

No. GAD/CGM (T/E)/MPR/ 30715

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CIRULAR

Sub:- Work Responsibility : Corporate Office

A meeting of the Chairman & Managing Director, all functional Directors and Executive Director (HR) was convened for discussing various issues of Distribution Cell and Material Management Cell. During the meeting, issues related to functions and methodology being followed was discussed thoroughly in depth and the following has been decided for smooth functioning of Distribution cell and Material Management Cell.

1) Chief Engineer (Dist) Corporate Office

In view of the re-organisation/restructuring of Corporate Office, there is need for defining the work of Distribution Cell. The work chart of C. E. (Dist) Corporate Office is as under:-

1. Technical Scrutiny, processing and monitoring of schemes formulated for Ag. pump energisation under scheme head called SPA:PE
2. Technical Scrutiny, processing and monitoring schemes formulated for system improvement of existing distribution network such as erection of new S/S, under scheme called P:SI & processing for Administrative Approval thereof from C.A.
3. Arrangements of Ministers and other VIP meetings, monthly M.D. review meeting, “Bhumipujan/inauguration” ceremony of new 33/11 KV S/S & Bi-monthly Zonal Executive Engineers meeting & correspondence thereof.
4. Monitoring of Tribal sub plan, 100% subsidy, Tribal pumps, tribal village wadi electrification & sub-stations scheme & Govt correspondence thereof.

5. Monitoring Backlog removal scheme for Ag. Pump energisation & Govt correspondence thereof.
6. Compilation & preparation of Annual administration report.
7. Preparation of MYT Reply for APR purpose.
8. Submission of various statistic reports to CEA & other institutions.
9. Coordinating works for Assembly Session, reply to LAQ / LCQ, Assurances.
10. Submission of information asked for vide Right to Information Act-2005.
11. Floating of Tenders, Technical scrutiny, issue of LOA and execution of Agreement thereof in respect of various system Improvement Schemes. & approval thereof in respect of Tenders received from field offices.
12. Proposals regarding Termination of contracts / Revocation of Termination of contract etc.
13. Technical Scrutiny & monitoring of schemes formulated for releasing new connections of Domestic, Commercial, Industrial categories under project called P:IE & processing for Administrative Approval thereof from C.A. Processing this scheme for in-principle approval from M.E.R.C. & financial tie-up from funding agency in co-ordination with finance section & also monitoring claims against this scheme to respective funding agency viz. REC Ltd
14. Preparation of Annual Plan & Capital Budget.
15. Preparation of DPDC, MPR & other statistical reports progress report.
16. MEDA correspondence.
17. Monitoring of JBIC Schemes and correspondence.
18. SLPTCC proposals and approval and correspondence thereof
19. Preparation & circulation of Cost data.
20. Administrative approval to DDF/ORC schemes/Ag. Metering scheme., EHV power evacuation schemes & power evacuation schemes generated by various sources such as Hydro Power Project , Bagasse Based Power Project, Bio-mass Power Project, Wind Power

Project , Solar Energy Project, Coal Based Generated Power , Other Captive Power

21. MERC Correspondence regarding New Connection (Refund of SLC, ORC, ORCP etc.)
22. MIDC Interest Free Loan Schemes & CIDCO Development Schemes under MSEDCL Area.
23. Correspondence of Old PFC Schemes (Thane, Belapur, Mulund & Bhandup)
24. Monitoring the Arbitration matter & Court cases in respect of M/s Asian Electronics and various court cases of M/s Datar Switchgear Ltd.
25. Compilation of various data from field offices regarding requirement of material and miscellaneous information.
26. Monitoring Progress of status of HT capacitors, feeder metering etc.
27. Processing proposals for General Asset Committee approval.
28. Any Additional work allocated by the Management of Company.

2) Chief Engineer Material Management Cell, Corporate Office

In view of shifting of Executive Engineer (Transformer) from L. M. Section to M. M. Cell, henceforth, C. E. (M. M. Cell) will release and through respective Zonal C. Es. will monitor maintenance, accounting and disposal of all transformers.

The responsibility will include following:-

a) Issue of Transformers

- i) C. E. (M. M. Cell) will release new transformers for additional / new load and will maintain record of release of transformers to circle offices through respective store.
- ii) Zonal C. Es. will monitor shifting, replacement, repairs and scraping of old transformers which are beyond repairs. The scrap deposited by field offices will be disposed through e-auction by the store centre.
- iii) "Transformers Movement Register" will be maintained by the field offices such as Division/Sub-Division/Section & C. E. (M. M. Cell) will release the new transformer only. Also maintain the record received from field offices monitor through Zonal C. Es.

- iv) Zonal C. Es. should initiate and obtain approval of Competent Authority for scraping of old power transformers and which are beyond repairs/outlived their life.
- v) Thereafter, C. E. (M. M. Cell) will arrange disposal of Scrap Transformers through e-auction.
(Note: - Scrap Power Transformers should be disposed off on as is where is basis without shifting to the stores and scrap distribution Transformers should be credited to stores through e-auction)
- vi) C. E. (M. M. Cell) will issue new transformer oil to circle offices through respective stores. Thereafter the account of utilization of transformer oil will be maintained by Zonal C. Es.

b) Meter Replacement

It is observed that, large numbers of meters are issued/released based on demand from C. Es. of Zones but, further monitoring of the same is not up to the mark. The following will be followed.

- i) C. E. (M. M. Cell) will release meters to Zones based on demand from them and same will be informed to concerned C. E. (C.I.W.)
- ii) Commercial Intelligence Wing will monitor the utilization of meters in Zones and keep check on frequent replacement and non replacement where needed. Recommend action accordingly. This will be done on quarterly basis.
- iii) C. E. (M. M. Cell), through local stores authority, to monitor disposal of old meters like deposition or if working, replacement to other places.

c) Conductor

C. E. (M. M. Cell) will release the conductor to circle offices through respective stores and thereafter the account of utilization of conductor will be maintained by Zonal C. Es.

This circular is available on company's Intranet. No hard copies will be issued.

Executive Director (HR)