


MAHAVITARAN
Maharashtra State Electricity Distribution Co. Ltd.

(A Govt. of Maharashtra Undertaking)
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No. HR/GM(HR)/MPR/ **E00117**

Date : **01 JAN 2020**

OFFICE ORDER:- MPR- 01/2020

1. The issue of restructuring was under active consideration for past some time due to factors such as growth of consumers in vertical direction, geographical area, connectivity with roads, easy communication facilities, ease of business to the company as well as convenience to the consumers. As the advanced technologies were adopted by MSEDCL through various means such as SCADA, RAPDRP, AMR, IR-METERS, ERP, HRMS, SAP etc, it was felt that restructuring of business operations had become necessary and inevitable. Accordingly, the study team's recommendations regarding restructuring was approved vide BR no.1297 dated 05.05.2018.

2. The revised staff Norms for the Regional and Zonal Offices were defined and were circulated vide Office Order MPR-68/2016 which remains unchanged. The revised staff, consumer and variable norms for Circle, Division, Sub Division and Urban & Rural Section have been approved recently and are as follows:

- 1) Staff Norms for Circle offices as per **Annexure A.**
- 2) Staff Norms for Division offices as per **Annexure B.**
- 3) Staff Norms for B&R Sub Division offices as per **Annexure C.**
- 4) Staff Norms for O&M Sub Division offices as per **Annexure D.**
- 5) Staff Norms for Rural Sub Division offices as per **Annexure E.**
- 6) Staff Norms for Urban Section offices in Metro and Corporation area as per **Annexure F.**
- 7) Staff Norms for Urban Section offices in Corporation area as per **Annexure G.**
- 8) Staff Norms for Urban Section offices as per **Annexure H.**
- 9) Staff Norms for Rural Section offices as per **Annexure I.**
- 10) Consumers and Variable Norms as per **Annexure J.**
- 11) List of Urban Sub Divisions including Section offices not considered under restructuring as per **Enclosure-I.**



3. In this restructuring, the existing Sub-Division offices of Urban Divisions will be abolished and new B&R and O&M Sub Divisions will be created out of them. The surplus manpower rendered in this process will be utilised for the new Section/Sub Division offices being opened in Rural areas. The excess manpower, if still available, will be kept in the Surplus Pool of that concerned Division/Circle and will be utilised accordingly.

4. The manning plan of Legal cell, IT, Infra/Projects, Civil, Testing, S&E Wing, CGRF, SCADA, STC, MIDC additional Maintenance staff, T&S Nasik will remain unchanged like that of Regional and Zonal offices, as allied offices are not in the ambit of restructuring. Similarly, the Staff Norms for other offices which have not been considered in restructuring shall remain unchanged. The detailed MPR orders based on revised Staffing Norms for each Circle will be accordingly issued separately in a phased manner.

5. The above order takes effect from 01 Jan 2020 and is available on Employee Portal.

Encl: As above

(Shivaji Indalkar)
Commander (Retd.)
Chief General Manager (HR)

STAFF NORMS FOR CIRCLE OFFICES

Sr. No.	Department / Unit	Position	Revised Sanction	
			Dept	O/S
1	2	3	4	5
1	Circle Officer & Personal Staff	Supdt. Engineer (Dist.)	1	0
		Steno/Typist	1	0
		Driver	0	1
		*Peon	1	0
2	Technical Wing	Exec. Engineer (Dist.)	1	0
		Dy. Exec Engineer	4	0
		AA	1	0
		UDC(A/C)	1	0
3	HT Billing Staff	Dy. Exec Engineer (Dist.)	1	0
		Dy Manager (F&A)	1	0
		AA	1	0
		UDC (A/c)	1	0
4	HR Wing	Manager (HR)	1	0
		Head Clerk	2	0
		UDC (HR)	2	0
		***LDC (HR)	2	0
5	Accounts & Collection Wing	**Sr Manager/Manager (F&A)	1	0
		Dy. Manager (F&A)	2	0
		AA	2	0
		UDC (A/c)	3	0
		LDC (A/c)	5	0
6	Common Pool	*Peon	3	0
Total			37	1

Remark :

1)*Subsequent to decision of the Competant Authority vide office note No 291 dated 1/10/2019, posts of Peons and Assistant Programmers will be outsourced and not recruited as regular employees henceforth. Accordingly, the offices where the Peons are presently working will continue till their retirement and the posts shall be filled by Outsource thereafter.

2) **Sr. Manager (F&A) to only those Circles which are having annual demand of more than 500 crores.

