**MONTHLY REPORT**

**HPT ------------**

**Month**

**1. GENERAL**

* 1. **DETAILS OF IMPORTANT TECHNICAL WORK DONE DURING THE MONTH**

|  |  |  |
| --- | --- | --- |
| Name of Station | Details of the important technical work done | REMARKS |
|  |  |  |
|  |  |  |

* 1. **DETAILS OF OFFICERS / STAFF RELIEVED / JOINED FROM / AT DURING THE MONTH**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DETAILS OF OFFICERS / STAFF JOINED** | | | | | | |
| **Name** | **Designation** | **Relieved from Station** | **Relieving Date** | **Joined at** | **Joining date** | **Transfer order No. and Date** |
|  |  |  |  |  | - |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **DETAILS OF OFFICERS / STAFF RELIEVED** | | | | | |
| **Name** | **Designation** | **Relieved from Station** | **Relieving Date** | **To join at** | **Transfer order No. and Date** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

* 1. **TOUR / LEAVE DETAILS OF HEAD OF OFFICE DURING THE MONTH**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME OF OFFICER** | **TOUR DETAILS** | | **PERIOD OF E.L. / MEDICAL LEAVE ALONGWITH ITS NATURE** |
| **PERIOD** | **PLACE** |
|  |  |  |  |
|  |  |  |  |

**1.4 TRAINING DETAILS OF HEAD OF OFFICE / STAFF DURING THE MONTH**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NAME OF OFFICER / STAFF** | **DESIGNATION** | **PERIOD** | | **PLACE** | **NAME OF COURSE** |
|  |  | **From** | **To** |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

* 1. **DETAILS OF NEW EQUIPMENT RECEIVED AT STATION**

**DURING LAST SIX MONTHS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of equipment | Date of receipt of equipment | Received from | Whether put in to circuit | Performance of equipment | Remarks |
|  |  |  |  |  | - |
|  |  |  |  |  |  |

* 1. **DETAILS OF SCROLLER**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Station | Working Status of Scroller-1 | Working Status of Scroller-2 | Revenue generated in current month | Progressive revenue generated in current financial year |
|  |  |  |  |  |

**1.7 ELECTRIC CONNECTION DETAILS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of Station | Sanctioned Load | Power Factor | Numbers of feeder | Capacity & No. of HT Transformers | Phase Voltages  (Feeder-1) | Phase Voltages  (Feeder-2) |
|  |  |  |  |  |  |  |

**2. TECHNICAL**

**2.1 DETAILS OF WORKING OF TRANSMITTER FOR THE MONTH**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | DD-1 | DD-News |
| 1 | Test Hours |  |  |
| 2 | Scheduled Prog. Hours |  |  |
| 3 | Gear Breakdown Hrs. |  |  |
| 4 | Power Supply Breakdown Hrs. |  |  |
| 5 | Other Causes Breakdown Hrs. |  |  |
| 6 | Total Breakdown Hrs. (3+4+5) |  |  |
| 7 | Prog. Hours Radiated (2-6) |  |  |
| 8 | Total Hours of Working (1+7) |  |  |
| 9 | **% B/D ={(Total B/D x 100)/**  **Scheduled Prog. Hrs.)}** |  |  |

**2.2 PROGRESSIVE TOTAL FROM APRIL OF CURRENT**

**FINANCIAL YEAR**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | DD-1 | DD-News |
| 1 | Test Hours |  |  |
| 2 | Scheduled Prog. Hours |  |  |
| 3 | Gear Breakdown Hrs. |  |  |
| 4 | Power Supply Breakdown Hrs. |  |  |
| 5 | Other Causes Breakdown Hrs. |  |  |
| 6 | Total Breakdown Hrs. (3+4+5) |  |  |
| 7 | Prog. Hours Radiated (2-6) |  |  |
| 8 | Total Hours of Working (1+7) |  |  |
| 9 | **% B/D ={(Total B/D x 100)/**  **Scheduled Prog. Hrs.)}** |  |  |

**2.3 DETAILS OF POWER OF TRANSMITTER FOR THE MONTH**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | DD-1 | DD-News |
| 1 | Rated Power of Transmitter (in KW / Watts) |  |  |
| 2 | Forward Peak Power of Transmitter |  |  |
| Video |  |  |
| Audio |  |  |
| 3 | Reflected Power |  |  |
| Video |  |  |
| Audio |  |  |
| 4 | **Since when Transmitter is on less than rated power (if applicable)** |  |  |
| 5 | **Reasons for less than rated power** |  |  |
| 6 | **Reasons for high reflection, if any** |  |  |

