

# MAHARASHTRA STATE ELECTRICITY BOARD

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Mumbai 400-051

No. GAD.VII-B/BR478/R.Norms/ 10031

Date: 01 APRIL 2005

To  
The Chief Engineer (T&D) Zone  
M.S.Electricity Board

Sub.: Validation of manpower information by applying Revised Norms as per Board Resolution. 478 dt. 23.02.2005.

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The Board has accorded approval to revise norms of consumers and norms of staff on T&D Side (except EHV (O&M), Testing, telecommunication, HVDC and EHVT Construction) vide B.R.No. 478 dated 23-02-2005 as indicated in Statement I & II enclosed herewith.

The Zonal Chief Engineers on T&D side are, therefore, requested to apply revised norms and carry out manpower exercise up to unit level and validate the information in the same proformas circulated vide earlier L.No. GAD/VII-A/8344 dated 12-03-2004. The validated manpower position, revised admissible posts/ staff for each office, excess/deficit in manpower along with consolidated position of your Zone should be forwarded to this office within one month from the issue of this letter.

While validating the manpower position as per Revised Staff Norms and Consumers Norms, it is requested to take care of the following instructions.

1. The manpower exercise should be restricted to the establishments for which Staffing Pattern and Consumer Norms are prescribed.
2. It is to be ensured that where ever variable factor is/are applied for additional admissible post/s as per Note below Staff Norms /Consumer Norms, details of base/factor should be indicated. for e.g. one post each of A.E., D.A. & UDC (a/c) is admissible for every additional 250 H.T. Consumers. Here total no's of H.T. consumers is the base for applying variable factor.

O/C

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3. The information of staff working in RS Division (of Urban Zones), Testing, and EHV-O&M etc. should not be incorporated in the establishments is not yet finalized.
4. The information may be submitted in Microsoft Excel package along with Hard Copy in Spiral Bound file. No hand written, typed information will be accepted. In addition to hard copy a soft copy of information on a CD may also be furnished without fail.

It may please be ensured that the information is submitted to Head Office within one month, positively.

Encl.: *Statement I & II*


To  
All as per mailing list up to level  
of Executive Engineer (T&D) in field



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
- The Director of Personnel MSEB, H.O. Mumbai

Copy to:

1. Jt Director (S.C.C.) MSEB, H.O. Mumbai
2. Jt Director (T/Estt.) MSEB, H.O. Mumbai

  
Jt. Secretary (Tech)

O/c   
1.11.05  
E.O. (VII) 

<b>ISSUED</b>	
Date:	2 APR 2005
Sign:	



## CONSUMER NORMS

Offices	Norms accepted vide BR 478 dated 23-2-05
1. Section Office	
(a) Rural section	4000 consumers or 25 villages whichever is less
(b) (U) Sec. Office	6250 consumers
(c) (U) Sec. Office in Corporation area	11665 consumers
2) Sub-Division	
(a) Rural Sub-Dn.	1. 18000 consumers 2. 75-85 villages/ 3. Sub-Dn shall have with 4 to 5 Sec. Office 4. No of DTC shall also be seen while creating S/dn
(b) Urban Sub-Dn	30000 consumers with 4 Sec. Office
(c) Urban Sub-Dn. In Corp. area	40000 consu. With 4 Sec. Office
3) Division Office	
Rural Division .	1 lac consumers with 4-6 S/Dns
Urban Division .	1.2 lac with 4-6 S/Dn
4) O&M Circle	a) 2 to 4 lacs consumers b) 4 to 5 Dns. c) Each circle will have one or two district d) Attempt will be made to provide one circle to each District
5) Zone	4 O&M Circles

## Note :

- The bifurcation process for creating above new offices shall start after 50 % increase in consumer strength .  
However new offices shall commence only after consumers strength reaches with minimum no of consumer prescribed for each office even by restructuring
- Special treatment/norms shall be provided for creating new offices having revenue dimensions
- Any other deviation in above consumer norms shall be decided by the Board

