

## ELECTRICAL

### DO'S

- The actual length of left over contact wire and a catenary wire should be measured after completion of each shot and the ends of wire must be properly sealed.
- Reconcile the quantity of OHE conductor at regular interval & take the scrap in custody from contractor.
- Ensure that the installation register for electrical fittings provided in Quarters/Service buildings are maintained upto date.
- Ensure proper size of equipment/wiring/cables according to the sanctioned load.
- Joint inventory is to be carried out for the material to be released, before commencement of the work.
- While recording measurements, details of Railways accountal for the material in case of supply portion and location of the work executed in case of provision must be mentioned in M Book.
- While execution of works, follow the standard drawings & specification like RDSO/IS.
- Electrical installations and wiring should be done as per Electricity rules.
- For major installations power calculations should be done for selection of MCBs.
- Insist for qualified technical supervisor for execution of works as per contract conditions.
- Refer the specifications & drawings thoroughly along with latest amendments as mentioned in the agreement.
- Perform the departmental stock verification without fail as per para 10824 of ACTM.
- Ensure that defective energy meters are replaced on priority.
- Electrical contractor license validity to be ensured during execution of work.

## DON'TS

- Do not modify the LT/HT overhead lines without competent authority's approval/sanction.
- Do not accept the material of other make, which are not included in the work order / contract.
- Do not miss to note the proper chainage/kilometres in MB for cable laying work.
- Do not issue excess quantity of railway material/equipments to the contractor.
- Do not accept the left over material, which is defective, from the contractor after completion of work.
- Do not mention such 'Makes' of Elec. Items in wrks contracts, which are not equivalent cost wise or quality wise.
- Do not include in works contracts, normally those elec. Items which are available on DGS&D Rate contract, without competent authority's approval.
- Do not record the measurements for such works, which are incomplete / defective.
- Do not extend the temporary power supply to outsiders/contractors without proper authority.
- Do not accept the materials more than the scheduled quantity without obtaining approval from competent authority.
- Do not prepare the estimate for releasing electric connection to contractor/private parties without actual survey at site.
- Do not indent electric items, which do not confirm to IS specification or bear ISI marks.
- Consignee inspection materials should not be taken into account without delivery challan and officer's inspection certificate.

## SIGNALLING & TELECOM

### DOs

- Get approval of competent authority before asking the contractor to do any additional work not covered in the contract.
- While preparing schedule of work, define the scope of work accurately and in detail and avoid all ambiguity.
- Methodology for return of excess of material/scrap should be specified in detail.
- In the contract, the point of handing over/taking over the material or extent of transport of material should be specified clearly.
- Ensure correct nature of soil before payment for cable laying work
- Ensure proper depths to be mentioned in the MB for cable laying work.
- While recording Measurement Book follow the Engineering Codes 1315 and 1322. No measurement should be copied from any papers other than M Book.
- Maintain site order book consisting of instruction issued to the Executive sub-ordinate and contractor.
- Ensure before accepting the materials as per Approved List and as per specification.
- Actual measurement should be recorded in M-Book. Random check/sample checks should not be done.
- Supply portion in schedule by contractor should be taken into DMTR account with proper invoice bills and test reports.
- Always insist for qualified Technical supervisor as per agreement conditions at the time of commencement of work otherwise communicate immediately to the officer concerned and record the same in M-book certification to enable recovery.
- DMTR transactions must be closed on every day and initial the DMTR once in a week and send the statement to the Divisional Headquarters every month.
- Insist for warranty certificate as per terms of rate contract while passing bills for RC items.
- Verify inspection certificate as per contract conditions.
- Ensure proper accountal and disposal of released material.
- Verify the DMTR before passing inspection certificate.

- Ensure relay frames and termination racks are of proper dimensions.
- Ensure proper termination of cables and soldering & bunching of wires.
- Ensure earthing and Location Boxes as per drawings.
- Ensure meggering of cables and it's recording of readings.
- Cable markers should be provided with proper concreting.
- Maintain separate account of uncharged and charged cells.
- In the event of change of supervisor, ensure proper transfer of work at site.
- Verify the Serial Nos. of Equipments, whether it is matching with RITES/RDSO Inspection Certificates or not.
- Ensure proper specified cables while installing S&T equipments like IPS, Data loggers, Electronic inter-locking etc.
- Items in the Pre-commissioned check list for EI, IPS, BPAC signing in the Joint Report.
- Ensure proper installation of LC Gates as per drawings.

## **DON'TS**

- Don't Record measurements without carrying out the work.
- Don't counter sign on the Measurement Book.
- Don't accept materials supply without proper inspection.
- Don't operate labour portion without ensuring site requirements.
- Don't change RDSO/RITES inspection certificate to consignee inspection without approval of Accepting Authority.
- Don't accept the material without original bills and invoices.
- Don't Install charged batteries without retentivity test.
- Don't deviate the location without approval of sanctioning authority of the work.
- GI pipes & similar pipes must be tested before accepting by its specified thickness or specified weight/meter only, but not based on paint mark.
- Don't accept the materials after the delivery period of Purchase Order.
- Don't execute the contract work without currency extension.
- Don't allow contract welders without shoes, Helmets & safety equipments at the working area as per the contract agreement.
- Different similar nature of works should not be clubbed while floating the tender.