

No. HR/CGM (HR-T/E)/MPR/ 34525

Date : 22-11-2011

**OFFICE ORDER:- MPR - 55**

**Preamble:**

MSEDCL has handed over Jalgaon "U" Division from Jalgaon Circle to Franchisee, M/s Crompton Greaves Ltd. w. e. f. 01/11/2011. Due to this handing over, issue of reviewing this office/establishment along with review of sanctioned strength for this office/establishment was under consideration of the management of Company some time past.

Now, it is decided by the management of Company that following offices/ establishments along with sanctioned strength are to be abolished.

**Order:**

In pursuance of the approval accorded by the Chairman & Managing Director in consultation with the Director (Operations), Director (Projects) and Director (Finance) 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.

- A) To create** "Jalgaon Nodal Team" with 17 posts on its establishment by utilizing posts from Jalgaon "U" Division as shown in Annexure "A" for the works detailed in Annexure "B" and to attach it with S. E. Jalgaon Circle for financial, administrative and technical purposes.
- B) To abolish** Jalgaon Division along with 04 Sub Divisions, 27 Section Offices and 12 Sub Stations there under as listed in Annexure "C"
- C) To abolish** Departmental/Outsourced posts sanctioned on the establishment of Jalgaon Testing Division, Jalgaon (U) Division & offices there under as detailed in Annexure "D".

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

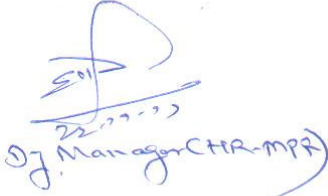
  
**Chief General Manger (HR-T/E)**

**Annexure "A"**

**Staff set up proposed for "Jalgaon Nodal Team"**

Sr. No.	Category	No. of posts	Remarks
1	2	3	4
<b>1</b>	<b>TECHNICAL</b>		
1	Executive Engineer (Dist)	1	
2	Asstt. Engineer (Dist)	1	
3	Jr. Engineer (Dist)	1	
4	Sr. Technician	1	
5	Technician	1	
6	Jr. Technician	1	
	<b>Total</b>	<b>6</b>	
<b>2</b>	<b>ACCOUNTS</b>		
1	Jr. Manager (F&A)	1	
2	Asstt. Accountant	1	
3	UDC (A/c)	1	
4	LDC / O.A.	2	
	<b>Total</b>	<b>5</b>	
<b>3</b>	<b>GAD</b>		
1	Head Clerk	1	
2	UDC (GAD)	1	
3	Steno Typist/OA	1	
4	LDC /O.A.	1	
5	Peon	2	
	<b>Total</b>	<b>6</b>	
	<b>Grand Total</b>	<b>17</b>	

- 1) Post of Steno Typist is provided by converting 01 post of UDC (A/c) from Jalgaon "U" Division.
- 2) Post of Head Clerk is provided by converting 01 post of Assistant Accountant from Jalgaon "U" Division.
- 3) Other posts are diverted from Jalgaon "U" Division.


  
 22/11/22
   
 D.J. Manager (HR-MP)

## Job assignment of "Jalgaon 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 designated DF area.
<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:**
- The activities to be performed by Nodal Team mentioned in this Annexure are not exhaustive.
  - Any directives given by higher officials /offices should be implemented by this team.


  
 Dy. Manager (HR-MPR)



