



No. 1034 / D(O)/UPCL /I-7

Dated: 23 .04.2008

Subject: Maintenance of registers at each 33/11 KV Sub-station.

General Manager(D),  
Uttarakhand Power Corp.Ltd.,  
Garhwal/Kumaun Zone,  
Pauri/Haldwani.

Please refer to this Office letter No. 938/D(O)/UPCL/I-7 dated 11.04.2008 vide which instruction No.11 was issued to maintain some important Registers at 33/11 KV Sub-stations, enclosing therewith Proforma No.1 for "Consumers' Complaint Register", with the instructions to provide and maintain the same at each 33/11 KV Sub-station in your Zone w.e.f. 01.05.2008 positively.

In continuation to this , I am enclosing herewith Proforma No. 2 to 18 plus Testing Register as detailed below with the instructions to provide these Registers at each Sub-station and start maintaining w.e.f. 15.05.2008 positively:-

Proforma No.2 : Daily Stoppage Report Register.

Proforma No.3 : Maximum load/Voltage Register- Daily.

Proforma No.4 : Battery Maintenance Register.

Proforma No.5 : Line Losses Register.

Proforma No.6 : विद्युत लाइन/उपकरण पर कार्य करने हेतु अधिकृत परमिट दृ

Proforma No.7 : Movement Register of Staff.

Proforma No.8 : Patrolling Register.

Proforma No.9: Inspection Register.

Proforma No.10: Register of Disconnection & Reconnection.

Proforma No.11: प्राधिकृतकरण पंजिका(भारतीय विद्युत अधिनियम-1956 के नियम 3 के अनुसार).

Proforma No.12 : Month-wise Monitoring Parameter of Sub-station.

Proforma No.13 : Base Data of Sub-station.

Proforma No.14 : Month-wise Monitoring Parameter for Distribution Transformer of each 11 KV feeder.

Proforma No.15 : Maintenance Schedule for 33 KV S/s Equipment.

Proforma No.16: Maintenance Schedule for 11 KV/L.T.Line & 11/04 KV Transformer.

Proforma No. 17 : Maintenance Schedule for 33/11 KV S/s Equipments

Proforma No.18 : Maintenance Schedule for 33/11 KV S/s Equipment.

Testing Register :In this Register A.E.(Test) will record the testing results, whenever testing is performed by him at the S/s and the setting on the various relays installed at the S/s

Thus 19 Nos. Registers(14 Nos. on prescribed Proforma, 1 No. Test Register and 4 Nos. Maintenance Schedule Registers as per proforma No.15 to 18) will be maintained at each 33/11 KV Sub-station.

Please ensure that above registers are provided and maintained in each of 33/11 KV Sub-stations upto stipulated dates positively and compliance may be reported to this office in due course of time.

( J.M. LAL )  
DIRECTOR (OPERATION)