

JAIPUR VIDYUT VITRAN NIGAM LIMITED

NO/JPD/Pers./D.III/F.21(360)/D. 773

Jaipur, dt. 11.6.2002

C I R C U L A R

In the past, instructions have been issued to the field officers from time to time by various agencies to ensure strict compliance of safety instructions and follow the standards prescribed for Operation, Maintenance & Construction of Lines & Sub-Stations, as prescribed by the erstwhile RSEB as well as under Indian Electricity Rules, 1956, but on analysing enquiry reports relating to electrical accidents of employees and also from the reports, received from the Electrical Inspector, Government of Rajasthan, it has been seen that the safety instructions are not strictly followed as most of the accidents have occurred due to non-observance of safety precautions or due to wrong operation/handling of apparatus by the persons, who are not authorised to carry out such operations/maintenance or due to negligent working of concerned workers or lack of close supervision by Supervisors etc. In most of cases, the accidents could have been avoided, if sufficient precautions had been taken.

Due to accidents of workers on duty, the Company has to suffer dual loss, as on the one hand precious human life is lost and on the other hand, the Company has to pay huge amount of compensation. To avoid such accidents, some positive steps have to be taken with all seriousness and sincerity.

To ensure complete safety of all the workmen and timely settlement of compensation cases, the following instructions are therefore hereby issued :-

**Instructions for ensuring safety
& undertaking works**

- I. A campaign be started at the level of JENs and above to check that all the existing lines and electrical installations meet the standards as prescribed under Indian Electricity Rules, 1956 and the lines are having standard clearances.
- II. A proper schedule for maintenance of all the Sub-Stations and Lines be prepared under the supervision of Circle Superintending Engineer and maintenance be carried out accordingly.
- III. The area of distribution systems be sectionalised properly and programme of staggering for supply in case of over-loading of feeders be prepared.
- IV. Inspection Schedule for each officer be prepared. Every JEN should visit each Sub-Station of his area atleast twice in a week and every AEN once in a week. The XEN should visit each Sub-Station of his area once in a month. These officers should invariably send the inspection reports to the Circle Superintending Engineer by 5th of each month, mentioning therein short comings, if any noticed and efforts done to remove the same.
- V. As already advised during the meeting of Sr. Officers held on 10.5.2002, an exercise be undertaken by each Superintending Engineer to find out the work-load existing in each Division/Sub-division/Sub-office on the basis of number of Sub-Stations, consumers and length of lines and excess staff be transferred to places of deficiency so that no single man is allowed to work continuously for more than two consecutive shifts.
- VI. All Controlling Officers must ensure that adequate safety devices and T&P articles

- VII. Before any conductor or equipment is handled, adequate precautions must be taken by the technical staff by earthing or by other suitable means, to discharge electrically such conductor or equipment. Precautions also be taken to prevent any adjacent conductor or equipment from being accidentally or inadvertently electrically charged while working thereon.
- VIII. The Controlling Officer/Supervisor must ensure that before proceeding to attend any job on the line/equipment, **'permit to work'** is invariably obtained by the staff/workman undertaking work. He should ensure that line/equipment is dead & isolated and the operating handle of **'Line Isolator'** of the feeder is properly locked at the Sub-Station after the isolator has been operated to the **'Off'** position. It should be ensured that all the three phases of the isolator are disconnected.
- IX. It must be ensured by the workers and the Supervisor before climbing on the line/equipment that all the conductors of the line/equipment are **'Tested & Discharged'** through a **'Discharge Rod'**. Thereafter, the section of the line/equipment on which work is to be done, should be **'Earthed'** at both the ends. In the case of work on lines, earthing should be provided one-span away on each side of the work point. After the work is over, earthing on both sides of the work point, as well as near line isolator or other points of earthing should be removed with the help of discharge rod.
- X. Only after fully ensuring that no man, material and earthing has been left on the line, the **'permit to work'** should be returned and only thereafter, the line/circuit be charged.
- XI. All Asstt. Engineers/Junior Engineers should closely supervise all the major works of maintenance or construction of lines and sub-station. The area under each sub-division/sub-office should clearly be demarcated. The Executive Engineer while approving estimates should ensure about the feasibility and required electrical clearance and in important(Major) cases, he must visit the site and record his findings on the proposed estimate. A certificate should also be recorded by him that in each case, electrical clearances has been maintained
- XII. in respect of road/telephones/33 KV/11 KV/ LT Line crossing. A provision for guarding of telephone/road crossing may be taken in the estimates, if necessary.
- XIII. The Asstt. Engineer/Junior Engineer concerned shall be responsible for allotting duty to the staff and a copy of duty allotment chart shall be pasted on the Notice Board. He shall review the programme after every month. The field officers must ensure that the works in the field are undertaken by the workers during duty hours after taking written authority and observing safety measures.


