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Date : **26/09/2016**

C I R C U L A R

Sub : Creation of Regional Offices – Instructions thereof.

The Regional Offices for Konkan, Pune, Aurangabad and Nagpur Regions have been created vide Office Order No.MRP-68/2016 (HR/GM(HR-HRMS)/MPR/29354) dated 26/09/2016 and the functioning of these Regional Offices shall commence w.e.f. 02nd October 2016.

2. The broad functions and responsibilities of the Office of Regional Directors shall be as shown in the Annexure – ‘A’ attached to this Circular.
3. This circular is available on R-APDRP Portal.

Encl. : Annexure – ‘A’


(Sandesh Hake)
Executive Director (HR)

List of works at Regional Office by Respective Department

Section Name	Distribution Department
Section Head	Superintending Engineer (Operations)
Sr.No.	Activity
	Rural Electrification
1	All DPDC approval at field level and related communication with Government will be done at Regional Directors level.
2	Agriculture Pump Energisation will be delegated to Zonal CE and at R D level.
3	Regional Directors shall float and finalize all such tenders within the given delegation of power including negotiations etc.
4	All Backlog Schemes/works within the region, the Regional Director will be responsible for Monitoring & utilization of funds/grants. He shall float, finalize, and approve tenders in Backlog scheme as per delegation of powers
5	Monitoring progress of Ag. Pump energisation Schemes viz. Backlog removal scheme, Special Package, Dhadak Sinchan Yojana etc. & correspondence thereof
6	Monitoring of DPDC, Rojgar hami Yojana, Electrification of Tribal Village & Wadies and correspondence thereof
7	Govt. Correspondence regarding Various Meetings, compilation & circulation of MoM
8	Coordination with MEDA for electrification of Un-electrified Villages and Wadis through nonconventional means.
9	Overall coordination of Assembly work and timely submission LAQ/LCO/Assurance/Cut Motion
10	Work of Tender proposal finalization as per provisions.
11	The Maha-Urja/ Gol funds towards non-conventional energy schemes shall be utilized region wise by the Regional Directors.
	Distribution Work
12	Complete tenderization work of Maintenance DPR as per provisions
13	Administrative approval to DDF schemes
14	Attending various Udyog Mitra, Maitri & General meetings and compliances
15	Proposals for Land for Substations/Switching Stations.
16	Unemployed Engineer's Work Allocation Scheme
17	Coordination for various distribution matters with Supreme Court, High court (Excluding running matters of Datar and Asian)
	Testing Activities
18	Approvals of metering arrangement in r/o power evacuation projects & grid connectivity (CPP/IPP/Wind/Solar/Cogen/other) and Start up power.
19	Approvals for point of supply for HT/EHV/TSS metering
20	Monitoring of monthly Progress of Testing Circles & related works thereof.
21	SE (TQA) will report to Regional Director and all testing proposals including deviation in metering, CT error compensation etc shall be finalized at Regional office as per delegation of Powers.

List of works at Regional Office by Respective Department

Consumer Monitoring cell Activities	
22	Monitoring, Co-ordination and Compliance of Vishesh Karya Kaksha complaints Aple Sarkar, Lokshahi Din Complaints complaints from Hon. CM Office, Mantralaya
23	The consumer grievance and complaints within the region shall be complied/ resolved by Chief Engineer/ Regional Director. Further the setups of IGRF/ CGRF/ Consumer Affair Cell shall also be coordinated and monitored by the Regional Directors. Also the billing and grievances of HT Consumers shall be monitored by RD level.
24	Other VIP and General Complaints
25	The Quality of works shall be checked on regular basis during the execution of works & Chief Engineer Quality Control shall report to the Regional Director.

