



KARNATAKA POWER TRANSMISSION CORPORATION LIMITED

Corporate Identity Number (CIN) : U40109KA1999SGC025521

Regd. Office of the Company : Corporate Office, Kaveri Bhavan, K.G. Road, Bengaluru-560 009

KPTCL/B9/14644/2020-21

Date :

CIRCULAR

28 JUL 2021

Sub: - Repair and maintenance works to KPTCL buildings and other civil works- Reg. proper planning and quality control.

Ref: - KPTCL/B9/2478/2008-09 dated 13/10/2008

It is observed by the Corporate office that repair and maintenance works to KPTCL buildings and other civil works are not being properly planned and periodically taken up resulting in improper maintenance of buildings. The budget allocated for R&M works to KPTCL buildings during the financial year 2020-21 has also not been fully utilized due to improper planning. The Corporate office has taken serious note of this fact. It is needless to mention the importance of periodical repair and maintenance works to buildings to maintain them in acceptable standards and to sustain the utility of the facilities.

In order to stream line the entire process of repairs and maintenance works to buildings /other civil works and to ensure quality and timely execution of the works, following guidelines are issued for strict adherence.

1. The repair and maintenance works to KPTCL buildings have been classified under the following three types.
 - a **Routine Repairs /maintenance** – These are works to be attended to, day to day such as restoration of water supply/sanitary system, repairing of joinery of shutters, replacement of water supply/electrical fixtures etc.,
 - b **Periodical Repairs /maintenance** – These include such works which are done in a cycle of fixed duration without any specific complaint by the user, carried out with the intention of increasing the life of buildings and to reduce the routine maintenance.

- c Special Repairs – These works include major repairs and replacements in the buildings carried out to prevent the structure from deterioration to a level of un-serviceability. The special repairs works include works like arresting roof leakage, strengthening of structure, re-plastering, rewiring, re-flooring, replacement of doors and windows and resurfacing of roads etc.,
2. The Civil Engineering section of each Transmission circle is responsible for undertaking all R&M works to KPTCL buildings and other civil works of the circle.
 3. The Executive Engineer (Civil) of the respective zonal office is designated as the nodal officer to ensure proper planning and execution of all civil works of their zone. He is responsible for proper maintenance of the assets and utilization of the budget allocated.
 4. The Executive Engineer (Civil) of the zone should finalize the list of buildings and other assets for which repair works/ other civil works are to be taken up in the current year duly limiting it to the most essential ones. The repair and maintenance works should be properly planned and a maintenance cycle should be followed so that no building is allowed to slip into serious deterioration.
 5. For the purpose of making a maintenance cycle, the entire assets of the division may be grouped into three fairly equal groups namely Group A, B, and C. While grouping the assets, care shall be taken to ensure that all the three groups shall have fairly equal number of assets so that the budget requirement for each year remains fairly uniform.
 6. The maintenance cycle suggested as above relates to only Periodical Repairs/ maintenance works which are to be taken up in a cycle of fixed duration.
 7. The routine repairs/ maintenance works may be taken up as and when required to preserve the buildings and services in good operating condition.
 8. The special repairs, if any required, may be taken up as and when required without waiting for the maintenance cycle, subject to obtaining approval from the concerned zonal CEE's and depending on the availability of budget.
 9. The budget allocated for R&M works to buildings shall be properly planned for taking up all three types of repairs and maintenance works as mentioned above.
 10. As soon as the revenue budget for civil works are released, the Executive Engineer (Civil) of the zone should draw up a plan of action/calendar of events for taking up the works, duly consulting with the concerned EEE's, SEE's and zonal CEE's. The estimates which require the approval of the Corporate office should be sent to Corporate office before 30th September. Any delay in submitting the estimates will be viewed seriously.

11. As far as possible, the periodical maintenance works like painting shall be taken up for the entire colony during the same year particularly so in case of small colonies/ office premises. However, in case of very large colonies/ office complexes the periodical maintenance works may be taken up in phased manner depending on the availability of the budget. The guest houses, toilet blocks, general toilets in office complex etc., may be taken up for periodical repairs every year for better upkeep, depending on the availability of budget.
12. In order to stream line the execution of civil works, EE (Civil) of the zone shall monitor the progress of work by conducting monthly review meeting and periodical inspection of the works. He should submit the quarterly progress report to SE (Civil) for review.
13. The SE (Civil) shall review the progress of all civil works quarterly and shall inspect works at random to ensure good quality of works. He shall report any irregularity in execution of works to zonal CEE's for rectification.
14. All repair and maintenance works which are being carried forward from previous years shall be completed in all respects in the current financial year. All repair works which are approved under the budget sanctioned should invariably be completed before the second week of March and bills should be passed before the end of March.
15. A building maintenance register should be maintained in each division which should contain essential information like number of buildings in the division, capital cost of each building, year of construction, details of additions, nature of special repairs carried out periodical repairs taken up etc., The AEE (Civil) of transmission circle is responsible for maintenance of this register. The inspecting officers like EE (Civil) and SE (Civil) should verify this register to ensure proper updating.
16. The SEE (IT) Corporate office shall develop software for creating divisionwise maintenance cycle and building maintenance register as stated above in coordination with SE (Civil) for enabling online monitoring and review.

The above circular instructions supersede all previous circulars and guidelines issued regarding repairs and maintenance works to KPTCL buildings.

B. R. H. 28/07/21
General Manager (Tech)
KPTCL, Bengaluru.

Copy to:-

1. All Chief Engineers (Ele), Transmission Zones, KPTCL.
2. The Chief Engineer (Ele) P&C, KPTCL, Kaveri Bhavan, Bengaluru.
3. The Chief Engineer (Ele) TA & QC, KPTCL, Kaveri Bhavan, Bengaluru.
4. The Financial Advisor (A&R), KPTCL, Kaveri Bhavan, Bengaluru.
5. The Financial Advisor (IA), KPTCL, Kaveri Bhavan, Bengaluru.
6. The Company Secretary, KPTCL, Kaveri Bhavan, Bengaluru.
7. All Superintending Engineers (Ele), Trans (M/W&M) circles, KPTCL.
8. The Superintending Engineer (Civil), KPTCL, Kaveri Bhavan, Bengaluru.
9. The Superintending Engineer (Ele), (IT & MIS), KPTCL, Kaveri Bhavan, Bengaluru to publish the same in KPTCL website.
10. All Controllers, Transmission zones, KPTCL.
11. All Executive Engineers (Ele), TL&SS divisions, KPTCL.
12. All Executive Engineers (Civil), Transmission Zones, KPTCL.
13. All Deputy Controller of Accounts, Transmission Zones, KPTCL.
14. SPS to Managing Director/ Director (Transmission)/Director (Finance)/ Director (A&HR), KPTCL, Kaveri Bhavan, Bengaluru.