

No. GAD/CGM (T/E)/MPR/16756

Date : 31.05.2011

**OFFICE ORDER MPR :- 05**

In pursuance of the approval accorded by the Managing Director, MSEDCL, in consultation with the Director (Finance), Director (Projects) and Director (Operations) under the powers delegated to him vide Schedule First appended to the Maharashtra State Electricity Distribution Co. Ltd., following Orders are issued.

- i) Nagpur Urban Circle (NUC) Nagpur is converted in Small Circle having strength of 20 posts as shown in Statement "A" with nomenclature as Nagpur Small Urban Circle (NSUC Nagpur)
- ii) "Nagpur Nodal Team" is created having 25 posts as shown in Statement "A" for the works detailed in Statement "B" and attached it with S.E. NSUC Nagpur for Financial, Administrative and Technical purposes.
- iii) 12 posts from the establishment of 03 Divisions, required for NSUC Nagpur & Nodal Team Nagpur, have utilised as detailed in Statement "A".
- iv) Remaining 13 Dept. & 06 O/s posts from the establishment of NUC Nagpur are declared as surplus and placed them in surplus pool, as detailed in Statement "A".

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

  
**Chief General Manger (T/E)**

STATEMENT "A"

Existing Sanction of NUC Nagpur, creation of Small Urban Circle (SUC) Nagpur and Nodal Team Nagpur

Sr. No.	Name of the post	Existing sanction of NUC Nagpur			Set up for			Posts being utilised from 03 Dns.	Surplus posts to be diverted in Surplus Pool.								
		Deptl.	O/s	Total	Small "U" Circle NUC Nagpur Deptl.	Nodal Team Nagpur Deptl.	Total Deptl.		Deptl.	O/s	Total						
1		3															
1	Supdng. Engineer (Dist)	1	0	1	1	0	1	0	0	0	0	0	0	0	0	0	0
2	Executive Engineer (Dist)	1	0	1	1	1	2	1	0	0	0	0	0	0	0	0	0
3	Dy. Manager (F&A)	1	0	1	0	0	0	0	1	0	1	0	0	0	0	0	0
4	Asstt. Manager (F&AO, Insp)	1	0	1	1	1	2	1	0	0	0	0	0	0	0	0	0
5	Asstt. Manager (P)	1	0	1	1	0	1	0	0	0	0	0	0	0	0	0	0
	<b>Total</b>	<b>5</b>	<b>0</b>	<b>5</b>	<b>4</b>	<b>2</b>	<b>6</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>4</b>	<b>1</b>
6	A. E. (D), Trg, Infra	8	0	8	2	2	4	0	4	0	0	0	0	0	0	0	0
7	Jr. Engineer (Dist)	0	0	0	2	2	4	4	0	0	0	0	0	0	0	0	0
8	Jr. Manager (P)	1	0	1	0	0	0	0	1	0	1	0	0	0	0	0	0
9	Jr. Manager (F&A), Insp	3	0	3	1	1	2	0	1	0	1	0	0	0	0	0	0
10	Jr. Law Officer	1	0	1	0	0	0	0	1	0	1	0	0	0	0	0	0
	<b>Total</b>	<b>13</b>	<b>0</b>	<b>13</b>	<b>5</b>	<b>5</b>	<b>10</b>	<b>4</b>	<b>7</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
11	Stenographer	1	0	1	0	1	1	0	0	0	0	0	0	0	0	0	0
12	Head Clerk	1	0	1	1	1	2	1	0	0	0	0	0	0	0	0	0
13	Asstt. Accountant	3	0	3	1	3	4	1	0	0	0	0	0	0	0	0	0
14	Sub Engineer (Dist)	2	2	4	0	0	0	0	2	2	2	2	2	2	2	2	2
15	UDC (GAD)	1	0	1	0	1	1	0	0	0	0	0	0	0	0	0	0
16	UDC (A/c)	4	0	4	2	2	4	0	0	0	0	0	0	0	0	0	0
17	LDC/O.A. (All)	10	0	10	4	5	9	0	1	0	1	0	0	0	0	0	0
18	Telephone Operator	1	0	1	0	0	0	0	1	0	1	0	0	0	0	0	0
19	Driver	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
20	Sr. Technician	0	0	0	0	1	1	1	0	0	0	0	0	0	0	0	0
	<b>Total</b>	<b>23</b>	<b>3</b>	<b>26</b>	<b>8</b>	<b>14</b>	<b>22</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
21	Technician	0	0	0	0	1	1	1	0	0	0	0	0	0	0	0	0
22	Jr. Technician	2	0	2	0	1	1	0	1	0	1	0	0	0	0	0	0
23	Peon	3	2	5	3	2	5	2	0	0	0	0	0	0	0	0	0
24	Watchman	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Total</b>	<b>5</b>	<b>3</b>	<b>8</b>	<b>3</b>	<b>4</b>	<b>7</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
	<b>Grand Total</b>	<b>46</b>	<b>6</b>	<b>52</b>	<b>20</b>	<b>25</b>	<b>45</b>	<b>12</b>	<b>13</b>	<b>6</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>