Load Management Department	
Section Name	Superintending Engineer (Operations)
Section Head	Activity
Sr.No.	Activity
1	Compensation and DCL cases will be finalized at H.O. level.
2	Monitoring & Controlling Load Shedding Protocol as may be prevailing, Collection & Compilation of Data related to actual load shedding implemented at various levels.
3	Approval for temporary relaxation in Load Shedding depending up on situation (like Jatra, VIP Visit, etc), but within the policy guidelines as may be prescribed from time to time
4	Submission of various reports to Corporate Office, like HT/LT Breakdowns, MIDC feeders interruptions, major agitations like Manhandling, Morchas & incidences, Fatal / Non Fatal Electrical accidents, incidences of natural calamities such as Storm, Hail storm, Flood & Fire incidences, power supply failure due to natural calamities such as Storm, Hail storm & Flood etc
5	All works related with ERP, State Legislature/Central Parliamentary issues, RTI Matters, Defending or initiating Legal Cases up to High Court, Consumer Grievances etc.
6	Collecting Circle wise / Division wise / Sub division wise / feeder wise information daily from field offices regarding actual load shedding carried out with quantum, duration and reason.

IR Department	
Section Name	Superintending Engineer (Operations)
Section Head	Activity
Sr.No.	Activity
1	Monitoring of feeder, DTC, Ag. consumption and losses will be the responsibility of Regional Director.
2	Monitoring and analysis of Distribution and LT loss at regional level
3	Monitoring and analysis of AT&C loss of the APDRP towns at Regional level
4	Monitoring feeder metering, DTC metering at Regional level
5	Monitoring of Energy Audit of Express feeders and MIDC feeders at Regional level
6	Feeder overview & monitoring of consumption category wise, Feeder code, Feeder type wise at Regional level
7	All works related with ERP, State Legislature/Central Parliamentary issues, RTI Matters, Defending or initiating Legal Cases up to High Court, Consumer Grievances, etc.

ANNEXURE – ‘A’

List of works at Regional Office by Respective Department

Section Name	Distribution Franchise Department
Section Head	Superintending Engineer (Operations)
Sr.No.	Activity
1	Coordinating and facilitating smooth handing /taking over of DF area
2	Scrutinizing various field MIS Reports and preparation of analysis reports to appraise the higher authority with recommendations
3	Coordinating and facilitating all functions among Nodal Office, DF, Corporate office, and regulators
4	All works related with ERP, State Legislature/Central Parliamentary issues, RTI Matters, Defending or initiating Legal Cases up to High Court, Consumer Grievances etc.
5	Nodal office/ Superintending Engineer Nodal (DF) shall report to Regional Director.

Section Name	Commercial Department
Section Head	Superintending Engineer (Operations)
Sr.No.	Activity
1	All such load sanctions beyond 5 MVA shall be dealt by Regional Director and NoC if any required from MSETCL shall be obtained by them
2	Sanction of load reduction of HT consumers
3	Sanction of Start up Power to RE/Conventional Power Generators where PPA is approved by corporate office.
4	Waival of DPC, partial installments, electricity duty exemption, 2% voltage surcharge, withdrawal ASC etc. shall also be finalized at Regional level as per the delegation of Power.
5	Security Deposit Refund Cases
6	Applicability of appropriate tariff & refund thereof subject to clarification for corporate office if required
7	Legal Bill payment proposals
8	Correspondence related to LAQ/LCQ, Government and MERC.
9	Right to Information
10	The Distribution Franchisee through MOU route shall be the responsibility of the Regional Directors as per delegation of powers.

Section Name	Infrastructure Department
Section Head	Superintending Engineer (Projects)
Sr.No.	Activity
1	Scrutiny of DPRS of New Scheme
2	Preparation & Approval of DPR, Floating of Tender , Technical Evaluation of tenders after approval from competent authority, awarding of LOAs after approval of Competent authority, Execution of Agreement, monitoring of B.G.s, preparation of Milestone chart as agreed
3	Review / Monitoring of all ongoing projects, including approvals for variations, if any, required during execution of project, as well as initiating action against defaulter Agency
4	Tenderization of DDUGJY (Part-II) & approvals thereof within delegation of power.
5	Freezing of Tender Scope & finally closure of Scheme within the limits of Budget Provisions & Delegation of Power as may be prevailing
6	Various approvals required during execution of works, Preparation of proposals for approval of Time limit extensions for tenders from competent authority

ANNEXURE – ‘A’**List of works at Regional Office by Respective Department**

7	Issue of letters for Poor progress, Notice to Correct, Decision of retendering with risk and cost
8	Notice to Terminate & submission of proposals for Termination of Contracts as per provision
9	All works related with ERP, State Legislature/Central Parliamentary issues, RTI Matters, Defending or initiating Legal Cases up to High Court, Consumer Grievances etc.
10	Execution & monitoring including resolving local issues.
11	All Superintending Engineer (Infra) shall report to Regional Director through zonal Chief Engineer for effectively implementation and monitoring of various projects.

