

DAKSHIN HARYANA BIJLI VITRAN NIGAM**Instruction No.2/2011/P&D**

From

The Chief Engineer/P&D,
DHBVN, Hisar.

To

1. All Superintending Engineers/Operation,
Under DHBVN.
3. Superintending Engineers/ Construction,
DHBVN, Hisar/ Faridabad

Memo No.: Ch-131/DD-169/Vol.-II

Dated: 17.01.2011

Subject: Norms for Material accounting for turnkey works.

For proper accounting of the material received by concerned XENs, from the turnkey contractors, against the turnkey works, a register should be maintained in the division office of concerned XEN. The format of the record shall be as follows:

Sr No	NIT number	Name of contractor	Item	Qty as per WO	Qty inspected	Qty received	Date of receipt of the material	Signature of XEN/ SDO concerned

The register shall be prepared work wise. The details, of the material received, shall be entered in the register immediately on its receipt. After end of every month, the photocopy of the pages of the register shall be submitted to this office, through concerned SE, for the works allotted by this office and to the concerned CE/ Operation for the turnkey works allotted by field offices. The above information shall invariably be received in the concerned office by 7th of every following month, failing which strict disciplinary action shall be initiated.

The above instructions may be got noted from all concerned for meticulous compliance.


Chief Engineer/P&D,
DHBVN, Hisar.

CC:

1. Sr.P.S. to Managing Director, DHBVN, Hisar for the kind information of the M.D. please.
2. Sr.P.S. to the Director/OP / Projects, DHBVN, Hisar for the kind information of the Directors please.
3. All Chief Engineers in DHBVN.
4. CGM/Finance/Accounts/Audit,DHBVN,Hisar.
5. GM/IT,DHBVN,Hisar for putting the same on the Nigam's website.
6. All GM in DHBVN.
7. All XEN/Works and Op under DHBVN.
8. Chief Communication Officer,DHBVN,Hisar.
9. Xen/Monitoring, DHBVN, Hisar .