



**Man Power Review Cell**  
M. S. E. D. Co. Ltd  
"Prakashgad", 4th floor  
Station Road, Bandra (E)  
**Mumbai - 400 051**

No. GAD/CGM (T/E)/MPR/38116

Date: 27/12/2011

**OFFICE ORDER: MPR - 65**

**Corrigendum**

(Refer O. O. No. MPR-42 (HR/CGM (HR-T/E)/MPR/31856) dtd 19/10/2011)

In pursuance of the approval accorded by the Managing Director, MSEDCL, in consultation with the Director (Finance) & Director (Operations) Annexure "B" appended to the O. O. No. MPR-42 (HR/CGM (HR-T/E)/MPR/31856) dtd 19/10/2011 is hereby **partially modified** and appended herewith. Original Annexure "B" appended with O. O. No. MPR-42 dtd 19/10/2011 should be **replaced** with this modified Annexure "B".

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

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

### **Details of Revised Meter Reading System**

#### **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,

- 1) To get the work of meter reading done through outsourced employees under the supervision of Company's officials.
- 2) To use the present photo metering material which is available with the Division/Sub-Division for meter reading
- 3) Initially to introduce in one Urban Division of each Zone on experimental basis.
- 4) To engage the employee on outsourced basis separately for meter reading and data punching through agency by following normal tendering procedure.
- 5) 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. The Meter Reader shall be given Petrol Allowance for 6 Ltrs per month.
- e. There shall be 3 Data Punching Operators and 2 Supervisors for Data validation. The Supervisors will also assist the Data Punching Operators.
- f. For 4500 Consumers, one Meter Reader is to be engaged.

- g. The engaged Meters Readers will be distributing the Electricity Bills to the Consumers.
- h. The wages required to be paid to the Meter Reader, Data Punching Operator and Supervisor per month shall be as under:
- |                             | BUZ & KLNZ  | Other ZOnes |
|-----------------------------|-------------|-------------|
| a) Meter Reading Operator - | Rs. 8500/-  | Rs. 8000/-  |
| b) Data Punching Operator - | Rs. 9000/-  | Rs. 8500/-  |
| c) Supervisor -             | Rs. 10000/- | Rs. 9500/-  |
- i. To purchase Two Cameras per Meter Reader costing up to Rs. 7000/- having necessary specification to fulfill our purpose. In case of any damages or loss of camera by the outsourced meter readers, the cost of camera is to be charged to the contractors who have provided the meter readers.

**Administrative & Functional Control**

- 1) The Billing Unit shall be at Division under the control of Executive Engineer. He will be overall responsible functioning of the same.
- 2) The Jr. Manager (F&A) will be supervising and getting work done of meter reading, data punching and data validation.
- 3) The Billing staff of the Division/Sub-Division shall be under the control of Jr. Manager (F&A).
- 4) 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.
- 5) 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