

# KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under the Indian Companies Act - 1956)

Registered Office: Vydyuthi Bhavanam, Pattom  
Thiruvananthapuram - 695 004

## Abstract

Procurement of photocopier machine for the use of Electrical Divisions - Sanctioned -  
Orders issued.

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### **CORPORATE OFFICE (SBU-D)**

B.O. (FTD) No. **1358/2014** [D (D&GE)/D5/ General-842/2013-14] TVPM, Dated: 12.05.2014

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Read: Letter No.TS6/Purchase Gen/2013-14/3215 of Chief Engineer (DN) dated 19.02.2014

## ORDER

The Chief Engineer, Distribution (North) vide letter read above reported that the Deputy Chief Engineer, Electrical Circle, Kalpetta requested sanction for purchasing one photocopier cum printer cum scanner for the use of Electrical Division, Mananthavady.

It is reported that an average number of 19420 copies are taken by the Division per year for office purpose. The annual expenditure for the same comes to ₹ 38840 (approx.) The annual cost incurring towards taking photocopies in the Division offices is large when compared with the cost, if a machine is purchased. The approximate financial commitment for purchasing one photocopier machine comes to ₹ 50,000/-. The Chief Engineer has requested sanction for purchasing one Photocopier machine for the use of Electrical Division, Mananthavady, as there is no provision to purchase Photocopier machine for Electrical Division offices and this being a remote area.

Out of 70 Electrical Divisions, 9 Divisions (Thiruvananthapuram, Kazhakuttom, Attingal, Neyyattinkara, Nedumangad, Chengannur, Adimaly, Peerumedu and Shornur) are having Photocopier machine. The average monthly expenditure for taking photocopies from outside for the other Division offices comes to ₹ 104295/- (approx.). Thus the annual expenditure towards the same is ₹ 12.5 lakhs. The total financial commitment (approx.) for purchasing photocopier machines for the use of balance 61 Electrical Divisions comes to ₹ 31 lakh.

Having considered the matter, sanction is accorded to purchase one Photocopier machine for each Electrical Divisions where photo copier machine is not available at present, at DGS&D rate contract or below, observing all purchase formalities.

The Chief Engineer, Distribution (Central) is directed to arrange a centralized e-tender for purchasing the Photocopier machines for the divisions and if the rates obtained are higher than the DGS&D rate, then only DGS&D option needs to be exercised.

By Order of the Full Time Directors

Sd/-

**M. Shahul Hameed**  
**Secretary (Administration)**

To:

The Chief Engineer - Distribution (South/ Central/ North)

Copy to:

1. The Financial Adviser/The Chief Internal Auditor
2. The Chief Engineer (IT)/The RCAO/The RAO/The LLO
3. The TA to Chairman and Managing Director
4. The TA to Director (Distribution & Generation-Electrical/  
Transmission & SO/Generation-Civil)
5. The PA to Director (Finance)/Secretary
6. Library/Stock File

Forwarded/By Order



**Assistant Engineer**