Section Name	IPDS Department
Section Head	Superintending Engineer (Projects)
Sr.No.	Activity
1	Scrutiny of DPRS of New Scheme funded by Gol
2	Preparation & Approval of DPR, Floating of Tender , Technical Evaluation of tenders after approval from competent authority, awarding of LOAs after approval of Competent authority, Execution of Agreement, monitoring of B.G.s, preparation of Milestone chart as agreed
3	Review / Monitoring of all ongoing projects, including approvals for variations, if any, required during execution of project, as well as initiating action against defaulter Agency
4	Tenderization of IPDS (Part-II) & approvals thereof within delegation of power.
5	Freezing of Tender Scope & finally closure of Scheme within the limits of Budget Provisions & Delegation of Power as may be prevailing
6	Various approvals required during execution of works, Preparation of proposals for approval of Time limit extensions for tenders from competent authority
7	Issue of letters for Poor progress, Notice to Correct, Decision of retendering with risk and cost, Scheme closure
8	Notice to Terminate & submission of proposals for Termination of Contracts as per provision.
9	All works related with ERP, State Legislature/Central Parliamentary issues, RTI Matters, Defending or initiating Legal Cases up to High Court, Consumer Grievances etc.
10	Execution & monitoring including resolving local issues.
11	Monitoring/ Coordination for SCADA Project

Section Name	Civil Department
Section Head	Superintending Engineer (Civil)
Sr.No.	Activity
1	All land related issues including issuing approvals for purchase of Govt./Private lands shall be dealt by Regional Directors. However the policy and existing guidelines shall be followed invariably by them in respect of reasonability of rates
2	Regional Directors shall be responsible for all civil works within the region as per the delegation of power
3	Maintenance of all civil assets office building, staff quarter & sub station all other such MSEDCL assets throughout region
4	Construction of new office/ residential buildings, sheds With appropriate Budgetary control
5	Rented accommodation approvals.
6	Verification of municipal taxes of various MSEDCL assets

List of works at Regional Office by Respective Department

7	Estate management – Maintaining the record of all lands & civil assets in template format in ERP system & consolidated information to Chief Engineer (Civil)
8	Legal matters / court cases related with civil works & civil assets
9	All works related with ERP, State Legislature/Central Parliamentary issues, RTI Matters, Defending or initiating Legal Cases up to High Court, Consumer Grievances etc.
10	All MSEDCL Guest House Maintenance/ control shall be the responsibility of Regional Director.
11	Superintending Engineer (Civil) shall report to Regional Director.

Section Name	IT Department
Section Head	General Manager
Sr.No.	Activity
1	ERP Implementation
2	Handling consumer billing, collection and losses at regional level
3	AMR of HT consumer, feeder and DTCs
4	Monitoring of existing projects like RAPDRP, SCADA, GIS, New Metering technologies such as IR/RF/Prepaid and DCU etc.
5	Monitoring and implementation of forthcoming IT automation projects like SCADA/DMS, Smart Grid and Smart Metering etc
6	Training and Support for IT systems
7	Execution, Monitoring and support for IT policy implementation
8	Various Review meetings, MIS Reporting, analysis at regional level
9	Maintenance of communication backbone and other hardware
10	All works related with State Legislature/Central Parliamentary issues, RTI Matters, Defending or initiating Legal Cases up to High Court, Consumer Grievances etc.

