



Maharashtra State Electricity Distribution Co. Ltd.

E-mail :- cgmte@mahadiscom.in

Fax No. :- 022-26580642

Website: www.mahadiscom.in

Man Power Review Cell

M. S. E. D. Co. Ltd

“Prakashgad”, 4th floor

Station Road, Bandra (E)

Mumbai - 400 051

No. HR/CGM (HR-T/E)/MPR/17489

Date: 22-06-2012

OFFICE ORDER: MPR- 38/2012

Preamble:

Revised staff set up for M. M. Cell at Corporate Office, all Major Stores and Store Centres have been declared vide O. O. No. 32 (GAD/CGM (T/E)/ MPR/2953) dt. 29/01/2010.

Considering the remarkable decrease in the purchase items processed by M. M. Cell and activities being done by Major Stores, Store Centres, it was decided by the management of MSEDCL to take review of entire working of this Cell, manpower etc. For this, Study Team was formulated. After due study of details and visits to various Stores, Study Team presented its report. It was decided to accept the recommendations of Study Team by the Management of MSEDCL

Order:

In pursuance of the approval accorded by the Board of Directors, MSEDCL, following Orders are issued.

- 1) **To review the sanctioned strength of M. M. Cell at Corporate Office and sanction revised strength as 57 dept + 05 O/S posts as shown in Statement “A”. Remaining 19 Dept. posts of this establishment are rendered surplus.**
- 2) **To create one each “M. M. Section” at all 14 Zone Offices with diversion of 56 departmental posts from the posts being rendered surplus as shown in appended Statement “B”. These posts are diverted on the**

establishments of concerned Zones and this Section will be part of that establishment.

3) To merge the functions of Stores/M. M. in the field with O&M.

4) To abolish all Major Stores Offices with Custody (09) & Store Centres (20) and 409 dept + 76 O/S posts on their establishments are rendered surplus as shown in appended Statement "C".

5) To adopt revised functional procedure of M. M. Cell, Corporate Office & M. M. Zone Sections as shown in appended Statement "D".

i) Audit Committee will visit Zones for reviewing the functioning of these M. M. Sections and will suggest modifications required, if any.

ii) This restructuring shall be implemented immediately and functioning of restructured M. M. Cell at Corporate Office and newly created M. M. Sections at 14 Zones will start on 10-07-2012.

iii) Statement showing the names of Divisions which will take over the possession of assets, material, furniture etc from Major Stores/Store Centers is appended as **Statement "E"**.

iv) This order is available on company's Intranet and no hard copy will be sent to any office.



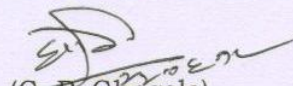
(P. M. Matey)

Chief General Manager (HR-TE)

Statement "A"

Material Management Cell
Revised Sanction

Sr. No.	Category	Proposed Sanction	
		Dept	O/s
1	2	3	4
Technical Posts			
Pay Gr. I			
1	Chief Engineer (MM)	01	00
2	SE MM-I	01	00
3	SE MM-II (MSC)	01	00
4	Ex. Engr. (Purchase)	04	00
5	Ex. Engr. (Inspection)	04	00
6	Ex. Engr. (MSC)	02	00
7	DyEE (Purchase)	02	00
8	DyEE (Inspection)	00	00
9	DyEE (MSC)	02	00
Pay Gr. II			
10	A. E. (Purchase)	02	00
	J. E. (Purchase)	13	00
11	J. E. (Inspection)	01	00
12	J. E. (MSC)	04	00
	Sub Total	37	00
HR & ACCOUNTS Posts			
Pay Gr. I			
13	Dy. Manager (HR)	01	00
14	Dy. Manager (F&A)	01	00
15	Asstt. Manager (F&A)	01	00
Pay Gr. II			
17	Jr. Manager (F&A)	02	00
Pay Gr. III			
18	Head Clerk	01	00
19	UDC (HR)	01	00
20	UDC (A/C)	02	00
21	LDC/Office Assistant	06	00
22	Stenographer	01	00
25	Driver	01	00
Pay Gr. IV			
26	Daftary	03	00
27	Peon	00	05
	Sub Total	20	05
	Grand Total	57	05


 (G.P. Ghogale)
 Dy. Manager (HR-MPR)

Sanction of Zonal M. M. Section (14)

Statement "B"

