

## STANDARD OPERATING PROCEDURE

### 1. SHIFTING OF ASSETS OF THE UTILITY FOR FACILITATING ROAD WORKS

#### 1.1 Estimation & Execution

SL No	Action	Time frame (Working days)	Responsibility
1	The agency requiring shifting of the assets of the Kerala State Electricity Board Limited (KSEB Ltd) for execution of their work (Requesting Agency – RA) shall furnish a request to the office of the Executive Engineer of the KSEB Ltd having jurisdiction, indicating their requirement and describing the scope of the work in detail, preferably along with indicative layouts. Probable date by which the shifting work is required to be completed shall also be included in the request. While receiving a request, the receiving Officer of KSEB Ltd shall ascertain that the request includes sufficient elucidation of the work required so as to avoid confusions regarding the scope of the work required.	15	Requesting Agency (PWD/NHAI/KWA/ PANCHAYATH/ MUNICIPALITY /CORPORATION/ KRFB/ KIIFB/ Directorate of Inland Waterways)
2	A joint inspection of the site of shifting shall be arranged on a mutually agreed date, within 15 working days from the date of receipt of the request. Officers of the requesting agency and KSEB Ltd not below the rank of Assistant Engineers shall invariably take part in the joint inspection. The requesting agency shall necessarily produce a layout of the proposed alignment or proposed positions of the Utility assets during the joint inspection.		KSEB Ltd/ RA
3	The physical locations to which the assets are to be shifted shall be finalized in the inspection. Mutually agreed positions of the assets after shifting shall be marked on the layout produced by the requesting agency and shall be signed by participating officers of all agencies involved.		KSEB Ltd/ RA

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4	<p>An estimate shall be prepared based on the requirements in the request and recorded conclusions of the joint inspection.</p> <p>Rates approved and notified by the Kerala State Electricity Regulatory Commission shall only be adopted for estimation. Guidelines for preparation of estimates attached as Annexure – I.</p> <p>Administrative Sanction for the work is to be accorded by the appropriate authority and demand note along with the sanctioned estimate and estimate report shall be served to the RA within 10 working days.</p>	10	KSEB Ltd
5	<p>The RA shall remit the demanded amount promptly. Validity of demand note shall be two months as per clause 82(2) of the Kerala Electricity Supply Code 2014. Any variation in the demand during the time of pendency of the demand note shall be borne by the requesting agency.</p>	60	RA
6	<p>Technical Sanction can be issued for the said work and its tendering process can be initiated either on remittance of the demanded amount or on an undertaking towards payment from the RA.</p>	7	KSEB Ltd
7	<p>In the case of a tender call made on an undertaking as above, the work Order shall be issued only after receiving payment. If the remittance is not made within the period of validity of the bids or if there is an enhancement of material cost or labour rates in the mean time, the tender shall be cancelled, demand shall be revised and the processes from step 4 shall be repeated.</p>		KSEB Ltd/ RA
8	<p>Any dispute during execution of the shifting work with a third party regarding right of way issues shall be settled as envisaged in Section 16 (1) of the Indian Telegraph Act 1885 at the District Magistrate level and variation in demand due to the dispute shall be settled mutually</p>		KSEB Ltd/ RA

SL No	Action	Time frame (Working days)	Responsibility
9	Any difference in opinion or disputes regarding the shifting proposal, estimation, execution or any other aspect of the work involved, between field level officials of the Requesting Agencies and the KSEB Ltd shall be considered and settled by a Monitoring Committee comprising of Executive Engineers of the Requesting Agencies, KSEB Ltd and the Electrical Inspector in each District, upon request from officials of any involved party.	7	KSEB Ltd/ RA/ Monitoring Committee
10	If any work involves raising of the level of the road surface, without widening of the road and consequent relocation of assets, the Requesting Agency shall undertake works to ensure statutory ground clearance at its cost. In such conditions also, the processes detailed from step 1 above shall be adhered to.		RA
11	If the work of shifting requires private land other than the road corridor for placing power distribution assets like transformers, Ring Main Units etc., the Requesting Agency shall provide suitable land for this. Subsequent claims of diminishing land value and consequent costs shall be borne by the Requesting Agency.		RA
12	The work shall be executed promptly. Execution time for line shifting work is limited to one month/ kilometer from the date of commencement of the work after settling all disputes. If any variation from the estimated work becomes necessary at the time of execution and if both parties are convinced that such a variation is inevitable, it shall be carried out after incorporation in the mutually approved plan and shall be reconciled as provided in the reconciliation and certification section.	30 days /km	KSEB Ltd/ RA

## 1.2 Reconciliation & Certification

SL No	Action	Time frame (Working days)	Responsibility
1	A joint inspection of the site of shifting shall be arranged on a mutually agreed date, within 10 working days from the date of completion of the shifting work. Officers of the requesting agency and KSEB Ltd not below the rank of Assistant Engineers shall invariably take part in the joint inspection. The work shall be accepted by both teams if it conforms to the estimated standards or is of superior quality. Minutes of the joint inspection shall be prepared by the participating officer of KSEB Ltd.	10	KSEB Ltd/ RA
2	Reconciliation process of the work shall be completed within 10 days from the date of the joint inspection and claims if any shall be finalized after obtaining sanction from the estimate sanctioning authority. The claim status ie., the amount claimed from the RA or due to the RA or a no claim statement shall be communicated to the RA within the time period.	10	KSEB Ltd
3	Utilisation certificate shall be issued under acknowledgement within 10 days of settlement of claims if any/ 10 days from the date of intimation of claim status if no claim is due on either side.	10	KSEB Ltd/ RA