

No.GAD/TE/Gr.VIII/F.No./21 **No 382174**
Maharashtra State Elect.Distribution Co. Ltd.
Estrella Batteries Expansion Compound,
Ground floor, Plot No.1, Dhraravi Road,
Matunga, Mumbai-400 019.

15 DEC 2005

ADMINISTRATIVE CIRCULAR NO.12 DATE 13.12.2005

Sub: Filling in the vacancies of Line Staff on adhoc basis on Outsourcing policy.

As per Boards Resolution No.478 dt. 23.02.05, the erstwhile MSEB had approved in principle the staffing norms on T&D side. Accordingly the field offices were requested to carry out detailed calculations of requirement of additional manpower/surplus manpower. After detailed exercise for calculations of additional requirement/surplus manpower based on the principles laid down in Board Resolution under reference by various field offices, a review of category-wise manpower requirement/surplus manpower has been taken in Head Office. A final proposal on the subject has been submitted for approval, which may take some time. The final picture reveals that the additional requirement is in the categories of Line Staff. It is also observed that a large number of vacancies are existing in these categories. However, these vacancies cannot be filled in due to ban imposed by the MERC on recruitment of Pay Group-III & IV posts.

2 The issue regarding large number of vacancies existing in the categories of Line Staff in various field offices and its adverse impact on maintenance of lines and services being rendered to the consumers as per the Standard of Performance laid down by the MERC had come up for discussions in the recent HOD meeting as well as Chief Engineers' Review Meeting. In order to overcome the above difficulties, it has been decided with the approval of the M.D. in consultation with Director (Operation) and Director (Finance) to adopt outsourcing policy on trial basis for a period of six months; so as to provide manpower in the categories of Line Staff against the existing vacancies of Line Staff, till the ban on recruitment in Pay Group-III & IV posts imposed by the MERC is vacated and vacant posts are filled in by following usual procedure or for a total period of six months whichever is earlier. After this, the outsourcing contract shall be terminated automatically.

3. The general guidelines for outsourcing the above work are enclosed in Annex-I. All the Competent Authorities awarding the outsourcing contract i.e. In-charge of O&M Sub Division, in the field are requested to take immediate action in this regard after scrupulously following the guidelines prescribed in the Annexure-I.

Encl - Annexure-I

msj
Chief General Manager (Tech/Estt)

To

All As per Mailing List of Distribution Co. upto the level of Sub-Divisions.

Annexure-I

Guidelines for outsourcing the work related to line maintenance etc. at present being performed by the Line Staff.

1. Area of Operation:

The Executive Engineers in-charge of O&M Divisions would decide the area of operation and Sub-Divisionwise number of persons to be engaged on outsourcing basis. The outsourcing contract will be finalised by the Sub-Divisional in-charge after getting specific orders from the Executive Engineer about number of persons to be engaged on outsourcing basis within his Sub-Division.

2. Scope of work:

- (i) Line & Sub-Station Maintenance work
- (ii) Release of new service connections
- (iii) Maintenance of records as directed including maintenance of complaint registers.
- (iv) Attending the complaints as directed by Controlling Officers.
- (v) Any other work as assigned by the Controlling Officers.

3. No. of persons to be engaged by outsourcing.

To the extent of number of vacancies available in the categories of Line Staff i.e. Senior Technician (Lineman), Technician (Assistant Lineman), Junior Technician (Line Helper). The vacancies so arrived at should be reduced by number of Supernumerary Line Helpers working in the Division. A care should be taken that on any occasion the strength of outsourced persons engaged in the Divisions should not exceed the total vacancies of Line Staff calculated as explained above. Even though the outsourced person is engaged against vacancy of Senior Technician (Lineman) or Technician (Assistant Lineman), the outsourced persons should be engaged against the resultant vacancy of Junior Technician (Line Helper) only.

4. Period of Contract.

Such contract may be given initially for a period of three months and may be extended further as per availability of the vacancies. This contract will be purely on adhoc basis and the Contract shall not be extended beyond period of six months for any reason.