3) ***01 LDC (HR) post will be surrendered after 100% automation.



STAFF NORMS FOR DIVISION OFFICES

Sr. No.	Department / Unit	Creation/Deletion	Revised Sanction	
			Dept	O/S
1	2	3	4	5
1	Division Officer & Personal staff	Exe Engineer (Dist.)	1	0
		Steno/Typist	1	0
2	Technical Wing	Dy.Exe Engineer (Dist.)	1	0
		Asstt. Engineer (Dist.)	2	0
		**Asstt. Engineer (Dist-C&I)	1	0
3	HR Wing	Dy. Manager (HR)	1	0
		UDC (HR)	2	0
		***LDC (HR)	3	0
4	Accounts Wing	Dy. Manager (F&A)	1	0
		AA	1	0
		UDC (A/c)	3	0
		LDC (A/c)	3	0
5	Substation Maintenance Wing	Addl. Exe Engineer (Dist.)	1	0
		Asstt. Engineer (Dist.)	1	0
		Chief Technician	1	0
		Principal. Technician	2	0
		Sr Technician	2	0
		Technician	5	0
6	Meter Testing Wing	Asstt. Engineer (Dist.)	1	0
		Sr. Technician	1	0
		Technician	1	0
7	Store & Filter Wing	Jr. Engineer (Dist.)	1	0
		Chief Technician	1	0
		Principal. Technician	1	0
		Sr Technician	2	0
		Technician	2	0
8	Common Pool	*Peon	3	0
Total			45	0

Remark :

- 1) *Subsequent to decision of the Competant Authority vide office note No 291 dated 1/10/2019, posts of Peons and Assistant Programmers will be outsorced and not recruited as regular employees henceforth. Accordingly, the offices where the Peons are presently working will continue till their retirement and the posts shall be filled by Outsource thereafter.
- 2) **Asstt. Programmer at Metro- Corporation division and Dy Manager (F&A) in remaining divisions may be utilised against AE(C&I). Asstt. Progammer and Dy Manager (F&A) can be posted against each other depending upon availability.
- 3) ***01 LDC (HR) post will be surrendered after 100% automation.
- 4) All the Substations will be under Sub-stations maintenance team.

STAFF NORMS FOR B&R SUB DIVISION OFFICES				
Sr. No.	Department / Unit	Position	Revised Sanction	
			Dept	O/S
1	2	3	4	5
1	Subdivisional Officer & Personal Staff	Add.Ex.Eng (Dist)	1	0
		*Peon	1	0
2	Recovery Team	Astt.Engr (Dist)	1	0
		UDC (A/C)	1	0
		LDC (A/C)	1	0
		Prin. Tech	3	0
		Senior Tech	2	0
		Technician	7	0
3	Billing Team	Astt.Accountant	1	0
		UDC (A/C)	2	0
		LDC (A/C)	1	0
		Senior Tech	2	0
		Technician	2	0
4	NSC Team	Astt.Engr (Dist.)	1	0
		UDC(A/C)	1	0
		Sr.Tech	2	0
		Technician	2	0
5	QC	Asst. Engr (Dist.)	1	0
		Senior Technician	1	0
6	HR Wing	LDC (HR)	1	0
Total			34	0

Remark :

*Subsequent to decision of the Competant Authority vide office note No 291 dated 1/10/2019, posts of Peons and Assistant Programmers will be outsourced and not recruited as regular employees henceforth. Accordingly, the offices where the Peons are presently working will continue till their retirement and the posts shall be filled by Outsource thereafter.

STAFF NORMS FOR O&M SUB DIVISION OFFICES				
Sr. No.	Department / Unit	Position	Revised Sanction	
			Dept	O/S
1	2	3	4	5
1	Subdivisional Officer & Personal Staff	Add.Ex.Eng (Maint.)	1	0
		*Peon	1	0
2	Maintenance Team	Astt.Engr (CC.)	4	0
		Prin.Tech	4	0
		Sr.Tech	12	0
		Tech	24	0
3	Store Team	Asst. Engr (Store)	1	0
		UDC (A/C)	1	0
		Sr.Tech	2	0
		Tech	1	0
4	Complaint Cell+ Office work	LDC (HR)	1	0
		Sr. Tech	1	0
Total			53	0

Remark :

*Subsequent to decision of the Competant Authority vide office note No 291 dated 1/10/2019, posts of Peons and Assistant Programmers will be outsourced and not recruited as regular employees henceforth. Accordingly, the offices where the Peons are presently working will continue till their retirement and the posts shall be filled by Outsource thereafter.

