

No. GAD/CGM (T/E)/MPR/33940

Date : 04/11/2010.

OFFICE ORDER:- MPR- 29

Preamble:

It is indispensable to review the consumer norms previously accepted by the then M.S.E.B. vide B.R. No. 478 dt. 23/02/2005, continued in M.S.E.D.C.L. and still in force; considering the realistic reasons like growth of consumers in vertical direction, connectivity of all villages with roads, easy communication facilities etc. This issue was under active consideration of the "Norms Committee" formed for revision in existing norms headed by the Director (Projects), MSEDCL some time past and now on the recommendations of this Committee, Board of Directors, M.S.E.D.C.L. has approved the following.

Order:

The Board of Directors MSEDCL vide their Resolution No. 1273 dt. 11/10/2010 has approved the Consumer Norms/Staff Norms for Field Offices as below:

- i) To accept and fix Consumer Norms for **Section Offices:**

Sr. No.	Type	Consumer Norms
1	2	3
1	Rural	7500
2	Urban (Semi Urban)	12500
3	Urban (Corporation area)	15000
4	Urban (Metro- Bhandup, Pune)	20000

- i-a) To accept concept of feeder-wise Section in principle. Some existing Sections will be organized feeder-wise. Identification of such areas will be done by concerned Chief Engineer.

ii) To accept and fix Consumer Norms for **Sub Division** Offices:

Sr. No.	Type	Consumer Norms
1	2	3
1	Rural	30000
2	Urban (Semi Urban)	50000
3	Urban (Corporation area)	60000
4	Urban (Metro- Bhandup, Pune)	80000

iii-a) To accept and fix Consumer Norms for **Division Offices**:

Sr. No.	Type	Consumer Norms
1	2	3
1	Rural	} Minimum 4 Sub Divisions
2	Urban (Semi Urban)	
3	Urban (Corporation area)	
4	Urban (Metro- Bhandup, Pune)	

iii-b) To freeze present 136 Divisions.

iii-c) To merge Hingoli, Parbhani & Washim Divisions in Hingoli, Parbhani & Washim Circles respectively.

iii-d) To render total 36 posts as Surplus from the establishment of Hingoli, Parbhani and Washim (Small) Circles and divert them to surplus pool as shown in Statement A.Q.

iv-a) To accept and fix Consumer Norms for **Circle Offices**:

Sr. No.	Type	Consumer Norms
1	2	3
1	O& M Circle	Minimum 5 Divisions

iv-b) To freeze present 43 Circles.

v-a) To accept and fix Norms for **Zone Offices**:

Sr. No.	Type	Consumer Norms
1	2	3
1	O& M Zone	No change

v-b) To freeze present 14 Zones.

vi) To keep Norms for 33/22 K.V. Sub Station/Switching Station Unchanged.

The Board of Directors MSEDCL has also accorded approval for changes in **Variable Norms** for the Field Offices notified vide this Office Order No. 4 (GAD/CGM (T/E)/MPR/Staff Norms/14664) dt. 16/05/2009. Accordingly, unchanged set up of various offices in Field with **Additions and Revised Variable Norms** are notified as below:

Norms for various offices in Field including Revised Variable Norms.

1. The Staff Norms for Zone Office will be as per Annexure A.A (No Change)
2. The Staff Norms for Circle Office will be as per Annexure A.B. (No Change)
3. The Staff Norms for Division Office will be as per Annexure A.C. (No Change)
4. The Staff Norms for Sub Division Rural area will be as per Annexure A.D. (No Change)
5. The Staff Norms for Sub Division Urban area will be as per Annexure A.E. (Changed)
6. The Staff Norms for Sub Division Corporation area will be as per Annexure A.F. (Changed)
7. The Staff Norms for Sub Division in Metro Area i.e. Bhandup and Pune will be as per Annexure A.G. (New)
8. The Staff Norms for Rural Section Office will be as per Annexure A.H. (No Change)
9. The Staff Norms for Urban Section Office will be as per Annexure A.I. (No Change)
10. The Staff Norms for Corporation Section Office will be as per Annexure A.J. (Changed)
11. The Staff Norms for Section Office in Metro Area i.e. Bhandup and Pune will be as per Annexure A.K. (New)
12. The Staff Norms for 33 KV or 22 KV S/S (in any area) will be as per Annexure A.L. (No Change)
13. The Staff Norms for Circle H.Q. with one Division will be as per Annexure A.M. (New)
14. The Staff Norms for Small Circle Office will be as per Annexure A.N. (No Change)
15. The Staff Norms for Small Sub Division Office will be as per Annexure A.O. (No Change)
16. Revised Consumer Norms will be as per Annexure A.P.
17. The Staff Norms for other offices shall remain unchanged.

Detail explanations and guide lines for implementation

1. The above Staff Norms are sanctioned for present situation and Company may amend /change them time to time as and when required.
2. The existing sanctioned strength of offices in field should be calculated considering **Revised Consumer Norms** as well as **Variable Norms** and proposals for bifurcation of existing Sections; Sub Divisions /creation of new Sections; Sub Divisions / amalgamation of existing Sections; Sub Divisions shall be submitted by the Chief Engineers of Zones to this office with recommendations of concerned Regional Executive Directors in field on or before 10/12/2010 without fail.

Such proposals should be submitted in the enclosed format I and format II along with information /documents /maps as per guidelines issued vide letter no. GAD/CGM (T/E)/11629 dt. 27/04/2009. (In Marathi) (Copy enclosed).