5. Method of awarding contract to the Agency:

The necessity of outsourcing should be recorded in writing by the authority awarding the contract and the selection of Agency shall be done by inviting quotations from the local agencies/registered Societies of Apprentices. Usual audit procedure should be followed before awarding contract/order to the Agency. While finalizing the Contract a care should also be taken that the lowest rate of contract per person should be such that the outsourced person will be paid at least at the rate as prescribed under Minimum Wages Act Plus Rs.10/- . However at the lowest rate first preference may be given to the registered Society of Apprentices.

6. Qualification of Persons to be engaged by the outsourcing Agency.

Should have passed ITI (Electrician) from recognized Institute, preferably ex apprentices of the Board.

7. Safety precautions & Accidents.

- (i) Adequate precaution shall be taken by the persons sponsored by Agency/Society to prevent damage to various equipments.
- (ii) All safety measures, procedures laid down in the statutory Acts & Rules and also laid down by the MSEDCL shall be observed by the persons sponsored by the Agency/Society of Apprentices.
- (iii) Persons sponsored by the Agency/Society of Apprentices shall follow operating instructions issued from time to time by the MSEDCL and Controlling Official scrupulously.
- (iv) The persons sponsored by the Agency/Society of Apprentices shall ensure the use of safety equipments properly.
- (v) The Agency/Society of Apprentices shall be solely responsible for the safety of their persons. The Agency/Society shall also be responsible for payment of compensation in case of any accident to their persons of any nature e.g. Electrical/Mechanical fatal/non-fatal etc.
- (vi) The Agency/Society shall apprise the persons sponsored in clear terms that they shall not be entitled to claim any recruitment for whatsoever post/vacancy or lien over any such post/vacancy in MSEDCL in any manner.

8. Responsibility of any loss of or damage to Board's property.

The persons sponsored by the Agency/Society of Apprentices should take all precautions to ensure that no damage is caused to any

equipment/property of the Company due to any action on their part. In case of damage, the same will be recovered from the Agency.

9. Security Deposit.

The Agency will have to pay Security Deposit in cash or by cheque or D.D. amounting to 10% of the Contract value within weeks' time from the date of receipt of the order.

10. Authorities to operate the Contract.

The following officers or their representatives shall operate the contract and supervise the work mentioned in the contract.

- (a) Chief Engineers of the Zone
- (b) Superintending Engineers of O&M Circle
- (c) Executive Engineers of O&M Division concerned
- (d) Sub-Divisional Officers of O&M S/Dn.s concerned.
- (e) Junior Engineers/Sub Engineers of Section office concerned or his representatives.

11. General:

- (i) All the statutory provisions of various Acts and Rules of the Central & State Governments shall be observed by the Agency/Society of Apprentices i.e. Minimum Wages Act, 1948, Child Labour Act & Regulations Employees Liabilities Act, 1938, Workmen Compensation Act, 1923, I.D. Act, 1947, Acts of Income Tax, Service Tax, Work Contract Tax etc.
- (ii) In case, the contract is to be awarded to the Co-operative Society formed by the Ex-Apprentices of the Board, in that case such Society should be registered with Appropriate Authority for providing persons for Line staff's duty.

The ex Apprentices of the aforesaid Societies/Agencies will not be eligible for any claim whatsoever for recruitment in MSEDCL to any post.

- (iii) The Agency/Society of Apprentices should also comply with following:
 - (a) Electrical Contractor Licensee & Electrical Supervisory Licensee to authorise contract persons to work on

MSEDCL Lines/equipments to comply the provisions in the I.E. Rules 1956- Rules 36(2) & 45. The Agency/Registered Society of Apprentices should possess Electricity Contractor's License and Electrical Supervisory License.

- (b) As per Indian Elec. Rules 1956- Rules 36(2), operating persons should be authorised by the concerned Executive Engineer to work on MSEDCL Lines/equipments.
- (iv) The persons sponsored by the Agency shall maintain good moral character and decent behaviour with all concerned and consumers. They shall not indulge in drinking liquor. Any persons found behaving in a manner contrary to above, shall be replaced forthwith by the Agency/Society of Apprentices.

Linestaff