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**Employees' Provident Fund Organisation**  
(Ministry of Labour, Govt. Of India)

मुख्यालय/ Head Office

भविष्य निधि भवन, 14- भीकाजी कामा प्लेस, नई दिल्ली-110066

Bhavishva Nidhi Bhawan. 14-Bhikaii Cama Place. New Delhi-110066

No. CS-3(23)/2010/Enhancement of electrical load/ 45738 Dated: 31 Jan, 2012

To

All Regional P.F. Commissioner – I/Officer-in charge (All political State)  
Regional offices/ Sub-Regional Offices

[ 1 FEB 2012

**Sub: -Enhancement of load at various offices having own building.**

Sir,

The connected load of the offices building is being increased due to computerization and air-conditioning work. Thus the requirement for enhancement of load and up gradation of the existing electrical distribution system is arisen. The field formations have already been asked to upgrade their electrical system according to the connected load before functioning of air-conditioning & heavy electrical gadgets. In any condition the electrical system should not be over loaded. As per instructions issued earlier on the above subject, the work should be undertaken through state electricity board/companies where these departments/organizations shows their inability to undertake such work, the same may be executed through Govt./ Semi govt./Undertakings organizations after selection of agency as per EPFO procedure.

The budget provision to meet the expenditure under Head of Account "Capital Expenditure" for execution of the above work has been made RE 2011-12 as already conveyed by Finance Division Head office vide letter No. Budget 105(44) 2011-12/2012-13/Main/22697 dated 18/01/2012. In case state electricity board /companies do not carry out the job, concerned RPFCS in-charge will submit the proposal to Head Office alongwith all following requisite documents in complete shape for approval of competent authority.

1. Load survey of the existing load & required additional load with the help of AMC agency.
2. Copy of the correspondence with the state electricity board/companies showing their inability to execute the work.
3. Copy of press advertisement & web publication regarding selection of Govt./semi govt./Public sector agencies. Report of the tender committee as well as scrutiny report of technical and financial staff attached with Region/Zone.
4. Layout/schematic diagram of proposed work showing existing system duly signed by JE/AE.
5. Details of existing transformer, if available, with capacity, year of installation and capacity of existing LT panel with year of commissioning etc.
6. Details of unserviceable materials involved during the above work and their scrape value may be deducted from the project cost.

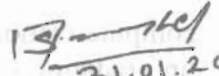
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7. The proposal needed to process at one time and should be forwarded in complete shape containing fixed demand charges to be / already deposited with local electrical department alongwith the estimate duly scrutinized by AE/JE containing cost of installation such as transformer , LT panel, metering room , KVAR panel etc.
8. The requirement projected by local electricity board should be included in the estimate by selected agency.
9. The estimate should be based on CPWD SR 2012 (Electrical). For any item which is not available in CPWD SR, the same may be taken on market rate after preparation of analysis of rates alongwith supporting document.

Competent authority has desired the fund allotted in RE-2011-12 for the above purpose should be utilized by 31<sup>st</sup> march 2012 by completion of the job and no surrender of the budget will be accepted. Concerned officer in charge are requested to take immediate steps and send complete proposal for execution of the work and submit the fortnightly progress report to Head Office by fax / e mail for perusal of CPFC.

Yours faithfully,

  
31.01.2012  
(Jagat Singh Baghel)  
Executive Engineer

Copy Forwarded to:-

1. All ACCs : For information and issue the direction to field formation please.
2. All AEs/JEs Posted in zone/regional office: For info and n/action please.
3. RPFC (NDC):- For uploading the same in the official website.

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