3. While applying Variable Norms, **live** consumers as on date shall be taken as reference and all calculation shall be based on it.
4. The **Revised Consumer Norms** for various offices notified in Annexure A.P. shall be utilized for creation of new Sections; Sub Divisions /amalgamation of existing Sections; Sub Divisions.
5. The decision regarding filling of vacant posts by new recruitment shall be separately taken and informed later on by this office. If any posts of Pay Group III & IV under Division, Circle or Zonal level seniority is vacant as per these norms then, immediate action to promote the suitable candidate should be taken at appropriate level and all the promotional panels to be taken accordingly, positively, before 30/6/2009 so that maximum number of supernumerary helpers are absorbed in the regular cadre.
6. Remarks are given at the end of Staff Norms of each office which should be followed strictly.
7. Watchman's post are sanctioned for Circle, Division & Sub Division Offices and Sub Stations however Watch & Ward contract is to be given against it, if required, instead of recruiting or Outsourcing Watchman.
8. Departmental Drivers are sanctioned for only Zone office i.e. Chief Engineers. The offices where Outsource Drivers are sanctioned should follow following guidelines:

- a. If departmental staff vehicle is available but driver not available Outsource Driver is to be used whose services are to be availed through outsourcing agency.
 - b. If Departmental Staff vehicle is not available but Outsource Driver shown in Staff Norms, vehicle along with driver should be hired as per procedures of GO2 with due permission of Chief Engineer.
 - c. Where ever Departmental transport such as truck, 407 etc. vehicle is available it should be continued until the vehicle is scrapped. The spare/ surplus Drivers available should be transferred to other Division/Circles to drive Departmental vehicles.
 - d. Where-ever departmental transport (Truck, 407 etc.) vehicle is not available the suitable decision to hire or to give transport contract may be taken with due approval of Chief Engineer.
9. The post of Office Assistant is newly created by abolishing existing posts of LDC's, LDC Typists, Steno, Steno-Typist, Stenographers (all grades). However, the offices where presently LDC's, LDC Typists, Steno, Steno-Typist, Typist, Stenographers (all grades) are working, shall continue to work until their promotion or retirement, whichever is earlier, and afterwards that vacant post shall be filled up by the Office Assistant.
10. The Staff norms for small circle and small Sub Dn. are separate, the three circle offices and 33 small sub divisions which are created by specific approval of Competent Authority vide order No. 24 dt. 17.11.2008 and Office Order No. 30 dt. 31.12.2008 shall have the same staff norms as per that order. The new norms shall not be applicable to them. These Staff Norms are given on Annexure K & L enclosed herewith.
- Further, in future where ever small offices either Circle or Sub Dn. will be created the staffing norms for them shall be as per Annexure K & L.
11. Clarification regarding corporations/urban and rural S/Dn. :-
- a) The corporation sub divisions are those Sub Divisions which are located in a City which is having municipal corporation and whose Jurisdiction is also within the same municipal corporation. If any section of it is having Jurisdiction outside the limit of municipal corporation Staff Norms for that particular section shall be as per urban section office.

- b) Urban Sub divisions are those Sub Divisions which are located at district Head Quarter having municipal committees and their Jurisdiction is within that municipal limits.

If any section office of such Sub Division is having jurisdiction outside the municipal limits the Staff Norms for that particular section office shall be as per rural section office.

- c) All other Sub Divisions shall have status of Rural Sub Division and Staff Norms according to it.
- d) The Section Offices shall have Staff Norms of Corporation Section, Urban Section or Rural Section according to the Sub Division under which it works except for the explanations given in 10 (a) & 10 (b) given above.
- e) Existing Urban Sub Division shall continue to be Urban Sub Division Offices, irrespective of it's contradiction with above guide lines.

12. It is approved by the board of directors that 50% of the rural section offices shall be headed by Sub Engineers. Accordingly, all zonal Chief Engineers will post the Jr. Engineers and Sub Engineers at different Section Offices depending upon local priorities and requirements. Zone wise No. of Rural Section Offices headed by Sub Engineers is indicated on Annexure 'M' enclosed herewith.

13. Posts of Meter Readers are sanctioned in staff norms against all Sub Divisions. However, these posts are not to be operated presently as the meter reading is to be outsourced and photometer reading is to be done.

Existing Meter Readers either LDC (MR) or Art "C" (MR) should be transferred to Division Office against the sanctioned posts of Meter Readers in division and they shall work under D.A. and to be used for check reading and in emergencies. Further they may be used for cyclic dept. reading. However, no person shall be recruited or outsourced against sanctioned meter readers posts either in Division or Sub Division.

14. For 33 kv or 22 kv Sub Stations total 4 No's of Operators are sanctioned per Sub Stations. Out of these 4 Operators 3 No. of operators would be Junior Operators (Art - C) and 1 No. of Operator should be either Assistant Operator (Art-B) or Deputy Operator (Art 'A').

15. Posts of Chief Draftsman, Senior Draftsman, Draftsman, Blue printers, cleaners, Typist, LDC's & LDC -Typist etc. are abolished however, they shall be continued in service in until their retirement/promotion where ever is earlier. They may be transferred to suitable place depending upon their utility.

16. The overall total sanctioned strength of employees of Division Office for utilizing variable norms shall be 400 Nos.

17. Copy of the sanctioned staff of each office should be displayed in photo frame in each office near notice board immediately.

These new Staff Norms shall be effective from the date of issue of this order.

This order is also available on company's website i.e. www.mahadiscom.in

Executive Director (HR)

Copy s.w.r. to :

- 1) The Managing Director, MSEDCL, Corporate Office, Mumbai
- 2) The Director (Finance), MSEDCL, Corporate Office, Mumbai
- 3) The Director (Operations), MSEDCL, Corporate Office, Mumbai
- 4) The Director (Projects), MSEDCL, Corporate Office, Mumbai

Copy f.w.c. to:

- 1) The Regional Executive Director - I,II,III, MSEDCL, Kalyan, Pune, Nagpur
- 2) The Executive Director (CP), MSEDCL, Corporate Office, Mumbai
- 3) The Executive Director (Projects), MSEDCL, Corporate Office, Mumbai
- 4) All HODs in Corporate Office, Mumbai

Copy to :

All offices in field as per mailing list up to the level of Division Offices in MSEDCL.
-- It is the responsibility of the Division Heads to circulate this order up to the level of Section Offices under their jurisdiction.

