



**RAJASTHAN
RAJYA VIDYUT
PRASARAN NIGAM LTD.**

**QUALITY MANUAL LIST OF
QUALITY MANAGEMENT SYSTEM
PROCEDURES**

**DOC : RVPN/ QM Issue No 1
Annexure D Page 1 of 6 Page
Rev.No . Nil**

Approved By : Effective Date: Chairman & MD

	Title	Procedure / Quality plan / Format No.
I	Common Procedures	
1.	Procedure for document control	RVPN/MR/P/01
2.	Procedure for control of records	RVPN/MR/P/02
3.	Procedure for management review meeting	RVPN/MR/P/03
4.	Procedure for internal audit (Quality, Environmental and Occupational Health and Safety Management system)	RVPN/MR/P/04
5.	Procedure for corrective and preventive action	RVPN/MR/P/05
6.	Procedure for control of non conformities	RVPN/MR/P/06
7.	Procedure for calibration of measuring devices	RVPN/MR/P/07
II	Project Planning, Monitoring and Reforms Wing (Project Circle)	
1.	Procedure for Planning of system and formulation of 132 KV schemes with 33 KV outlets	RVPN/P&P/Projects/P/03
2.	Procedure for EHV system and formulation of EHV schemes of 220 KV and 400 KV schemes.	RVPN/P&P/Projects/P/02
3.	Procedure for formulation of annual plan	RVPN/P&P/Projects/P/01
4.	Procedure for EHV System Study and formulation of EHV schemes, augmentation program, meetings related to power sector, resources etc.	RVPN/P&P/PSS/P/01
5.	Procedure for electric demand forecast for power sector planning	RVPN/P&P/Hydel/P/01
6.	Procedure for monitoring of EHV schemes	RVPN/P&P/Monitoring/P/01
III	Project Planning, Monitoring and Reforms Wing (NPP Circle)	
1.	Procedure for engaging the consultant for consulting assignments	RVPN/NPP/CA/P/01
2.	Procedure for management of world bank loan to RVPN, RVUN and Discoms	RVPN/NPP/PMU/P/01
3.	Procedure for open access for transmission lines of RVPN	RVPN/NPP/OA/P/01

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IV	Project Planning, Monitoring and Reforms Wing (Reform Circle	
1.	Procedure for Aggregate Revenue Requirement (ARR) & tariff filing before RERC	RVPN/Reforms/P/01
2.	Procedure for conducting SPC meeting for implementation of Grid Code	RVPN/Reforms/P/02
3.	Procedure for various RERC matters	RVPN/Reforms/P/03
V	Project Planning, Monitoring and Reforms Wing (400 kV Design Circle & Purchase)	
1.	Procedure for execution of projects of EHV 400 kV turnkey contracts	RVPN/400kV Design/P/01
2.	Procedure for purchase of material/ equipment for 400 KV system	RVPN/400kV Design/P/02
3.	Procedure for design of electrical layouts and augmentation of EHV sub-stations	RVPN/400kV Design/P/03
VI	Civil Wing	
1	Procedure for planning and development of old civil works R&M and Augmentation of old GSS	RVPNL/CIVIL/P./02
2	Procedure for planning and development of new civil works	RVPNL/CIVIL/P./01
VII	Accounts wing-CPC	
1.	Procedure for passing the bills of centralized purchased items and arranging funds to circles/ P&F trusts	RVPNL/A/Cs/CPC/P/01
VIII	Accounts Wing -Accounts	
1.	Procedure for preparation of annual accounts	RVPN/A/Cs/HO/P/01
IX	Accounts Wing -EA-Cash	
1	Procedure for per-audit of Claims, as per rules	RVPN/A/Cs/EA-CASH/P/01
X	Accounts Wing -Pension	
1	Procedure for arranging payment through bank to Pensioners	RVPN/A/Cs/Pension/P/01
2	Procedure for issue of authorities for retrial payments	RVPN/A/Cs/Pension/P/02
3	Procedure for payment of medical reimbursement to pensioners	RVPN/A/Cs/Pension/P/03

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4	Procedure for Monitoring of AG's inspection and half yearly reports	RVPN/A/Cs/Pension/P/04
XI	Accounts Wing -Budget	
1	Procedure for preparation of Budget	
XII	Accounts Wing – GPF/CPF	
1	Procedure for payment of retrial benefits to GPF holders	RVPN/A/C/P&F/GPF/P/01
2	Procedure for payment of retrial benefits to CPF holders	RVPN/A/C/P&F/CPF/P/01
XIII	Account Wing -Internal Audit	
1.	Procedures of conducting Internal Audit of Expenditure and Commercial Accounts	RVPNL/Internal Audit/P/01
XIV	Load Dispatch LD Wing -SOLD	
1.	Procedure for System Operation & Load Dispatch	RVPN/LD/SO&LD/P/01
XV	Load Dispatch LD Wing -SLDC	
1	Procedure for preventive maintenance of SCADA equipment	RVPN/LD/SLDC/P/03
2.	Procedure for augmentation and modification of SCADA system	RVPN/LD/SLDC/P/01
3.	Procedure for attending breakdown in SCADA system	RVPN/LD/SLDC/P/02
4.	Procedure for archiving Data and preparation of report	RVPN/LD/SLDC/P/04
5.	Procedure for attending breakdown in capacitor banks equipment	RVPN/LD/CAP/P/01
XVI	Load Dispatch LD Wing -PLCC	
1	Procedure for preventive maintenance of PLCC Equipment	RVPN/LD/PLCC/P/01
XVII	Load Dispatch LD Wing & Energy Accounting	
1	Procedure for preparation of monthly state energy account	RVPNL/EA/P/01
2.	Procedure for apportionment of UI energy / UI charges among Discoms	RVPNL/EA/P/02
3.	Procedure for verification of UI charges as per NREB account	RVPNL/EA/P/03
4	Procedure for Energy drawl by Discom	RVPNL/EA/P/04