Sr. No.	Category	M. M. Section														Total Sanction
		Dept	Dept	Dept	Dept	Dept	Dept	Dept	Dept	Dept	Dept	Dept	Dept	Dept	Dept	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
		Bhandup M. M. Section	Kalyan M. M. Section	Ratnagiri M. M. Section	Pune M. M. Section	Kolhapur M. M. Section	Nasik M. M. Section	Nanded M. M. Section	Latur M. M. Section	Baramati M. M. Section	Jalgaon M. M. Section	NUZ M. M. Section	NZ M. M. Section	Amravati M. M. Section	Aurangabad M. M. Section	
	Pay Group - I															
1	Dy. E.E. (Dist.)/ Stores Officer	1	1	1	1	1	1	1	1	1	1	1	1	1	1	14
	Pay Group - II															
2	J. E. (Dist)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	14
2	J. M. (F&A)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	14
	Pay Group - III															
4	LDC/OA	1	1	1	1	1	1	1	1	1	1	1	1	1	1	14
	TOTAL	4	4	4	4	4	4	4	4	4	4	4	4	4	4	56

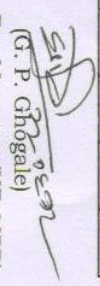
Dy. Manager (HR-MPR)

(G. P. Ghogale)



Existing sanction, proposed sanction & posts rendered surplus of Material Management Cell

Sr. No.	Category	M. M. Cell								Major Stores & Custody						Stores Centers						Total Surplus posts		Posts being utilised for proposed Z. M. M. Units		Net Surplus posts	
		Existing Sanction	O/s	Revised Sanction	O/s	Posts surplus	O/s	Existing Sanction	O/s	Revised Sanction	Dept	Posts surplus	O/s	Existing Sanction	O/s	Revised Sanction	Dept	Posts surplus	O/s	Dept	O/s	Dept	O/s	Dept	O/s		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24				
Pay Group - I																											
1	C. E. (Dist.)	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
2	S. E. (Dist.)	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
3	E. E. (Dist.)	12	0	10	0	2	0	9	0	0	9	0	0	0	0	0	0	11	0	0	0	11	0	0	0	0	
4	Dy. E. E. (Dist.)	4	0	4	0	0	0	9	0	0	9	0	20	0	0	20	0	29	0	14	0	15	0	0	0	0	
5	Dy. MNGR (P/A)	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6	Asstt. Manager (P/A)	2	0	1	0	1	0	9	0	0	9	0	0	0	0	0	0	10	0	0	0	10	0	0	0	0	
7	Dy. MNGR (P)	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
	Sub Total	23	0	20	0	3	0	27	0	0	27	0	20	0	0	20	0	50	0	14	0	36	0				
Pay Group - II																											
8	A. E. (Dist.)	3	0	2	0	1	0	9	0	0	9	0	0	0	0	0	0	10	0	0	0	10	0	0	0	0	
9	J. E. (Dist.)	17	0	18	0	-1	0	9	0	0	9	0	20	0	0	20	0	28	0	14	0	14	0	0	0	0	
10	Jr. Law Officer	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
11	S. S./A. E.	0	0	0	0	0	0	9	0	0	9	0	0	0	0	0	0	9	0	0	0	9	0	0	0	0	
12	Jr. MNGR (HR)	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	
13	Jr. MNGR (P/A)	3	0	2	0	1	0	9	0	0	9	0	0	0	0	0	0	10	0	14	0	-4	0	0	0	0	
	Sub Total	24	0	22	0	2	0	36	0	0	36	0	20	0	0	20	0	58	0	28	0	30	0				
Pay Group - III																											
14	H. C./Sr. C./E.A.	1	0	1	0	0	0	8	0	0	8	0	0	0	0	0	0	8	0	0	0	8	0	0	0	0	
15	Stenographer	0	0	1	0	-1	0	0	0	0	0	0	0	0	0	0	0	-1	0	0	0	-1	0	0	0	0	
16	S. A. /Sub Engr	0	0	0	0	0	0	36	0	0	36	0	40	0	0	40	0	76	0	0	0	76	0	0	0	0	
17	O.A. as PA to CE	1	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	0	0	0	
18	U. D. C. (A/c)	3	0	2	0	1	0	36	0	0	36	0	0	0	0	0	0	37	0	0	0	37	0	0	0	0	
19	U. D. C. (HR)	1	0	1	0	0	0	9	0	0	9	0	0	0	0	0	0	9	0	0	0	9	0	0	0	0	
20	Steno-Typist / O.A.	2	0	0	0	2	0	9	0	0	9	0	0	0	0	0	0	11	0	0	0	11	0	0	0	0	
21	Driver	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
22	Typist / O. A.	4	0	0	0	4	0	18	0	0	18	0	0	0	0	0	0	22	0	0	0	22	0	0	0	0	
23	L. D. C./O. A.	8	0	6	0	2	0	45	0	0	45	0	20	0	0	20	0	67	0	14	0	53	0	0	0	0	
	Sub Total	21	0	12	0	9	0	161	0	0	161	0	60	0	0	60	0	230	0	14	0	216	0				
Pay Group - IV																											
24	Dairy/O.A.	5	0	3	0	2	0	9	0	0	9	0	0	0	0	0	0	11	0	0	0	11	0	0	0	0	
25	Peon	3	4	0	5	3	-1	9	9	0	9	9	0	0	0	0	0	12	8	0	0	12	8	0	0	0	
26	Stores Helper	0	0	0	0	0	0	27	27	0	27	27	0	0	0	0	0	67	67	0	0	67	67	0	0	0	
	Sub Total	8	4	3	5	5	-1	45	36	0	45	36	0	40	0	40	0	90	75	0	0	90	75	0	0	0	
	TOTAL	76	4	57	5	19	-1	269	36	0	269	36	140	40	0	140	40	428	75	56	0	372	75				


