INFORMATION

OF

METERS

DEPARTMENT

B.E.S.T. Undertaking

(Information mandatory under section 4 of Chapter II of Right to Information Act, 2005)

4(b)(i) : The particulars of Department, functions and duties:-

1.0 The particulars of the Department:-

Name of the Department	METERS
Address	Meters Department,
	2nd floor, Technical Training Centre Building ,
	B.E.S.T. Wadala Bus Depot,
	Opp. Dr. Ambedkar College,
	Tilak Road Extention,
	Mumbai – 400031.
Contact No. (Tel.)	022 24164951 / 24146262 Ext.571, 557

1.1 Organization:

1.1.1 The organizational set up of Meters Department is shown in the ANNEXURE "I".

1.1.2 The Divisional Engineer, Meters Department is overall in-charge of the department. He is responsible to the Deputy Chief Engineer Customer Care (North East) i.e. DCECC(NE) for efficient administration of the department.

1.1.3 The department is mainly divided into two sections under the control of Assistant Engineers.

1.1.4 The sections under Assistant Engineers are:

1.1.4.1 Procurement and Meter Testing section.

1.1.4.2 Meter Management, Standard Laboratory and Instrumentation Section.

2.0 The Functions and duties of the Department:

The Meters Department performs the following functions:

2.1 Procurement of Equipments and Materials:-

2.1.1 Procurement of Energy Meters.

2.1.2 Procurement of Reference Standard Meter.

2.1.3 Procurement of Meter Testing Equipments.

2.1.4 Procurement of equipment and materials required for maintenance of Meter Testing Equipments and other electrical/electronic instruments.

2.2 Testing

2.2.1 Testing of sample energy meters offered against Tender.

2.2.2 Testing of Energy meters for lot acceptance.

2.2.3 Routine Testing of Single Phase, Poly phase and CT operated static energy meters.

2.2.4 Testing of static Single Phase, Poly Phase and CT operated energy meters under following categories:-

2.2.5 Laboratory testing of meters.

2.2.6 Official testing of meters.

2.2.7 Incoming testing of meters removed from sites prior to recirculation of these meters for installation.

2.2.8 Testing of Reference Standard Meter.

2.2.9 Testing of Accu-checks referred by User department of the Undertaking

2.2.10 Issue of C.T. operated Static meters and crediting C.T. Operated Static meters from consumer departments.

2.2.11 Maintenance and Repairing of Meter Testing Equipment and Reference Standard Meter in good working condition.

2.2.12 Maintaining testing software required for testing.

2.2.13 Maintaining all test benches and RSM in good working condition.

2.2.14 Record of meter purchased, test results and data entry in OLCCS.

2.3 METER MANAGEMENT AND INSTRUMENTATION:-

2.3.1 Sealing and stenciling of meters.

2.3.2 Issuing and crediting of meters.

2.3.3 Keeping an account of energy meters.

2.3.4 Scrapping of Energy Meters, Meter Testing Equipments, and other electrical/ electronic instruments.

2.3.5 Procurement of meter seals and other material required for these sections.

2.3.6 Procurement of equipments/materials required for repairing and maintenance of electrical and electronics instruments and wall clocks.

2.3.7 Data entry in OLCCS system.

2.3.8 To maintain various records & registers.

2.4 Repairing and Maintenance of plant and equipment:-

2.4.1 Repairing and Maintenance of electrical / electronic equipments.

2.4.2 Repairing and Maintenance of wall clocks installed at various locations of the Undertaking.

4(b)(ii) : <u>The powers and duties of its officers and employees:-</u>

	Designation	On Roll Staff
1.	Divisional Engineer	1
2.	Asst. Engineer	2
3.	Deputy Engineer	4
4.	Sub Engineer	2
5.	Asst. Admn. Officer	1
6.	Charge Engineer	8
7.	Foreman General	3
8.	Foreman	9
9.	Asst. Foreman	11
10.	Testing Asst. 'B'	0
11.	Meter Mechanic - I	1
12.	Testing Asst. 'C'	0
13.	Meter Mechanic - II	3
14.	Sr. Painter	1
15.	Painter	2
16.	Muccadam	0
17.	Nawghany	12
18.	Scavenger	2
19.	M.V.Driver	0
Administration Staff		
20.	Supervisor	1
21.	Clerk	2
22.	Shop Recorder	6
23.	Stenographer	0
24.	Sepoy	1

1.0 The powers and Duties of Divisional Engineer :-

Divisional Engineer (A-3).

Divisional Engineer, Meters is responsible to Deputy Chief Engineer Customer Care (NEh) for the functions of the entire department. His duties are enumerated below:

1.1 He shall maintain discipline in the department.

1.2 He shall ensure smooth and satisfactory working of the department.

1.3 He shall supervise the activities of the department.

1.4 He shall control the budget grants.

1.5 He shall initiate new methods/developments for economizing and increasing efficiency of the department.

1.6 He shall hear appeals of summary trials.

1.7 He shall prepare the annual report.

2.0 The powers and Duties of Assistant Engineer:-

2.1 ASSISTANT ENGINEER (PROCUREMENT) A-5

2.1.1 **Responsibilities**

The Assistant Engineer of procurement section is responsible to DE (Meters) for the following activities:

2.1.1.1 Getting information about the requirement of various sizes of meters from users Departments.

2.1.1.2 Preparation of specifications of energy meters and Meter Testing Equipments (MTE).

2.1.1.3 Putting up of proposal by considering the consumption pattern, availability of energy meters, balance order quantity for obtaining approval of the competent authority for indent quantity of meter.

2.1.1.4 To forward indent to Materials Management Department along with the specification in hard as well as soft copy for advertising the tender.

2.1.1.5 Arranging pre-bid meeting if required against the tender.

21.1.6 Arranging demonstration by representative of manufacturer for sample energy meters offered against the tender.

2.1.1.7 Testing and evaluation of sample energy meter offered by the tenderer against the tender in context of relevant specification and BEST's specification.

2.1.1.8 Address various queries raised by tenderers.

2.1.1.9 Preparation of technical suitability report and tender recommendation in co-ordination with DE (Meters).

2.1.1.10 Testing of energy meters for Lot Acceptance.

He shall also responsible for the following administrative functions:

2.1.1.11 Filling up vacancies of staff working under him.

2.1.1.12 Compliance with the provisions of MERC's regulations, the Indian Electricity Act, Indian Electricity Rules, Payment of Wages Act, Supply Act, Workmen's Compensation Act, Safety Regulations etc.

2.1.2 Duties

2.1.2.1 Maintain the record in respect of energy meters and MTE purchased by the Undertaking.

2.1.2.2 Drafting inter-departmental notes and letters to outside parties in co-ordination with DE (Meters).

2.1.2.3 To prepare MIS of his section.

2.1.2.4 To prepare the budget statements.

2.1.2.5 Writing confidential reports of the staff working in the section.

2.1.2.6 Ensured discipline and smooth working of the section.

2.1.2.7 Sanctioning of leave of the staff working in the section.

2.1.2.8 Supervision of the staff in his section.

2.1.2.9 Procurement of tools and materials required for testing section through Purchase Forms.

2.2 ASSISTANT ENGINEER (TESTING) - A5

2.2.1 RESPONSIBILITIES:

The Assistant Engineer of Meter Testing Section is responsible to DE (Meters) for the following activities:

2.2.1.1 Routine testing of Single phase/ Poly Phase and Static energy meters as per the relevant standard & specifications.

2.2.1.2 Incoming testing of Energy meters.

2.2.1.3 Laboratory testing of Energy meters.

2.2.1.4 Official testing of Energy meters.

2.2.1.5 Procurement and maintenance of Meter Test Benches and RSM.

2.2.1.6 He shall also responsible for the following administrative functions:

2.2.1.7 Filling up vacancies of staff working under him.

2.2.1.8 Renewal of factory license.

2.2.1.9 Compliance with the provisions of the Indian Electricity Act, Indian Electricity Rules, MERC Regulation, Payment of Wages Act, Supply Act, Workman's Compensation Act, Safety Regulations etc.

2.2.2 DUTIES:

2.2.2.1 Writing of confidential reports of the staff working in the section.

2.2.2.2 Ensure discipline and smooth working of the section.

2.2.2.3 Supervision of the staff in his section

2.2.2.4 Sanctioning of leave of the staff working in the section

2.2.2.5 Ensuring good attendance of the staff

2.2.2.6 Drafting inter-departmental notes and letters to outside parties in co-ordination with DE(Meters).

2.2.2.7 Recommending tenders for purchasing materials / equipments of his section.

2.2.2.8 Maintain the order files of Meter Test Bench purchased in the Undertaking.

2.2.2.9 To forward the MIS of his section

2.3 ASSISTANT ENGINEER (METER MANAGEMANT) - A-5

2.3.1 **Responsibilities:**

2.3.1.1 The Assistant Engineer, (Meter Management) shall be responsible to DE (Meters) for the following functions:

2.3.1.2 For drafting proposals, letters and documents related to the meter management, standard lab and Instrumentation section of the department

2.3.1.3 For preparing specification of prepaid meters

2.3.1.4 Stenciling and sealing of energy meters

2.3.1.5 Issuing and crediting of meters.

2.3.1.6 To maintain stocks of various meters in the department for issuing to user department as per their requirement.

2.3.1.7 Arranging for bringing credited meters for further action.

2.3.1.8 Sending and receiving meters from the concern firms within the guarantee period.

2.3.1.9 Procurement of meter seals and other material required for sealing, stenciling.

2.3.1.10 Scrutinizing and recommending tenders for purchasing materials/equipments of his section.

2.3.1.11 Scrapping of old, unserviceable and damaged energy meter and other related & unwanted materials of the Meters Department.

2.3.1.12 To maintain record of the issued and credited meters.

2.3.1.13 Testing of reference standard meters, laboratory standard meters, sample meters and instruments.

2.3.1.14 Compliance with the provisions of regulation of Maharashtra Electricity Regulatory Commission I.E. Act, Workmen's Compensation Act, Supply Act, I.R. Rules, Payment of Wages Act, Safety Regulations etc.

2.3.1.15 Writing of confidential reports of the staff working under him.

2.3.1.16 Ensure discipline and smooth working of the section.

2.3.1.17 Sanctioning of leave of the staff working in the section.

2.3.2 **Duties:**

2.3.2.1 Preparation of specification of Prepaid Energy Meter and Reference Standard Meter.

2.3.2.2 Putting up of proposal by considering the consumption pattern, availability of meters, balance order quantity for obtaining approval of the competent authority.

2.3.2.3 To forward indent to Materials Management Department for the material under his sections along with the requisite number of specification copies for advertising the tender.

2.3.2.4 After opening of the tender, testing is to be carried out in the Standard Laboratory to ascertain the features of the sample meters if required meetings to be held with the tenderer and queries to be send if any and compiling the test results received from the MTS Department.

2.3.2.5 Preparing the recommendations.

2.3.2.6 Replying to the queries regarding the tender.

2.3.2.7 After placing the order, preparing the order file.

2.3.2.8 Writing of confidential reports of the officers/staff working in the section.

2.3.2.9 Ensure discipline and smooth working of the section.

2.3.2.10 Sanctioning leave of staff working in the section.

2.3.2.11 Supervision of staff in his section.

2.3.2.12 Drafting inter-departmental notes and letters to outside parties.

2.3.2.13 Recommending tenders for purchasing materials / equipments of his section.

2.3.2.14 Concluding summary trials.

2.3.2.15 Signing Meal Allowance, Driving Allowance and Overtime of staff working in the section.

The powers and Duties of Deputy Engineers:-

3.1 DEPUTY ENGINEER (PROCUREMENT) Grade–GGVI

3.1.1 **Responsibilities:**

The Deputy Engineer of procurement section is responsible to Assistant Engineer (Testing) for the following activities:

3.1.1.1 Getting information about the requirement of various sizes of meters from users Departments.

3.1.1.2 Putting up of proposal by considering the consumption pattern, availability of energy meters, balance order quantity for obtaining approval of the competent authority for indent quantity.

3.1.1.3 To forward indent to Materials Management Department along with the specification in hard as well as soft copy for advertising the tender.

3.1.1.4 Arranging demonstration of sample energy meters offered against the tender.

3.1.1.5 Testing and evaluation of sample energy meter offered by the tenderers against the tender in context of relevant specification and BEST's specification.