STAFF NORMS FOR O&M ZONAL OFFICE

Sr. No.	Department / Unit	Position	Approved Staff Norms		
			Deptt	O/s	Total
1	2	3	4	5	6
1	Zonal Officer & Personal Staff	Chief Engineer (Dist.)	1	0	1
		Stenographer/ Off. Asstt.	1	0	1
		Driver	1	0	1
		Peon	1	1	2
2	Admin & Tech. Section	Exe Engineer (Dist.)	2	0	2
		Asstt. Engineer (Dist.)	2	0	2
		Jr Engineer (Dist.)	2	0	2
		LDC/Office Assistant	1	0	1
		Peon	1	0	1
3	Establishment & General Admin Section	Manager (P) (E.O.)	1	0	1
		Asstt. Manager (P) (Admin Officer)	1	0	1
		Jr.Manager (P) (Estt Supdt.)	1	0	1
		Head Clerk	1	0	1
		UDC (GAD)	2	0	2
		LDC (GAD)/ Off. Asstt.	4	0	4
		Telephone Operator	1	0	1
		Peon	1	1	2
4	Accounts & Audit Section	Dy.Manager (F&A) (Dy CAO)	1	0	1
		Assistant Manager (F&A) (AO)	1	0	1
		Jr.Manager (F&A) (DA)	2	0	2
		UDC (A/c)	3	0	3
		LDC(A/c) / Office assistant	1	0	1
		Peon	0	1	1
5	Public Relation Section	PRO	1	0	1
		LDC/ Office Assistant	1	0	1
		Peon		1	1
6	Labour section	Dy CIRO	1	0	1
		Head Clerk	1	0	1
		LDC/Office Assistant	0	1	1
		Peon	0	1	1
7	CGRF Cell	Exe. Engineer (Dist.)	1	0	1
		Stenographer / Office Assistant	1	0	1
		Office Assistant	1	0	1
		Peon	1	0	1
Total			40	6	46

Remark :

- 1) The Zones where presently Stenographers , LDCs are working will continue to work until their retirement or promotion whichever is earlier. However afterwards these posts shall be filled by Office Assisnat.
- 2) The contract for Watch & Ward may be given if required.

The Variable Norms for O&M Zonal Office

Accounts / Audit

* **For Zones having Consumers**

1) More than 20 lacs :- One Gen. Manager (F&A) (CAO) instead of Dy. Manager
& One **Addl.** Jr. Manager (F&A)
& One **Addl.** Office Assistant

2) Consumers Between 12.5 to 20 lacs :- One Manager (F&A) (Jt. C.A.O.) instead of Dy. Manager

* **GAD**

In Zones where Departmental employees are more than 7500 :- One **Addl.** Office Assistant (Outsourced)


Dy. Manager (P. MPR)

STAFF NORMS FOR O & M CIRCLE OFFICE

Sr. No.	Department / Unit	Position	Approved Staff Norms		
			Deptt	O/s	Total
1	2	3	4	5	6
1	Circle Officer & Personal Staff	Supdt. Engineer (Dist.)	1	0	1
		Stenographer /Off. Asstt.	1	0	1
		Driver	0	1	1
		Peon	1	0	1
2	Technical Section	Exe. Engineer (Dist.)	1	0	1
		Asstt Engineer	3	0	3
		Office Assistant/ LDC	1	0	1
		Peon	1	0	1
3	HT Billing Section For 250 HT Consumers	AE (Dist.)	1	0	1
		AA	1	0	1
		Office Assistant	1	0	1
4	Quality Control & Inspection	Asstt Engineer (Dist.)	1	0	1
		Jr. Technician (Line Helper)	2	0	2
5	Establishment & General Admin Section	Asstt. Manager (P)(Admin Officer)	1	0	1
		Jr. Manager (P) (ES)	1	0	1
		Head Clerk	1	0	1
		UDC (GAD)	1	0	1
		LDC/ Off. Asstt.	4	0	4
		Telephone Operator	1	0	1
		Watchman	0	1	1
		Peon	1	1	2
6	Accounts & Audit Section	Asstt. Manager (F&A) (AO)	1	0	1
		Jr. Manager (F&A) (DA)	2	0	2
		AA	1	0	1
		UDC (A/c)	4	0	4
		Office Assistant	3	0	3
		Peon	0	1	1
7	DSS Section	Sub Engineer (Dist.)	2	2	4
Total			38	6	44

Remark :

- 1) The circles where presently stenographer, LDCs are working will continue to work until their retirement or promotion whichever is earlier. However afterwards this post shall be filled by Office Assistant.
- 2) The contract for Watch & Ward may be given if required.

The Variable Norms for O&M Circle Office* **H.T. Billing**

For every 250 HT Consumers :- One AE, One AA, One Office Assistant **Addl. Team**

* **Accounts/ Audit**

For Circles where Consumers are above 6.5 lacs :- One Office Assistant **Addl.**

* **GAD**

For Circles where Departmental employees are above 1750 :- One Office Assistant **Addl.**

S. P. M. P. R.
Dy. Manager (P- MPR)

STAFF NORMS FOR O&M DIVISION OFFICE

(Rural /Urban/ Urban in corporation area/Urban Metro- Bhandup & Pune)

