

No. HR/CGM (T/E)/MPR/ **025252**

Date : **07 SEP 2013**


OFFICE ORDER: MPR - 70/2013

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 in Nandurbar Division**
- 2) To create one (01) post of Dy. Manager (F&A) on the establishment of Nandurbar Division.**
- 3) Detailed procedure of this revised Meter Reading System is as shown in Annexure "A"**

It must be ensured that, where the "Revised Meter Reading System" is implemented, no outsourced agency is deployed for the same work, except for the initial one month.

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


(P. M. Matey)
Chief General Manager (T/E)

Details of Revised Meter Reading System

- a) To start Revised Meter Reading System in Nandurbar Division
- b) To get the work of meter reading done through outsourced employees under the supervision of Company's officials.
- c) To use the present photo metering material. This is available with the Division/ Sub-Division for meter reading.
- d) Initially to introduce on experimental basis.
- e) To engage the candidates on outsourced basis separately for meter reading, bill distribution and data punching through agency by following normal tendering procedure.
- f) The required PC & furniture can be made available from R-APDRP Project. However, for miscellaneous furniture Rs. 5,000/- per unit will be granted.

Manpower:

- 1. The Meter Reader shall be SSC/ITI with Electrician or Wireman Trade.
- 2. The Data Punching Operator should be HSC & having minimum speed of 900 key impressions per hour.
- 3. The Supervisor shall be Graduate with MSCIT.
- 4. Bill Distributor shall be SSC.
- 5. For 5,000 consumers one meter reader is to be engaged. (25 days x 200 Consumers)
- 6. No. of Bill Distributors shall be **1/3** of the Meter Readers.
- 7. The engaged Meters Readers will be distributing the Electricity Bills to the Consumers.
- 8. The wages required to be paid to the Meter Reader, Data Punching Operator and Supervisor per month shall be as under:

Sr. No.	Name	Monthly rate of wages	
		Zone I	Zone II
1	2	3	4
01	Bill Distributor	8500	8200
02	Meter Reading Operator	8500	8200
03	Data Punching Operator	9000	8700
04	Supervisor	10000	9700

N.B. These rates are as per Minimum Wages Act and will have to be changed on revision of rates by the GOM.

9. The jobs sr. no. 01 to 04 are defined as unskilled jobs and wages applicable to unskilled labour are applicable to these manpower.
10. 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.
11. The Meter Reader and Bill Distributor shall be given Petrol Allowance for 6 Ltrs per month.
12. There shall be 3 Data Punching Operators and 2 Supervisors for Data validation. The Supervisors will also assist the Data Punching Operators.
13. The Billing Unit shall be at Division under the control of Executive Engineer. He will be overall responsible functioning of the same.
14. The Dy. Manager (F&A) will be supervising and getting work done of meter reading, data punching and data validation.
15. The Billing staff of the Division/Sub-Division shall be under the control of Dy. Manager (F&A).
16. Initially the Asstt. Programmer /Programmer of the IT Unit will guide the Dy. Manager (F&A). For any assistance /guidance regarding data entry/ validation, the Dy. Manager (F&A) shall contact the local IT Unit.
