

Electrical Department

DO's:

- Joint inspection of inventory is to be carried out for the material to be released before commencement of the work.
- Ensure all released materials are taken into account before work completion.
- Keep proper account of Railway materials issued to the contractors at the site of work.
- Ensure inspection and passing of materials supplied by contractors before these are used in work. Maintain proper records.
- Issue materials to the contractors only through authorized agents and control the issues commensurate with progress of work.
- While execution of works, follow the standard drawings & specification like RDSO/IS.
- Insist for qualified technical supervisors for execution of works as per contract conditions.
- Refer the specifications & drawings thoroughly along with latest amendments as mentioned in the agreement.
- Ensure recovery of cost of materials supplied by Railways, hire charges for tools & plants etc. from the contractors running bills immediately after their use.
- Ensure prior administrative approval of competent authority before executing additional quantities in each item so that the contracts are not vitiated.
- Measurement Books should be issued by competent authority duly filling and signing the first page of MB, to the concerned supervisors only and record should be maintained.
- Perform the departmental stock verification without fail.
- Ensure that defective energy meters are replaced on priority.
- Ensure to maintain installation register for all fitting/equipment over the jurisdiction and effect the changes in timeline.

DON'Ts:

- Don't operate non-schedule items where it is possible to do work as per schedule items or a combination thereof.
- Don't allow two or more agencies to do similar works at one site.
- Don't allow the contractors to first execute only those items considered more profitable at his discretion, so that contractor's interest in completing the whole works remains.
- Don't accept the materials more than the scheduled quantity without obtaining approval from competent authority.
- Don't allow execution of partly left over works by another agency before taking final measurements of earlier contract and getting them accepted both by the old and the new contractor.
- Don't allow recoveries on accounts of use of departmental machinery by contractors to be accumulated up to the final bill.

- Don't make payment of a 'finished item of work' on mere arrival of the material at site unless it is fixed in position as per description of the item of work.
- Don't record the measurements for such works, which are incomplete/defective.
- Don't extend the temporary power supply to outsiders/contractors without proper authority.
- Don't prepare the estimate for releasing electric connection to contractor/private parties without actual survey at site.
- Don't record the measurement towards dismantling/releasing work without ensuring proper accountable of released materials as per contract conditions.
- Don't indent electric items, which do not confirm to IS specification or bear ISI marks.