Section Name	Finance & Accounts Department
Section Head	General Manager
Sr.No.	Activity
1	Duties of Finance persons should be specific at Zonal and Regional level.
2	Bill payment, Audit approval, Budget control should be done at Regional Director level as per guide lines.
3	Overall Supervision, Co-ordination with Head Office, Zone offices, Circle offices, Division offices, Sub-division offices for billing, budgetary control, Accounts and finance matters.
4	Periodical Visits/ inspections of Zones/Circles/Divisions/ Sub-divisions to ensure the maintenance / correctness of records and point out lapses / shortfall/revenue leakages etc.
5	Monitoring the Billing activities and collection of revenue and timely repatriation to Head Office and proper accounting thereof.
6	Scrutiny of queries and its compliances to Internal Audit, Statutory Audit, Govt. Audit, Inspection Reports / Statutory Auditors Report on various Audits such as Accounts Audit, Tax Audit and VAT Audit
7	Consultation on Accounting, GAD and Technical matters as per delegation prescribed in GO-2, Departmental Circulars.
8	Consolidation of Informations of the Region for various Returns / Annual Budget / Cash Budget / Annual Administration. Reports and submission of the same to Head Office.

ANNEXURE – ‘A’

List of works at Regional Office by Respective Department

9	Arranging Training, Conferences, Seminars etc. as and when required for Zones / Circles / Divisions pertaining to Region.
10	Arranging the scrutiny, auditing and payment of employees claims such as Salary, T.A. Bills, LTC Bills, Increments, Leave Cases, Medical Bills etc. of Region.
11	Processing of Tenders, Works & Supply Orders process by Regional Offices, audit and its payments according to powers delegated through GO-II and Circulars.
12	Scrutiny, acceptance and custody of various Bank Guarantees [EMD, Advance and Performance and any other] and its monitoring and subsequent release pertaining to the Regions.
13	Preparation and monitoring of Capital Budget, Revenue Budget & Cash Budget, Annual Administrative Reports pertaining to Region.
14	Monitoring of cash collection centers falling under the Region and their performance as per agreement executed.
15	Ensuring reconciliation of Inter Units Adjustment, IBA Transactions with inter Region and Intra Region and Head Office.
16	Monitoring of Bank Reconciliation of operative & non-operative accounts of all banks falling under the Region.
17	Liasioning with Loan Section for funding arrangements, loan disbursements, claims and its accounting.
18	Attending Grievances of Suppliers/Contractors and consumers pertaining to Region.
19	Supervision of various Statutory compliances in particular Income Tax, VAT, Service Tax and any other Tax matters.
20	scrutiny / approval of proposals of various Bills Collection Agencies and Guiding the concerned for their queries as per policy drafted by Head Office.
21	Monitoring of RTGS/NEFT payments of HT consumers every month.
22	Arranging ED / TOSE Reconciliations pertaining to Region.
23	Ensuring WIP Clearance and Timely creation of Assets of the Region.
24	Ensuring proper maintenance of Stock, Inventory and Assets records and its physical verification periodically.
25	Prevention of Fraud - Internal Control Measures and taking timely action to control the incidences.
26	Ensuring maintenance of Purchase Register, WCT TDS Register, and 'C' Form Register.

Section Name	Internal Audit Department
Section Head	General Manager
Sr.No.	Activity
1	Pre-audit of tenders , amendments to the tenders floated by Regions.
2	Post audit of transactions / systems taken place at all offices i.e. Sub divisions , Divisions, Circles in Region. The post audit activity involves the following activities a) Selection of auditors b) Determining the audit fess c) Determining the scope of audit d) Determining the periodicity of audit e) Appointment of Auditors f) Supervision over the audit conducted by the auditors g) Receiving the audit reports h) Payment of audit fess i) Consolidation of Audit Observations j) Follow up for action taken by the auditee over the audit observations