 (G. P. Ghogale)
 Dy. Manager (HR-MPR)

Revised Functional Procedure

- 1) Materials purchased by M. M. Cell at Corporate Office will be dispatched directly to the concerned Division Offices.
- 2) The Chief Engineer of the Zone shall be responsible for all material management activities within Zone.
- 3) Chief Engineer of Zones shall make arrangements for proper storage and Watch & Ward of materials received directly from supplier/vendor.
- 4) Chief Engineer of O&M Zone will monitor the material indent & its utilisation by the Field Offices.
- 5) Scrap materials will be collected & auctioned at Zone Level.
- 6) The Store Premises existing at Zone headquarter will be attached to O&M Zone office and the Divisional Executive Engineer will be custodian of all the immovable properties.
- 7) Zone Office will coordinate with all the Divisions & the M. M. Cell at Corporate Office for material dispatch instructions.
- 8) Preparation of S. R. Notes will be done at the receiving point of material (Zone Offices) using web based Store Management Software i. e. collection of S. R. Notes from his jurisdiction and onward submission to Corporate Office.
- 9) Reconciliation of S. R. Notes, Valuation of scrap materials will be done at Zone Office. All further correspondence regarding S. R. Notes will be done by Zone office.
- 10) Services of Manager/Dy. Manager (F&A) of concerned Zone will be utilised in the process of material receipt & its utilisation.
- 11) At present all Major Store Offices, Major Store Custody & Store Centres are connected by web based Store Management Software. All transactions are entered in that system. SR Notes & Gate Passes are generated by the Software. All the O&M Zones, Circles & Divisions will be connected through this software.
- 12) This Web based Store Management Software will be used to keep track of all the materials supplied & used by the Divisions.
- 13) The store premises of those store centres which are proposed to be closed down are to be handed over to local O&M Division Offices
- 14) In order to protect the land (Freed due to closure of store centre) from encroachments the local offices like Divisional stores & Sub Divisional stores are to be immediately shifted to the store premises at the above places. Initially

those offices which are working from rented premises are to be shifted on priority.

