

To,  
All RDs/CEs/SEs  
M.S.E.D.Co. Ltd,  
O&M Region/Zone/Circle

Sub : Scheduling of works / meetings and tour.  
Ref. Hon'ble Energy Minister's VC dt. 11.07.2019.

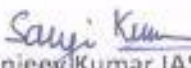
It has been observed that RDs, CEs and SEs do not have a predetermined schedule of meetings to review and follow up the important works essential for the operation of the Company. Whenever H.O. takes up the meeting, concerned CE & SE then take up review but sustained, review of various issues through pre fixed schedule is not being practiced. Similarly tours of CEs and SEs are also not adequately planned. Therefore in the V.C. held on 11.07.2019 which was also chaired by Hon'ble Minister, it was decided that all RDs, CEs and SEs will have a predefined schedule for planning and reviewing of at least following activities and for these meetings they will use data available on dashboard or IT system and will not call any field officer or ask data from them. They will review and issue instructions either in writing or through telephone for improving the performance.

Sr. No.	Activity	Frequency of Review
<b>Billing and Revenue</b>		
1	Demand, Collection and Repatriation (Circle / Division / Sub Division)	Daily
2	ABR, Consumers in 0-30 units slab, timely meter readings, faulty meters & its replacement, PD consumers, disconnections, validations, check reading and billing complaints i.e. Change of Name, Load change, category change, bill revision etc	Weekly
3	Non Ag Billing targets, analysis of High Loss Feeders and action plan – loss reduction	Weekly
4	Release of new connections, Feeding of NSCs, meter replacement, outages etc. through mobile app, review of age-wise paid pending (LT & HT) in subdivision	Weekly
5	Pending applications for New Service Connections at different stages	Weekly

Sr. No.	Activity	Frequency of Review
<b>Operations and Maintenance</b>		
6	Review of pending load sanctions including DDF scheme	Weekly
7	Review of interruptions and outages (planned/ forced) in the Sub Division - Preventive maintenance planning and execution for Substation, Transformers (DTC), HT and LT Lines, review of breakdown maintenance, SAIDI & SAIFI – Feeder, Subdivision, Division / Circle	Weekly
8	Review of works carried out under various projects/ schemes specially SSMR, East Vidarbha, Washim Barrages and DPDC works etc.	Weekly
9	Review of Theft Cases (u/s. 135) and unauthorized extension (u/s. 126)	Weekly
10	Review of materials in stock, consumption in ERP, matching of physical stock with ERP	Weekly
11	Review of AMR – Feeder, HT & LT consumers – 100% timely reading should be through AMR	Fortnightly
12	Review / Analysis of Transformer failure (Power/ Distribution) and repair activity.	Fortnightly
13	Review of progress of works sanctioned under 1.3 % DDF Scheme	Fortnightly
14	Shifting works of Govt. authorities such as Railway, NHAI, State Govt. PWD, Govt. Offices etc.	Fortnightly
15	Timely capitalization of Asset by Divisions in various Capital Schemes	Monthly
16	Review of old claims of employees and contractors	Monthly
17	Review of rectification at accident prone spots and locations such as schools, common public places etc	Monthly
18	Review of Capacitors i.e. Line type & Substation type	Monthly
19	Review of Substation overloading	Quarterly
20	Redressal of VIP & Consumer complaints	Fortnightly
21	Review of Legal matters	Monthly
22	Review of IGRC, CGRF, Ombudsman, MERC compliances	Monthly
23	Review of Civil maintenance works	Monthly
	Interaction with Industrial Association	Quarterly
<b>Projects</b>		
24	Review of DDUGJY, IPDS, HVDS etc schemes	Fortnightly
25	Field visits for quality checks in substations, DTCs, HT/LT lines executed under different scheme	Weekly

It may further be noted that subsequently daily schedules upto SE level, shall be made available on portal, which is being developed & released in Sept. 2019, by the concern officers. These schedules will be accessible to the respective higher authorities.

It is directed to chalk out your programme and priority works in your jurisdiction and share the same to ED(Dist) on weekly basis in advance with monthly consolidated report to this office.

  
 Sanjeev Kumar, IAS  
 CMD, MSEDCL

Copy to:  
 Director (Operations)/(Proj)/ MSEDCL, Mumbai  
 Executive Director(B&R)/(Dist), MSEDCL, Mumbai

Sample Weekly Program

Monday 15.07.2019

Time	Description of Work

Tuesday 16.07.2019

Time	Description of Work

Wednesday 17.07.2019

Time	Description of Work

Thursday 18.07.2019

Time	Description of Work

Friday 19.07.2019

Time	Description of Work

Saturday 20.07.2019

Time	Description of Work