List of works at Regional Office by Respective Department

	<p>Out of above, for activities mentioned from (a) to (e), the approval of Audit Committee is required. Further the activities mentioned at (g) to (j) are required to be kept at head office exclusively. Therefore, out of above only following activities of post audit can be assigned to accounts staff at Regional office</p> <p>a) Supervision over the audit conducted at field offices b) Follow up for action taken on audit observations</p>
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Section Name	Legal Department
Section Head	Legal Advisor
Sr.No.	Activity
1	To opine and advise all the legal issues on which Regional Director, concerned dealing Competent Officers refers the issues for opinion/ advise
2	On the proposals from the concerned dealing officers of the Region, advise whether MSEDCL shall file any suit before the civil Courts, petitions under Article 226/227 of the constitution before the Bench of the Hon'ble High Court having jurisdiction in the matter and scrutinize and approve the complaints, petitions etc
3	To advise to the Regional Offices and also Regional Director if so required whether the cases filed impleading the MSEDCL and its officers as party defendant/ respondent before the civil Courts, Tribunals, Forums and Hon'ble High Court are defensible or otherwise. If defensible scrutinize and approve the written statements affidavit in replies and written say to be filed on behalf of MSEDCL and its officers
4	To scrutinize and vet the contracts /Agreements to be executed on behalf of MSEDCL and its Officers in the Region; and give advice in such matters on issues raised
5	After the adverse decisions by the Civil Courts, Tribunals, Forums, Circuit Benches of the State Commissions in the Region and High Court Bench etc. on the proposal of the concerned Competent Authorities to examine such cases and advise whether MSEDCL shall challenge such decisions before the Higher Courts / Forums
6	To advise on the settlement / compromise proposals moved by the concerned Competent Authorities etc
7	To advise in MERC related cases filed by the consumers, Ombudsmans and CGRF
8	To advise and offer remarks on the legal / policy issues which Regional Director of the reason desires to refer to the Head Office for appropriate decisions
9	To scrutinize, approve and submit to the Competent Authority the fees bills of the advocates engaged to conduct the cases on behalf of MSEDCL and its Officers in the Region as per the prescribed fees schedule, on receipt of such proposals from the concerned dealing officers
10	Legal Cell has to co-ordinate with all authorities under the respective zones and has to apprise the legal aspect whenever asked for the same
11	Legal Cell has to discuss the important matters with the chief engineers of the respective zones and apprise the legal aspect while taking the decisions
12	Legal Cell has to control and regulate the working of all legal cells, officers & officials working under its jurisdiction. Also guide them for effective performance in the interest of the company
13	Legal Cell has to call the progress report of all the matters from the concerned advocates, examine the same in light of the substantial points of Law and facts involved therein and issue instructions to the concerned appearing advocates for taking effective steps in the interest of Company
14	Legal Cell has to keep watch on the important or high stake matters

List of works at Regional Office by Respective Department

15	Legal Cell has to call the periodical meetings of the panel advocates and sub ordinate legal cell officers, discuss the progress of the pending cases, guide them on the important question of Law & facts, suggest them the efficient and effective steps to be taken for the expeditious disposal of the matters in the interest of Company
16	Legal Cell has to evaluate the performance of the panel advocates on the basis of matters allotted to them, dealt prudentially, decided in favour of MSEDCL or against and on the basis of such performance their continuation with the MSEDCL panel will be decided. In case the performance of the advocates is not found satisfactory or against the interest of MSEDCL, proposal for the removing such advocates from the panel shall be put up to the Competent Authority
17	Legal Cell shall be responsible for performance of the Zonal legal cell and overall supervision of all the Legal Cells falling under its jurisdiction
18	Legal Cell has to advise in all the policy like matters, high stake matters, matters involving complicated question of law & fact, special matters etc. directly referred apart from the routine matters submitted for advice from the departments of Regional office
19	Legal Cell has to discuss the important matters with Regional Director, Joint Directors, Chief Engineers and apprise them legal aspect while taking the decisions, as and when so required
20	Legal Cell has to control and regulate the working of all legal cells, falling under the jurisdiction of concerned Regional Office. Also guide them for effective performance in the interest of the company
21	Legal Cell is responsible for performance of the Regional Legal Cell and overall supervision of all the Legal Cells falling under its jurisdiction
22	Chief legal officer shall report to Regional Director.