3.11.6 Address the queries raised by tenderers.

31.1.7 Preparation of technical suitability report and tender recommendation in co-ordination with DE (Meters).

3.1.1.8 Testing of energy meters for Lot Acceptance.

31.1.9 To ensure relevant data entry in OLCCS.

3.1.2 **Duties**

31.2.1 Maintain the record in respect of energy meters and MTE purchased by the Undertaking. Maintain the Order files.

4.1.2.2 Drafting inter-departmental notes and letters to outside parties in co-ordination with DE(Meters).

3.1.2.3 To prepare MIS of his section.

3.1.2.4 To prepare the budget statements.

3.1.2.5 Writing confidential reports of the staff working in the section.

3.1.2.6 Ensure discipline and smooth working of the section.

3.1.2.7 Sanctioning of leave of the staff working in the section.

3.1.2.8 Supervision of the staff in his section.

3.1.2.9 Procurement of tools and materials required for testing section through Purchase Forms.

3.2 DEPUTY ENGINEER (TESTING) – GGVI

3.2.1 RESPONSIBILITIES:

The Deputy Engineer of Meter Testing Department is responsible to Assistant Engineer (Testing) for the following activities :

3.2.1.1 Routine testing of Single phase/ Poly Phase Static energy meters as per the relevant IS and standards.

3.2.1.2 Testing of Incoming (Removed from installations) energy meters.

3.2.1.3 Laboratory / Official Testing of energy meters.

3.2.1.4 To keep and maintain all the test results and relevant documents.

3.2.2 DUTIES:

3.2.2.1 To clear the Inspection Memos related to Meter Test bench.

3.2.2.2 To maintaining the Order Files of Newly purchased Meter Test Bench.

3.2.2.3 To draft inter departmental notes and letters to outside parties in co-ordination with AEMR.

3.2.2.4 To supervise the Testing activity carried out in Testing Section.

3.2.2.5 To ensure discipline and smooth working of the section

4.2.2.6 To supervision of staff of his Section

3.2.2.7 To sanctioning leave forms of the staff working in the section

3.2.2.8 To ensure good attendance of the staff in the section

3.2.2.9 To ensure that all testing panels and equipments are maintained in good working condition.

3.2.2.10 Issue of static C.T. Operated meters to consuming departments

3.2.2.11 To prepare MIS of the section

3.2.2.12 To procure tools and materials required for Test Bench through Purchase Forms.

3.2.2.13 To make relevant data entry such as test result etc in OLCCS.

3.3 DEPUTY ENGINEER (METER MANAGEMENT) – GG VI

3.3.1 **Responsibilities:**

3.3.1.1 He shall be in-charge of Meter Management Section and responsible to Assistant Engineer (Meter Management) for the following activities.

3.3.1.2 Arranging for energy meters from godown.

3.3.1.3 Keeping an account of energy meters, issued, credited and replace by the firm against defective meters within guarantee period.

3.3.1.4 Scrapping of old, unserviceable, damaged beyond economical and obsolete energy meters.

3.3.1.5 Scrapping of tools, plant and equipment of the Meters Department.

3.3.1.6 Writing off scrapped, stolen and burnt energy meters, tools, plant and equipment of the Meters Department.

3.3.1.7 Procurement of seals for energy meter.

3.3.1.8 Procuring material required for meter management section.

3.3.1.9 To send and receive defective meters within guarantee period from the concern suppliers/firms. The complete record shall be maintained.

3.3.2 **Duties:**

3.3.2.1 Supervision of staff of Meter Management Section.

3.3.2.2 Ensuring that the meters are correctly stenciled / sealed properly.

3.3.2.3 Ensuring that the record of seals provided for energy meters are maintained properly.

3.3.2.4 Ensuring that the meter stock records are properly maintained, size – wise and make – wise.

3.3.2.5 Initiating and following-up cases for writing off scrapped, stolen and burnt energy meters, tools, plant and equipment of the Meters Department.

3.3.2.6 Arranging for periodical stock taking of meters brought into the department in order to ensure that no meter is lost in the department or during transaction.

3.3.2.7 Ensuring that sufficient stock of tested meters is always in all the sub-stores to meet the requirement of the user departments.

3.3.2.8 Ensuring that all safety precautions are taken and those safety equipments are maintained in good condition.

3.3.2.9 Ensuring good attendance of the staff in the section.

3.3.2.10 Initiating and following – up cases for procurement of materials / equipments for his section.

3.3.2.11 Sanctioning leave forms of the staff working in the section.

3.3.2.12 Signing Meal Allowance Forms, Driving Allowance and Overtime of the staff working in the section.

3.3.2.13 Data entry in Meter Management Module of OLCCS.

4.0 The powers and duties of Sub – Engineer:-

4.1 SUB-ENGINEER (TESTING) – GGV

4.1.1 RESPONSIBILITIES:

The Sub Engineer of Meter Testing Department is responsible to Assistant Engr. (Meter Testing) for the following activities :

4.1.1.1 Routine Testing of New energy meters.

4.1.1.2 Official Testing of energy meters

4.1.1.3 Incoming testing of energy meters

4.1.1.4 Laboratory testing of energy meters

4.1.1.5 Testing of CT/PT meters.

4.1.1.6 Testing of Reference Standard Meters and Accu-checks referred by other departments.

4.1.1.7 Record of all the tested meters to be maintained in hard as well as soft copy.

4.1.2 DUTIES:

4.1.2.1 Ensure discipline and smooth working of the section

4.1.2.2 Supervision of staff working under him

4.1.2.3 Sanctioning leave for staff working under him

4.1.2.4 Ensuring good attendance of the staff

4.1.2.5 Drafting of interdepartmental notes and letters to outside parties in co- ordination with AEMR.

4.1.2.6 Writing departmental letters.

4.1.2.7 Arranging appointments for O.T. meters.

4.1.2.8 Maintain the record of defective static meters.

4.1.2.9 Follow-up of Official Testing Cases.

41.2.10 To maintain confidentiality of all disputed meters till dispute is over or for the period of three months whichever is earlier.

4.1.2.11 Put up the various reports of the Incoming Testing of the meters for Vendor Analysis.

4.2 SUB-ENGINEER (METER MANAGEMENT) – GGV

Responsibilities:

4.2.1.1 He shall be in-charge of Meter Management and Instrument Section and responsible to Assistant Engineer (Meter management) for the following activities.

4.2.1.2 Repairs and testing of electrical instruments of other departments.

4.2.1.3 Physical inspection of meters credited by users department for Lab and Official Testing

4.2.1.4 Maintenance of Wall Clocks.

4.2.1.5 Procuring other materials, tools, plant and equipment for the sections under him/her.

4.2.1.6 Writing off old and unserviceable, damaged materials and tools, plant and equipment of the department.

4.2.1.7 Data entry in Meter Management Module of OLCCS.

4.2.1.2.1 **Duties:**

4.2.2.1 Supervision of staff in the Standard Laboratory and Instrument Section.

4.2.2.2 Ensuring that all jobs in the Meter management and Instrument Sections are carried out within a reasonable time and proper format.

4.2.2.3 Verification of report of Physical inspection of meters credited by users department for Lab and Official Testing.

4.2.2.4 Initiating and following-up cases of procuring materials/equipment required for his section.

4.2.2.5 Ensuring that the quality of jobs carried out is maintained.

4.2.2.6 Ensuring that the plant and equipment of the department is maintained in good order.

4.2.2.7 Sanctioning leave forms of the staff working in the section.

4.2.2.8 Signing Meal Allowance Forms, Driving Allowance and Overtime of the staff working in the section.

5.0 The powers and Duties of Assistant Administration Officer:-

5.1 ASST. ADMINISTRATIVE OFFICER (Grade A/GVIII):-

5.1.1 Responsibilities:

The Asst. Administrative Officer (Meters) shall be responsible to DEMR for the Administration & Establishment matters of the department.

5.1.1.1 Filling up vacancies of staff

5.1.1.2 Maintaining staff record files

5.1.1.3 Maintaining the attendance registers

5.1.1.4 Maintaining the seniority list of the department

5.1.1.5 Controlling Budget grants

5.1.1.6 Maintaining the register for office equipment & furniture

5.1.1.7 Maintaining the filing system of the department.

5.1.1.8 Maintaining the Imprest Cash account

5.1.1.9 Complying with the provisions of Statutory Acts

5.1.1.10 Complying with Standing Orders

5.1.1.11 Complying with Service Regulations

5.1.1.12 Preparing deputation advance, JE bills and maintaining its register

5.1.1.13 Incoming & outgoing papers (dispatch work)

5.1.2 Duties:

5.1.2.1 Putting up notes for filling up of vacancies and following them up

5.1.2.2 Ensuring that staff records are maintained properly

5.1.2.3 Ensuring that the attendance sheets/registers are maintained and initiating cases for taking action against the staff, having irregular attendance.

5.1.2.4 Preparing the seniority list of the department and maintaining it up-to-date

5.1.2.5 Preparing the establishment schedule and Capital & Revenue budgets

5.1.2.6 Putting up sanction forms for purchase of dead stock and capital items and maintaining the register up-to-date.

5.1.2.7 Maintaining the register for office equipment and furniture up-to-date

5.1.2.8 Preparing a thorough filing system and ensuring that all the papers are properly & correctly filed

5.1.2.9 Keeping of the Imprest Cash account

5.1.2.10 Compiling administration reports.

5.1.2.11 Ensuring that the provisions of the various statutory Acts viz. Factories Act,

Payment of Wages Act, Workers' Compensation Act, etc. are compiled with

5.1.2.12 Ensuring that all procedures regarding administrative matters are properly followed in accordance with the service regulations/Standing Orders

5.1.2.13 Supervision of clerical staff

5.1.2.14 Ensuring that all office records are properly maintained

5.1.2.15 Ensuring that the Factory licence is renewed in time

5.1.2.16 Ensuring that all returns with respect to Factory, Employment Exchange, statement of performance targets, monthly report of absenteeism, etc. are sent in time.

5.1.2.17 Controlling stationery items

5.1.2.18 Initiating and following up the cases for procurement of materials, diaries etc.

5.1.2.19 Putting up notes pertaining to staff matters, such as scholarships, advances, recovery statements, etc.

5.1.2.20 Sending monthly statements such as Vacancy, Reserved category, utilization & servicing of vehicles, final dues of ex-employees, accident reports, pending tenders & inspection, absent without leave for more than one month forms, deputation reports.

6. The powers and Duties of Charge Engineer:-

6.1 CHARGE ENGINEER – T8

6.1.1 DUTIES:

The Charge Engineer, of Meter Testing Department is responsible to Deputy Engineer (Meter Testing) for the following activities :

6.1.1.1 Routine testing of single phase / poly phase conventional and static meters energy meters.

6.1.1.2 Testing of incoming energy meters.

6.1.1.3 Laboratory testing of energy meters.

6.1.1.4 Official Testing of energy meters**.**

7. The powers and Duties of Foreman – General:-

7.1 FOREMAN GENERAL (TESTING)/ CHARGE ENGINEER – T8

7.1.1 RESPONSIBILITIES:

The Foreman General, of Meter Testing Department is responsible to Deputy Engineer (Meter Testing) for the following activities:

7.1.1.1 Routine testing of single phase / poly phase static meters energy meters.

7.1.1.2 Testing of incoming energy meters.

7.1.1.3 Laboratory testing of energy meters.

7.1.1.4 Official Testing of energy meters.

7.1.2 DUTIES:

7.1.2.1 Update data regarding meter tested and test results in Meter management module of OLCCS

7.1.2.2 Routine testing of single phase/ poly phase static energy meters.

7.1.2.3 Incoming testing of energy meters

7.1.2.4 Laboratory testing of energy meters

7.1.2.5 Official Testing of energy meters

7.1.2.6 Ensure smooth working and discipline of the section.

7.1.2.7 Recommending leaves of staff working under him.

7.1.2.8 Ensure good attendance of the staff

7.1.2.9 Writing departmental letters

7.1.2.10 Job allocation, supervision and guidance to staff in co-ordination with AEMR/ Dy. E/Sub-Engr.

7.1.2.11 Initiate and follow up cases for procurement of materials and equipments for his section.

7.1.2.12 Ensuring all the sub-standard equipments are regularly calibrated against standards.

7.1.2.13 Ensuring that all testing panels and equipments are maintained in good working condition.

7.1.2.14 Maintain Daily Output Register in his section.

7.1.2.15 Reporting of staff for absenteeism, bad attendance, work conduct etc.

7.1.2.16 Maintain all testing software and PC's in his section.

7.1.2.17 Ensure that all meters tested correctly.

7.1.2.18 Maintain various registers of the section.

7.2 FOREMAN GENERAL (METER MANAGEMENT)–T8

7.2.1 Responsibilities:

7.2.1.1 The Foreman General (Meter Management) shall be responsible to the Deputy Engineer (Meter Management) for the following.

7.2.1.2 Stenciling, sealing and issuing of energy meters.

7.2.1.3 Inspection and complete records of new meters and related accessories such as optical port and CMRI etc.

7.2.1.4 Sending energy meters defective within guarantee period to the firm, receiving from the firm and to maintain record of meters found defective within guarantee period.

7.2.1.5 Scrapping of energy meters and other materials of the section.

7.2.1.6 Various records of the section maintained by the staffs under him.

7.2.1.7 Procuring tools, plant and equipment/material required for the section.

7.2.1.8 Writing off scrapped, stolen and burnt energy meters, tools, plant and equipment of the Meters Department.

7.2.2. Duties:

7.2.2.1 Supervision of staff working under him.

7.2.2.2 Allocation of work to the staffs of the section.

7.2.2.3 Various records of the CMRI/optical ports, meter seals and other materials required for the section under him.

7.2.2.4 Ensuring that all meters are properly & correctly stenciled and sealed.

7.2.2.5 Recommendation of leave forms of the staff working in the section.

7.2.2.7 Scrapping of scrapped, stolen and burnt energy meters, tools, plant and equipment of the Meters Department.

7.3 FOREMAN GENERAL (INSTRUMENTATION) – T8

7.3.1 Responsibilities:

7.3.1.1 The Foreman General (Instrumentation) shall be responsible to the respective Sub- Engineer for the following.

7.3.1.2 Repairing and scrapping of old, un-serviceable and damaged electrical instruments of the Meters Department and other departments forwarded by them.

