



TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LIMITED

Revision of Work Allocation and Staff Pattern for Field Workmen, Revenue Accounting Staff, Assessment & Collection Staff and Stores Staff

(Per.) FB TANGEDCO Proceedings No.8 (SB), Dated :02.03.2018.



TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LIMITED
(ABSTRACT)

LABOUR – TANGEDCO - Revision of Work allocation and Staff Pattern for Field Workmen (Regular Work Establishment), Revenue Accounting Staff in Revenue Branch of Division in the Distribution Circles, Assessment and Collection Staff in Distribution Circles and Stores Staff – Orders - Issued.

(SECRETARIAT BRANCH)

(Per.) FB TANGEDCO Proceedings No.8, Dated :02.03.2018.

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Thiruvalluvar Aandu 2049.

Read:-

- i) (Per) FB TANGEDCO Proc. No.2 (SB) dt. 11.01.2014.
- ii) (Per) FB TANGEDCO Proc. No.3 (SB) dt. 11.01.2014.
- iii) (Per.) CMD TANGEDCO Proceedings No.26, (SB) dt. 04.02.2016.

PROCEEDINGS:-

In pursuance of the Memorandum of Settlement, dated 09.01.2014, orders were issued in the TANGEDCO's Proceedings first read above, revising the work allocation and staff pattern in the TANGEDCO and the said settlement was in force upto 30.11.2015. In the TANGEDCO's Proceedings third read above, the TANGEDCO constituted a Committee consisting of certain Directors and Officers of the TANGEDCO to hold negotiations with the Unions for revision of wages and work norms.

2. After further negotiations, a Memorandum of Settlement under Section 12(3) of the Industrial Disputes Act, 1947 agreeing to certain proposals on work allocation and staff pattern and the consequential revision of wages was signed before the Special Joint Commissioner of Labour/Chennai on 22.02.2018 by the TANGEDCO with the representatives of the following Unions:-

- (1) Tamil Nadu Electricity Workers Federation;
- (2) Tamil Nadu Electricity Board Accounts and Executive Staff Union
- (3) Tamil Nadu Electricity Board Workers Progressive Union
- (4) Central Organisation of Tamil Nadu Electricity Employees;
- (5) Minsara Pirivu Anna Thozhir Sangam;
- (6) Tamil Nadu Minvariya Janatha Thozhilalar Sangam;
- (7) Tamil Nadu National Electricity Workers' Federation (INTUC)
(2 Groups);
- (8) Tamil Nadu Electricity Board Engineers' Sangam;
- (9) Tamil Nadu Electricity Employees Congress;
- (10) Tamil Nadu Electricity Board Thozhilalar Poriyalar
Aykkiya Sangam;
- (11) Bharathiya Electricity Employees Federation;
- (12) Tamil Nadu Electricity Board Card Billing Staff Union;

- (13) Tamil Nadu Electricity Board Dr.Ambedkar Employees Union;
 (14) Tamil Nadu Electricity Board Engineer's Union
 and also other 18 Registered Unions.

3. In pursuance of the Settlement dated 22.02.2018 referred to in para-2 above, the TANGEDCO passes the following orders:-

- i. Revision of work allocation and Staff pattern of (a) Field Staff of O&M Distribution Circles; (b) Revenue Accounting Staff of O&M Distribution Circles; (c) Assessment and Collection Staff of Distribution Circles; and (d) Stores Staff shall be as indicated in Parts – I to IV of Annexure to this order.
- ii. Consequent on the present revision of work allocation and staff pattern, there shall not be any retrenchment/reversion.
- iii. Consequent on the present revision of work allocation and staff pattern, the existing and arising supernumerary / surplus posts in Distribution Circles shall be adjusted in the earliest arising vacancies due to promotion / retirement / death.
- iv. This review for sanction of posts shall be carried out before April every year. The review will be done on 1st January of each year.
- v. The revision of work allocation and staff pattern shall be in force till 30.11.2019 or till such time a new settlement is reached on this subject whichever is later.

(BY ORDER OF THE BOARD)

R. BALAJI
SECRETARY.

To

All Chief Engineers.
 The Chief Financial Controller/General and Revenue/Accounts Branch.
 All Superintending Engineers.
 All Deputy Secretaries/Secretariat Branch.
 The Chief Internal Audit Officer/Audit Branch/Chennai-2.
 The Residential Audit Officer.

Copy to:

The Principal Secretary to Government, Energy Department, Chennai -9.
 The Additional Chief Secretary to Government, Finance Dept., Chennai-9.
 The Commissioner of Labour, Chennai.
 The Accountant General, Chennai-18.
 The Chairman cum Managing Director's Table.
 The Director (Finance)/TANGEDCO.
 The Director (Distribution).