Sr. No.	Department / Unit	Position	Approved Staff Norms		
			Deptt	O/s	Total
1	2	3	4	5	6
1	Division Officer & Personal staff	Exe Engineer (Dist.)	1	0	1
		Steno-typist/Off. Asstt.	1	0	1
		Driver	0	1	1
		Peon	1	0	1
2	Technical Section	Assistant Engineer (Dist.)	1	0	1
		Junior Engineer (Dist.)	2	0	2
		Office Assistant	1	0	1
3	Establishment & General Admin Section	Jr. Manager (P) (ES)	1	0	1
		UDC (GAD)	2	0	2
		Off. Asstt./LDC	2	0	2
		Peon	0	1	1
		Watchman	0	2	2
4	Accounts Section	Jr. Manager (F&A) (DA)	2	0	2
		AA	2	0	2
		UDC (A/c)	3	0	3
		LDC (A/c) Off. Asstt.	4	0	4
		Peon	1	0	1
5	Meter Reading	Art 'A' (MR/Operator)	1	0	1
		Art 'B' (MR/Operator)	2	0	2
		Art 'C' (MR/Operator)	6	0	6
6	Maintenance	Dy Exe Engineer (Dist.)	1	0	1
7	Meter Testing & Inspection	Junior Engineer (Dist.)	1	0	1
		Sr. Technician (Lineman)	1	0	1
		Jr. Technician (Line Helper)	1	0	1
8	Filter cum Store Unit	Junior Engineer (Dist.)	1	0	1
		Sr. Technician (Lineman)	1	0	1
		Jr. Technician (Line Helper)	1	0	1
9	Roving Gang	Technician (ALM)	2	0	2
		Jr. Technician (Line Helper)	3	0	3
10	Flying Squad	Jr. Engr. (Dist.)	1	0	1
		Chief Technician (4305-135-4980-150-6480-165-11760)	1	0	1
		Jr. Technician (Line Helper)	1	0	1
Total			48	4	52

Remark :-

- 1) The Divisions where presently Steno typists/LDC are working will continue to work until their retirement or promotion whichever is earlier. However afterwards this post shall be filled by Office Assistant.
- 2) The contract for Watch & Ward may be given if required.
- 3) With this new set up all the Departmental Meter Readers presently working under Sub Division shall be attached to Division & shall work under D.A., who would send them for Meter Reading to all Sub Divisions one by one rotationally. This would be either check reading or regular reading as per requirement. The regular reading which may be monthly, bimonthly or quarterly, shall be taken by Sub Division through outsourcing i.e. existing practice of Photo Meter Reading with the help of Outsource Agencies will be continued.

- 4) The Meter Readers sanctioned in the division set up are for adjusting existing Meter Readers working in the Sub Divisions under them. However no new recruitment or outsourcing is permitted against these posts. While sanctioning new Division offices these posts will not be sanctioned.

The Variable Norms for O&M Division Office

* **Technical Section**

For Divisions having Consumers above 2 lacs :- One J.E. **Addl.**

* **Accounts / Audit**

For Divisions having Consumers between 2 lacs to 3 lacs :- One UDC (A/c) **Addl.**

* **GAD**

- 1) For Divisions having Employees above 650 :- One Head Clerk **Addl.**
- 2) For every additional 200 employees :- One Office Asstt. **Addl.**


Dy. Manager (P- MPR)

STAFF NORMS FOR RURAL O&M SUB DIVISION OFFICE

Sr. No.	Department / Unit	Position	Approved Staff Norms		
			Rural		
			Deptt	O/s	Total
1	2	3	4	5	6
1	Sub Division Officer	Astt.Engineer (Dist.)	1	0	1
2	Technical Section	Sub Engineer (Dist.)	1	0	1
3	Estt. Section	UDC (GAD)	1	0	1
4	Accounts & Revenue Billing & Meter Reading	AA	1	0	1
		UDC (A/c)	2	0	2
		LDC (A/c)/Off. Astt.	3	0	3
		Art "B" (Meter Reader/Operator) (4305-135-4980-150-6480-165-11760)	1	0	1
		Art "C" (Meter Reader/Operator)	4	3	7
5	Quality control Energy Audit, Comm. & Testing	Junior Engineer (Dist.)	1	0	1
		Chief Technician (4305-135-4980-150-6480-165-11760)	1	0	1
6	Common Pool	Driver	0	1	1
		Peon	1	0	1
		Watchman	0	1	1
Total			17	5	22

Remark

- 1) Driver shown in the Common pool is meant for vehicle of Sub Dn. Officer.
- 2) The contract for Watch & Ward may be given if required.
- 3) The posts of Meter Readers both Departmental & O/s shall not be filled as Photo Meter Reading is in operation through outsourced agency. The provision is kept with a view that in future if it is necessary to review the decision the same can be taken without delay. The burden & the strength for this is not taken into account.

The Variable Norms for Rural O&M Sub Division Office**Acctt. / Revenue/ Billing Section**

One Art 'C' (Meter Reader/ Operator) for every additional 2000 Meter Readings in rural area by outsourcing above 18,000 consumers.

I.T.I. Qualified person should be utilized for Meter Reading.


Dy. Manager (P- MPR)

STAFF NORMS FOR URBAN O&M SUB DIVISION OFFICE

Sr. No.	Department / Unit	Position	Approved Staff Norms		
			Urban		
			Deptt	O/s	Total
1	2	3	4	5	6
1	Sub Division Officer	Dy Exe Engineer (Dist.)	1	0	1
2	Technical Section	Sub Engineer (Dist.)	1	0	1
3	Estt. Section	UDC (GAD)	1	0	1
4	Accounts & Revenue Billing & Meter Reading	AA	1	0	1
		UDC (A/c)	2	0	2
		LDC (A/c)/Off. Astd.	3	0	3
		Art "B" (Meter Reader/Operator) (4305-135-4980-150-6480-165-11760)	1	0	1
		Art "C" (Meter Reader/Operator)	4	3	7
5	Quality control Energy Audit, Comm. & Testing	Junior Engineer (Dist.)	1	0	1
		Chief Technician (4305-135-4980-150-6480-165-11760)	1	0	1
6	Common Pool	Driver	0	1	1
		Peon	1	0	1
		Watchman	0	1	1
Total			17	5	22

Remark

- 1) Driver shown in the Common pool is meant for vehicle of Sub Dn. Officer.
- 2) The contract for Watch & Ward may be given if required.
- 3) The posts of Meter Readers both Departmental & O/s shall not be filled as Photo Meter Reading is in operation through outsourced agency. The provision is kept with a view that in future if it is necessary to review the decision the same can be taken without delay. The burden & the strength for this is not taken into account.