## Norms for T&amp;D ZONES

Sr.No	Category	Norms accepted vide BR No.478 dated 23-2-05		Sr.No	Category	Norms accepted vide BR No.478 dated 23-2-05	
		Departmental	outsourcing			Departmental	outsourcing
	<b>UNIT HEAD</b>				<b>PUBLICITY</b>		
1	Chief Engineer (T&D)	1		1	I& P.R.O.	1	
				2	LDC Cum Typist (Marathi)	1	
	<b>PERSONAL STAFF</b>			3	Peon	0	
1	Stenographer	1			<b>ACCOUNTS</b>		
2	Driver	1		1	Dy.C.A.O.	1	
3	Peon	1		2	A.O.	1	
	<b>ESTT. &amp; GEN.SEC.</b>			3	D.A.	1	
1	E.O.	1		4	A.A.	1	
2	Admn.Officer	1		5	UDC(A/c)	3	
3	E.S.	1		6	LDC(A/c)	1	
4	Sr.Clerk	1		7	Peon		1
5	UDC(GAD)	2			<b>Labour section</b>		
6	LDC(GAD)	3		1	Dy.C.I.R.O.	1	
7	Steno-Typist		1	2	Asstt.Sports Officer		
8	Daftary	1		3	Sr.Clerk		
9	Record Sorter			4	Peon		1
10	Peon		3		<b>COMMAN POOL</b>		
11	Watchman			1	Typist		2
	<b>TECH.STAFF</b>				<b>Total</b>	<b>31</b>	<b>9</b>
1	Exe.Engineer (T&D)	2					
2	Asstt.Engineer (T&D)	2					
3	Jr.Engineer (T&D)	2					
4	Chief Draftsman						
5	Sr.Draftsman						
6	Peon		1				

Note:-

- 1.Posts of LDC-Cum\_Typist & Peon to be shared between Lift section & Publicity.
- 2.Where zone office premises is located independently
- 1 post of watchman shall be provided by outsourcing



Norms for T&D Circles

SR. NO	CATEGORY	Norms accepted vide B.R.No.478 dated 23-2-05		SR. NO	Category	Norms accepted vide B.R.No.478 dated 23-2-05	
		Departmental	outsourcing			Departmental	outsourcing
<b>UNIT HEAD</b>				<b>ACCOUNTS</b>			
1	Supdtg.Engr.(T&D)	1		1	A.O.	1	
<b>PERSONAL STAFF</b>				2	D.A.	1	
1	Stenographer	1		3	UDC(A/c)	1	
2	Driver	1		4	LDC(A/c)	2	
3	Peon	1		5	AUDIT		
<b>ESTT. &amp; GEN.SEC.</b>				6	Divnl.Auditor	1	
1	Admn.Officer	1		7	Asstt.Auditor	1	
2	E.S.	1		8	UDC(A/c)	2	
3	Sr.Clerk	1		9	LDC(A/c)	2	
4	UDC(GAD)	1		10	H.T. BILLING		
5	LDC(GAD)	2		11	A.E.(T&D)	1	
6	LDC(Registry)	2		12	A.A.	1	
7	Typist	1		13	UDC(A/c)	1	
8	Daftary			14	D.A.	1	
9	Peon	3		<b>CABLE JOINING GANG</b>			
10	Sweeper			1	Cable Joiner		
11	Watchman		1	2	Asstt.Cable Joiner		
12	Tele.Oprtr.		1	<b>QUALITY CONTROL /INSPECTION UNIT</b>			
<b>TECH.STAFF</b>				1	A.E.(T&D)	1	
1	Exe.Engr.(T&D)	1		2	J.E.(T&D)	1	
2	Asstt.Engr.(T&D)			3	Art.'A'		
3	Asstt.Engr.(T&D)	2		4	Line Helper	2	
4	Jr.Engr.(T&D)	2		<b>FILTER UNIT FOR URBAN CIRCLE</b>			
5	Sub-Engr.(T&D)			1	Jr-Eng.(T&D)	1	
6	LDC(Tech.)		1	2	Art.'B'	1	
7	Sr.Draftsman			3	Art.'C'	1	
8	Jr.Draftsman			<b>D.S.S</b>			
9	Tracer			1	Sub-Engineer(T&D)		3
10	Blus Printer			Total		43	6

Note:

1.For 250 H.T. Consumers or part thereof 1 AE ,1 DA and 1 UDC(A/c) is to be provided.

2.Where Circle office premises is located independantly 1 post of watchman shall be provided by outsourcing

*MAA*

**NORMS FOR T&D DIVISIONS**

Sr.No.	Category	Norms accepted vide BR No.478 dated 23-2-05	
		Departmental	Outsourcing
<b>UNIT HEAD/PERSONAL STAFF</b>			
1	Exe.Engineer (T&D)	1	
2	Steno-Typist	1	
3	Driver	1	
4	Peon	1	
<b>TECH.STAFF</b>			
1	Dy.Exe.Engineer (T&D)	1	
2	Asstt.Engineer (T&D)	1	
3	Jr.Engineer (T&D)	2	
4	Sub-Engineer (T&D)	1	
5	Jr.Draftsman		
6	Tracer		
7	L.D.C(Tech)	1	
<b>ESTT. &amp; GEN.</b>			
1	E.S.	1	
2	H.C.	0	
3	UDC(GAD)	2	
4	LDC(GAD)	1	1
5	Typist		2
6	Daftary		
7	Peon		2
8	Watchman		2
9	Sweeper		
<b>ACCOUNTS</b>			
1	A.O.		
2	D.A.	2	
3	A.A.	2	
4	UDC(A/c)	4	
5	LDC(A/c)	3	
6	LDC(B.C.)		
7	Art.'C'(MR)/LDC(MR)		
8	Data Entry Oprtr.		