7.3.1.3 Maintenance of Wall Clocks.

7.3.1.4 Initiating proposal for procurement of materials and accessories required for maintenance and repairing of Instruments in the section under him. maintenance and repairing of the punching clocks and other Instruments in the section under him.

7.3.2 **Duties:**

7.3.2.1 Allocating jobs to the staff working under him and writing worksheets.

7.3.2.2 Supervising and guiding the staff working under him.

7.3.2.3 Ensuring that all jobs are carried out satisf

7.3.2.4 Writing of reports pertaining to jobs carried out for other departments.

7.3.2.5 Recommendation of leave forms of the staff in the section.

7.3.2.6 Writing Meal Allowance Forms, Driving Allowance and Overtime forms of the staff. Working in the section.

7.3.2.7 Scrapping and writing off of old, unserviceable tools, plant and equipment of the Meters Department.

7.3.2.8 Procurement of materials for maintenance of Instruments and other equipments.

8. The powers and Duties of Foreman :-

8.1 FOREMAN (TESTING) – T7

8.1.1 RESPONSIBILITIES:

The Foreman, Testing of Meter Testing Department is responsible to Deputy Engineer (Meter Testing) for the following activities :

8.1.1.1 Routine testing of single phase/ poly phase conventional and static energy meter.

8.1.1.2 Incoming testing of energy meters.

8.1.1.3 Laboratory Testing of energy meters.

8.1.1.4 Official Testing of energy meters.

8.1.2 DUTIES:

8.1.2.1 Update data regarding meter tested and test results in Meter management module of OLCCS.

8.1.2.2 Ensure smooth working and discipline of the section.

8.1.2.3 Recommending leaves of staff working under him.

8.1.2.4 Ensure good attendance of the staff.

8.1.2.5 Writing departmental letters.

8.1.2.6 Job allocation, supervision and guidance to staff in co-ordination with AEMR/ Dy.EMT/Sub-Engr.

8.1.2.7 Keeping test result sheets upto date.

8.1.2.8 Maintain daily output register in Testing Section.

8.1.2.9 Take the daily output of the staff and prepare the Daily Output Statement and monthly output statement.

8.1.2.10 Give the guidance to the staff in their work.

8.1.2.11 Maintain the record of defective meters.

8.1.2.12 Issue static C.T. operated meters to consuming departments.

8.1.2.13 Maintain the attendance of the staff working under him.

8.1.2.14 Ensure that all meter are tested correctly.

8.1.2.15 Keep all O.T. and disputed meters credited by other department for testing in safe custody.

8.1.2.16 Maintain various registers of the section for data and records.

8.1.2.17 Allotment of Incoming Testing of meter for Vendor Analysis.

8.1.2.18 Check that all Testing Software for Testing of Static Meter is working properly.

8.2 FOREMAN (INSTRUMENTATION) – T7

8.2.1 **Responsibilities:**

8.2.1.1 Foreman (Instrument) shall be responsible to the Foreman General (Instrument)

for the following functions:

8.2.1.2 Repairing, overhauling and maintenance of the wall clocks installed at Electric House, Colaba.

8.2.1.3 Repairing and maintenance of the different electronic instruments received from various departments.

8.2.2 **Duties:**

8.2.2.1 To allocate the job to those working under him.

8.2.2.2 Repairing, overhauling and maintenance of the wall clocks installed at Electric House, Colaba.

8.2.2.3 To arrange spare parts and consumable items required for maintaining the punching clocks and other instruments received from other departments.

8.2.2.4 To keep the attendance and leave records of the staff working in the section.

8.2.2.5 Ensuring that the quality of jobs carried out is maintained.

8.2.2.6 Repairing and scrapping of the old, unserviceable and damaged equipments and instruments.

8.2.2.7 To check and arrange the spare parts required for repairing punching clocks and instruments for replacing old defective parts.

8.2.2.8 To maintain the discipline and cleanliness in the section

8.2.2.9 Intimating to the officer / supervisor if any abnormality / accident occurred

8.2.2.10 Writing leave forms, Meal Allowance Forms, Driving Allowance and Over Time Forms.

9. The powers and Duties of Assistant Foreman:-

9.1 ASSISTANT FOREMAN – TESTING - T6

9.1.1 DUTIES:

The Assistant Foreman of Meter Testing Department is responsible to Foreman General and Foreman (Meter Testing) and has to carry out following duties:

9.1.1.1 To enter the test results in meter management module of OLCCS.

9.1.1.2 Routine testing of Single phase and Poly Phase static and Conventional meters.

9.1.1.3 Official Testing of Single Phase and Poly Phase meters of all category.

9.1.1.4 Laboratory and Incoming Testing of all Single phase and poly phase meters.

9.1.1.5 To keep records of test results of the meters properly.

9.1.1.6 To update the Lab/ OT/ Incoming Daily Output Register.

9.1.1.7 Ensure that every meter is withstood for Starting Current, Creep Test and Dial Test.

9.1.1.8 Ensure that all accessories and safety material are along with Meter Test Bench

9.1.1.9 Report technical defects of the panel and maintain it neat and clean.

9.2 ASSISTANT FOREMAN (INSTRUMENTATION) – T6:

9.2.1 **Duties:**

9.2.1.1 The Assistant Foreman (Instrument) shall be responsible to the Foreman General (Instrumentation) for the following functions:

9.2.1.2 To carry out the repairing and overhauling of the wall clocks.

9.2.1.3 To carry out the repairing and maintenance of the different electrical instruments received from various departments.

9.2.1.4 To assist Foreman (Instrument) for maintaining and repairing other instruments used in the department.

9.2.1.5 Ensuring that the plant and equipment of the department is maintained in good condition.

9.2.1.6 To maintain the discipline and cleanliness in the section.

10. The Duties of Testing Assistant 'B'

10.1 TESTING ASSISTANT "B" – T5

10.1.1 DUTIES:

The Testing Assistant "B" of Meter Testing Department is responsible to Foreman General and Foreman (Meter Testing Section) and has to carry out following duties :

10.1.1.1 Routine testing of Single Phase static/ Conventional meters.

10.1.1.2 Incoming/ Lab Testing of all Single Phase meters.

10.1.1.3 To keep record test results of the meters properly.

10.1.1.4 To ensure that testing of meter is as per the relevant IS.

10.1.1.5 To enter the test results in meter management module of VIDUSHI.

10.1.1.6 To ensure that all accessories and safety material are in proper condition along with Meter Test Bench.

10.1.1.7 Report technical defects of all the testing panels and ensure to keep the panel neat and clean.

11. The Duties of Meter Mechanic

11.1 METER MECHANIC - T5

11.1.1 **Duties:**

11.1.1.1 The Meter Mechanic (Meter Management) shall be responsible to the Assistant Foreman and has to carry out the following duties:

11.1.1.2 To carry out the checking of Incoming damaged poly phase meters.

11.1.1.3 Inspection and checking of the old/defective/ok poly- phase meters received from installations and make data entry on registers and computers for further processing of these meters as per the status of these meters.

11.1.1.4 To keep records of essential data of incoming poly phase energy meters.

11.1.1.5 Sorting of the incoming meters for re-cycling, sending to the firm within guarantee period or scrapping of the poly phase energy meters.

11.1.1.6 Ensuring that the quality of jobs carried out is maintained.

11.1.1.7 Intimation or submission of the daily output for the work carried out to Assistant Foreman.

11.1.1.8 To arrange switch in and out the plants and equipments used in the section.

11.1.1.9 To maintain the discipline and cleanliness in the section.

12. The Duties of Testing Assistant 'C'

12.1 TESTING ASSISTANT "C" – T4

12.1.1 Duties:

The Testing Assistant "C" of Meter Testing Department is responsible to Foreman General and Foreman (Meter Testing Section) and has to carry out following duties :

12.1.1.1 Routine testing of Single Phase static meters.

12.1.1.2 Incoming Testing of all Single Phase meters.

12.1.1.3 Record test results of the meter properly.

12.1.1.4 To ensure that testing of meter is as per the relevant IS.

12.1.1.5 To enter the test results in meter management module of VIDUSHI.

12.1.1.6 Report technical defects of all the testing panels and ensure to keep the panel neat and clean.

13. The Duties of Meter Mechanic

13.1 Meter Mechanic (T – 4)

13.1.1 **Duties:**

13.1.1.1 The Meter Mechanic (T-4) shall be responsible to Assistant Foreman and has to carry out the following duties:

13.1.1.2 To carry out inspection of all types of single phase meters which are credited there by user departments.

13.1.1.3 To make data entry of all these credited meters on registers keep record of essential data of all these incoming single phase energy meters.

13.1.1.4 Segregation & sorting of the incoming single phase energy meters for further processing as per the condition and requirement of these meters.

13.1.1.5 Ensuring that the availability of data of these credited meters as and when required.

13.1.1.6 Intimation or submission of the daily output for the work carried out to Assistant Foreman.

13.1.1.7 To arrange switch in and out the plants and equipments used in the section.

13.1.1.8 To maintain the discipline and cleanliness in the section.

14. The Duties of Senior Painter

14.1 SENIOR PAINTER (T – 4)

14.1.1 **Duties:**

14.1.1.1 The Senior Painter (T-4) shall be responsible to Assistant Foreman and has to carry out the following duties:

14.1.1.2 To clean the meter covers and body before stenciling the new/old meters or other instruments used for the stenciling job or painting of any other equipments to be stenciled.

14.1.1.3 Ensuring that the stenciling is done properly and meter number and dates stenciled correctly as per the meter numbers on the meter name plates.

14.1.1.4 To cut stencils as required for stenciling of energy meters.

14.1.1.5 To maintain the discipline and cleanliness in the section.

14.1.1.6 He should avoid wastage of the paints and other consumable items used for stenciling in the section.

14.1.1.7 He should use the safety devices when working with machines as and when required and suggested by Safety Rules from time to time.

14.1.1.8 To paint and stenciled the equipments and other accessories and parts used in the department as per the requirement.

14.1.1.9 Unpacking/packing of meters as and when required for further processing.

15. The Duties of Junior Painter

15.1 JUNIOR PAINTER (T – 3)

15.1.1 **Duties:**

15.1.1.1 The Junior Painter (T-3) shall be responsible to Assistant Foreman and has to carry out the following duties:

15.1.1.2 To clean the meter covers and body before stenciling the new/old meters or other instruments used for the stenciling job or painting of any other equipments of the department.

15.1.1.3 Ensuring that the stenciling is done properly and meter number and dates are stenciled correctly as per the meter numbers on the meter name plates.

15.1.1.4 To cut stencils as required for stenciling of energy meters.

15.1.1.5 To maintain the discipline and cleanliness in the section.

15.1.1.6 He should avoid wastage of the paints and other consumable items used for stenciling in the section.

15.1..1.7 He should use the safety devices when working with machines as and when required and suggested by Safety Rules from time to time.

15.1.1.8 To paint and stenciled the equipments and other accessories and parts used in the department as per the requirement.

15.1.1.9 Unpacking/packing of meters as and when required for further processing.

16. The Duties of Muccadam

16.1 MUCCADAM (T – 3)

16.1.1 **Duties:**

16.1.1.1 The Muccadam (T-3) shall be responsible to Assistant Foreman and has to carry out the following duties:

16.1.1.2 To allocate the jobs to the Nawghany's as per the requirement in consultation with Foreman General or Foreman.

16.1.1.3 To supervise the Nawghany's during meter handling or any other working of Nawghany's such as meter loading/unloading or any other equipment.

16.1.1.4 To arrange the seals required for sealing energy meters form meter sub-stores.

16.1.1.5 To arrange to carry out the job of sealing of energy meters by the Nawghany's as per the requirement.

16.1.1.6 To keep the records of the seals used for sealing of energy meters and inform Foreman General regarding the stock of seals from time to time.

16.1.1.7 To re-arrange Nawghany's as per the requirement in day to day working.

16.1.1.8 To assist Assistant Foreman for loading/unloading of meters and materials in the lorry/vehicle.

17. The Duties of Nawghany

17.1 NAWGHANY - TESTING (T – 1)

17.1.1 **Duties:**

17.1.1.1 Loading / unloading of the meters and other equipments carefully as per the instructions.

17.1.1.2 Mounting of meters on Fully Automatic Test Benches, assisting the Charge Engineers in taking reading and removal of meters from the panel after testing.

17.1.1.3 He should carry out the sealing of the C.T. Operated energy meters under supervision of the Foreman.

17.1.1.4 He should take initiative for learning different activities carried out in the Testing Section.

17.1.1.5 If called, he has to report in the shift duty.

17.1.1.6 He should dispatch files / reports etc. to other departments as per requirement.

17.1.1.7 Cleanliness of the Fully Automatic and Semi-Automatic Test Benches.

17.1.1.8 Assisting Foreman General / Foreman / Assistant Foreman / Clerk / Shop Recorder when required.

17.1.1.9 Transportation of material.

17.1.1.10 To maintain the discipline and cleanliness in the section.

17.2 NAWGHANY - METER MANAGEMANT (T – 1)

17.2.1 Duties:

17.2.1.1 He should carry out the following duties:

17.2.1.2 Loading / unloading of the meters and other equipments carefully as per the instructions and supervision of Mucaddam/Foreman/Shop Recorder present on the working site.

