



MAHAVITARAN

GAD / CE (IR) /  
Maharashtra State Electricity Distribution Co.Ltd.  
Prakashgad, Bandra (East)  
Matunga, Mumbai – 400 019.

**ADMINISTRATIVE CIRCULAR NO. 156 DATE 30 / 05 /2008**

Sub : Norms for conducting Review Meetings at Field level for speedy implementation of Action Plan and proper communication at various levels of MSEDCL.

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The norms for conducting Review Meetings at Field level was under consideration of the Company in sometime past. The Managing Director in consultation with Director (Operations) and Director (Finance) has issued following guidelines to conduct the monthly meetings:-

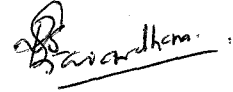
- A. The Chief Engineers of the Zone Incharge should conduct **monthly meetings in all Circles in each month** of all Circle Heads, Divisional Heads and Sub-Divisional Heads (SEs, EEs, Dy.EEs and AEs) alongwith **Revenue Section Incharge** of Zone, Circle, Division and Sub-Division and **Incharge of Information Technology Section.**
- B. The Supdtg. Engineers of the Circle Incharge should conduct **monthly meetings at least in two Divisions in each month of all Divisional Heads, Sub-Divisional Heads and Sectional Heads** (EEs, Dy.EEs, AEs and JEs/Sub-Engineers) alongwith **Revenue Section Incharge** of Circle, Division and Sub-Division and **Incharge of Information Technology Section.**
- C. The Ex. Engineers of Divisional Incharge should conduct **monthly meetings atleast in two Sub-Divisions in the Division in each month** of all the **Sub-Divisional Heads, Sectional Heads** alongwith **Revenue and Information Technology Section Incharge** inclusive of all staff alongwith **Janmitras.**
- D. The Dy.Ex. Engineers/Asstt. Engineers of the Sub-Divisional Incharge should conduct **monthly meetings of all Sectional Heads under their control in each month with all staff** alongwith **Janmitras.**
- E. During the above four levels of monthly meetings presided over by EDs/CEs/SEs/EEs, the following important agenda/points should be discussed thoroughly:-

Sr.No.	Particulars of the Points to be discussed
1.	Review of earlier minutes of meeting.
2.	Theft Detection drive
3.	Recovery of arrears of RCI and improving collection efficiency
4.	Photo billing activities, meter reading programe in advance and difficulties in implementation
5.	Line loss reduction
6.	Review of schemes in progress (Infra/RRGGVY/GFSS/Baklog etc.) and quality control regarding the works
7.	HT billing and disconnection of defaulter HT consumers
8.	100% metering of DTC
9.	Reduction of Transformer failure
10.	Consumers complaints & SOP
11.	Energy audit of DTCs/feeder/Sub Divisions/Divisions/Circles
12.	Paid pending connections

2. All area Executive Directors should be present during the monthly meetings called by Zonal Chief Engineers to review their Circles. The area Executive Director should attend atleast **two meetings in a month**. During these meetings all senior Officers should explain the **present position of MSEDCL regarding repatriation and expenditure being carried out by MSEDCL**. The basic aim of conducting these meetings is to **communicate the corporate feelings to grass root level employees upto the level of Janmitras**. **Daily dairy should be maintained by CEs, SEs, EEs those who are working in field.**

3. The Executive Directors are requested to forward the monthly progress of the meetings in their areas to Hon.M.D. These instructions should be strictly followed with immediate effect.

4. This Administrative Circular is also available on Company's website i.e. [www.mahadiscom.in](http://www.mahadiscom.in).



( Col. Rahul Gowardhan Retd. )  
Executive Director (HR)

To,

All as per mailing list upto Sectional Offices.