The Director (Generation).
 The Additional Director General of Police/Vigilance.
 The Secretary.
 The Legal Adviser.
 The Executive Assistant to Chairman cum Managing Director.
 The Industrial Relations Adviser/Chennai – 2.
 The Chief Medical Officer/T.N.E. B Dispensary/Chennai.2.
 The Deputy Chief Engineer/Administrative Branch.
 The Director/Computer Centre.
 The Industrial Relations Officer.
 The Assistant Personnel Officer/Tamil Development - for Publication
 in the Tamil Nadu Electricity Board Bulletin (2 copies).
 The Director/Tamil Nadu Electricity Board Printing Press.
 The Resident Manager, T.N.E.B., New Delhi.
 All Officers/Sections/Cells in the Board office Secretariat Branch .
 "A-2" "A-8", "A-9", "A-10", "A-11", "A-12" & "A-13" sections/Secretariat Branch.
 Tamil Nadu Electricity Workers' Federation.
 Tamil Nadu Electricity Board Accounts & Executive Staff Union.
 Tamil Nadu Electricity Board Workers Progressive Union (LPF).
 Central Organisation of Tamil Nadu Electricity Employees (COTEE).
 Minsara Pirivu Anna Thozhir Sangam.
 Tamil Nadu Minvariya Janatha Thozhilalar Sangam.
 Tamil Nadu National Electricity Workers' Federation (2 Groups).
 Tamil Nadu Electricity Board Engineers' Sangam.
 Tamil Nadu Electricity Employees Congress.
 Tamil Nadu Electricity Board Thozhilalar Poriyalar Aykiyya Sangam.
 Tamil Nadu Electricity Board Engineers' Association.
 Tamil Nadu Electricity Board Finance & Accounts Officers Association.
 Bharathiya Electricity Employees Federation.
 Tamil Nadu Electricity Board Card Billing Staff Union.
 Tamil Nadu Electricity Board Dr.Ambedkar Employees Union.
 Tamil Nadu Electricity Board Engineers Union.

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A. Jayatharan Ahmed Bal

SECTION OFFICER.

2/2/18

ANNEXURE**PART – I****WORK ALLOCATION AND STAFF PATTERN FOR FIELD WORKMEN
(R.W.E.) IN DISTRIBUTION CIRCLES**

1. The Distribution Sections shall be classified as follows:-
 - i. Rural Section;
 - ii. Urban Section;
 - iii. City Section.
2. The Sections shall be defined as follows:-
 - i. **RURAL SECTION:-** Rural Section is one which is located in the area other than Municipalities, Townships, Town Committees and Town Panchayats. Rural Section shall normally consist of 140 Transformers.
 - ii. **URBAN SECTION:-** Urban Sections shall cover Municipalities, Townships, Town Committees and Town Panchayats. Urban Section shall normally consist of 18200 Services.
 - iii. **CITY SECTION:-** City Section shall normally have 18200 Services.

3. HILL AREAS:-

- a) The work allocation and staff pattern in respect of Hill Towns like Ootacamund, Coonoor and Kodaikanal shall be as detailed in the statement.
 - b) **JURISDICTION:-** The Town in the Hill area plus the adjoining Rural Distribution shall be fixed in consultation with the Superintending Engineer concerned.
3. The work allocation and staff pattern in respect of the above said Distribution Sections and also in respect of Sub-Stations, Line Sections, Meter and Relay Test and Special Maintenance shall be as detailed in the Statement.
 4. Formation of additional Section(s) in a Circle shall be taken up for review once in a year.

The review will be carried out before April every year. This review shall be done for figures as on 1st January of each year.

5. The number of Transformers for the formation of Rural Sections shall be reckoned as follows:-
 - i) Each Distribution Transformer in Rural Section with 63 KVA/50 KVA and 100 KVA capacity will be reckoned as 1 Units.
 - ii) Each Distribution Transformer below 50 KVA shall be reckoned as ¼ Units.

iii) Each distribution Transformer with more than 100 KVA capacity shall be reckoned as the number arrived at by dividing the capacity of such Transformer by 100.

6. In cases where Sub-stations/ H.T.Services are attached to distribution Sections, the equivalent number of Transformers / Services that can be reduced for formation of Section shall be as follows:-

- | | | |
|------------------------------------------------------------------|---|----------------------------------|
| 1) 66 KV SS | - | 24 Transformers / 2400 Services; |
| 2) 33 KV SS | - | 18 Transformers / 1800 Services. |
| 3) 22/11 KV SS 11 KV Indoor
Switching Station in Chennai City | - | 12 Transformers / 1200 Services |
| 4) Line Tap SS / Booster | - | 3 Transformers / 300 Services. |
| 5) H.T. Service | - | 1 Transformer /100 Services. |

Based on the responsibility matrix annexed, accountability also must be fixed on the respective Regular Work Establishment Staff.