17.2.1.3 Loading / unloading of the meter scrap batches at meters department and at Scrapping yards.

17.2.1.4 He should carry out the sealing of the energy meters under the supervision of the Muccadam/Foreman.

17.2.1.5 He should take initiative for learning different activities carried out in the Meter Management Section.

17.2.1.6 If called, he has to report in the shift duty.

17.2.1.7 He should dispatch files / reports etc. to other departments as per requirement or from one table to another table of different officers.

17.2.1.8 Cleanliness of the meters, equipments, meter racks and vehicles.

17.2.1.9 Assisting Foreman General / Foreman / Assistant Foreman / Clerk /Shop Recorder when required at different level of meter related and other activities.

17.2.1.10 Transportation of materials.

17.2.1.11 To maintain the discipline and cleanliness in the section.

18. The Duties of Scavenger

18.1 SCAVENGER (T – 1)

18.1.1 Duties:

18.1.1.1 To maintain cleanliness of Toilets.

18.1.1.2 Sweeping & mopping in the Department.

19. The Duties of Motor Vehicle (M.V.) Driver.

19.1 M. V. DRIVER - (G – 3)

19.1.1 **Duties:**

19.1.1.1 Transporting Meters to the 3 sub-stores and other locations as per the requirement.

19.1.1.2 Transporting scrap meters and material to Oshiwara Scrapyard.

19.1.1.3 To maintain the vehicle in good condition.

20. The powers and Duties of Supervisor

20.1 SUPERVISOR OFFICE (AG – VII)

20.1.1 **Responsibilities:**

The Supervisor is responsible to AAO (MR) for following functions:

20.1.1.1 Preparation of monthly statements, bills, etc.

20.1.1.2 Arranging for test/interview

20.1.1.3 Initiating various Establishment proposals

20.1.1.4 Maintaining staff position

20.1.2 Duties:

20.1.2.1 To supervise the Clerks, Shop Recorders and Sepoys working in the section

20.1.2.2 Attending queries

20.1.2.3 Giving information required by various departments of the Undertaking

20.1.2.4 Assisting AAO(MR) in preparation in Establishment Schedule

20.1.2.5 Keeping Imprest Cash and maintain its register, bills of purchase through Imprest Cash etc.

20.1.2.6 Any other work in absence of AAO (MR) entrusted by DEMR.

20.2 SUPERVISOR REPAIRS (AG – VII)

20.2.1 Duties & Responsibilities:

The Supervisor (Repairs) is responsible to Dy. Engineer (Repair) for the following functions:

20.2.1.1 Daily stock taking of meters available at the Sub-stores and updating record of the meters available in sub stores.

20.2.1.2 To maintain and updating New meter records which contain details such as Purchase Order number, Gross Rate, Order Quantity, I.F. Number & Date, Serial Number of meters, Challan Number, Quantity received from the firm, quantity accepted from the firm, quantity balance with the firm, Requisition note and no. of defective meters and Rejection memos.

20.2.1.3 Preparing yearly statement of new meters and informing to Stores Account.

20.2.1.4 Checking of Transaction Register and Stores Account Statement.

20.2.1.5 Writing requisitions and departmental letters to various departments and to follow up the same.

20.2.1.6 Scrutinizing various statements such as Group-wise Inventory level statement, Stores Received Note Statement, Transaction Register Statement and Material Cost Statement etc.

20.2.1.7 Uploading data in OLCCS system in respect of Tender and P.O.

20.2.1.8 Data for the budgetary provision such as meter received during a financial year its cost and balance meters with the firm for all the P.O placed and under execution.

21. The Duties of Clerk

21.1 CLERK (ESTABLISHMENT) (AG – V)

21.1.1 **Responsibilities:**

The Clerk (Establishment) is responsible to AAO (MR)/Supervisor (office) for the following functions:

21.1.1.1 Initiate various notes & letters regarding establishment and staff matters.

21.1.1.2 Updating Register of Backward Class, seniority list and staff records.

21.1.1.3 Releasing final bills, follow up of Establishment proposals.

20.1.1.4 Putting up proposals for Silver medal and wrist watch on BEST day

21.1.2 Duties:

21.1.2.1 Issue of Service Certificates and general certificates, Identification notes, etc.

21.1.2.2 Sending Monthly, quarterly, half yearly, yearly and occasional statement regarding establishment matters to various departments.

21.1.2.3 Issuing I.D.card / Bus tokens & maintenance of its records

21.1.2.4 Checking of various applications like P.F. / Society loan, Medical reimbursement, Housing Loan subsidy, Pension and application from Ex-employees' children for employment, etc. for certification.

21.1.2.5 Filing of Staff Record papers

21.1.2.6 Any other work entrusted by AAO(MR)/Supervisor

21.2 CLERK (ADMINISTRATION) (AG – V)

21.2.1 Responsibilities:

The Clerk (Administration) is responsible to AAO (MR) / Supervisor (office) for the following functions:

21.2.2.1 Attending Administration queries

21.2.1.2 Initiating proposals for procurement of any material, verification of Motor Driving License, etc.

21.2.1.3 Initiating payment advice in lieu of Clothing & monsoon wear, keeping its record and other related work (i.e. stitching charges & Washing Allowance Advice, etc.)

21.2.1.4 Maintaining Inventory, Accident Register & related works.

21.2.2 Duties:

21.2.2.1 Sending Work Requisitions regarding complaints for civil work and its follow up

21.2.2.2 Procuring stationery

21.2.2.3 Assisting AAO (MR) in preparing Revenue & Capital Budgets

21.2.2.4 Motor Vehicle Statements and related work

21.2.2.5 Initiating Purchase Forms and keeping Sanction Form Register

21.2.2.6 Preparation of Outward Bill Memos and related work

21.2.2.7 Preparing identification notes for Society loan &other payments.

21.2.2.8 Any other work entrusted by AAO (MR)/Supervisor

21.3 CLERK (PAYMENT) (AG – V)

21.3.1 Responsibilities:

The Clerk (Payment) is responsible to AAO(MR) / Supervisor (office) for the following functions:

21.3.1.1 Calculation of Incentive Bonus and preparing Payment Advice

21.3.1.2 Preparing Payment Advice for Field Duty Allowance / Overtime/ Meal Allowance/Compensatory Allowance, etc.

21.3.1.3 Preparing Bill Vouchers towards the payment of deputation, Car Advance, Medical reimbursement, Outside parties, etc.

21.3.2 Duties:

21.3.2.1 Initiating Brief-case proposals and maintaining its register

21.3.2.2 Payment of Festival advance

21.3.2.3 Work regarding Renewal of Factory licence, BMC permit, etc.

21.3.2.4 Any other work entrusted by AAO(MR)/Supervisor

21.4 CLERK (DESPATCH) (AG – V)

21.4.1 Responsibilities:

The Clerk (Dispatch) is responsible to AAO(MR) / Supervisor (office) for the following functions:

21.4.1.1 Preparing monthly statements like tenders & Inspection forms, pending cases, VIP statements, etc.

21.4.1.2 Receiving and sending papers & files, etc.

21.4.2 Duties:

21.4..2.1 Keeping inward/outward file movement, tender & Inspection Forms, Overtime & Purchase Forms.

21.4.2.2 Compilation of files

21.4.2.3 Filing of all office file papers

21.4.2.4 Any other work entrusted by AAO(MR)/Supervisor

21.5 CLERK (ATTENDANCE) (AG – V)

21.5.1 Responsibilities:

The Clerk (Attendance)is responsible to AAO(MR) / Supervisor (office) for the following functions:

21.5.1.1 To send monthly absentee memos of officers

21.5.1.2 To send monthly absentee reports.

21.5.2 Duties:

21.5.2.1 Maintaining attendance and leave record of all staff of the department

21.5.2.2 Keeping LTA records

21.5.2.3 Producing leave record for promotion assessment, silver medals, etc.

21.5.2.4 Any other work entrusted by AAO(MR)/Supervisor.

22. The Duties of Shop-Recorder

22.1 SHOP-RECORDER (METERS) (AG – V)

22.1.1 **Responsibilities:**

The Shop Recorder (Meters) is responsible to Dy.E(Meters) / AEMR (Repairs) for the following functions:

22.1.1.1 Follow up of Stores proposals of Repairs section

22.1.1.2 Procurement of material which is a non-stock item for Repairs section

22.1.1.3 Collecting information for Repairs section.

22.1.2 Duties:

22.1.2.1 Filing of all papers of Repairs section in their respective files and also filing of papers of Testing Order files, etc.

22.1.2.2 To execute all Clerical work of Repairs section.

22.1.2.3 Any other work entrusted by AAO(MR)/Supervisor

22.2 SHOP-RECORDER (REPAIRS) (AG – V)

22.2.1 Duties:

22.2.1.1 Issue of Static & Conventional meters to User departments

22.2.1.2 To record meter number, Seal number and sealing of the meters at the time of issue.

22.2.1.3 To inspect the meters credited by the User departments

22.2.1.4 To accept the Static and Conventional meters credited by User departments

22.2.1.5 To record meter number, seal number, reading and damages, if any, of the meters at the time of crediting.

22.2.1.6 Preparing list of tested, untested, sealed and defective meters

22.2.1.7 To prepare Damage meter Inspection Form on the basis of incoming meter form submitted by crediting department.

22.2.1.8 To keep record of meters issued to and credited by consuming department

22.2.1.9 To accept meters for official testing along with O.T. forms.

22.2.1.10 Issue of spare parts and tools as and when required by Mechanic

22.2.1.11 To keep record of spare parts and tools

22.2.1.12 To initiate Purchase Forms for procurement of material

22.2.1.13 To maintain sufficient stock of spare parts and tools

22.2.1.14 Writing requisitions, Credit Notes, Gate-pass

22.2.1.15 Issue of sundry items such as napkins, toilet soap, etc.

22.2.1.16 To verify meters identified for scrapping

22.2.1.17 To prepare and check scrap batch of meters identified for scrapping

22.2.1.18 Writing Meal Allowance form, Overtime statements, Credit Notes, etc.

22.2.1.19 To search and confirm records of the meter such as meter number, Maker number initial and final reading and condition of meters from the record file available with us Filing of various notes, statements, etc.

22.2.1.20 Making entries pertaining to E-job sheet.

23. The Duties of Stenographer

23.1 STENOGRAPHER (AG – V)

23.1.1 **Duties:**

The Stenographer (English) is responsible to Div. Engr.(Meters) / AAO(MR) for following duties:

23.1.1.1 Taking dictation

23.1.1.2 Typing work

24. The Duties of Sepoy

24.1 SEPOY (A/G – I)

24.1.1 **Duties:**

The Sepoy will carry out following duties:

24.1.1.1 Receiving papers, files, etc. from various departments / sections / staff and forwarding the same to the concerned department / section / staff & getting acknowledgement, whenever it is necessary.

24.1.1.2 Forwarding dispatch to Colaba, Dadar, Kussara, Pathakwadi and other places of the Undertaking wherever required and also collecting the dispatch papers from those places.

24.1.1.3 Collecting the keys of the department to open the department in the morning and depositing the same to Security post after closing the department in the evening

24.1.1.4 To open the department's doors, windows in the morning and close the same in the evening.

24.1.1.5 To clean the tables & chairs of the staff

24.1.1.6 To attend bell of cabins and calls of the staff

24.1.1.7 To make arrangements of tea/coffee, etc.

24.1.1.8 Any other work entrusted by AAO (MR)/Supervisor

4(b)(iii): The procedure followed in the decision making process, Including channels of supervision and accountability:

25. ## Procedure for Procurement of Energy Meters:

1.1 Maintaining adequate stocks of all sizes of meter and keeping them available for installation on consumers installation is the responsibility of the Meters Dept. Every year meters having their useful life, unserviceable and obsolete are scrapped. Meters damaged or having been stolen are written off from time to time Every year new consumers are connected up to our system. New meters of various sizes are therefore, procured through tender every year.

1.2 Requirement of Energy Meter The following method gives a fairly good assessment of the requirements of new meters for the next financial year. The Deputy Engineer (Meter Repairs) prepares a statement showing monthly. issue and receipt of meters to and from the Customer Care Departments, zone wise and size-wise for previous two years. The Customer Care Departments are required to indicate their requirements of energy meters, size-wise for the next financial year. The stock figure of each size of energy meter as on 1st April of the next financial year is worked out from the figures of :-

a) Energy meters issued during last two years.
b) Energy meters received during last two years.
c) Estimated figure of requirement of energy meters for the remaining months of the current financial year.
d) Energy meters on order which are likely to be received during the financial year.