Sr.No.	Category	Norms accepted vide BR No.478 dated 23-2-05	
		Departmental	Outsourcing
<b>METER TESTING &amp; INSP/RELAY UNIT</b>			
1	Jr.Engineer (T&D)	1	
2	Sub-Engineer (T&D)		
3	Art.'A'(Elect.)	1	
4	Art.'B'	0	
5	M.T.Gr.II	1	
6	Helper	1	
<b>WORKSHOP UNIT</b>			
1	Sub-Engineer (T&D)		
2	Art.'A'(Mech.)		
3	Art.'B'(Filter)		
4	Art.'B'(Welder)		
5	Art.'B'(Blacksmith)		
6	Helper		
<b>FILTER -cum-store(For Rural Dn)</b>			
1	Jr-Engineer (T&D)	1	
2	Sub-Engineer (T&D)		
3	Art.'B'	2	
4	Art.'C'		
5	Art.'D'		
4	Helper	2	
5	Watchman		1
<b>Total</b>		<b>34</b>	<b>8</b>

Note:  
 1. one L.D.C(GAD) for evry additional 150 employees  
 2. One additional Head clerk when sanctioned strength exceeds 600 employees

*MHP*



## Norms for T&amp;D Sub-Division

Sr.No.	Category	Norms accepted vide BR No.478 dated 23-2-05					
		Rural		Urban		Corporation	
		Deptl	Outsourcing	Deptl	Outsourcing	Deptl	Outsourcing
	UNIT HEAD/PERSONAL STAFF						
	UNIT HEAD/PERSONAL STAFF						
1	Dy.Exe.Engineer (T&D)			1		1	
2	Asstt.Engineer (T&D)	1					
3	Jr.Engineer (T&D)	1		1		1	
4	Sub-Engineer (T&D)	1					
5	LDC(GAD)	0		0		0	
6	LDC cum Typist/C.O.	1		1		1	
7	Driver	1	1	1	1	1	1
8	Cleaner						
9	Peon		1		1		1
10	Watchman		1		1		1
11	UDC(GAL)						
12	A.L.M	1		1		1	
	ACCOUNTS						
1	A.A.						
2	UDC(A/c)	1					
3	LDC(M.S.A)	1		1		1	
	METER REMOVING & FIXING/ROVING GANG						
1	Lineman						
2	Asstt.Lineman						
3	Helper						
	BILLING & METER READING						
1	A.A.	1		1		1	
2	UDC(A/c)	1		1		2	
3	LDC(A/C)			2		1	
4	LDC Cash Collection	1		1		1	
5	Art.'C'(MR)	4	2	3	2	3	2
	Quality control & Computer						
1	J.E(T&D)			1		1	
	Total	15	5	15	5	15	5

## Note:

1. One driver for every addl truck/utility vehicle and to be outsourced
2. One cleaner for every addl heavy vehicle and to be outsourced
3. Arc'C'(MR) for every addl 1500 consumers .The cost of outsourcing shall not exceed the average salary of ART'C'MR (Meter Reader having ITI qualification (electrical) should be preferred )

C:EO(VII)/norms/HPC NORMS PRESENTATION-FINAL sheet short sub-divn

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## Norms for T&amp;D Sections

Sr. No.	Category	Norms accepted vide BR No.478 dated 23-2-05			
		R	U	Corp.	
1	Jr.Engineer (T&D)	1	1	1	
2	Sub-Engineer (T&D)				
3	Lineman	1	2	2	
4	Asstt.Lineman	3	6	6	
5	Line Helper	7	9	9	
6	Tele.Attendant				
7	Line Inspector				
	TOTAL	12	18	18	

Note: Maximum upto 50 % outsourcing for sections in Urban and corporation

C:EO(VII)/norms/HPC NORMS PRESENTATION-FINAL sheet short T&D Sections

*AM*



Norms for E-Type Sub-Station

Sr.No	Category	Norms accepted vide BR No.478 dt. 23-2-05	
		Deptl	Outsourcing
1	Jr.Operator	4	
	Total	4	

Note:

- 1.To be outsourced completely for new sub-stations
- 2.Where outsourcing is available the posts shall be filled-in by outsourcing only.

*MA*