STAFF NORMS FOR RURAL SUB DIVISION OFFICES

Sr. No.	Department / Unit	Position	Revised Sanction	
			Dept	O/S
1	2	3	4	5
1	Sub Divisional Officer & Personal Staff	Dy.Exe.Engineer (Dist.)	1	0
		*Peon	1	0
2	NSC & Recovery Wing	Asstt. Engineer (Dist.)	1	0
		LDC (A/c)	2	0
		Principal Technician	2	0
		Technician	10	0
3	Billing Wing	AA	1	0
		UDC (A/c)	1	0
		Chief Technician	1	0
		Sr. Technician	1	0
4	Store Wing	Asstt. Engineer (Dist.)	1	0
		UDC (A/c)	1	0
		Sr. Technician	1	0
		Technician	1	0
5	HR Wing	LDC (HR)	1	0
Total			26	0

Remark :

*Subsequent to decision of the Competant Authority vide office note No 291 dated 1/10/2019, posts of Peons and Assistant Programmers will be outsourced and not recruited as regular employees henceforth. Accordingly, the offices where the Peons are presently working will continue till their retirement and the posts shall be filled by Outsource thereafter.



**STAFF NORMS FOR URBAN SECTION OFFICES IN METRO AND CORPORATION AREA
(Thane-U, Vashi, Kalyan-I, Rastapeth, Ganeshkhind & Nagpur-U Circles)**

Sr. No.	Department / Unit	Position	Revised Sanction	
			Dept	O/S
1	2	3	4	5
1		Sr Technician	1	0
2		Jr. Office Asstt.	1	0
Total			2	0

Remark:

This office is for facilitating the services to consumers during initial period of six months. After completion of six months period, these offices shall stand abolished automatically along with its staff. The existing staff is to be adjusted against the vacancy in the respective Division. Surplus, if any, is to be kept in Surplus pool of that concerned Division and may be utilised accordingly.

STAFF NORMS FOR URBAN SECTION OFFICES IN CORPORATION AREA

Sr. No.	Department / Unit	Position	Revised Sanction	
			Dept	O/S
1	2	3	4	5
1	Section Incharge	Asstt. Engineer (Dist.)	1	0
		Jr. Office Asstt.	1	0
		Principal Technician	2	0
		Sr Technician	6	0
		Technician	9	0
Total			19	0

Remark :

- 1) 01 Sr. Technician will work as Technical Assistant of section office.
- 2) List of Urban Sub Divisions including section offices not considered under restructuring is enclosed.



STAFF NORMS FOR URBAN SECTION OFFICES

Sr. No.	Department / Unit	Position	Revised Sanction	
			Dept	O/S
1	2	3	4	5
1	Section Incharge	Asstt. Engineer (Dist.)	1	0
		Principal Technician	2	0
		Sr Technician	7	0
		Technician	8	0
Total			18	0

Remark:

- 1) 01 Sr. Technician will work as Technical Assistant of section office.
- 2) List of Urban Sub Divisions including section offices not considered under restructuring is enclosed.

STAFF NORMS FOR RURAL SECTION OFFICES

Sr. No.	Department / Unit	Position	Revised Sanction	
			Dept	O/S
1	2	3	4	5
1	Section Incharge	Asstt. Engineer (Dist.)/ Jr. Engineer (Dist)	1	0
		Principal Technician	1	0
		Sr Technician	7	0
		Technician	3	0
Total			12	0

Remark :

- 1) Chief Engineer of the Zone will decide whether Asstt. Engineer (Dist) or Jr.Engineer (Dist) is to be posted. However, 50% of the Rural Section offices in each zone shall be headed by Jr Engineers (Dist).
- 2) 01 Sr. Technician will work as Technical Assistant of section office.
- 3) 2 Nos Technicians will be exclusively used for B&R Activity and will be directly reporting to B&R Sub division Office.

