Office Order

Subject: Regarding Shutdowns of Substations/AC plants

✓ Every shutdown of substations/AC plants must be followed by a detailed report addressing the reasons for the shutdown, preventive maintenance/action taken up during the period and the immediate/phase-wise requirement for rectifying the issues if any.

✓ It must be submitted to the DOIP office within a week of the shutdown and approval of any 101 related to these shut downs will be based on these reports.

✓ All bills related to the AMC of AC plants/substations must be accompanied by the reports (monthly/biannually/annually) based on the service scope/checklist as agreed in contracts.

This Office Order is issued with the approval of the Competent Authority and this is for the necessary information to all concerned.

[Signature]
Dean, Infrastructure and Planning

Copy to:
1. Director
2. Dy. Director
3. SE, IWD
4. EE, (Electrical & AC)