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5	Procedures for issuing bills of transmission / SLDC charges/generation cost of partnership projects	RVPNL/EA/P/05
6.	Procedure for updating the information concerning the open access of RVPN's Website	RVPNL/EA/P/06
7	Procedure for accounting energy from wind farm, Biomass, CPP & open access	RVPNL/EA/P/07
XVIII	IT & Training Wing	
1.	Procedure for conducting training through internal & outside agencies at in-house and outside	RVPN/Trg./P/01
XIX	Transmission & Construction Wing (T&C)	
1.	Procedure for erection & commissioning of Grid Sub Station	RVPN/T&C/P/01
2.	Procedure for operation & maintenance of Grid Sub Stations.	RVPN/CE/T&C/P/02
3.	Procedure for Erection and commissioning of transmission lines	RVPN/CE/T&C/P/03
4.	Procedure for operation and maintenance of EHV Lines	RVPN/CE/T&C/P/04
5.	Procedure for Testing of insulating oil in oil testing laboratory	RVPN/CE/T&C/P/05
6.	Procedure for Repair of EHV transformer	RVPN/CE/T&C/P/06
XX	PTCC	
1.	Procedure for PTCC clearance of EHV power lines	RVPN/T&C/PTCC/P/01
2.	Procedure for PTCC clearance of Telecom lines	RVPN/T&C/PTCC/P/02
3.	Procedure for Environment and Forest Clearance	RVPN/T&C/PTCC/P/03
4.	Procedure for Railway crossing approval	RVPN/T&C/PTCC/P/04
5.	Procedure for Aviation clearance	RVPN/T&C/PTCC/P/05
XXI	Protection Wing	
1.	Procedure for testing of protection relays and schemes	RVPNL/Protection/P/01
XXII	Materials Management (MM)	
1	Procedure for procurement activity for centralized purchased item	RVPN/MM/P/01
2	Procedure for vender registration	RVPN/MM/P/02

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XXIII	Administration Wing -L. A. O.	
1.	Procedure for acquisition of land from private/ personal	RVPN/Admn./LAO/P/01
2.	Procedure for allotment of land from Government property	RVPN/Admn./LAO/P/02
3.	Procedure for miscellaneous work of land related matters like cancellation of allotted land, refund of excess amount etc.	RVPN/Admn./LAO/P/03
XXIV	Administration Wing – A.S. (ESTT.-II)	
1	Procedure for transfer, deployed and promotion of JENs, P.As, Stenos, Stat. Asstts. Computer programmer activities.	RVPN/Estt.-II/HO/P/01
XXV	Administration Wing – A.S. (ESTT.-I)	
1	Procedure for Control and Utilization of all Gazetted Technical and non Technical officers, Training, Deputation and other activities	RVPN/AS(Estt.-I)/P/01
XXVI	Administration Wing – JDP	
1	Procedure for Establishment Activities under JDP wing	RVPN/ADMN/JDP/P/01
XXVII	Administration Wing – DDP(HQ)	
1	Procedure for Enquiry Cases of RVPN under Dy. Dir. Personal Officer	RVPN/ENQ/P/01
XXVIII	Administration Wing – AS(Estt.III)	
1	Procedure for Annual Performance appraisal Report	RVPN/ADMN/ACR/P/01
XXIX	Administration Wing – A.A.O. (Admn.)	
1	Procedure for Purchase of stores	RVPN/ADMN/STORE/P/01
2	Procedure for Printing Activities	RVPN/ADMN/STORE/P/02
3	Procedure for Sanction of Posts	RVPN/ADMN/STORE/P/03
4	Procedure for Sanction of Writ off losses	RVPN/ADMN/STORE/P/04
5	Procedure for AMC and R&M of office Equipment	RVPN/ADMN/STORE/P/05
6	Procedure for maintenance of Cash Book	RVPN/ADMN/STORE/P/06

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XXX	Administration Wing – ACP(Admin)	
1	Procedure for compilation works of RTI monthly information of all 3 Discom's ,RVPN, RVUN, RERC, RREC & Sr. Electrical Office & computerization in administration wing	
XXXI	Administration Wing – APRO	
1	Procedure for publication & library activities	
XXXII	Administration Wing – D. S. (Pension)	
1	Procedure for processing and sanction of the pension/ DCRG/ Commutation/ Ex-gratia amount to the Pensioners	RVPN/AS/(P)/P/01
XXXIII	Administration Wing – A. S. (GAD)	
1	Procedure for conducting vehicle, quarter, telephone activities.	
XXXIV	Legal	
1.	Procedure for conducting legal activities of legal wing	RVPNL/Legal/P/01