7. The Special Grade Foreman / Foreman / Line Inspectors in the Distribution Sections shall be primarily responsible for the maintenance of the Distribution Transformers, Lines and allied services in their areas and to assist the Assistant Engineers/ Junior Engineers Gr.I in overall duties in Operation and Maintenance and connected works.

8. The Field Assistant shall be responsible to the Wireman and all other Regular Work Establishment staff are responsible to their immediate and other superiors for carrying out Operation and Maintenance, construction works and to provide uninterrupted power supply to consumers.

**WORK ALLOCATION AND STAFF PATTERN FOR FIELD WORKMEN
IN O&M DISTRIBUTION CIRCLES**

Sl. No	Nature of Section	No. of Transformers/ Services for Section	No. of Units per Section	No. of Transformers/ Services for 1 Unit	Staff for each Unit	Staff common to the Section	Staff admissible for fraction of Unit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Rural	140 Transformers	7 Work - men group	Each group of 20 Transformers	Wireman -1 Field Assistant/ Mazdoor -1	Foreman I Gr -2 Line Inspector -1 Comm. Inspector -1 Comm. Asst. -1 (Commercial Assistant must have computer operation skills) Necessary training will be given.	1 st 12 Transformers – One Wireman Next 8 Transformers – One Field Assistant
2	Urban	18200 Services	7 Work - men group	Every 2600 Services	Wireman -1 Field Assistant Mazdoor -1	Spl. Gr. F.M. -1 Foreman I Gr -1 Line Inspector -1 Comm. Inspector -1 Comm. Asst. -1 (Commercial Assistant must have computer operation skills) Necessary training will be given.	1 st 1600 Services – One Wireman. Next 1000 Services – One Field Assistant
3	City	18200 Services	7 Work - men group	For every 2600 Services	Wireman -1 Field Assistant/ Mazdoor -1	Spl. Gr. F.M. -1 Foreman I Gr -1 Line Inspector -1 Line Inspector (CJ) -1 (Chennai EDC) Comm. Inspector -1 Comm. Asst. -1 Technical Asst. -1 (Commercial Assistant must have computer operation skills) Necessary training will be given.	1 st 1600 Services – One Wireman. Next 1000 Services – One Field Assistant
4	Hill Areas	As suggested by the Suptdg. Engineer	-	Each group of 7 Transformers - 800 Services	Wireman -1 Field Assistant/ Mazdoor -1	Foreman I Gr -2 Line Inspector -1 Comm. Inspector -1 Comm. Asst. -1 (Commercial Assistant must have computer operation skills) Necessary training will be given.	1 st 4 Transformers/ 500 service connections- One Wireman. Next 3 Transformers / 300 service connections – One Field Assistant

5. UPGRADED CITY SECTIONS

Sl.No. (1)	Subject (2)	Revised norms (3)		
1	Common staff			Sp.Gr.FM - 2 LI - 1 LI(CJ) - 1 (Chennai only) CI - 1 CA - 1 TA - 1 (Commercial Assistant must have computer operation skills) Necessary training will be given.
<u>OTHER THAN DISTRIBUTION SECTIONS</u>				
6. <u>Distribution Sub-Division:</u> The RWE Staff for the Sub-division office shall be as follows: Commercial Inspector - 1 Commercial Assistant - 1 <u>Line Sub-Division</u> : Commercial Inspector - 1 <u>Operation Division</u> : Commercial Assistant - 1				
7. <u>Distribution Division</u> : The RWE Staff for the Division office shall be as follows: Technical Assistant - 2 Commercial Inspector - 1				
	Capacity of Sub-stations	R.W.E. Staff		
8	33 KVSS	1. Technical Assistant/ Line Inspector 2. Wireman 3. Field Assistant 4. Line Inspector/ Technical Assistant	4 (Four) 2 (Two) 2 (Two) 1 (One)	Technical Assistant for Indoor Substation. Line Inspector for Outdoor Substation. (Shift/Maintenance) (For 33 KV SS in Chennai EDC North, West, Central and South I & II)
9	66 KVSS	1. Technical Assistant/ Line Inspector 2. Wireman 3. Field Assistant 4. Line Inspector	4 (Four) 2 (Two) 2 (Two) 1 (One)	(for night Shift/Maintenance) (for Shift/Maintenance)
10	110 KVSS (Non-grid)	1.Jr.Engineer (Elecl) Gr.II 2. Foreman Grade-I 3. Line Inspector 4. Wireman/Field Assistant 5.Field Assistant/Mazdoor	4 (Four) 1 (One) 2 (Two) 2 (Two) 4 (Four)	(for Maintenance) (for night Shift/Maintenance) (FA/Maz -1 for each shift) (Establishment works attached to the nearest O&M Sub-division)
11	110 KVSS (Grid)	1. Special Grade Foreman 2. Technical Assistant 3. Line Inspector 4. Wireman 5. Field Assistant/Mazdoor	1 (One) 1 (One) 2 (Two) 2 (Two) 4 (Four)	(for Shift / Maintenance) (for Shift / Maintenance) (Establishment works attached to the nearest O&M Sub-division)