Variable and Consumer Norms

Sr. No.	Offices	Consumer Norms	Variable Norms
1	2	3	4
1)	Section Office		
	(a) Rural Section	10000	Additional One technician for every additional 1000 consumers
	(b) Urban Section Office	16000	Additional One technician for every additional 1000 consumers
	(c) Urban Section office in Corporation area (Not Considered for restructuring)	20000	Additional One technician for every additional 1000 consumers
	(d) Urban Section office in Metro area (Thane-U, Vashi, Kalyan-I, Rastapeth, Ganeshkhind & Nagpur-U Circles)		Temporary arrangement of 2 staff will be made for upcoming six months. This staff will report to Incharge of B&R Subdivision office and after six months they will be merged in B&R Sub division.
2)	Sub Division		
	(a) Rural Sub Division	40000	Additional One technician and one LDC (A/C) for every additional 5000 consumers
	(b) Urban/Corporation Sub Division (Not Considered for restructuring)	60000	Additional One technician and one LDC (A/C) for every additional 5000 consumers
	(c) Other Urban area B&R Sub Division (Restructured)	120000	1) Additional One technician and one LDC (A/C) for every additional 6000 consumers. 2) Additional one AE and one Sr. technician for 2001 to 4000 LT MD consumers. 3) Additional one AE and one Sr. technicians for more than 4000 LT MD consumers.
	(d) Other Urban area O&M Sub Division (Restructured)	120000	Additional three technicians for every additional 8000 consumers.
	(e) Metro area B&R Sub Division (Thane-U, Vashi, Kalyan-I, Rastapeth, Ganeshkhind & Nagpur-U Circles)	160000	1) Additional One technician and one LDC (A/C) for every additional 10000 consumers. 2) Additional one AE and one Sr. technician for 2001 to 4000 LT MD consumers. 3) Additional one AE and one Sr. technicians for more than 4000 LT MD consumers.
	(f) Metro area O&M Sub Division (Thane-U, Vashi, Kalyan-I, Rastapeth, Ganeshkhind & Nagpur-U Circles)	160000	Additional three technicians for every additional 10000 consumers.
3)	Division Office		
	(a) Urban Division in Metro area (Thane-U, Vashi, Kalyan-I, Rastapeth, Ganeshkhind & Nagpur-U Circles)		Divisional Substation Maintenance Wing with 26 to 50 Sub-Stations will be provided with one additional unit comprising of one Asst Engineer, one Principal Tech and two Technicians along with Separate vehicle.
	(b) Divisions Other then (a) area		Divisional Substation Maintenance Wing above 50 Sub-Stations will be provided with one additional unit comprising of one Asst Engineer, one Principal Tech and two Technicians along with Separate vehicle.
4)	O&M Circle		One additional Asst Programmer, One UDC (A/C) for every additional 750 HT consumers.

Note:

1) Additional Section/Sub-Division would be due for sanction when the number of consumers increases by 1.8 times the defined sanctioned consumer norms.

2) All staff of allied offices e.g. Legal Cell, IT, Infra projects, Civil, Testing, S&E Wing, CGRF, SCADA, STC, MIDC additional Maintenance staff, T&S Nasik etc. shall remain unchanged as per prevailing norms of these offices are not in the ambit of restructuring.

3) Urban Section Office in corporation area are those which are attached to Urban Sub Division having Jurisdiction within the municipal limits. Urban Sub Division are those Sub Division which are located at District Head Quarter having Municipal Committees and their Jurisdiction is within that Municipal limits.

List of Urban Sub Division offices including section offices not Considered under restructuring

Enclosure-I

Sr. No.	Name of Division	Name of Subdivision	Sections		
			Urban	Rural	Total
1	Rajgurunagar	Talgaon	3	1	4
2	Phaltan	Phaltan-U	3	1	4
3	Barshi	Barshi-U	2	0	2
4	Pandharpur	Pandharpur-U	3	0	3
5	Aurangabad-U1	Waluj	3	0	3
6	Osmanabad	Osmanabad-U	4	0	4
7	Beed	Beed-U	5	0	5
8	Nanded	Nanded-U	3	1	4
9	Parbhani	Parbhani-U	5	0	5
10	Jalna-I	Jalna-I-U	6	0	6
11	Wardha	Wardha-U	7	0	7
12	Hinganghat	Hinganghat-U	3	0	3
13	Nandurbar	Nandurbar-U	5	0	5
14	Gondia	Gondia-U	4	0	4
15	Bhandara	Bhandara-U	3	0	3
16	Thane-II	Kalwa	3	0	3
17	Thane-III	Mumbra	4	0	4
18	Thane-III	Shil	4	0	4
19	Malegaon UCR	Malegaon-I	5	0	5
20	Malegaon UCR	Malegaon-II	4	0	4
21	Malegaon UCR	Malegaon-III	8	0	8
22	Ratnagiri	Ratnagiri-U	4	1	5
23	Chiplun	Chiplun-U	3	0	3
24	Panvel-U	Panvel-I	7	0	7
25	Panvel-U	Uran	6	0	6
26	Nagpur MIDC	Nagpur MIDC I	3	0	3
27	Kalyan-R	Kalyan Construcion	2	2	4
Total			112	6	118