1.2.2 Once the size-wise stock figures of energy meters as on 1st April of the next financial year known, the requirements of the next financial year are worked out from the knowledge of the requirements of the Customer Care Departments (co-related with average consumption during previous two years). Taking into consideration, the normal delay in deliveries by the manufacturers, 1.5 times the actual estimated requirement is recommended for purchase. The requirement is forwarded to DCECC(NE)/CECC/AGM (ES)/DGM (ES)/GM for scrutiny and sanction. After obtaining Management's sanction, the indent along with the technical specification is forwarded to the Materials Management Department.

1.2.3 The procedure was followed for general requirement of meters. Now as per the guidelines of CEA, conventional meters are required to be replaced by static meters hence mass procurement of static meters is being done, however the above mentioned procedure is not followed for the time being.

2.0 Technical Specification:

2.1 A Committee on Energy Meters (CEM) is formed for scrutinizing the existing specification on meters, to consider market trend and availability, to study specification of other utilities and based on practical and field experience formulate specification for various sizes of meters. The Committee shall also suggest short term and long term metering requirement of BEST. Based on the management policy and guidelines and the technology available technical specification for the energy meter is prepared Approval of management is obtained for quantity and technical specification of meter to be procured. Subsequently indent along with the approval is forwarded to Materials Management Department for further processing of Tender.

3.0 Tendering:

3.1 The tender is invited by the Materials Management Department and is processed as per two bid tendering. If required pre-bid meeting is held for interaction between BEST's officers and representative of meter manufacturers. Queries raised by the various manufacturers are addressed and suggestion/modifications if viable are accepted by the Undertaking.

3.2 Technical bid of the tender is opened by Tender Sample meters submitted by the tenderers which are tested by MTS Department as per the relevant IS and technical specification of BEST in presence of tenderers representative. Also demonstration on features of sample meter submitted against the tender is held in order to confirm the various features of meters offered against the tender in the context of technical specification.

3.3 Comparative statement of features offered in the sample meter vis-a-vis technical specification is prepared and technical suitability report is put up for management's approval. The commercial (price) bid of only the technically suitable tenderer's is opened.

4.0 Recommendation:

4.1 While recommending, due consideration is given to the cost of the meter, past Performance of the meters supplied by the firm, cost of maintenance/repair, after sales service provided by the supplier/manufacturer in earlier orders executed. The total requirement is as far as possible distributed between more than one supplier for the purpose of ensuring continuity of supply and as per the tender guidelines. The quantities are recommended on the basis of type of supplier such as new, semi-regular and regular and in proportion to the price quoted on the basis of the policy guidelines issued by the management issued in this regards. The recommendations are put up to management for approval

4.2 The Purchase Order is released to the successful tenderer by the Materials Management Department after approval of the Management/Committee. Based on the requirement in future delivery schedule is prepared and supplier/s is/are asked to deliver meters in lot as per delivery schedule through Materials Management

Department.

5.0 Lot Inspection and Dispatch:

5.1 Each lot is subjected to inspection and witnessing testing of meter by officers of BEST Undertaking at supplier's works, for which management's approval is obtained to depute two officers for each lot. Inspecting officers are required to verify the various features of the meters in context of technical specification and witness the testing of sample meters from offered lot as per the relevant IS. During inspection if test result of the samples from the lot is found in order dispatch clearance is given in consultation with DE (Meters)

6.0 Acceptance of New Energy Meters:

6.1 The new energy meters are received in Sub-stores of Material Management Department at Wadala in lots. The sample meters are physically inspected by Dy.E (Procurement) and tested for verification of features and further meters are tested by MTS Department. Subsequently lot is accepted/rejected by certifying Inspection Memos. After clearance of inspection memo, requisitions may be passed immediately. Energy meters once drawn are transferred to the capital inventory of the Meter Department until they are written off. Store Received Notes are prepared by the Material Management Department for taking the meters in stock. For each make and size of the meter, there is a separate folio. If a new folio is required to be opened, the Meters Department allots the new folio numbers.

26. **PROCEDURE OF WORKING:**

In BEST Undertaking meters are required to be installed on site against connection orders, replacing meter due to defect or for higher capacity etc. Every meter is preferably tested in Meters Department before installation on site. The testing of meter is carried out with RSM on Semi-Automatic and Fully Automatic Test Benches through Software.

1.0 TESTING OF METERS:

Following types of testing is carried out on single-phase / poly-phase conventional and static energy meters.

1.1 Routine testing of energy meters

1.2 Testing of incoming energy meters

1.3 Laboratory testing of energy meters

1.4 Official Testing of energy meters

2.0 ROUTINE TESTING:

2.1 Routine testing is carried out on new meters to ascertain the accuracy of meters prior to installation in the system. Testing is carried out as per the procedure given hereafter.

3.0 TESTING OF INCOMING METERS:

3.1 The meter removed from the site for various reasons such as replacement against higher capacity, disconnection of supply etc. If these meters are OK meters then they can be recycled in the system. Prior to installation of these meters in the system testing of these meters is carried out to ascertain their accuracy and to verify the features of the meter.

3.2 Actually meters selected for Incoming Tests should be in good working condition. However, some meters are found suspected tampered and defective. Therefore, reports of the same meters are sent to Vigilance Department to keep watch on installation from where these meters are removed. Also these reports are sent to respective Customer Care Departments. Testing is carried out as per the procedure given herein.

4.0 LABORATORY TESTING:

4.1 In case of dispute raised by the consumer regarding billing and accuracy of the meter, and if Customer Care Dept. is not able to ascertain the accuracy of meter on site then such meters are referred to Meters Dept. for laboratory testing. Testing is carried out as per the procedure given herein. Test reports of the same are sent to the concerned departments for their further action. In addition if any abnormality is noticed, the same is specifically mentioned on the test report for perusal of Customer Care Dept.

5.0 OFFICIAL TESTING:

5.1 In case of dispute raised by the consumer regarding billing and accuracy of the meter, on request of the consumer the meter is referred to Meters dept. for testing in presence of consumer to ascertain the accuracy in our laboratory. The testing charges are levied on consumer as per the schedule of charges given in Maharashtra Electricity Regulatory Commission (Electricity Supply Code and Other Conditions of Supply) Regulations, 2005. The Customer Care Department (IF Section)/ High Value Consumer Dept. removes disputed meters from the site and provides seal in presence of consumer which is signed by representative of BEST and the consumer. On receipt of the meter, Meters Department communicates with the consumer through ESL 43 letter to remain present in person or designate his representative on given date of testing of the meter. If the consumer is present on date of appointment, then testing of meter is carried out in his presence. If he fails to attend, second appointment letter is sent to the consumer. The testing of the meter is carried out on second appointment date even if consumer is not present.

5.2 In case of poly phase meters prior to removal from site for various reasons Vigilance clearance is required to be taken by Customer Care/ High Value Consumer Dept. The

Vigilance Dept. gives clearance subject to testing of meters in presence of consumer. In such case, charges towards the testing of the meter is not levied to the consumer.

5.3 Meter that has been sealed at site in consumer presence is required to be removed before testing in the presence of the consumer or his representative at Meters Dept. laboratory. Testing is carried out as per the procedure given herein. A test report in prescribed format is prepared wherein physical observation, accuracy of the meter and abnormalities noticed if any are recorded. Consumer or consumer representative's signature is obtained on the test report and report is also signed by the meter tester. Test reports are sent to the concerned departments for their further action. If any abnormalities are noticed during testing or the meter is found tampered then test report is forwarded to Vigilance Department for necessary action.

5.4 Whenever poly-phase meters are required to be removed/ replaced from the site then Vigilance clearance is required for the same. Sometimes Vigilance Department gives clearance with remark "Removal/replacement of meter subjected to testing of meters at our laboratory in presence of consumer". As per the Procedure Order No 201. dated 10.09.2012, such meters are tested in absence of consumer without disturbing the seals. After testing, if meter found ok in accuracy and dial test then the reports are sent to the concerned user department.

5.5 If during testing, meter is found stopped/ slow beyond certain limits (above 15% slow)/suspected tampered then appointment letter (ESL-43A) through registered A.D. is sent to consumer to remain present to witness the testing of the meter and the procedure of official testing is followed.

6.0 OFFICIAL TESTING OF METERS REFERRED BY VIGILANCE DEPARTMENT:

6.1 During the raid on site by Vigilance Dept. whenever a meter is found suspected tamper such meters are referred to Meters Dept. for testing and verification of abnormality, if any. Such meters are tested in presence of consumer & representative of Vigilance Dept. If the consumer is not present such meter is tested in presence of witnesses.

6.2 During testing, seal provided by Customer Care Dept. on the meter in presence of consumer at site is removed in presence of consumer or his representative at laboratory. Testing is carried out as per the procedure given herein. On completion of the testing test report is signed by the meter tester and the consumer or his representative.

DETAILS OF METER TEST BENCHES:

1.0 The Testing Laboratory is equipped with 2 nos. of Single phase and 3 nos. of Poly phase Semi-Automatic Test Benches of Intrax make. In case of Semi-Automatic Test Benches the adjustments of test parameters viz. Current, Voltage and Power Factor are required to be done manually. The Accuracy class of RSM of these benches is 0.1.

1.1 Fully Automatic Test Benches Details

Make	Single Phase	Polyphase	Accuracy Class
Itron	4 nos.	2 nos.	0.01
Zera	3 nos.	1 no.	0.02
MTE	Nil	3 nos.	0.02

IV. TESTING OF METERS:

1.0 The meters to be tested are generally distributed among the testers as per their grade. Poly phase conventional and static meters testing is carried out by Assistant Foreman (T6) and Single Phase conventional and static meter testing is carried out by Testing Assistant (B) and (C) in grade T5 and T4.

1.1 Single phase and poly phase meters are tested on the test benches as per the maximum current of the meter and loading Capacity of the test bench.

2.0 PROCEDURE OF TESTING OF METERS:

2.1 **Testing of conventional single phase and poly phase meters on semi-Automatic Test bench:**

2.1.1 Hang all the meters on the rack of the test bench

2.1.2 Megger Test is carried out between (PC and meter body), (CC and meter body) and (Cc and PC).

2.1.3 Physical inspection is carried out on individual meter to check for abnormality if any.

2.1.4 Current coils of the meters are connected in series with current potential coils are connected in parallel to the Potential Source of the Test Bench. Switch on the supply of the potential coil and keep on for half warming up. In monsoon, the warming up period is about 45 minutes. The warming up test is carried out for energizing the potential coil. No warming is required in case of static meter.

2.1.6 After warming up, the meter is tested on following load points:

-100% Ib at UPF
-50% Ib at UPF
-10% Ib at UPF
-50% Ib at 0.5 Lag PF

2.1.7 Starting current, No load and Dial Test is performed on the meter as per relevant IS.

2.1.8 After testing the meter spot checking is carried out by supervisor.

2.1.9 After carrying out all the above mentioned tests, the test results are entered in test result sheets and also in Meter Management Module of OLCCS

2.2 Testing of Single Phase Meters on Fully Automatic single phase test bench.

2.2.1 Meters supplied by the manufacturer are subjected to testing prior to issue to user department. These meters are distributed among the Charge Engineers.

2.2.2 Initially switch ON the MCB.

2.2.3 Switch ON the Voltage stabilizing unit. Switch ON the A.C. Mains of Electra S.2000 Itron panel/ Zera panel. In Itron Test Bench (TB) the software used for Meter Testing is named as Calwin and as regards Zera Test Bench, Winsam software is used.

2.2.4 Switch ON the green push button of the Electra S.2000 panel to become green. Switch on the Yellow Button in case of Zera panel.

2.2.5 Wait for the JETPORT programme to LOG.IN in case of Itron TB.

2.2.6 Wait for the RSM light on Electra S.2000 panel to become green.

2.2.7 Then start the Calwin programme in case of Itron test bench and Winsam programme in case of Zera TB.

2.2.8 Before starting the work, ensure that the meter test bench is clean.

2.2.9 Collect the meters(40 nos.) for testing.

2.2.10 Physical inspection is carried out on individual meter and abnormality if any inside the meter is noted.

2.2.11 Check the meters for loose screw inside the Terminal Block. If loose screws found, same shall be tightened properly before mounting on the meter test bench.

2.2.12 The terminal Block of the test bench and the height of the clamp shall be adjusted such that the meter gets fixed firmly on the test bench.

2.2.13 All the meters shall be mounted on the test bench.

2.2.14 Ensure that current and voltage connections are proper.

2.2.15 The programme shall be prepared considering the make and size of meters to be tested.

2.2.16 The program shall include following tests:-

a. Starting current test - 0.4% of Ib.

b. Accuracy test - 100% Ib at UPF
- 50% Ib at UPF
- 10% Ib at UPF
- 50% Ib at 0.5 Lag PF

c. No load test - 115% of rated voltage.
d. Dial/ Register test - 2 Kwh shall be passed.

2.2.17 During the dial test, the initial & final readings of all the meters should be entered using the Hand held device.

2.2.18 In case of Itron TB the tests can be performed in sequence or either selecting them one by one. However in case of Zera TB the tests are performed in sequence only.

2.2.19 Initially, only Voltage is applied and the displays of all the meters are checked for Seven Segment Display, Meter serial number and RTC.

2.2.20 Apply the scan head adjustment by selecting the scan head adjustment tab in the Calwin program. Set the scanners when "scan head adjustment" operator hint is shown on display in the WINSAM program.