- 15) Those Divisions which are already having some space & currently using them for the safe keeping of the materials can continue with the arrangements in addition to this arrangement.
- 16) Materials routinely required for maintenance will continue to be procured by concerned Zones & Circles as hither to before.
- 17) **Ex. Engineer of the Division must ensure that all checks are performed before accepting the material from the Vendor as per accepted tenders.**
- 18) Junior Manager (F&A) of the concerned Division should invariably check the quantity of scrap material credited to Zone Office before finalising the R&M Bills of the contractor.
- 19) Necessary arrangements be made at Division Offices for keeping all records updated regarding the receipt & utilisation of the material received. Ex. Engineer/ Junior Manager (F&A) should ensure that all W. C. Rs. are submitted by the field offices & assets should be created.
- 20) CE of the Zone to coordinate with the Vendors & the SB Section at Corporate Office regarding the recoveries proposed against the failed material during guarantee period.
- 21) CE O&M Zone should take periodic review of the Work Completion Reports submitted by the Field Offices & ensure that the new material is taken on MSEDCL's assets.
- 22) All the scrap generated at Divisional level will be dumped at Centralised place at Zone head quarters at convenient locations of stores & then auctioned off by the respective Zone Office as per the procedure adopted by the Major Stores.
- 23) Procedure for collection & crediting of scrap remains same i.e. scrap material must be accompanied by the necessary credit indent from the concerned Ex. Engineer.
- 24) Scrap valuation will be done similar to that is being done at Major Stores by nominating the Committee comprising Ex. Engineer (Material Purchase) of the Zone, Manager/Dy. Manager (F&A).
- 25) The M. M. Cell at Corporate Office will continue to work as the Central Purchase Agency for procurement of all Major materials like Transformers (Power as well as Distribution), Transformer Oil, Energy Meters, Conductors, Cables, and Breakers & as per the directives of the Competent Authority.

26) M. M. Cell at Corporate Office will continue to work with Two Superintending Engineers. **SE MM-I** will be responsible for material procurement while **SE MM-II** will be responsible for Material Specification, Research & Development work as far as applicability of new products in MSEDCL.

27) All materials procured under SE MM-I at Corporate Office are at present classified into six groups. These six groups of materials are proposed to be clubbed into four groups namely **a)** Line material, **b)** Transformers – Distribution & Power, **c)** Energy Meters & allied materials **d)** E. E. SM.

a) In Store Material Purchase Cell under SE MM-I at Corporate Office, it is proposed to have one Ex. Engineer for purchase of materials in each of the three groups of materials.

b) Material Specification Cell under SE MM-II will continue with two Ex. Engineers. One of the two Ex. Engineers will be responsible for keeping track of innovations & **Material Specification Cell** under SE MM-II will continue with two Ex. Engineers. One of the two Ex. Engineers will be responsible for keeping track of innovations & technological changes taking place in the field of Power

c) Similarly the **Material Inspection Cell** will have four Ex. Engineers. They will be responsible for pre delivery material inspections.

28) SE MM-II (Store R&D) Cell will be responsible for keeping track of changing technology & new emerging trends in almost all type of materials.

One of the Ex. Engineers in Material Specification Cell will be assigned this work. Material specifications will be updated suitably depending on the technological innovations.

a) Material Specification cell will be renamed as “Store Research & Development Cell”.

b) SE MM-II (Store R&D) will collect & analyse all the indents received from Field Offices & then forward it for procurement to SE (Procurement).

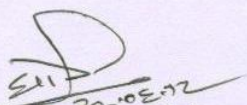
c) SE MM-I will be responsible for procurement of all the materials as per the directives of the Competent Authority.

d) Pre dispatch inspections will be carried out by Inspection Cell under SE MM-I at Corporate Office.

e) SE MM-II (Store R&D) will facilitate the RST testing of all the materials as per the requirements. RST testing instructions & places from which the samples are to be collected will be coordinated by SE Store R&D.

- f)** Earlier Corporate Office used to procure all types of Stationary items through separate Material Purchase Group for procurement of miscellaneous items. It is now proposed that all stationary & miscellaneous items will be procured by concerned O&M Zones based on its needs or requirements.
- g)** It is to be ensured that the procurement of the stationary miscellaneous items do not put much burden on the MSEDCL i.e. need based procurement is to be made.
- h)** Material failed within guarantee period should be disposed off within reasonable time & recoveries proposed needs to be implemented & monitored by SE MM-I & concerned Zonal team.
- i)** IT Section should furnish the information on new meters replaced, NSC fed & new meters found faulty with respect to the number of meters allotted to Field Offices (i.e. how many meters allotted & how many utilised & declared faulty. This report is to be apprised to Director (Operations) so that utilisation & requirements of meters can be ascertained.
- j)** Procurement of 11/22 KV Metering Cubicles may be delegated to concerned Zone or Circle office to avoid material damage due to atmospheric conditions, as lot of metering cubicles are lying unused at many store centres.
- k)** All information about the materials purchased locally & its utilisation may be uploaded in the web based Store Management Software. The web based Stores Management Software is to be provided to all O&M Divisions by IT Wing.
- l)** Due to proposed closure of store centres in the Field, the proposed manpower strength in Store Wing will be reduced to just 114 against the existing total strength of 485+80.
- m)** At present the old vehicles are declared as scrap due to over expenditure on the vehicle. Now it is proposed that such vehicles need not be declared as scrap. Instead it should be auctioned as working vehicle.
- n)** SE MM-II at Corporate Office has to periodically verify the stock position of various Divisional Stores & appraise the matter to CE (Stores) & Director (Operations) so that material utilisation can be ascertained.
- o)** Experienced Ex. Engineer with adequate knowledge of Computers may be posted at Material Specification Cell at Corporate Office for R & D Work under SE MM-II.