**Statement showing the offices abolished.  
Under Jalgaon "U" Division †**

Sr. No.	Name of Office	Remarks
1	2	3
	<b>Division</b>	
1	Jalgaon "U" Division	
	<b>Sub Divisions</b>	
1	Nashirabad S/Dn	
2	Rural S/Dn Jalgaon	
3	U-I S/Dn Jalgaon	
4	Urban-II S/Dn Jalgaon	
	<b>Sections</b>	
1	Asoda Unit	
2	Bhadli Bk	
3	Nashirabad Rural Unit	
4	Nashirabad Urban Unit	
5	Bhadli-II	
6	Chincholi	
7	Kanalda	
8	Masawad Section	
9	Shirsoli Section	
10	Vidgaon	
11	Wavalda	
12	Adarshnagar	
13	Jalgaon MIDC I Unit	
14	Jalgaon MIDC II Unit	
15	Mahabal Unit	
16	Mehrun Unit	
17	Old Power House Unit	
18	Prabhat Colony	
19	Sindhi Colony	
20	Dinanath wadi	
21	Ganesh Colony	
22	Jalgaon Navi Peth Section	
23	Jalgaon Pimprala-I section	
24	Jalgaon Pimprala-II section	
25	Jalgaon Shivaji Nagar Section	
26	Joshi Peth	
27	Shani Peth	
	<b>Sub Stations</b>	
1	33/11 K.V. Bhadli Bk. S/Stn [124086]	
2	33/11 K.V. Nashirabad S/Stn [124023]	
3	33/11 K.V. Kinod S/Stn [124022]	
4	33/11 K.V. Mhaswad S/Stn [124021]	
5	33/11 K.V. Vidgaon S/Stn [124020]	
6	33/11 K.V. MIDC I S/Stn [124014]	
7	33/11 K.V. MIDC II S/Stn [124015]	
8	33/11 K.V. Mahabali S/Stn [124016]	
9	33/11 K.V. Girna Pump S/Stn [124017]	
10	33/11 K.V. Ring Road S/Stn [124089]	
11	33/11 K.V. Nimkhedi S/Stn [124018]	
12	33/11 K.V. Pimprala S/Stn [124019]	


  
 22.11.22  
 Dy. Manager (HR-MPR)

**Statement showing the abolition of posts  
of Jalgaon "U" Division**

Sr.No.	Category	Dep.	O/s	Total
1	2	3	4	5
<b>PAY GROUP - I</b>				
1	E. E. (Dist.)	0	0	0
2	Dv.E. E. ( Dist. )	3	0	3
<b>Total</b>		<b>3</b>	<b>0</b>	<b>3</b>
<b>PAY GROUP - II</b>				
3	Assistant Engineer (Dist )	2	0	2
4	Junior Engineer (Dist )	34	0	34
5	Junior Manager (HR)	1	0	1
6	Junior Manager (F&A)	1	0	1
<b>Total</b>		<b>38</b>	<b>0</b>	<b>38</b>
<b>PAY GROUP - III</b>				
7	Asstt. Accountant	4	0	4
8	Sub Engineer (Dist.)	6	0	6
9	Steno Typist/OA	0	0	0
10	Chief Technician	5	0	5
11	Dv. Optr	6	0	6
12	Asstt. Optr	6	0	6
13	Driver/hired Vehicle	0	0	0
14	Jr. Optr	36	0	36
15	LDC/ O.A.	18	0	18
16	Sr. Technician	45	0	45
17	UDC(GAD )	5	0	5
18	UDC(A/c)	9	0	9
<b>Total</b>		<b>140</b>	<b>0</b>	<b>140</b>
<b>PAY GROUP - IV</b>				
19	Technician	174	0	174
20	Jr. Technician	122	68	190
21	Peon	4	1	5
22	Jr. Office Assistant	16	0	16
<b>Total</b>		<b>316</b>	<b>69</b>	<b>385</b>
<b>Abstract</b>				
<b>Pay Group - I</b>		<b>3</b>	<b>0</b>	<b>3</b>
<b>Pay Group - II</b>		<b>38</b>	<b>0</b>	<b>38</b>
<b>Pay Group - III</b>		<b>140</b>	<b>0</b>	<b>140</b>
<b>Pay Group - IV</b>		<b>316</b>	<b>69</b>	<b>385</b>
<b>Grand Total</b>		<b>497</b>	<b>69</b>	<b>566</b>

**Statement showing the abolition of posts  
of Jalgaon Testing Division**

Sr.No.	Category	Dep.	O/s	Total
1	2	3	4	5
<b>Testing Batch</b>				
1	Dv. Ex. Engr. (Dist.)	1	0	1
3	Jr. Engineer (Dist.)	1	0	1
4	Artisan - A (Elect.)	1	0	1
6	Jr. Technician	1	0	1
7	Driver/Hired Veh.	1	0	1
<b>TOTAL :</b>		<b>5</b>	<b>0</b>	<b>5</b>

  
 22.11.22  
 Dy. Manager  
 HR-MPR