2.2.21 Single phase Meter is tested for accuracy class +-1% on load points mentioned in point 2.2.16.

2.2.22 After execution of all the tests, the programme gets switch off automatically and the results are automatically saved in case of Zera TB.

2.2.23 In case of Itron TB the Test results are required to be saved.

2.2.24 The meter which are defective are highlighted in the red color on the computer monitor in Itron TB.

2.2.25 In Zera TB the defective meters are highlighted in the test result. Such defective meters are tagged mentioning their defects and sent to repair section.

2.2.26 Once meter is tested, spot checking is carried out by Foreman General and Deputy Engineer.

2.2.27 All the meters shall be detached from the panel.

2.2.28 The OK meters are then sent to Repair Section for sealing. Defective meters are sent to Repair for replacement from the manufacturer.

2.2.29 The Test Results of the meters tested are updated in the Meter Management Module of OLCCS.

2.2.30 To fill up the MT-9 report in case of official &lab testing.

2.3 Testing of Poly Phase Meters on Fully Automatic Poly Phase test Bench:

A) Testing procedure for ITRON and ZERA

2.3.1 Follow the testing procedure mentioned from Sr. no. 2.2.1 to 2.2.8. On poly Phase test bench 10 nos. of meters can be tested.

2.3.2 Collect the meters (10 nos.) for testing.

2.3.3 Follow the testing procedure mentioned from Sr. no. 2.2.10 to 2.2.15.

2.3.4 The program shall include following tests:-

a. Starting current test - 0.4% of Ib.

b. Accuracy test(Active energy) - 100% I max at UPF
- 50% I max at UPF
- 100% Ib at UPF
- 50% Ib at UPF
- 10% Ib at UPF
- 50% Ib at 0.866 Lag PF
- 10% Ib at 0.866 Lag PF
- 50% Ib at 0.5 Lag PF
- 10% Ib at 0.5Lag PF

(Reactive energy)
- 50% Ib at 0.5 Lag PF
- 10% Ib at 0.5 Lag PF

c. No load test - 115% of rated voltage.

d. Dial/ Register test - 5 Kwh shall be passed.

2.3.5 Follow the testing procedure mentioned from Sr. no. 2.2.17 to 2.2.30.

B) Testing procedure for MTE

i) Switch ON Main MCB

ii) Switch ON stabiliser MCB

iii) Switch ON MCB on power source STE10, this will switch ON RSM. Pressing Green push button will switch ON Power source.

iv) Power ON UPS and make shure that it is on AC mains source (Green light). Battery mode is indicated by Orange light.

v) Start PC. Start Calibration software. Enter username and password. Make sure that all hardware are in synch with software.

vi) Make sure that Test rack is clean.

vii) Connect meters 20 meters can be tested at a time. Check Voltage and current connections.

viii) Adjust Scanner.

ix) Select Automatic test in operation menu.Select respective program of meter under test.

x) Enter Name of the test .Enter Meter Serial Numbers and ADD.

xi) Click START button.

xii) Test sequence includes following tests.

Active Balance

1) Scan head test
2) Per phase test
3) 100% Imax UPF

4) 50% Imax UPF
5) 100% Ib UPF
6) 50% Ib UPF
7) 10% Ib UPF
8) 50% Ib 0.866 Lag
9) 10% Ib 0.866 Lag
10) 50% Ib 0.5 Lag
11) 10% Ib 0.5 Lag
12) Starting Test 0.4% Ib
13) No Load Test

Reactive Balance

1) Scan head Reactive
2) 50% Ib 0.5 Lag
3) 10% Ib 0.5 Lag

DIAL TEST (ACTIVE) 5kWh
Test Results are automatically saved. Select Results and LOCK the Result.

2.4 Testing of Single Phase Meters on semi-automatic test bench of Intrax make:

2.4.1 Meters supplied by the manufacturer are subjected to testing prior to issue to user department. These meters are distributed among the Asst. Foreman and Testing Assistant.

2.4.2 The Test benches have testing capacity of 20 nos. of meters with individual scanners.

2.4.3 Meters are allotted by the FM/FGT to individual testers on the meter test bench.

2.4.4 Terminal Block is opened and the meters under test are serially connected on the test bench.

2.4.5 The test is carried out by testing software but Voltage Current and power factor adjustment are done manually for each load point.

2.4.6 Initially, only Voltage is applied and the displays of all the meters are checked for Seven Segment Display, Meter serial number and RTC.

2.4.7 Then apply current, to check the pulse output.

2.4.8 To prepare a file on the PC.

2.4.9 Then following tests are carried out:-
a. Starting current test - 0.4% of Ib.
b. Accuracy test - 100% Ib at UPF
- 50% Ib at UPF
- 10% Ib at UPF

- 50% Ib at 0.5 Lag PF

c. No load test - 115% of rated voltage.

d. Dial/ Register test - 2 Kwh shall be passed.

2.4.10 The test results are saved in the file created at the beginning of the test.

2.4.11 The test bench is switched off. Spot checking is carried out by Foreman General

2.4.12 All the meters shall be detached from the panel

2.4.13 The OK meters are then sent to Repair Section for sealing/recycling. Defective meters are sent to Repair for replacement from the manufacturer.

2..4.14 The Test Results of the meters tested are updated in the Meter Management Module of OLCCS.

2.5 Testing of Poly Phase Meters on Semi-Automatic Poly Phase test bench:

2.5.1 Meters supplied by the manufacturer are subjected to testing prior to issue to user department. These meters are distributed among the Asst. Foreman and Testing Assistant

2.5.2 The Test benches have testing capacity of 20 nos. of meters with individual scanners.

2.5.3 Follow the testing procedure mentioned from Sr. no. 2.4.3 to 2.4.8.

2.5.4 Before starting tests, I.D. and communication of each meter is checked through optical port of the meter using the software provided by the respective meter manufacturer.

2..5.5 Per phase voltage &current of all the meters is checked supplying per phase voltage one by one and then current on each phase one by one.

2.5.6 Then following tests are carried out:-

a. Starting current test - 0.4% of Ib

b. Accuracy test(Active energy) - 100% I max at UPF

- 50% I max at UPF
- 100% Ib at UPF
- 50% Ib at UPF
- 10% Ib at UPF
- 50% Ib at 0.866 Lag PF
- 10% Ib at 0.866 Lag PF
- 50% Ib at 0.5 Lag PF
- 10% Ib at 0.5Lag PF

(Reactive energy) - 50% Ib at 0.5 Lag PF

- 10% Ib at 0.5 Lag PF

c. No load test - 115% of rated voltage

d. Dial/ Register test - 5 Kwh shall.

2.5.7 Follow the testing procedure mentioned at Sr. No. 2.4.10 to 2.4.14.

2.6 Testing and Calibration of Reference Standard Meter (RSM)

2.6.1 Every reference standard meter is required to be tested and calibrated periodically against the higher class of accuracy in order to ascertain the limits of error. Various types of RSM's available in the department according to their Accuracy Class are as follows.

Testing Bench	*Type of*	*RSM Sr. No.*	
Intrax -SP2	KOCOS	METES 12.1 CTO 5712	
Intrax -SP4	KOCOS	METES 12.1 CTO 5714	
Intrax- PP3	KOCOS	METES 32.1 CTO 8392	
Intrax- PP4	KOCOS	METES 32.1 CTO 8420	0. 1
Intrax- PP5	KOCOS	METES 32.1 CTO 8421	0.1
Itron-SP-557	RD-20-224	300770	0.01
Itron-SP-559	RD-20-224	300771	0.01
Itron-SP-556	RD-20-224	300772	0.01
Itron-SP-558	RD-20-224	300773	0.01
Itron-PP-561	RD-30-231	300775	0.01
Itron-PP-560	RD-30-231	300776	0.01
ZERA-SP	MTS140	ID11047	0.02
ZERA-SP	MTS140	ID12484	0.02
ZERA-SP	MTS140	ID12485	0.02
ZERA-PP	MTS320	ID11352	0.02
MTE-PP	STE10	PRS600.3 85194	0.02
MTE-PP	STE10	PRS600.3 85195	0.02
MTE-PP	STE10	PRS600.3 85196	0.02

2.6.2 The Itron make RSM's of 0.01 class is tested at IDEMI NABL Accredited lab Once a year. And other RSM's of 0.02 and 0.1 class are tested against 0.01 class RSM of Itron make.

2.6.3 Portable RSM (Single phase and Polyphase) from Customer Care wards are calibrated against Zera and MTE test bench on request.

Testing of single phase Portable RSM Zera on Zera test bench

i) Switch ON Power source

ii) Connect voltage chords of RSM to voltage connection of position 1 of test rack.

iii) Short incoming, outgoing current terminals of test rack.

iv) Connect clamp CT on shorting link near position 1.

v) Connect frequency output to External Measuring Standard Input on CCM1001 on test rack.

vi) Open Winsam software.Select Control.

vii) Select Test sequence and run program.

viii) The program shall include following load points

1) 60A UPF
2) 60A 0.5 Lag
3) 60A 0.8 Lead
4) 10A UPF
5) 10A 0.5 Lag
6) 10A 0.8 Lead
7) 1A UPF
8) 1A 0.5 Lag
9) 1A 0.8 Lead
10) 0.5A UPF
11) 0.5A 0.5 Lag
12) 0.5A 0.8 Lead
13) Dial Test 2Kwh UPF

After completion of Dial Test results are automatically saved.

2.7 Downloading of Meter Data

Prior to testing Static Energy Meters are downloaded using optical port of the meter.
Downloaded data is saved in the PC.
Meter data from CMRI of CC wards is also downloaded in BCS and sent to CC wards on request,when there are some technical difficulties.

Procedural working:

1.1 **Scope:**

1.1.1 This chapter contains a detailed description of the procedure for carrying out. various functions of the Meter Management Section.

1.2 **The procedure pertaining to energy meters are as follows:**

1.2.1 Receiving meters from installations:

1..2.1.1 The Customer Care Departments remove the meters from installations for reasons such as replacement due to defective/damage meter, for higher size. disconnection, mechanical/electrical failure etc. The meters thus removed, are credited at the Meters Department under various categories such as Incoming OK, Lab, OT, burned & damaged meters for further processing by Meters department.

1.2.1.2 Meters are received in the department. The damaged meters are credited along with DL prepared by the Customer Care Department which contains the data such as serial number, meter number, make, size, reading and external damage if any observed in the meter.

1.2.1.3 While receiving these meters, the Shop Recorder of Meters Department examines each meter for physical damage such as terminal block flash over, breakage of the meter cover seals, hole on the body etc. And receiving all the meters along with Incoming sheet prepared by the Inspectors of the Customer Care Department who hand over the meters. Incoming sheet showing the number of meters received during the day is also prepared. The incoming sheet contains the following information Serial number, make, size and incoming readings of the credited meters.

1.2.1.4 The meters received in the department are stored separately, size wise and category wise. It is further examined whether the meters have completed their useful life of 15 years or 8 years for conventional and static meters respectively. In case meters are within guarantee period, list is prepared and arrangement is made to send to the concern firm for repairing/replacement. Meters which have completed their stipulated life of 15 years or 8 years are separately stored and entry on register is made for scrapping batches.

1.2.1.5 The new meters in lot are first received in Sub-stores of Material Management Department at Wadala. The sample meters are physically inspected by Foreman

General of Meter Management Section and further meters are tested at MTS Department and subsequently lot is accepted / rejected by certifying inspection form. After clearance of inspection form, requisitions may be passed immediately. Meters once drawn are transferred to the capital inventory of the Meters Department until they are written off. S.R. notes are prepared by the Material Management Department for taking the meters in stock. For each make and size of the meter, there is a separate folio. If a new folio is required to be opened, the Meters Department allots the new folio numbers.

2.0 Damaged Meters:-

2.1 The damaged meters when received in Meters Department i.e. single phase and poly phase are examined by T-4 mechanic or a T-6 mechanic and supporting staff of AG-V and directly sent for scrapping.

2.2 Receipt of New meters:

2.2.1 The new meters in lot are received in Meters Department at Wadala. The sample meters are physically inspected by Foreman General of Meter Repairs Section and further sample meters are tested by MTS Department at Meters Department and subsequently lot is accepted / rejected by certifying Inspection form. After clearance of Inspection Form, requisition are passed immediately. Meters once drawn are transferred to the capital inventory of Meters Department until thy are written off. SRN is prepared by the Material Management Department for taking the meters in stock. There is a separate folio for each make and size of meter. If a new folio is required to be opened the Meters Department allots the new folio number.

2.2.2 The new meters are stored make-wise and size-wise in a meter godown under Meters Department, and when required, these meters are drawn from the meter godown and detail data is maintained by the Foreman General (Meter Department).

2.2.3 Routine tests of each and every meter are carried out before sending for installations by Customer Care Department.

2.2.4 The rejected meters are returned to the Materials Management Department to get repair and replacement of these meters from the supplier.