The Variable Norms for Urban O&M Sub Division Office**Acctt. / Revenue/ Billing Section**

- * One Art 'C' (Meter Reader/Operator) for every additional 4000 Meter Readings in urban by Outsourcing above 30,000 consumers.
- * I.T.I. Qualified person should be utilized for Meter Reading.
- * **For every additional 10000 consumers above 40000 consumers- 1 additional Office Assistant for Billing.**


 Dy. Manager (P. MPR)

STAFF NORMS FOR CORPORATION O&M SUB DIVISION OFFICE

Sr. No.	Department / Unit	Position	Approved Staff Norms		
			Corporation		
			Deptt	O/s	Total
1	2	3	4	5	6
1	Sub Division Officer	Dy Exe Engineer (Dist.)	1	0	1
2	Technical Section	Sub Engineer (Dist.)	1	0	1
3	Estt. Section	UDC (GAD)	1	0	1
4	Accounts & Revenue Billing & Meter Reading	AA	1	0	1
		UDC (A/c)	2	0	2
		LDC (A/c)/Off. Astt.	3	0	3
		Art "B" (Meter Reader/Operator) (4305-135-4980-150-6480-165-11760)	1	0	1
		Art "C" (Meter Reader/Operator)	4	4	8
5	Quality control Energy Audit, Comm. & Testing	Junior Engineer (Dist.)	1	0	1
		Chief Technician (4305-135-4980-150-6480-165-11760)	1	0	1
6	Common Pool	Driver	0	1	1
		Peon	1	0	1
		Watchman	0	1	1
Total			17	6	23

Remark

- 1) Driver shown in the Common pool is meant for vehicle of Sub Dn. Officer.
- 2) The contract for Watch & Ward may be given if required.
- 3) The posts of Meter Readers both Departmental & O/s shall not be filled as photo Meter Reading is in operation through outsourced agency. The provision is kept with a view that in future if it is necessary to review the decision the same can be taken without delay. The burden & the strength for this is not taken into account.

The Variable Norms for Corporation O&M Sub Division Office**Acctt. / Revenue/ Billing Section**

- * One Art 'C' (Meter Reader/Operator) for every additional 4000 Meter Readings in corporation area by Outsourcing above 40,000 Consumers.
- * I.T.I. Qualified person should be utilized for Meter Reading.
- * **For every additional 10000 consumers above 40000 consumers - 1 additional Office Assistant for Billing.**


 Dy. Manager (P- MPR)

**STAFF NORMS FOR O&M SUB DIVISION OFFICE IN METRO AREA i.e.
BHANDUP & PUNE**

Sr. No.	Department / Unit	Position	Approved Staff Norms		
			Deptt	O/s	Total
1	2	3	4	5	6
1	Sub Division Officer	Dy Exe Engineer (Dist.)	1	0	1
2	Technical Section	Sub Engineer (Dist.)	1	0	1
3	Estt. Section	UDC (GAD)	1	0	1
4	Accounts & Revenue Billing & Meter Reading	AA	1	0	1
		UDC (A/c)	2	0	2
		LDC (A/c)/Off. Astt.	3	0	3
		Art "B" (Meter Reader/Operator) (4305-135-4980-150-6480-165-	1	0	1
		Art "C" (Meter Reader/Operator)	4	4	8
5	Quality control Energy Audit, Comm. & Testing	Junior Engineer (Dist.)	1	0	1
		Chief Technician (4305-135-4980-150-6480-165-11760)	1	0	1
6	Common Pool	Driver	0	1	1
		Peon	1	0	1
		Watchman	0	1	1
Total			17	6	23

Remark

- 1) Driver shown in the Common pool is meant for vehicle of Sub Dn. Officer.
- 2) The contract for Watch & Ward may be given if required.
- 3) The posts of Meter Readers both Departmental & O/s shall not be filled as photo Meter Reading is in operation through outsourced agency. The provision is kept with a view that in future if it is necessary to review the decision the same can be taken without delay. The burden & the strength for this is not taken into account.

The Variable Norms for Corporation O&M Sub Division Office**Acctt. / Revenue/ Billing Section**

- * One Art 'C' (Meter Reader/Operator) for every additional 4000 Meter Readings in corporation area by Outsourcing above 40,000 Consumers.
- * I.T.I. Qualified person should be utilized for Meter Reading.
- * **For every additional 10000 consumers above 40000 consumers - 1 additional Office Assistant for Billing.**


 Dy. Manager (P. MPR)

STAFF NORMS FOR RURAL O&M SECTION OFFICE

Sr. No.	Department / Unit	Position	Approved Staff Norms		
			Rural		
			Deptt	O/s	Total
1	2	3	4	5	6
1	JE Section Office Staff	Junior Engineer (Dist.)	1 *	0	1
		Sub Engineer (Dist.)			
		Technician (As Technical Assistant)	1	0	1
2	Maintenance Staff	Sr. Technician (Lineman)	1	0	1
		Technician (ALM)	6	0	6
		Jr. Technician (Line Helper)	3	0	3
Total			12	0	12

Remark :

- * Chief Engineer of the Zone shall decide whether Jr. Engr. or Sub Engr. is to be posted. 50% of the Rural Section offices in each Zone shall be headed by Sub Engrs.

The contract for Watch & Ward may be given if required.

The Variable Norms for Rural O&M Section Office

For every additional 850 consumers of Rural Section :- Addl. One Jr. Tech. (L.H.)


