

DO's & DON'Ts FOR ELECTRICAL DEPARTMENT

DO's

- Do ensure, the make and serial No. of electrical fittings / gadgets provided in Qrs. / Service buildings are maintained correctly (Installation / History Register).
- Do work out the average electrical consumption of different quarters individually, and in case very low consumption subsequently if any, the reasons for the same should be analysed and sorted out.
- Do ensure correct meter reading before billing the contractors & outsiders for temporary power connections.
- Do ensure handing-over / taking-over of electrical installations in quarters / service buildings is done correctly.
- Do ensure timely and prompt processing of bills for payment to the Contractors, State Elect. Boards, etc.
- Do ensure a complete reconciliation of all railway supplied materials i.e., materials used / installed and recorded in the Measurement books and those materials returned by the contractor as un-used.
- Do ensure refund of security deposit is only after completion of successful maintenance period.

DON'Ts

- Do not prepare the estimates for any work without actual site inspection.
- Do not allow execution of work by Contractor without proper sanction and letter of acceptance.
- Do not issue excess quantity of railway materials / equipment to the contractor.
- Do not allow the contractor to deviate from the specification / agreemental conditions during execution of electrical works.
- Do not miss, to record the kilometers properly in measurement book for cable laying work to facilitate test checks at a later date.
- Do not accept the unused i.e., left over materials which are defective / damaged from the contractor.
- Do not accept the material of other brand / make specifications that are not covered in the work order.
- Do not indent electrical items which do not confirm to ISS specifications or bear ISI marks.
- Do not misuse departmental labour / transport for works being done by Contractor.
- Do not pass any bill of the contractor of supplies without ensuring proper inspection of materials and posting in DMTR.
- Do not allow a second contractor to start execution of a terminated work unless recording measurements & preparing completion plan for the work already executed by the previous contractor is completed. The measurements & completion plan should also be got signed by the new contractor as a token of acceptance.
- Do not spare the supervisors without proper handing over/ taking over. Insist on handing over notes.
- Do not increase / alter the standard number of electrical points and fittings in any type of quarter without competent authority's sanction.

- Do not charge electrical consumption on average basis for longer periods.
- Do not provide temporary connection to outsiders without depositing the necessary fee / charges with Railway.