3.0 **Stock taking of meters:**

3.1 Everyday meters are returned to the Meters Department from the installation And at the same time, more are issued for installation to the Customer Care Departments. To keep a check over this flow of meters and at the same time, to ascertain that there is no loss of meters, a periodic stock taking of meter lying in the Meters Department is carried out every six months. A meter, which has been returned to the department, unless it is again sent out for installation must be available in the department. Also new meter which is numbered, but not sent out must also be available. The method of stock taking is described below:

3.2 Stock files are prepared for meters both make-wise and size-wise. Serial numbers of the meters are brought in are entered in the stock files by shop recorders/clerks from the incoming sheets (list of meters returned by the Customer Care Departments to the Meters Department) every day. The meters which are issued to the Customer Care Departments during the same month, are struck-off. The remaining numbers serial number-wise are transferred to new stock files of the next month, in which the serial numbers of the meters issued and returned during the month are entered. The stock file, therefore, indicates the meters which should be available in the department on any date. To confirm this, physical stock of the meters in the department is taken normally during the first week of the month. The list of numbers is corrected to incorporate transactions of meters during the stock taking, the numbers are tallied with those appearing in the stock files. Certain discrepancies are invariably found which are generally due to noting the numbers during the physical errors in making entries in the stock files. All the above queries are solved by the supervisor by scrutinizing and correctly spotting the mistakes.

4.0 **Writing off of meters**

4.1 Old and damaged /defective meters are scrapped regularly and are informed to Accounts Department to write off from the inventory from time to time.

5.0 Old and defective meters:

5.1 A batch of meters ranging from 200 to 400 in number is taken at a time from meters which have completed their useful life of 15 years or 8 years for conventional and static meters respectively. A list of meter number is prepared. Then these meter numbers are entered in the computer software programme which contains the details such as Size, Make, maker no., Year of Purchase, Book Value and Depreciated Value of the meter. The print of the Scrap Batch is taken, which is again physically checked with the meters.

5.2 After obtaining sanction from the competent authority, presently DCECC(NE) and duly audited, the meters are transported to the Scrap Yard for further disposal by the Materials Management Department. The relevant notes, along with the summary statement and the list of the meters are sent to the Accounts Department for writing off these scrapped meters.

6.0 Testing of Ammeter, Voltmeter and Tong Tester:

All these instruments are tested against the Itron make, Fully Automatic Meter Test for various ranges of adjustments.

4(b)(iv): The norms set by it for the discharge of its functions:-

1. METER TESTING SECTION:

The norms for daily testing of Meters per bench on various Test Benches installed in Meters Department is as under:-

Type of Benches	Single Phase		Poly-Phase	
	New	O.T. / Lab	New	O.T. / Lab
Fully Automatic (Itron &Zera)	120	10	10	10
Semi-Automatic (Intrax)	-	48	-	16
Semi-Automatic (Zera)	-	-	-	08

2. METER MANAGEMANT SECTION:

The daily unmeasured norm for stenciling & sealing of meters is as under:-

Activity	Single Phase	Poly-Phase
Sealing	100	50
Stenciling	100	60

4(b)(v): <u>The rules, regulations, manuals and records held by it or under its controls or used by its employees for discharging functions:-</u>

1.0 Records/Registers:

1.1 Maintaining the regulation of Maharashtra Electricity Regulatory Commission. (MERC), the relevant Indian Standard (IS), CBIP report, MERC guidelines, CEA regulations, etc.

1.2 Maintaining the specifications of energy meters procured so far.

1.3 Maintaining the order files of new energy meters purchased.

1.4 Maintaining tender files.

1.5 Keeping the record of inspection and testing carried out at supplier's works.

1.6 Maintaining details of deputation of officer's for inspection and witnessing the testing of energy meters at supplier's works.

1.7 Maintaining the record of purchase orders and inspection memo with details such as quantity of energy meters ordered, supplied, accepted, rejected and outstanding with the firm.

1.8 To maintain and keep record of energy meters found defective during 100% testing and within the guarantee period.

1.9 Updating details of purchase order issued to supplier, size &make of meter ordered, quantity on order and meter number issued to supplier in Meter Management module of OLCCS System.

1.10 Maintaining budget files.

METERS TESTING SECTION :

2.0 Records and Registers :

2.1 Records:

2.1.1 Record of different orders placed with the various firms (Conventional and Static)

2.1.2 Records of meters received, rejected, accepted and outstanding with the Firm (Conventional and Static)

2.1.3 Records of meter received for testing under various categories

2.1.4 Records of daily/monthly output of testing of meters (File).

2.1.5 Records of Test result of meters tested.

2.1.6 Record of input/output statement and other documents of GIB Scheme

2.2 Registers:

2.2.1 New meters register

2.2.2 C.T. Operated meter issued/received register

2.2.2 Meters failed in Testing Lab

2.2.4 Seals used for C.T. Operated meters

2.2.5 Meters referred for official testing

2.2.6 Meters referred for Incoming Testing

2.2.7 Output for Group Incentive Bonus Scheme

2.3 Files:

2.3.1 Credit Note of C.T. Operated meters credited

2.3.2 Box file for test results sheets of conventional and static meters

2.3.3 Box file for Incoming Test results

2.3.4 Box file for Lab Test results

2.3.5 Box file for Official Test results

2.3.6 Box file for test results of meters received from Vigilance Department

2.3.7 Box file for requisition of C.T. Operated meters meters

2.3.8 Box file for C.T. Operated meters test results

2.3.9 Test report received from manufacturer of Meters referred to the manufacturer for testing.

2.3.10 Order files of various firm of different size.

2.3.11 Specification and IS file for deputation

2.3.12 Budget files

2.3.13 Defective MTE file

2.3.14 Group Incentive Bonus File

2.3.15 Lab Testing test results file for various department (H.V.C Dept., Vigilance, Customer

Care Departments.)

2.3.16 MIS and a MIS file

3.0 Data in computers:

3.1 Test results of meters tested during the month (Conventional and Static)

3.2 Defective meters found in lab and on site

3.3 Official Testing test results

3.4 Incoming Testing test results

3.5 Daily output for GIB Scheme

3.6 C.T. Operated meters issued to various departments

3.7 Different orders placed with the firm, also meters received, accepted, rejected and outstanding with the firm

3.8 Specification prepared for procurement of meters

4.0 Records held by the Dept.

4.1 BOOKS

Administration Report

Budget

Credit (Scrap)

Departmental Letter

Engagement Slip

Establishment Schedule

Gate Pass

Material Despatch

Material Requisition

Officers Petrol Requisition

Purchase Form

Service Certificate

Termination Slip

4.2 REGISTERS

Application received for various posts
Application received from Ex-Employees
Attendance of Officer & Staff
BEST Diary Distribution
Briefcase
Burnt Meters
C.T. Meters Credit
C.T. Meters Issued
Capital & Revenue
Capital Inventory
Cash Bill
Dead Stock
IC/BT
Imprest Cash
Incoming Meters
Inward / Outward
Lab / O. T. Inward / Outward
Late Attendance
L.T.A. / PL Encashment
Officers Leave
Overtime
Permanent gate pass
Purchase Form
Record of Meters under warranty & received back from firm.
Record of Seals
Retired / Resigned / Expired / Dismissed Staff Register
Rosters T4 to T6
RTI record
Service Record file movement
Silver Medal
Staff Position
Stationery Materials
T1 to T8 promotion waiting list
Taxi / Train / Auto Fare
Trainees Attendance

Vacancy Verification of Caste

4.3 ESTABLISHMENT FILES INDEX

Est.1	Establishment Schedule - Staff Strength
Est.2	Creation of Posts (Proposals)
Est.3	Revalidation of Posts
Est.4	Appointments
Est.5	Probation / Confirmation
Est.6	Promotion - Promotion Policy
Est.7	Reversion
Est.8	Transfer
Est.9	Separation
Est.10	Trade Test
Est.10A	Representation to BC
Est.11	Grading of Staff
Est.12	Seniority List
Est.13	Acting arrangement
Est.14	Deputation / Deputation Allowance
Est.15	Loan Arrangement
Est.16	Attendance
Est.17	Leave
Est.18	Working Hours
Est.19	Discipline &Disciplinary action
Est.20	Standing Orders
Est.21	Service Regulations
Est.22	
Est.23	Overtime / Holiday working
Est.24	Meal Allowance
Est.25	Other Allowances
Est.26	Payment &Recoveries
Est.27	IC/BT (Bus Pass)
Est.28	Uniforms / Clothing
Est.29	Periodical returns (Ex-employees)
Est.30	Festival Advance
Est.31	Grains
Est.32	Quarters
Est.33	Scholarships
Est.34	PF / SF / EWF / FP Scheme & Gratuity
Est.35	Welfare
Est.36	Certificates
Est.37	Civil Defence
Est.38	Accident &Assaults (Except electrical accidents)
Est.39	Medical
Est.40	Residential Address

Est.41 Voluntary Subscription
Est.42 Qualification &experience for posts
Est.43 Employees State Insurance
Est.44 Incentive Bonus Schemes

4.4 ADMINISTRATION FILES INDEX

Adm-1: Vehicles

Adm-2: Telephones & Telecommunications

Adm-3: Office Building

Adm-4: Office Accommodation

Adm-5: Locks & keys

Adm-6: Office Furniture & Equipment Capital

Adm-7: Office Furniture & Equipment Dead Stock

Adm-8: Tools & Equipment Capital

Adm-9: Tools & Equipment Capital - Dead Stock

Adm-10: Stationery & Printing

Adm-11: Capital Inventory

Adm-12: Departmental Manual

Adm-13: Administrative Reports

Adm-15: Circulars

Adm-16: Procedure Orders

Adm-16A: Guidelines

Adm-17: Delegation of Powers

Adm-18 : Administrative Orders

Adm-19: Confidential Papers

Adm-20: Security Arrangement

Adm-21: Theft & Property

Adm-22:	Strikes
Adm-23:	Record Classification
Adm-24:	Audit queries
Adm-25:	Account matters
Adm-27:	Budget Estimates
Adm-28:	Budget Control
Adm-31:	Supply Branch Conference
Adm-34:	Stores & Engg. Conference
Adm-40:	Union matters
Adm-41:	Public Relations
Adm-45:	Canteen
Adm-46:	Imprest Cash
Adm-48:	Meeting of other departments
Adm-49:	Reports on Visits & Inspections
Adm-52:	Awards / rewards to employees
Adm-58:	Instructions given by AGM(ES) / CE(ES)

4.5 MISCELLANEOUS FILES INDEX

Stores - 1	Stores matters & Procedures
Stores – 2	Specification ISI
Stores – 3	Literature Technical Data
Stores – 5	Stock position of vital items
Stores – 6	Annual Requirement
Stores – 7	Annual Contract
Stores – 8	Material Test Report / Inspection Report
Stores – 19	Scrapping & Disposal

Stores – 26	Purchase Form / Tender / Quotation
Maint – 59	Monsoon protection
Opex – 1	Conditions of Supply and Misc. charges
Opex – 5	Power Restriction
Opex – 13	Tariffs
Opex – 17	ISI Cell
Opex – 18	Factory matters
Opex – 43	Security Deposit
Opex – 48	Works done outside parties except MCGM
Trg – 1	Training - Policy &Suggestion
Trg – 2	Training in Outside institution
Trg – 3	Training - Prob.Engrs./ SSA /Engg.Student
Trg – 5	Training in M.V. driving
Trg – 9	Technical Lectures &Visits
Trg – 11	Workers Education Schemes
Study – 11	Computerisation
Study – 15	I.B. Scheme &Operational Efficiency
Eq-85 :	Hire purchase of Personal Computers
Stat-12 :	Outgoing / Incoming Meters classified
Stat-28 :	Management Information
Stat-29 :	System Coincident KVA Max Demand
Stat-30 :	Units registered at Tata's & BEST's end
Stat-36 :	Monthly statistical returns of Elec.Supply
Stat-53 :	Schemes- Monthly Reports of pending cases

4(b)(vi): <u>The Statement of the categories of documents that are held by it or under its control</u>:-

1. Meter Test Results.

4(b)(vii): <u>The particulars of any arrangement that exists for consultation with or representation by the members of the public relation to the formulation of its policy or implementation thereof:-</u>

Not Applicable

4(b)(viii): <u>A Statement of the boards, councils committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public:-</u>

Not Applicable

4(b)(ix): Directory of Officers and Employees of Meters Department.