Section Name	Public Relations Department
Section Head	PRO
Sr.No.	Activity
1	Overall assistance to zone level Regional Director in the matter of Public Relations
2	Assistance to Regional Director related to implementation of PR activities at regional level
3	Daily morning briefing to Regional Director and other authorities at regional level about the news items pertaining to Mahavitaran and power sector
4	Maintaining good rapport with local Media
5	Giving publicity at zone level by releasing Mahavitaran's Press Releases, developmental news; articles etc in newspapers and various media
6	Actively participating in all the zonal level activities and giving publicity to the same through releasing press notes etc
7	Giving clarification in terms of news appeared in local media, as and when required
8	Organizing and actively participating in various workshops to improve consumer relations
9	Organising various programs and conducting motivational seminars at zone level to improve internal communication within management and employees
10	Campaigns in Electronic/print media, coordination/ clarifications on various issues including awareness of Government schemes to consumers.
11	Active participation in various drives such as the Safety Week, anti- theft drives, recovery drive etc
12	To implement various PR campaigns assigned by the corporate office
13	Visit to Circle & Division Offices regularly to communicate with Media

List of works at Regional Office by Respective Department

14	To suggest and monitor advertisements released at regional level
15	Compilation of news for Vidyut Warta and information for Mahavitaran's Diary
16	Supervision of staff working under the PR department at regional level
17	Dy. Chief IRO shall report to Regional Director.

Section Name	Industrial Relations Department
Section Head	IRO
Sr.No.	Activity
1	Overall supervision on functioning of staff at Regional Office
2	Dealing with Union/Association grievances/handling activities like Morcha/ Dharna/ Andolan/Strikes/Labour unrest in Region. Arrangement of meeting of Union/Association on various occasions
3	To maintain relations with office bearers of Unions/Associations and give input to the Management about the forthcoming activities of unions/associations
4	To co-ordinate activities of IR Department of the field under regional jurisdiction in various matters pertaining to Labour & Industrial Relations
5	Staff Welfare Fund related work for medical reimbursement of dependents of employees and scholarships to the wards of employees, etc
6	Proposals related to the cases of extracurricular activities in sports & other events i.e. Gunwant Kamgar Puraskar awarded by State & exceptional awards in sports to the employees/Officers of MSEDCL
7	To assist with cases of Special Casual Leave to the sports persons
8	To monitor various sports activities organized by All India Electricity Sports Control Board.
9	Processing of proposal of funds required by field offices for various Sports & Cultural activities
10	To maintain various Registers under Statutory Acts and implementation thereof
11	On-duty accident proposals related to advance & medical reimbursement
12	To act as nodal officer for MSEBHL Group Mediclaim Policy & Personal Accident Policy at regional level
13	To examine and submit to Jt. CIRO/CIRO various proposals of MMB Scheme as and when directed
14	Dealing with work related to Monthly Monetary Benefit Scheme (MMB) to the dependents of deceased employees under the provision of Monthly Monetary Benefit Scheme
15	To assist with Court cases of Unions/Associations and labour matters
16	To assist with various provisions of Statutory Acts and submission of timely returns thereof
17	Giving concurrence towards payment of compensation under Employees' Compensation Act,1923 and submission of returns
18	To collect oral / written reports from the field officers about various activities of IR Officers/Unions/Associations/Employees in the field and immediately report to higher authorities
19	To assist with Conciliation matters/Industrial Court cases, etc
20	Monitoring Sports and Cultural Activities in the Region
21	Rendering advice to the higher Authorities under regional jurisdiction on labour matters as well as legal issues concerning Unions/Associations
22	To assist with awarding contract of Canteen and related work

List of works at Regional Office by Respective Department

23	To assist with activities pertaining to pay revision of Employees/Officers and related work thereof
24	To deal with the issues regarding MSEBHL Group Medclaim and Group Personal Accident Policy to the employees under regional jurisdiction
25	To render guidance to the Field Offices in Industrial Relations matters
26	To attend various LAQs/LCOS/Cut Motions and Assurance during Assembly Session
27	To act as an Appellate Authority under RTI Act 2005
28	To resolve grievance of C.P.F. or E.P.S.-95
29	Dy. CIRO shall report to Regional Director.