Dy. Manager (P. MPR)

STAFF NORMS FOR URBAN O&M SECTION OFFICE

Sr. No.	Department / Unit	Position	Approved Staff Norms		
			Urban		
			Deptt	O/s	Total
1	2	3	4	5	6
1	JE Section Office Staff	Junior Engineer (Dist.)	1	0	1
		Technician (As Technical Assistant)	1	0	1
2	Maintenance Staff	Sr. Technician (Lineman)	2	0	2
		Technician (ALM)	6	0	6
		Jr. Technician (Line Helper)	4	4	8
Total			14	4	18

Remark :

The contract for Watch & Ward may be given if required.

The Variable Norms for Urban O&M Section Office

For every additional 1000 consumers above 12500 consumers :- **Addl.** One Jr. Tech. (L.H.)


Dy. Manager (P-MPR)

STAFF NORMS FOR CORPORATION O&M SECTION

Sr. No.	Department / Unit	Position	Approved Staff Norms		
			Corporation		
			Deptt	O/s	Total
1	2	3	4	5	6
1	JE Section Office Staff	Junior Engineer (Dist.)	1	0	1
		Jr. Office Assistant	1	0	1
2	Maintenance Staff	Sr. Technician (Lineman)	2	0	2
		Technician (ALM)	6	0	6
		Jr. Technician (Line Helper)	5	4	9
Total			15	4	19

Remark :

The contract for Watch & Ward may be given if required.

The Variable Norms for Corporation O&M Section Office

For every additional 1000 consumers above 15000 consumers :- **Addl. One Jr. Tech. (L.H.)**


Dy. Manager (P. MPR)

STAFF NORMS FOR O&M SECTION OFFICE IN METRO AREA i.e. BHANDUP & PUNE

Sr. No.	Department / Unit	Position	Approved Staff Norms		
			Deptt	O/s	Total
1	2	3	4	5	6
1	JE Section Office Staff	Junior Engineer (Dist.)	1	0	1
		Jr. Office Assistant	1	0	1
2	Maintenance Staff	Sr. Technician (Lineman)	2	0	2
		Technician (ALM)	6	0	6
		Jr. Technician (Line Helper)	5	4	9
Total			15	4	19

Remark :

The contract for Watch & Ward may be given if required.

The Variable Norms for Corporation O&M Section Office

For every additional 1000 consumers above 20000 consumers :- **Addl.** One Jr. Tech. (L.H.)


05.11.20
Dy. Manager (P- MPR)

**STAFF NORMS FOR 33 KV/22 KV SUB STATION (In
any area)**

Sr. No.	Department / Unit	Position	Approved Staff Norms		
			Deptt	O/s	Total
1	2	3	4	5	6
1	Sub Station Operation Staff	Art 'A' (MR/Operator) (4430-150-5180-165-6830-180-12590)	1	0	1
		Art 'B' (MR/Operator)			
		Art 'C' (MR/Operator)	3	0	3
		Total	4	0	4

Remark :

The contract for Watch & Ward may be given if required.

- 1) The Executive Engineer shall allot at least one 33 KV (or 22 kv) Sub Station to one Section Office for the purpose of maintenance & Administrative Control. The Dy. Executive Engr. Maintenance Division Office shall provide his Roving Gang whenever special maintenance work is carried out at any 33 KV or 22 kv Sub Station.
- 2) In every Sub Station out of 4 Nos. of Operators sanctioned, 3 nos. Operators would be Jr. Operators & 4th Operator would be either Asstt. Operator (Art 'B') or Dy. Operator (Art "A") . Further in every Division in 50% No. of Sub Station 4th Operator would be Asstt. Operator (Art "B") & 50% would be Dy. Operator (Art "A").

The Variable Norms for 33 KV/22 KV SUB STATION (In any area)

Sub Station Maintenance

For every additional Sub Station (More than one Sub Station) in the jurisdiction of Section Office :-

:- One Technician (ALM) & One Jr. Technician (LH) **additional**


Dy. Manager (P- MPR)

STAFF NORMS FOR CIRCLE H.Q. WITH ONE DIVISION

Sr. No.	Department / Unit	Position	Approved Staff Norms		
			Deptt	O/s	Total
1	2	3	4	5	6
1	Division Officer & Personal staff	Supdtg. Engineer (Dist.)	1	0	1
		Exe Engineer (Dist.)	1	0	1
		Steno-typist/Off. Asstt.	1	0	1
		Driver	0	1	1
		Peon	2	0	2
2	Technical Section	Assistant Engineer (Dist.)	2	0	2
		Junior Engineer (Dist.)	3	0	3
		Office Assistant	1	0	1
3	Establishment & General Admin Section	Asstt. Manager (P)	1	0	1
		Jr. Manager (P)	1	0	1
		UDC (GAD)	2	0	2
		Off. Asstt./LDC	3	0	3
		Peon	0	1	1
		Watchman	0	2	2
4	Accounts Section	Asstt. Manager (F&A)	1	0	1
		Jr. Manager (F&A) (DA)	2	0	2
		AA	2	0	2
		UDC (A/c)	4	0	4
		LDC (A/c) Off. Asstt.	4	0	4
		Peon	1	0	1
5	Meter Reading	Art 'A' (MR/Operator)	1	0	1
		Art 'B' (MR/Operator)	2	0	2
		Art 'C' (MR/Operator)	6	0	6
6	Maintenance	Dy Exe Engineer (Dist.)	1	0	1
7	Meter Testing & Inspection	Junior Engineer (Dist.)	1	0	1
		Sr. Technician (Lineman)	1	0	1
		Jr. Technician (Line Helper)	1	0	1
8	Filter cum Store Unit	Junior Engineer (Dist.)	1	0	1
		Sr. Technician (Lineman)	1	0	1
		Jr. Technician (Line Helper)	1	0	1
9	Roving Gang	Technician (ALM)	2	0	2
		Jr. Technician (Line Helper)	3	0	3
		Jr. Engr. (Dist.)	1	0	1
10	Flying Squad	Chief Technician (4305-135-4980-150-6480-165-11760)	1	0	1
		Jr. Technician (Line Helper)	1	0	1
		Total	56	4	60

Remark :-

- 1) The Divisions where presently Steno typists/LDc are working will continue to work until their retirement or promotion whichever is earlier. However afterwards this post shall be filled by Office Assistant.
- 2) The contract for Watch & Ward may be given if required.