Sr. No.	Title	Name	Designation	Grade	Check No.	P.S. No.
1	Mr.	K. A. Kulkarni	Div. Engr.	A-3	213120	124/02
2	Mr.	R. R. Bandal	Asst.Engr.	A-5	215609	124/02
3	Mrs.	M. B. Ugale	Asst.Engr.	A-5	216528	124/02
4	Mr.	A. S. Samant	Dy.Engr.	G/GVI	214643	124/02
5	Mrs.	S. P. Lotake	Dy.Engr.	G/GVI	217062	124/02
6	Mrs.	S. M. S. Ansari	Dy.Engr.	G/GVI	216903	124/02
7	Mrs.	I. S. Dahat	Dy.Engr.	G/GVI	216993	124/03
8	Mrs.	M. R. Gaikwad	Sub Engr.	G/GV	215710	124/02
9	Mrs.	B. A. Hatiskar	Sub Engr.	G/GVI	216336	124/02
10	Mrs.	S. J. Pinge	Charge Engr.	T-8	216039	124/02
11	Mrs.	M. V. Botkondle	Charge Engr.	T-8	216007	124/02
12	Mr.	B.R.Mungekar	Charge Engr.	T-8	215664	124/02
13	Mr.	M. V. Chaugule	Charge Engr.	T-8	219007	124/02
14	Mr.	S. D. Ghag	Charge Engr.	T-8	403834	124/02
15	Mr.	S. C. Tawade	Charge Engr.	T-8	219004	124/02
16	Mr.	B. Y. Naik	Charge Engr.	T-8	402633	124/02
17	Mr.	R. N. Pardeshi	Charge Engr.	T-8	214679	124/02
18	Mr.	R. B. Salunke	Foreman Gen.	T-8	196371	124/02
19	Mr.	A. B. Salvi	Foreman Gen.	T-8	403871	124/02
20	Mr.	S. S. Karjawkar	Foreman Gen.	T-8	403813	124/02
21	Mr.	C. T. Rodrigues	AAO	AGVIII	212514	124/02
22	Mr.	V. L. Virnak	Supervisor	AGVII	217448	124/02
23	Mrs.	V. D. Patil	Clerk-Sup.(P)	AGVII	213618	124/02
24	Mr.	N. C. Kajanwala	Clerk-Sup.(P)	AGVII	214373	124/02
25	Mr.	R. H. Sawant	Shop Rec- Sup.(P)	AGVII	321964	124/02
26	Mr.	M. N. Mahida	Shop Rec-Sup.(P)	AGVII	215701	124/02
27	Mr.	J. C. Kakade	Shop Rec-Sup.(P)	AGVII	323250	124/02
28	Mr.	R. S. Mandavkar	Shop Rec-Sup.(P)	AGVII	215521	124/02
29	Mr.	S.G.Kokani	Shop rec	AGV	197825	124/02
30	Mr.	S.S.Thale	Shop rec	AGVII	216002	124/02
31	Mr.	R. H. Zende	Sepoy-Jamadar(P)	A/GI	209617	124/02
32	Mr.	C.J. Chavan	Foreman	T-7	403828	124/02
33	Mr.	P.N. Satpute	Foreman	T-7	403835	124/02
34	Mr.	S.D.Mahajan	Foreman	T-7	213109	124/02
35	Mr.	D.M. Salunkhe	Foreman	T-7	403873	124/02
36	Mr.	S.R. Gawade	Foreman	T-7	403875	124/02
37	Mr.	N.P. Sakpale	Foreman	T-7	403876	124/02
38	Mr.	M.M. Yadav	Foreman	T-7	403878	124/02
39	Mr.	M. L. Gurav	Foreman	T-7	403879	124/02
40	Mr.	M.V. Katkar	Foreman	T-7	404182	163/02

41	Mr.	V.B.Thakur	Asst. Foreman	T-6	404083	124/02
42	Mr.	S.E.Wani	Asst. Foreman	T-6	404074	124/02
43	Mr.	S.N. Pawar	Asst. Foreman	T-6	404078	124/02
44	Mr.	V.S.Bhalerao	Asst. Foreman	T-6	404106	124/02
45	Mr.	M.B. Kadam	Asst. Foreman	T-6	407792	124/02
46	Mr.	M.V. Sherwade	Asst. Foreman	T-6	404156	124/02
47	Mr.	V.T. Bandkar	Asst. Foreman	T-6	404144	124/02
48	Mr.	B.M. Talawadekar	Asst. Foreman	T-6	404146	124/02
49	Mr.	R.S. Wazkar	Asst. Foreman	T-6	404155	124/02
50	Mr.	M.S. Paradkar	Asst. Foreman	T-6	404149	124/02
51	Mr.	S.S. Kastur	Asst. Foreman	T-6	404150	124/02
52	Mr.	V.B.Saul	Meter Mech - I	T-5	404122	424/02
53	Mr.	S.S.Pachare	Meter Mech - II	T-4	404237	424/02
54	Mr.	S.C.Padiyal	Meter Mech - II	T-4	404287	424/02
55	Mr.	J.N. Rawat	Meter Mech - II	T-4	408439	424/02
56	Mr.	M. S.Vengurlekar	Painter	T-4	408505	424/02
57	Mr.	V.S. Pawar	Painter	T-3	409788	424/02
58	Mr.	M.V.Kadam	Painter	T-3	408941	424/02
59	Mr.	C.V. Marolikar	Nawghany	T-2	409111	424/02
60	Mr.	M. P. Waghela	Nawghany	T-2	408055	424/02
61	Mr.	D.A. Kadam	Nawghany	T-2	409599	424/02
62	Mr.	S.L. Mohite	Nawghany	T-2	409757	424/02
63	Mr.	R.M. Kandalkar	Nawghany	T-2	409655	424/02
64	Mr.	R.S.Ghag	Nawghany	T-2	410314	424/02
65	Mr.	M.K.Pawar	Nawghany	T-2	410314	424/02
66	Mr.	M.F.G.Kadar	Nawghany	T-2	410997	424/02
67	Mr.	S.B. Shinde	Nawghany	T-2	411093	424/02
68	Mr.	D.R. Narvekar	Nawghany	T-1	411417	424/02
69	Mr.	P.K.Bhujbal	Nawghany	T-1	413482	424/02
70	Mr.	S.K.Kokirkar	Nawghany	T-1	413614	424/02
71	Mr.	P.S. Solanki	Scavenger	T-1	413125	424/02
72	Mr.	P.R. More	Scavenger	T-1	413354	424/02

4(b)(x): Monthly Remuneration received by each of its officers and employees including the system of compensation as provided in its regulations:-

Sr. No.	Title	Name	Designation	Grade	Basic Pay (Rs.)	Monthly Remuneration(Basic + Allowances)
1	Mr.	K. A. Kulkarni	Div. Engr.	A-3	89900	118922.86
2	Mr.	R. R. Bandal	Asst.Engr.	A-5	59400	93209.47
3	Mrs.	M. B. Ugale	Asst.Engr.	A-5	49550	74038.08
4	Mr.	A. S. Samant	Dy.Engr.	G/GVI	56500	89514.03
5	Mrs.	S. P. Lotake	Dy.Engr.	G/GVI	44000	78758.10
6	Mrs.	S. M. S. Ansari	Dy.Engr.	G/GVI	45000	61517.05
7	Mrs.	I. S. Dahat	Dy.Engr.	G/GVI	45000	70517.05
8	Mrs.	M. R. Gaikwad	Sub Engr.	G/GV	44750	69556.89
9	Mrs.	B. A. Hatiskar	Sub Engr.	G/GVI	41800	56662.79
10	Mrs.	S. J. Pinge	Charge Engr.	T-8	40200	61727.16
11	Mrs.	M. V. Botkondle	Charge Engr.	T-8	40850	62673.48
12	Mr.	B.R.Mungekar	Charge Engr.	T-8	44750	60006.89
13	Mr.	M. V. Chaugule	Charge Engr.	T-8	41150	54797.74
14	Mr.	S. D. Ghag	Charge Engr.	T-8	47150	73118.94
15	Mr.	S. C. Tawade	Charge Engr.	T-8	41150	54354.08
16	Mr.	B. Y. Naik	Charge Engr.	T-8	43050	65662.80
17	Mr.	R. N. Pardeshi	Charge Engr.	T-8	56250	87197.01
18	Mr.	R. B. Salunke	Foreman Gen.	T-8	45050	69375.40
19	Mr.	A. B. Salvi	Foreman Gen.	T-8	45050	69970.40
20	Mr.	S. S. Karjawkar	Foreman Gen.	T-8	50500	77983.20
21	Mr.	C. T. Rodrigues	AAO	AGVIII	50500	74919.50
22	Mr.	V. L. Virnak	Supervisor	AGVII	32270	45859.48
23	Mrs.	V. D. Patil	Clerk-Sup.(P)	AGVII	41740	59789.64
24	Mr.	N. C. Kajanwala	Clerk-Sup.(P)	AGVII	40920	58672.72
25	Mr.	R. H. Sawant	Shop Rec- Sup.(P)	AGVII	44295	62526.56
26	Mr.	M. N. Mahida	Shop Rec-Sup.(P)	AGVII	34930	50263.89
27	Mr.	J. C. Kakade	Shop Rec	AGV	39720	51233.60
28	Mr.	R. S. Mandavkar	Shop Rec-Sup.(P)	AGVII	36345	52503.47
29	Mr.	S.G.Kokani	Shop rec	AGV	34575	52007.27
30	Mr.	S.S.Thale	Shop rec	AGVII	34930	50108.53
31	Mr.	R. H. Zende	Sepoy-Jamadar(P)	A/GI	30635	42409.62
32	Mr.	C.J. Chavan	Foreman	T-7	44425	65114.68
33	Mr.	P.N. Satpute	Foreman	T-7	42700	63577.24
34	Mr.	S.D.Mahajan	Foreman	T-7	45315	65201.52
35	Mr.	D.M. Salunkhe	Foreman	T-7	41045	60150.68
36	Mr.	S.R. Gawade	Foreman	T-7	40240	60262.28
37	Mr.	N.P. Sakpale	Foreman	T-7	40240	50770.28
38	Mr.	M.M. Yadav	Foreman	T-7	40240	59752.28
39	Mr.	M. L. Gurav	Foreman	T-7	40240	59059.28
40	Mr.	M.V. Katkar	Foreman	T-7	33665	49871.40

41	Mr.	V.B.Thakur	Asst. Foreman	T-6	35320	55327.20
42	Mr.	S.E.Wani	Asst. Foreman	T-6	35320	44653.20
43	Mr.	S.N. Pawar	Asst. Foreman	T-6	34625	51738.16
44	Mr.	V.S.Bhalerao	Asst. Foreman	T-6	32625	48822.76
45	Mr.	M.B. Kadam	Asst. Foreman	T-6	40570	59919.80
46	Mr.	M.V. Sherwade	Asst. Foreman	T-6	32625	45348.51
47	Mr.	V.T. Bandkar	Asst. Foreman	T-6	32625	49156.76
48	Mr.	B.M. Talawadekar	Asst. Foreman	T-6	32625	56286.76
49	Mr.	R.S. Wazkar	Asst. Foreman	T-6	32625	47621.76
50	Mr.	M.S. Paradkar	Asst. Foreman	T-6	31985	48220.40
51	Mr.	S.S. Kastur	Asst. Foreman	T-6	31985	51587.40
52	Mr.	V.B.Saul	Meter Mech - I	T-5	34340	44250.08
53	Mr.	S.S.Pachare	Meter Mech - II	T-4	27895	41304.54
54	Mr.	S.C.Padiyal	Meter Mech - II	T-4	26373	40284.55
55	Mr.	J.N. Rawat	Meter Mech - II	T-4	36810	53717.80
56	Mr.	M. S.Vengurlekar	Sr.Painter	T-4	36090	44781.28
57	Mr.	V.S. Pawar	Painter	T-4	34255	51994.84
58	Mr.	M.V.Kadam	Painter	T-3	35640	45395
59	Mr.	C.V. Marolikar	Nawghany	T-2	34505	53035.16
60	Mr.	M. P. Waghela	Nawghany	T-2	37350	52935.64
61	Mr.	D.A. Kadam	Nawghany	T-2	34505	50030.16
62	Mr.	S.L. Mohite	Nawghany	T-2	13130	42182.12
63	Mr.	R.M. Kandalkar	Nawghany	T-2	33830	50229.20
64	Mr.	R.S.Ghag	Nawghany	T-2	32515	47130.16
65	Mr.	M.K.Pawar	Nawghany	T-2	31250	45679.20
66	Mr.	M.F.G.Qudir	Nawghany	T-2	31250	39515.20
67	Mr.	S.B. Shinde	Nawghany	T-2	30635	44925.26
68	Mr.	D.R. Narvekar	Nawghany	T-1	24365	35178.44
69	Mr.	P.K.Bhujbal	Nawghany	T-1	24365	35344.44
70	Mr.	S.K.Kokirkar	Nawghany	T-1	23885	34540.28
71	Mr.	P.S. Solanki	Scavenger	T-1	25345	36529.56
72	Mr.	P.R. More	Scavenger	T-1	24850	35840.16

(b)(xi): <u>The budget allotted to each of its agency indication the particulars of all plans, proposed expenditures and reports on disbursement made</u>:-

Not Applicable

4(b)(xii): <u>The manner of execution of subsidy programmes Including the amounts allocated and the details of beneficiaries of such programmes</u>:-

Not Applicable

4(b)(xiii): Particulars of recipients of concessions, permits or authorizations granted by it:-

Not Applicable

4(b)(xiv): Details in respect of the Information, available to or held by it, reduced in electronic form:-

Not Applicable

4(b)(xv): The particulars of facilities available to citizens for obtaining information including the working hours a library or reading room, if maintained for public use:-

Not Applicable

4(b)(xvi): The names, designations and other particulars of the public information as may be prescribed, and thereafter updated these publications every year:-

1. Divisional Engineer, Meters is the Public Information Officer.
2. Deputy Chief Engineer, Customer Care (NE) is the Appellate Authority.

4(b)(xvii): Such other information as may be prescribed:-

Not Applicable

ANNEXURE - I

Meters Department

Organisation Chart