- p) He must continuously interact with regular & new vendors by visiting the factories, exhibitions organized by IEEMA, etc.
- q) He should collect the data from the Field Offices regarding the failure & tampering of equipments, mainly Energy Meters.
- r) Data from other State Distribution utilities like in Gujrath, Andhra Pradesh, Delhi may be obtained to find out the equipments (Especially Energy Meters) they are using & their performance.
- 29) The Chief Engineer(QC) shall carry out following duties within his region
- i) All Stores/Material received by the Divisions under their jurisdiction shall be checked by the C. E. (QC) for quality by carrying out sample checks.
 - ii) He shall also be responsible for keeping close watch on the scrap received and its disposal by the Zones under his jurisdiction.
 - iii) All material purchases within Zone by the CE/SE/EE will be checked on sample basis ensuring quality.
 - iv) Observations, if any, shall be reported to the Director (Operations) and respective Regional Executive Director.
- 30) Data from Franchisees like M/S Torrent Power in Bhivandi & Ahamadabad; M/S NDPL in Delhi; M/S Reliance Power in Mumbai & Delhi can be obtained regarding the equipments they are using & their performance. More thrust be given on the quality of energy meters.
- 31) The inputs from Field Offices & Testing Engineers must be collated & analysed & based on these reports necessary changes in the specifications be suggested.
- 32) All suggestions must not only be in synch with the market trends but also be viewed from its usability or applicability in the fields.
- 33) SE MM-II & CE (MM Cell) must apprise the higher authorities at regular intervals regarding emerging trends & innovations taking place for improving the quality of the equipments & its applicability in MSEDCL.


(G. P. Ghogale)

Dy. Manager (HR-MPR)

.....

Statement showing the names of Divisions which will take over the possession of assets, material , furniture etc from Major Stores/Store Centres

Sr. No.	Name of Major Stores/Store Centre	Name of Division which will take over	Remarks
1	2	3	4
1	Major Stores Phursungi	Pune Mulshi Division	
2	Major Stores Kolhapur	Kolhapur Urban Division	
3	Major Stores Ratnagiri	Ratnagiri Division	
4	Major Stores Kalyan	Kalyan (East) "U" Division	
5	Major Stores Aurangabad	Aurangabad "R" Division	
6	Major Stores Nasik	Nasik Urban Division-II	
7	Major Stores Nanded	Nanded Urban Division	
8	Major Stores Amravati	Amravati Urban Division	
9	Major Stores Kamtee	Nagpur Rural Division-I	
10	S. C. Satara	Satara Division	
11	S. C. Solapur	Solapur "U" Division	
12	S. C. Sangli	Sangli Division	
13	S. C. Kudal	Kudal Division	
14	S. C. Palghar	Palghar Division	
15	S. C. Airoli	Washi Division	
16	S. C. Mahad	Non Functional Store	
17	S. C. Parbhani	Parbhani Division	
18	S. C. A,nagar	Ahamadnagar Division	
19	S. C. Jalgaon	Jalgaon Circle	
20	S. C. Dhule	Non Functional Store	
21	S. C. Latur	Latur Division	
22	S. C. Beed	Beed Division	
23	S. C. O'nabad	Osmanabad Division	
24	S. C. Akola	Akola Urban Division	
25	S. C. Khamgaon	Khamgaon Division	
26	S. C. Yavatmal	Yeotmal Division	
27	S. C. Tumsar	Bhandara Division	
28	S. C. C'drapur	Chandrapur Division	
29	S. C. Wardha	Wardha Division	


(G. P. Ghogale)

Dy. Manager (HR-MPR)