- 3) With this new set up all the Departmental Meter Readers presently working under Sub Division shall be attached to Division & shall work under D.A., who would send them for Meter Reading to all Sub Divisions one by one rotationally. This would be either check reading or regular reading as per requirement. The regular reading which may be monthly, bimonthly or quarterly, shall be taken by Sub Division through outsourcing i.e. existing practice of Photo Meter Reading with the help of Outsource Agencies will be continued.
- 4) The Meter Readers sanctioned in the division set up are for adjusting existing Meter Readers working in the Sub Divisions under them. However no new recruitment or outsourcing is permitted against these posts. While sanctioning new Division offices these posts will not be sanctioned.

The Variable Norms for O&M Division Office

* **Technical Section**

For Divisions having Consumers above 2 lacs :- One J.E. **Addl.**

* **Accounts / Audit**

For Divisions having Consumers between 2 lacs to 3 lacs :- One UDC (A/c) **Addl.**

* **GAD**

- 1) For Divisions having Employees above 650 :- One Head Clerk **Addl.**
- 2) For every additional 200 employees :- One Office Asstt. **Addl.**


Dy. Manager (P- MPR)

STAFF NORMS FOR SMALL O&M CIRCLE OFFICE

Sr. No.	Positions	Staff Norms		
		Deptl.	Out sourcing	Total
1	2	3	4	5
	Technical			
1	Supdtg. Engr.	1	0	1
2	Ex. Engr.	1	0	1
3	Asstt. Engr.	2	0	2
4	Jr. Engr.	2	0	2
	GAD			
1	Asstt. Manager (P)	1	0	1
2	Sr. Clerk	1	0	1
3	LDC/Office Asstt.	2	0	2
4	Peon	3	0	3
	Accounts / Audit			
1	Asstt. Manager (F/A) (AO)	1	0	1
2	Jr. Manager (F/A) (DA)	1	0	1
3	UDC (A/C)	2	0	2
4	LDC/Office Asstt.	2	0	2
5	Asstt. Accountant	1	0	1
	Total	20	0	20


 Dy. Manager (P- MPR)

ANNEXURE A.O.

(Attachment of O.O. No. 29 (GAD/CGM (T/E)/

MPR/33940) dt. 04/11/2010

STAFF NORMS FOR SMALL O&M SUB DIVISION

Sr. No.	Positions	Staff Norms		
		Deptl.	Out sourcing	Total
1	2	3	4	5
	Technical			
1	Asstt. Engr.	1	0	1
2	Sub Engineer	1	0	1
3	Jr. Tech (L.H.)	1	0	1
4	Sr. Technician (L.M.)	1	0	1
	GAD			
1	LDC/Office Asstt.	1	0	1
	Accounts / Audit			
1	UDC (A/C)	1	0	1
	Total	6	0	6


Dy. Manager (P- MPR)

CONSUMER NORMS

Sr. No.	Offices	Norms accepted vide BR 1273 dated 11.10.2010
1	2	3
1)	Section Office	
	(a) Rural Section	7500 Consumers
	(b) (U) Section Office	12500 Consumers
	(c) (U) Section office in Corporation area	15000 Consumers
	(d) (U) Section office in Metro area i.e. Bhandup & Pune	20000 Consumers
2)	Sub Division	
	(a) Rural Sub Division	1) 30000 Consumers 2) 75- 85 villages/ 3) Sub Division shall have with 4 to 5 Section Office 4) No. of DTC shall also be seen while creating S/ Dn.
	(b) Urban Sub Division	50000 Consumers with 4 Section Office
	(c) Urban Sub Division In Corporation area	60000 Consumers with 4 Section Office
	(d) Urban Sub Division in Metro area i.e. Bhandup & Pune	80000 Consumers
3)	Division Office	
	(a) Rural Division	Minimum 4 Sub Divisions
	(b) Urban Division	Minimum 4 Sub Divisions
	(c) Urban Division in Corporation area	Minimum 4 Sub Divisions
	(d) Urban Division in Metro area i.e. Bhandup & Pune	Minimum 4 Sub Divisions
4)	O&M Circle	Minimum 5 Divisions
5)	Zone	4 O&M Circles

Note :

- 1 The bifurcation process for creating above new offices shall start after 50% increase in consumer strength. However new offices shall commence only after consumers strength reaches with minimum No. of consumer prescribed for each office even by restructuring.
- 2 Special treatment/ norms shall be provided for creating new offices having revenue dimensions.
- 3 Any other deviation in above consumer norms shall be decided by the Board.