**2.4 DETAILS OF LOW POWER RADIATION FROM TRANSMITTER**

**(Sync Peak Video Power less than rated power)**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **HPT DD#1** | **HPT DD#N** |
| 1 | Dates |  |  |
| 2 | Duration |  |  |
| 3 | Power (Radiation) |  |  |
| 4 | Reasons |  |  |
| 5 | Total duration of Low Power in hours during the month |  |  |
| 6 | No. of occurrences |  |  |
| 7 | Progressive total of occurrences of Low Power Radiation |  |  |
| 8 | Progressive total of duration of Low Power Radiation |  |  |
| 9 | Complaints of reception, if any & Reason of complaints |  |  |

* 1. **DETAILS OF MAJOR BREAKDOWN DURING THE MONTH**

***(More than 15 minutes)***

***DD-1***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Duration** | **Period** | | **Reasons for B/D** | **Action taken to solve the B/D** | **Preventive action taken to avoid such breakdown in future** |
| **From** | **To** |
|  |  |  |  |  |  |  |

***DD-News***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Duration** | **Period** | | **Reasons for B/D** | **Action taken to solve the B/D** | **Preventive action taken to avoid such breakdown in future** |
| **From** | **To** |
|  |  |  |  |  |  |  |

* 1. **CATEGORY-WISE BREAKDOWN DURING THE MONTH**

***DD-1***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| GEAR | | | | POWER SUPPLY | | | | OTHER CAUSES | | | |
| Major | | Minor | | Major | | Minor | | Major | | Minor | |
| No. | Dur. | No. | Dur. | No. | Dur. | No. | Dur. | No. | Dur. | No. | Dur. |
|  |  |  |  |  |  |  |  |  |  |  |  |

***DD-News***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| GEAR | | | | POWER SUPPLY | | | | OTHER CAUSES | | | |
| Major | | Minor | | Major | | Minor | | Major | | Minor | |
| No. | Dur. | No. | Dur. | No. | Dur. | No. | Dur. | No. | Dur. | No. | Dur. |
|  |  |  |  |  |  |  |  |  |  |  |  |

* 1. **CATEGORY-WISE PROGRESSIVE BREAKDOWN FROM APRIL OF CURRENT FINANCIAL YEAR**

***DD-1***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| GEAR | | | | POWER SUPPLY | | | | OTHER CAUSES | | | |
| Major | | Minor | | Major | | Minor | | Major | | Minor | |
| No. | Dur. | No. | Dur. | No. | Dur. | No. | Dur. | No. | Dur. | No. | Dur. |
|  |  |  |  |  |  |  |  |  |  |  |  |

***DD-News***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| GEAR | | | | POWER SUPPLY | | | | OTHER CAUSES | | | |
| Major | | Minor | | Major | | Minor | | Major | | Minor | |
| No. | Dur. | No. | Dur. | No. | Dur. | No. | Dur. | No. | Dur. | No. | Dur. |
|  |  |  |  |  |  |  |  |  |  |  |  |

* 1. **PERFORMANCE FIGURES OF VISUAL TRANSMITTER**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **HPT DD#1** | **HPT DD#N** | Remarks |
| Frequency of Vision Carrier |  |  |  |
| Frequency of Aural Carrier |  |  |  |
| K Factor |  |  |  |
| (1) K-Bar |  |  |  |
| (2) K Pulse to Bar |  |  |  |
| (3) K2T |  |  |  |
| Differential Gain |  |  |  |
| Differential Phase |  |  |  |
| Signal to Noise Ratio |  |  |  |
| Vision Peak Power |  |  |  |

* 1. **FREQUENCY RESPONSE OF VISUAL TRANSMITTER**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Freq  (MHz) | -1.25 | -0.75 | 0.0 | 1.0 | 1.5 | 2.0 | 3.0 | 4.43 | 5.0 | 5.30 | 5.50 |
| DD#1 | Gain in dB |  |  |  |  |  |  |  |  |  |  |  |
| DD#N |  |  |  |  |  |  |  |  |  |  |  |  |

* 1. **PERFORMANCE FIGURES OF AURAL TRANSMITTER**

|  |  |  |
| --- | --- | --- |
|  | HPT DD#1 | HPT DD#N |
| Aural Carrier |  |  |
| Frequency response  50 Hz to 15 KHz |  |  |
| Distortion Factor |  |  |
| F.M. Noise level |  |  |
| Frequency Deviation at 100% Modulation |  |  |

