

(A Govt. of Maharashtra Undertaking)
CIN-U40109MH2005SGC153645

OFFICE OF THE EXECUTIVE DIRECTOR (HR)

Tel.: 2642 2211 / 26475128 (P) Fax: 26476813 email : edhr_dist@mahadiscom.in
"Prakashgad", 6th Floor, Anant Kanekar Marg, Bandra (East), Mumbai - 400 051.

Ref. No.: EDHR/ 21258

Date: 05/07/2016

To,
All Chief Engineers (Zonal Office)
All Superintending Engineers (Circle Office),
MSEDCL

Subject: Competition within the MSEDCL, within Zone and within Circle to decide the Best sub-station.

Hon'ble Chairman & Managing Director, MSEDCL has visited one of the sub-stations and shown displeasure on lack of regular maintenance and upkeep of the substation. Director (Projects) has been asked to develop methodology for bringing standardization in maintaining substation. A sub-station should have duly painted Display Boards, nomenclature of equipments, Drawings, display boards, duty charts, single line diagram, neat and clean substation yard with proper metal spreading, properly covered cable trenches, classified record of files and registers, fire fighting equipments, first aid box, earth pits and water arrangements for earth pits etc.


Director (Projects) also directed that Chief Engineers and Superintending Engineers should take personal interest and make at least one sub-station in each district as standard sub-station. Thereafter the same needs to be replicated at division/sub-division level. To encourage proper maintenance of sub-station it is also decided to have a competition amongst the sub-stations within the MSEDCL, within Zone, within circle to decide the best sub-station.

In view of above, a list of major works to be carried out for making a sub-station as standard sub-station is prepared along with weightage of marks, for deciding the best sub-station and attached as Annexure 'A' to this Circular. The procedure in this regard will be as follows.

- 1) Chief Engineers and Superintending Engineers will instruct and encourage the concerned officers for proper maintenance of substations.
- 2) Each circle office will have to nominate at least one substation to the concerned zonal office for the competition during every quarter (Repeat nominations will not be considered). Copy of the nomination letter should be given to Corporate office. All such nominations should be given in first week of April and October every year.
- 3) The committee comprised of Superintending Engineer of adjoining circle (other than the nominee circle) within zone and Executive Engineer (Admn.) of respective Zone will visit the nominated sub-stations and assign appropriate marks for the works done. Executive Engineer (Admn.) of Zone will be the common member for all such committees within zone.
- 4) All committees within zone will submit their report (marks scored) to zone office for nominated substations by end of 3rd week of April, and October every year.
- 5) All zone offices will submit nominations of the best 3 substations within the zone along with their marks to Corporate Office before end of April and October every year.

- 7) Executive Director (HR) will arrange to issue a Certificate of Appreciation for best 2 substations (Winner and Runner-up) in MSEDCL on 15th August & 26th January of every year. Likewise Chief Engineer of each zone Office will arrange to issue a Certificate of Appreciation for best 2 substations (Winner and Runner-up) within their zone on 15th August & 26th January of every year.

The aim of the competition is to promote and encourage regular maintenance and up keeping of substations. Hence, due efforts must be taken by all concerned to achieve this aim.


(Neelesh R. Gagne)
Executive Director (HR)

30.6.16

Copy s.w.r. to

1. The Director(Operations), MSEDCL
2. The Director(Projects), MSEDCL
3. The Director (Finance), MSEDCL

Copy f.w.c. to :

The Executive Director, (I)/(II)/(III)/(IV), MSEDCL, Mumbai

Annexure-A

Sr.No.	Description	Marks
1	Maintenance of Power transformer as per standard schedule	20
2	Maintenance of equipments such as Breakers, CTPT, meters, Panel etc. as per standard schedule	20
3	Use of safety devices such as Rubber Hand gloves, discharge rods etc and following safety practices	20
4	Duly painted Display Boards, nomenclature of equipments, Drawings, duty charts, single line diagram etc	20
5	Maintenance of isolators, AB swiches etc. as per standard schedule	10
6	Substation battery maintenance and record of maintenance	10
7	Well maintained busbar, jumpers etc	10
8	Earth pits and water arrangements for earth pits, earth resistance	10
9	Neat and clean substaion Yard with proper metal spreading	10
10	Properly covered cable trenches	10
11	Record of files and registers	10
12	Fire fighting equipments	10
13	Properly maintained building such as colour, doors, windows, cleanliness, toilet, bathroom etc	10
14	Well maintained MS structers and Plinths	10
15	Minimum Breakdowns in the Yard	10
16	Substation Operator 's involvement for enery audit of substation, energy conservation, bringing discrepancies to the notice of substation incharge such as faulty equipments, meters, overloaded feeders, trippings etc	10
	Total Marks	200