

**CIRCULAR**

**Sub:- Electrical and Plumbing maintenance works and related purchases - Guidelines - reg:-**

The following directions may strictly be followed by the concerned officers while executing any purchase / works related to repair or maintenance of / addition to the existing plumbing / electrical systems:

- Purchases of plumbing/electrical items and modification works carried out by the Departments may be done strictly by obtaining prior sanction or under the supervision of the concerned AE/AEE of the Engineering Department.
- Prior sanction by checking the feasibility for making any modifications, additional power points, installation of new instruments etc which adds load to the existing circuits may be obtained by the concerned Departments.
- The practice of requesting certification (of items and work) by the Engineering Department after the execution of work by the Department (even if met from the Department Fund) cannot be entertained, since the same cannot be assessed.

These directions are issued in addition to existing rules and regulations in this regard.

**Dr. V. Sivanandan Achari \***

Registrar

\* This is a computer generated document. Hence no signature is required.