## Job assignment of "Nagpur Nodal Team"

Sr. No.	Activities of Nodal Team.
<b>1</b>	<b>TECHNICAL</b>
	1. Checking of all HV/LV input point meters, weekly joint meter reading, energy audit and other associated activities.
	2. Supervision of infrastructure/capital works to be carried out by DF or any other agencies in DF area.
	3. Consumer grievance redressal in coordination with DF.
	4. Reply to Govt./local bodies/other pertaining to queries in DF area.
	5. Store/Inventories of MSEDCL, Material/assets.
	6. Issue of invoice in consultation with Accounts officials and its reconciliation thereof.
	7. Reconciliation of ED, TOSE, subsidy and other vital financial parameters submitted by DF.
	8. Monitoring of various MIS reports and other reports submitted by DF.
	9. Consumer complaints and related activities like checking premises, recommendation for correction in MSEDCL's Energy Bills.
	10. To attend Court cases in court/ at in the respective courts regarding billing/ theft/illegal extension of load.
	11. Monthly reporting and liaisoning with DF.
	12. All other technical activities on behalf of MSEDCL, for designated DF area.
<b>2</b>	<b>FINANCE &amp; ACCOUNTS</b>
	1. Audit and passing of various staff claims of MSEDCL employees and other payments of Nodal Office.
	2. Settlement/revision of MSEDCL bills (B-80) and the actions to be taken to recover MSEDCL dues.
	3. Invoice to DF and its reconciliation.
	4. Monitoring of various financial parameters of DF area.
	5. Remittance of Govt. Duties, taxes and other changes from DF area.
	6. Ensure the Billing process by DF as per MERC tariff and its reconciliation.
	7. Calculation of ABR & its revision if any.
	8. Submission of Accounts related information to Corporate Office.
	9. All other finance and accounts activities for DF area.
	10. Overall monitoring of all activities.
	11. Govt. Audit, Statutory Audit, HT Bill revision if any of previous period. DFs bill payment to MSEDCL based on input, its auditing, if delayed in payment interest calculation etc, misc. works.
	12. Inspection paras related to internal inspection.
	13. To coordinate for MSEDCL's arrears recovery by DF, in case of LIVE & PD consumers
	14. To maintain asset register, old and newly added by DF, electricity duty, sales tax payable to the Govt. etc. old suppliers bills and works order, transformers, repairs bill, LT bills and its revision cases.
	15. To attend court cases of HT/LT consumers and their replies in various courts.
	16. Power loom and agriculture subsidy, Fictitious arrears- withdrawal cases, write off cases, suspense registers.
	17. All other finance and account related activities on behalf of MSEDCL for
<b>3</b>	<b>GAD</b>
	1. Overall monitoring of all GAD/administrative activities.
	2. Disciplinary action, if any reported by DF, to maintain CR & SB of employees working with DF.
	3. To maintain record of all staff presently working with DF to observe their payments, leaves, increments, LTC etc. as per MSEDCL rules.
	4. Whether CPF of above employees is timely paid to CPF section alongwith CPF schedules and DFs share.
	5. Whether DF is making payments of employees deputation claims i.e. LIC, I.T., PT, Society, any loan from CPF, Bank, Society.
	6. All other GAD & administrative related activities on behalf of MSEDCL, for designated DF area.

**Note:** i) The activities to be performed by Nodal Team mentioned in this Annexure are not exhaustive.

ii) Any directives given by higher officials/offices should be implemented by this team.

*[Handwritten Signature]*  
31-8-22