter.
- ❖ Ensure proper sealing of Energy meters as per laid down practice.
- ❖ Ensure recovery of Electrical Energy (EE) charges for outsiders (Stalls) before the billing due date.
- ❖ Ensure that while initiating Manual/Online Indent, the Inspection Clause is correctly mentioned especially if the value exceeds Rs.5,00,000/- Lakhs.
- ❖ Be aware that, under GeM procurement also, third party inspection (RITES,RDSO Etc.) can be insisted.
- ❖ Even ISI marked materials can be accepted only with the manufactures WTC (Works Test Certificate) and only if the Inspection Clause indicate "Acceptance on Firm's WTC".
- ❖ Ensure that materials to be received under third party (RITES,RDSO Etc.) inspection, is to be accepted with Inspection certificate

duly accompanied with all test certificates conducted by third party (RITES,RDSO Etc.).

- ❖ Perform the departmental stock verification without fail as per Para 10824 of ACTM.
- ❖ Ensure proper accountal and disposal of released material.
- ❖ Ensures that in all the Works Contract, the registers pertaining to the execution of each “Works” are maintained as mentioned in the respective Contract Agreement.
- ❖ Ensure that a copy of the LOA alongwith a copy of the Tender Document is received before the commencement of the Work and agreement is received before recording of measurements.
- ❖ Ensure that the Work is executed as per the Shedule/Drawings/specification in the agreement.
- ❖ Ensure that before sending for DS-8, the Ferrous and non-ferrous materials are properly segregated and measurements given in Nos/KGs.
- ❖ Whenever scrapping Insulated Copper and

Aluminium Electric cables, ensure that the approximate weight of the copper or Aluminum content is mentioned separately in KGs along with the total weight in S1539(DS-8).

- ❖ Depot in-charge should ensure that Attendance register is maintained for all the AMC contract staff.
- ❖ Ensure proper approval from competent authority for the definition of 'Single similar work' before floating tender.
- ❖ Electrical contractor license validity to be ensured before execution of the work.
- ❖ For all the cleaning contracts, Depot in-charge concerned should ensure that contractor is keeping the stock as per the contract agreement.
- ❖ While recording Measurement Book follow the Engineering Codes 1315 and 1322. Actual measurement should be recorded in the Measurement Book.
- ❖ Go for 'third party inspection' while procuring safety items, even if the value of the PO is less than the limit value i.e.Rs.5 Lakhs, if proper testing facilities are not available

locally.

- ❖ Always insist for qualified Technical supervisor as per agreement conditions at the time of commencement of work otherwise communicate immediately to the officer concerned and record the same in M-Book certification to enable recovery.
- ❖ On completion of work, site order book and field book should be handed over to Divisional office.
- ❖ Ensure proper invoice bills and test reports as per inspection clause/ specification before accepting the material against Purchase Order.
- ❖ All the Depot in-charge should ensure that valid ID card is issued to contract staff to carry out the work.
- ❖ Ensure the quality of materials before execution of the work as per contract conditions.
- ❖ Earthing and foundations to be done as per the drawing/ specification.

DON'Ts

- ❖ Do not indent electric items, which are not

confirming to IS specification/ISI marks.

- ❖ Do not increase rate of any individual item/schedule during negotiation.
- ❖ Do not miss to note the proper chainage/ KM in Measurement Book for cable/contract wire laying.
- ❖ Do not accept a supply of pre-inspected items by agencies like RITES, DGS&D, RDSO etc., without checking the seal and the supporting inspection certificate.
- ❖ Do not change RDSO/RITES inspection clause to consignee inspection without approval of Competent Authority.
- ❖ Do not dump the scraps in shop floor without accountal in released register and process for condemnation.
- ❖ Do not extend the temporary power supply to Outsiders/Contractors without Competent Authority's approval.
- ❖ Do not record the measurement for such works, which are incomplete/defective.
- ❖ Do not accept the material more than the schedule quantity without obtaining approval from competent authority.