Section Name	Protocol Department
Section Head	Protocol Officer
Sr.No.	Activity
1	Protocol assistance to regional MD/CEO at respective airports
2	To receive VVIP/VIP, Foreign delegations, Officials of Gol, other SEBs, WREB, WRPC etc. at respective airports
3	Arrangement of various important meetings at regional level
4	Co-ordination with zonal offices for accommodation with visiting HO/Other officers
5	Liaison with Govt. Offices, Mantralaya, R.T.O. Police Departments, Customs, Airport Authority of India etc.
6	Processing proposals for the purchase of new vehicles for obtaining administrative approval
7	Providing departmental / hired vehicles to Minister (Energy) GoM, Functional members of the Company/VVIP/VIP, Foreign delegations, officials of Gol, other SEBs, WREB, WRPC etc.
8	Assigning duties to the drivers (daily)
9	Monitoring of payment made to the drivers for purchase of oil, petrol, diesel etc. & bus fares, repairs of vehicles as well as payment of Credit Cards, Insurance of vehicle through permanent imprest of Protocol section or cheque payment and accounting thereof.
10	Co-ordination with for repairs & servicing of vehicles.
11	Co-ordination & Supervision of Telephone section
12	Lodging accident claims of vehicles with Insurance agencies pertaining to Protocol section.
13	Monitoring monthly overtime claims of drivers for payments
14	Any other work/duty assigned by Regional Director from time to time.

Section Name	Material Management (MM) Department
Section Head	Superintending Engineer (Operations)
Sr.No.	Activity
1	Procurement of major materials through e-Tendering (Except Transformers, Meters, conductor & Cable) as per delegation of power.
2	'E-registration of vendors for the items procured at regional level.
3	Inspection Wing to carry factory inspection of newly registered firms and inspection of ordered materials before dispatch procured at Regional level.
4	Issue of Letter of Award (LOA) and further processes at Regional level.

ANNEXURE – ‘A’

List of works at Regional Office by Respective Department

5	Type test & drawing approvals of material after placement of order
6	RST of ordered material if applicable.
7	Approval of type test report for major items procured by consumer under DDF / DPDC / SPA Scheme etc
8	Scrutiny of type test reports
9	ERP activity related to MM Module.
10	Compilation of Indents for materials procured at Regional level.
11	Compilation & forwarding of Indents for materials procured at HO level.
12	Reply of L1/LCQ/Cut motions/Ashwasans
13	Right to Information Act
14	Legal Cases
15	Monitoring of Transformer failure report (Power & Distribution Transformer)
16	Monitoring of re-utilization of 63 KVA Dist. Transformers removed under Infra -II scheme.
17	Monitoring of utilization of material procured by H.O. & Regional office.

Section Name	HR Department
Section Head	
Sr.No.	Activity
1	TRANSFERS: The Regional Directors shall be the Competent Authority for transferring the employees up to the level of Superintending Engineer and its equivalent within the Region. The other powers regarding transfers within Zone/Circle/Division delegated to Chief Engineer and Superintending Engineer shall remain unchanged.
2	Higher Grade Benefit : The concerned Regional Director in consultation with General Manager (HR) & BC Member shall be the Competent Authority to grant higher grade benefit to the State wise seniority employees up to and including the level of Executive Engineer and its equivalent.
3	COMPETENT AUTHORITY TO IMPOSE PUNISHMENT & HEAR APPEALS : The concerned Regional Director shall be the Competent Authority to impose punishments and hear appeals under the provisions of Schedule- C for acts of misconduct and S.R. 87 for minor lapses for employees up to the level of Superintending Engineer and its equivalent. Powers delegated to Chief Engineers in the field vide Administrative Circular No. 512 dated 02.07.2015 to act as a Competent Authority for disciplinary action cases related to ACB and Theft of Energy shall remain in force for the cases arising within their jurisdiction.
4	Annual Confidential Reports : The concerned Regional Director shall be the Accepting Authority for the employees upto the level of Superintending Engineer within his jurisdiction. In case of other employees of that status, the Regional Director of the Region shall either be a Reporting officer/ Countersigning Officer as the case may be.
5	APPOINTMENT ON COMPASSIONATE GROUND (C.S.28) : Regional Director Shall be the Competent Authority to appoint nominees of the deceased employees for the Circle and Division wise seniority posts within region, whenever vacancies and backlog in the Zones is not available for appointment.
6	The Vigilance set up headed by Dy. Director (Vig) shall be reporting to respective Regional Directors.
7	Regional Training Centre (Nagpur/ Amravati/ Aurangabad/ Nasik/ Pune/ Sangli) shall be under the control respective Regional Directors. Also Advance Training Center at Pune (Under Construction) shall be under control of Regional Director Pune.