 Dy. Manager (P- MPR)

**POSTS RENDERED SURPLUS ON MERGING
SINGLE DIVISIONS WITH SMALL CIRCLES IN SAME H.Q.**

Sr. No.	Department / Unit	Position	Surplus Posts from			Total
			Hingoli	Parbhani	Washim	
1	2	3	4	5	6	7
1	Technical Section	Assistant Engineer (Dist.)	1	1	1	3
		Junior Engineer (Dist.)	1	1	1	3
2	Establishment & General Admin Section	Sr. Clerk	1	1	1	3
		Off. Asstt./LDC	1	1	1	3
		Peon	2	2	2	6
3	Accounts Section	Jr. Manager (F&A) (DA)	1	1	1	3
		AA	1	1	1	3
		UDC (A/c)	1	1	1	3
		LDC (A/c) Off. Asstt.	2	2	2	6
Total			11	11	11	33


Dy. Manager (P- MPR)

Statement showing the existing / required posts before / after bifurcation/creation/amalgamation of offices

- i) Name of Zone _____
- ii) Name of Circle _____
- iii) Name of Division _____
- iv) Name of Sub Division _____
- v) Name of Section Office _____

Position before bifurcation / creation / amalgamation of _____ Division			Position after bifurcation / creation / amalgamation _____				
Sr. No.	Name of Post	No. of Sanctioned Posts	Section / Sub Division		Section / Sub Division		No. of Sanctioned Posts
			Sr. No.	Name of Post	Sr. No.	Name of Post	
A	Pay Gr. - I		A	Pay Gr. - I	A	Pay Gr. - I	
			i)		i)		
			ii)		ii)		
B	Pay Gr. - II		B	Pay Gr. - II	B	Pay Gr. - II	
			i)		i)		
			ii)		ii)		
C	Pay Gr. - III		C	Pay Gr. - III	C	Pay Gr. - III	
			i)		i)		
			ii)		ii)		
D	Pay Gr. - IV		D	Pay Gr. - IV	D	Pay Gr. - IV	
			i)		i)		
			ii)		ii)		
		Total					Total

Note :- i) For bifurcation / creation proposal this format shall use for amalgamation this format shall use reversly.
 ii) The existing / proposed sanction is calculated as per revised norms circulated vide C.G.M. (T/E), Mumbai's O. O. No. _____ (GAD/CGM (T/E)/MPR/ _____) Dt. _____

C:\Documents and Settings\wvadhare\My Documents\Review of existing offices.xls

Chief Engineer _____ **Zone** _____

ई. मेल :- cemte@mahadiscom.in
फॅक्स नं. :- ०२२ -२६५८०६४२

तांत्रिक आस्थापना विभाग
महाराष्ट्र राज्य विद्युत् वितरण कंपनी मर्या.,
प्रकाशगड, ४ था मजला,
स्टेशन रोड, वांद्रे (पूर्व)
मुंबई - ४०० ०५९.

क्रमांक साप्रवि/ मुख्य महाव्यवस्थापक(तां/आ)/११६२९
प्रति.

दिनांक : २७/०४/२००९.

मुख्य अभियंता,
म. रा.वि.वि. कंपनी मर्यादित,
अमरावती परिमंडल, अकोला/औरंगाबाद परिमंडल,औरंगाबाद/भांडूप परिमंडल,भांडूप/
लातूर परिमंडल,लातूर/कोकण परिमंडल,रत्नागिरी/कोल्हापूर परिमंडल,कोल्हापूर/
कल्याण परिमंडल, कल्याण/नागपूर (ग्रा.)परिमंडल,नागपूर/
नागपूर (श.)परिमंडल, नागपूर/नाशिक परिमंडल, नाशिक/पुणे परिमंडल,पुणे/

विषय : नवीन कार्यालये निर्मिती प्रस्ताव पाठविणेबाबत मार्गदर्शक सूचना.

क्षेत्रिय कार्यालयांकडून मुख्य कार्यालयाकडे नवीन परिमंडल/मंडल/विभाग/उपविभाग /शाखा कार्यालय सध्याच्या अस्तित्वात असलेल्या कार्यालयाचे विभाजन करून, निर्माण करण्याबाबतचे प्रस्ताव येत असतात. त्यांची छाननी करताना त्यामध्ये ब-याच वेळा त्रुटी आढळून येतात. त्रुटीची पुर्तता करण्यासाठी सदरील प्रस्ताव संबंधीत क्षेत्रिय कार्यालयाकडे परत पाठविण्यात येतात. ब-याच वेळा पत्र व्यवहार करूनही क्षेत्रिय कार्यालयाकडून त्रुटीची पुर्तता वेळेत करण्यात येत नाही. त्यामुळे प्रस्ताव प्रलंबित राहातात. प्रस्ताव सर्व माहितीनीशी परिपूर्ण प्राप्त झाल्यास त्यावर लवकर कार्यवाही होऊ शकते. त्यामुळे वेळेचा अपव्यय व अवाजवी पत्रव्यवहार टाळण्याची आवश्यकता आहे. मुख्य कार्यालयांस यापूर्वी सादर करण्यात आलेल्या प्रस्तावाची छाननी करण्यात आली असून सुयोग्य प्रस्ताव सक्षम अधिका-यांच्या मंजूरीसाठी सादर करण्यात आलेले आहेत. तसेच, स्विकृत ग्राहक व कर्मचारी भानकांनुसार योग्य नसलेले प्रस्ताव संबंधीत परिमंडल कार्यालयांस यापूर्वीच पाठविण्यात आलेले आहेत. भविष्यात प्राप्त प्रस्तावातील त्रुटीच्या पुर्ततेसाठी होणारा वेळेचा अपव्यय व अवाजवी पत्रव्यवहार टाळण्यासाठी खालील सूचना देण्यात येत आहेत.

- १) सध्याच्या व प्रस्तावित कार्यालयाच्या क्षेत्रातील प्रवर्ग निहाय लघुदाव व उच्चदाव ग्राहक संख्या प्रस्तावात दाखविणे आवश्यक आहे.
- २) सध्याच्या व प्रस्तावित कार्यालयाच्या कार्यक्षेत्रातील ३३ के.व्ही/ २२ के.व्ही उपकेंद्रांची संख्या प्रस्तावात दाखविणे आवश्यक आहे.
- ३) प्रवर्ग निहाय वसूल करण्यात आलेल्या गेल्या ३ वर्षांतील महसूलाची रक्कम प्रस्तावात नमूद करावी.
- ४) शाखा कार्यालयाशी संबंधीत प्रस्तावात कार्यक्षेत्रातील एकूण गावांची संख्या दाखविणे आवश्यक आहे.

