

No. GAD/CGM (T/E)/MPR/ 31856

Date : 19-10-2011

OFFICE ORDER: MPR - 45

In pursuance of the approval accorded by the Managing Director, MSEDCL, in consultation with the Director (Finance), Director (Operations) and Director (Projects) under the powers delegated to him vide Schedule First appended to the Maharashtra State Electricity Distribution Co. Ltd. read with Administrative Circular No. 1 dated 29/09/2005, following Orders are issued.

- 1) To introduce revised Meter Reading System initially in 14 Urban Divisions from 01/12/2011 as shown in Annexure "A"**
- 2) To create 14 posts of Junior Manager (F&A) on the establishments of these 14 Urban Divisions as shown in Annexure "A"**
- 3) Detailed procedure of this revised Meter Reading System is as shown in Annexure "B"**

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


Chief General Manager (T/E)

**Statement Showing Names of Urban Divisions where
Revised Meter Reading System
is being introduced from 01/12/2011**

Sr. No.	Name Of Zone	Name of "U" Division	No. of post of J. M. (F&A) created	Remarks
01	02	03	04	05
01	BUZ, Bhandup	Wagale Estate (U) Dn	01	
02	KLNZ, Kalyan	Ulhasnagar - I Dn	01	
03	PZ, Pune	Shivaji Nagar Dn	01	
04	KOPZ, Kolhapur	Kolhapur (U) Dn	01	
05	NDZ, Nanded	Nanded (U) Dn	01	
06	NSKZ, Nashik	Nashik (U) Dn No - 1	01	
07	JLGZ, Jalgaon	Dhule (U) Dn	01	
08	AMTZ, Amravati	Amravati (U) Dn	01	
09	NUZ, Nagpur	Cogress Nagar (U) Dn	01	
10	BMTZ Baramati	Solapur (U) Dn	01	
11	NZ Nagpur	Chandrapur Dn	01	
12	KZ Ratnagiri	Ratnagiri Dn	01	
13	AZ Aurangabad	Jalna Dn - I	01	
14	LZ Latur	Latur Dn	01	
	Total		14	

Details of Revised Meter Reading System**being introduced from 01/12/2011****Preamble:**

At present the work of meter reading is being done through outsourcing by giving contracts to the various agencies. However, it is experienced that, MSEDCL is getting only quantitative results and deprived from qualitative results. As such, the cases of wrong, false & hazardous reading are being cropped up. Grievances of consumers are increasing even after introducing Photo Meter Reading and the image of the Company is getting down in general public.

To overcome the situation, it is decided that,

- a) To get the work of meter reading done through outsourced employees under the supervision of Company's officials.
- b) To use the present photo metering material which is available with the Division/Sub-Division for meter reading
- c) Initially to introduce in one Urban Division of each Zone on experimental basis.
- d) To engage the employee on outsourced basis separately for meter reading and data punching through agency by following normal tendering procedure.
- e) The required PC & furniture can be made available from R-APDRP Project. However, for miscellaneous furniture Rs. 30,000/- per unit will be granted.

Manpower

- a) The Meter Reader shall be Graduate/ HSC and passed MSCIT.
- b) The Data Punching Operator should be HSC & having minimum speed of 900 key impressions per hour.
- c) The Supervisor shall be Graduate with MSCIT.
- d) For 6,000 consumers one meter reader is to be engaged. (24 days x 250 consumers)
- e) The Meter Reader shall be given Petrol Allowance for 6 Ltrs per month.
- f) There shall be 3 Data Punching Operators and 2 Supervisors for Data validation. The Supervisors will also assist the Data Punching Operators.

Administrative & Functional Control

- a) The Billing Unit shall be at Division under the control of Executive Engineer. He will be overall responsible functioning of the same.
 - b) The Jr. Manager (F&A) will be supervising and getting work done of meter reading, data punching and data validation.
 - c) The Billing staff of the Division/Sub-Division shall be under the control of Jr. Manager (F&A).
 - d) Initially the Asstt. Programmer /Programmer of the IT Unit will guide the Jr. Manager (F&A). For any assistance /guidance regarding data entry/validation, the Jr. Manager (F&A) shall contact the local IT Unit.
 - e) The Billing Unit shall parallel for period of one month or so, then the present contracts of Photo Meter Reading at this Divisions is to be terminated
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