Besides above, the Safety Instructions as issued vide No.RSEB/Karmik/D.4939 dt.4.12.96(copy enclosed) shall also be observed strictly.

**Instructions for conducting enquiries
& timely settlement of compensation:**

1. As soon as an electrical accident takes place, the Assistant Engineer concerned shall send an intimation regarding occurrence of accident of a workman in prescribed form to the Chief Engineer, Superintending Engineer, Executive Engineer, Personnel Officer and Electrical Inspector of Government within 24 hours of accident. If the workman

3. In case of major/fatal accident of a workman, the Superintending Engineer concerned shall also depute an Executive Engineer of other Division to conduct detail enquiry and the XEN so deputed shall conduct promptly such enquiry with the assistance of Circle Personnel Officer and send his report to the Circle Superintending Engineer within seven days, clearly indicating the reason of accident, alongwith site map of accident, statement(s) of witness(es)/concerned employee(s) and his comments, suggesting remedial measures to prevent such accidents.
4. The Assistant Engineer concerned within seven days of occurrence of accident shall send the following information/documents to the Circle Superintending Engineer to enable him to settle the case of compensation:
 - a) Date of birth of concerned employee.
 - b) Statement showing wages earned by the workman concerned in preceding 12 months.
 - c) Copy of duty chart, alongwith a certificate that the workman concerned was on duty at the time of accident.
 - d) In case of non-fatal accident not resulting into permanent disablement, a certificate to the effect whether the accident was directly attributable to the negligence of workman concerned and whether he was under influence of drink or drugs at the time of accident.
 - e) Certificate of competent medical authority regarding loss of earning capacity sustained by concerned workman, as a result of accident.
5. On the basis of enquiry report, the Circle SE shall settle the case of compensation, as per the provisions of Workmen's Compensation Act, 1923 (if workman concerned was not a member of ESI Scheme) in consultation with the Circle Personnel Officer and ensure that the amount of compensation in genuine cases is deposited by the concerned Assistant Engineer with the WCC of his area within 30 days from the date of accident, so as to avoid penalty and interest.
6. In those cases wherein Circle Superintending Engineer is competent authority, he shall initiate disciplinary action against the employee(s) found responsible for accident within 3 days of receipt of report of Enquiry Officer deputed by him and in other cases he shall send case to the competent authority for initiating action against defaulter(s).

The concerned SE/XEN/AEN/JEN shall ensure at their personal level that the aforesaid instructions are strictly adhered to reduce the rate of electrical accidents in their area and timely settlement of compensation. Non-compliance shall be viewed seriously.


 (Dr. Ashok Singhvi)
 Chairman & Managing Director

Copy to the following for information and necessary action:-

1. The Chief Engineer(O&M/M&P), Jaipur Discom, Jaipur.
2. The Addl./Dy. Chief Engineer(), Jaipur Discom,
3. The F.A. & Controller of Accounts, Jaipur Discom, Jaipur
4. The Addl. Supdt. of Police, Jaipur Discom, Jaipur.
5. The Superintending Engineer(), Jaipur Discom,
6. The Chief Accounts Officer, Jaipur Discom, Jaipur.
7. The Executive Engineer(), Jaipur Discom,
8. The Dy. Director, Jaipur Discom, Jaipur.