* 1. **PERFORMANCE OF ANTENNA SYSTEM**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Freq | 188 | 189 | 189.2 | 191 | 192 | 193 | 194.7 | 195 |
| **HPT DD1** | Lower Bay |  |  |  |  |  |  |  |  |
| Upper Bay |  |  |  |  |  |  |  |  |
| Combined |  |  |  |  |  |  |  |  |
| **HPT DD(N)** | Lower Bay |  |  |  |  |  |  |  |  |
| Upper Bay |  |  |  |  |  |  |  |  |
| Combined |  |  |  |  |  |  |  |  |
| **HPT DD1** | Working Status of Dehydrator | Not working. Requirement of New Dehydrator sent to Zonal office. | | | | | | | |
| **HPT DD(N)** | Working Status of Dehydrator |  | | | | | | | |

* 1. **EARTH RESISTANCE (in Ohms)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **HPT** | TX EARTH | PS  EARTH | DG Set | PDA-1 | PDA-2 | TOWER | Date of measurement | Make, Model and type of Instrument used for measurement |
| **DD#1** |  |  |  |  |  |  |  |  |
| **DD#N** |  |  |  |  |  |  |  |  |

**3. EQUIPMENTS & SPARES**

* 1. **REQUIREMENT OF SPARE COMPONENTS / CARDS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Name of Component / Card** | **Part No.** | **Name of Unit of transmitter for which required** | **Quantity Required** | **Qty available at Station** | **Qty issued to Station during last six months** | **Justification for requirement** |
| **HPT**  **DD#1** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **HPT DD#N** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

* 1. **AVAILABILITY OF SPARE -- COMPONENTS / MODULES / TRANSMITTER UNITS**

***Spare Components***

|  |  |  |  |
| --- | --- | --- | --- |
| **HPT** | **Name of Spare Component** | **Qty. in Stock** | **Working Status** |
| **DD#1** |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **DD#N** |  |  |  |
|  |  |  |

***Spare Transmitter Modules***

|  |  |  |  |
| --- | --- | --- | --- |
| **HPT** | **Name of Spare Transmitter Modules (pallets)** | **Qty. in stock** | **Working Status** |
| **DD#1** |  |  |  |
|  |  |  |
| **DD#N** |  |  |  |
|  |  |  |

***Spare Transmitter Units***

|  |  |  |  |
| --- | --- | --- | --- |
| **HPT** | **Name of Spare Transmitter Unit** | **Qty. in Stock** | **Working Status** |
| **DD#1** |  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **DD#N** |  |  |  |
|  |  |  |

* 1. **DETAILS OF DEFECTIVE TRANSMITTER EQUIPMENT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Make & Model of Transmitter** | **Name of defective Tx equipment** | **Since when it is defective** | **Action taken by Station for the repair** | **Shortcoming if any, being faced by station for the repair** | **Remarks** |
|  |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |

* 1. **WORKING STATUS OF AVR FOR TRANSMITTER**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Capacity of AVR** | **Make and Type** | **Working Condition**  **( Auto/Manual/def)** | **Action Taken for repair, if defective** |
| 1 |  |  |  |  |

* 1. **TVRO ELECTRONICS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No.** | **Make & Type of IRDs** | **Total No.**  **available** | **Total No. Defective** | **Action taken by Station for repair** | **Remarks** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |

* 1. **AIRCONDITIONERS & AVRs**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Total No. at Station** | **Defective Nos.** | **Make and Model of defective** | **Date from which defective** | **Reason for**  **Being defective** | **Action taken by Station for the repair** |
| **Air conditioner** |  |  |  |  |  |  |
| **AVRs for ACs** |  |  |  |  |  |  |

* 1. **DETAILS OF DEFECTIVE INPUT / MONITORING AND MEASURING EQUIPMENTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.No.** | **Name of defective equipment** | **Make and model of defective**  **equipment** | **Date from which defective** | **Action taken by Station for the repairing** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

* 1. **DIESEL GENERATORS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **HPT DD#1** | | **HPT DD#N** | |
| (1) | (2) | (1) | (2) |
| **Make** |  |  |  |  |
| **Capacity** |  |  |  |  |
| **Utilization for transmission during the month** |  |  |  |  |
| **Test Hrs. for the month** |  |  |  |  |
| **Total Working Hrs. for the month** |  |  |  |  |
| **Progressive utilization** |  |  |  |  |
| **Occasion of utilization during the month** |  |  |  |  |
| **Progressive Utilization** |  |  |  |  |
| **Breakdown in service due to failure of D/G during the month** |  |  |  |  |
| **Average consumption of Diesel** |  |  |  |  |
| **Date of commissioning of DG set** |  |  |  |  |
| **Total Hours of working since date of commissioning** |  |  |  |  |
| **Reading of Hour Meter installed at DG Set at the end of month** |  |  |  |  |
| **Reading of Hour Meter installed at LT Panel at the end of month** |  |  |  |  |