12	230 KVSS	<ol style="list-style-type: none"> 1. Special Grade Foreman 2. Line Inspector 3. Technical Assistant 4. Wireman 5. Field Assistant/Mazdoor 	<ol style="list-style-type: none"> 1 (One) 2 (Two) 4 (Four) 2 (Two) 4 (Four) 	<p>(for Shift) (for Maintenance) (for Maintenance / Shift)</p>
13	400 KV SS (Single ratio)	<ol style="list-style-type: none"> 1. Special Grade Foreman 2. Foreman Grade I 3. Line Inspector 4. Wireman/Field Assistant 5. Technical Assistant/ Junior Engineer Grade II 	<ol style="list-style-type: none"> 1 (One) 1 (One) 4 (Four) 8 (Eight) 8 (Eight) 	
14	Line Section:	<ol style="list-style-type: none"> 1. Line Inspector 2. Field Assistant/Wireman 3. 230 KV, 110 KV and 66 KV either single or double circuit line for every 60 Kms. Field Assistant/Wireman 4. In Hill area, for every 30 Km either single or double circuit line. Field Assistant/Wireman 5. Commercial Assistant (For two Sections) 		<ol style="list-style-type: none"> 2 (Two) 1 (One) 2 (Two) 2 (Two) 1 (One)
15	MRT	<p><u>Protection:</u></p> <p>Distribution Circles having upto 20 Sub-stations:</p> <ol style="list-style-type: none"> 1. Technical Assistant- 2 Nos. 2. Field Assistant - 2 Nos. <p>For Additional 10 Nos. Sub-stations over and above 20 Sub-stations:</p> <ol style="list-style-type: none"> 1. Technical Assistant – 1 No. 2. Field Assistant - 1 No. <p><u>Metering:</u></p> <p>One EHT/HT Service 1 Unit. One LTCT Service ½ Unit</p> <p>For the first 300 Units:</p> <ol style="list-style-type: none"> 1. Technical Assistant – 2 Nos. 2. Field Assistant - 2 Nos. <p>For the next 100 Units and upto 600 Units:</p> <ol style="list-style-type: none"> 1. Technical Assistant – 1 No. 2. Field Assistant - 1 No. <p>For more than 600 units additional Section with required Technical Assistant and Field Assistant.</p>		

	MRT	<p>For attending Office works in MRT such as CMRI downloaded data analysis and Harmonic measurement etc., the following additional posts:</p> <ol style="list-style-type: none"> 1. Technical Assistant – 1 No. 2. Field Assistant - 1 No. <p>For attending the defective meter receipt, accounting and testing, the following additional posts:</p> <ol style="list-style-type: none"> 1. Technical Assistant – 2 Nos. 2. Field Assistant - 2 Nos. <p>For MRT Division Office: Commercial Assistant - 1 No. If Board vehicle is available Driver -1</p>
16	Special Maintenance: -	<p><u>Outdoor:</u></p> <p>Upto 20 Sub-stations:</p> <ol style="list-style-type: none"> 1. Technical Assistant – 2 Nos. 2. Field Assistant - 2 Nos. <p>More than 20 sub-stations and upto 30 sub-stations, the following additional posts are proposed:</p> <ol style="list-style-type: none"> 1. Technical Assistant – 1 No. 2. Field Assistant - 1 No. If Board vehicle is available Driver -1 <p><u>Indoor:</u></p> <p>The out turn of repaired/ Over hauling of Distribution Transformer is fixed at 50.</p> <ol style="list-style-type: none"> 1. Special grade Foreman - 1 No. 2. FM Grade-II - 1 No. 3. Winder - 2 Nos. 4. Line Inspector - 1 No. 4. Technical Assistant - 2 Nos. 5. Wireman - 6 Nos. 6. Field Asst./Mazdoor - 4 Nos. 7. Driver - 1 No. (If Board vehicle is available) 8. Commercial Assistant -1No. <p>In addition to that the following posts are proposed:</p> <p>For Circles with transformer oil Reclamation Plant, the following additional posts are proposed for two shifts per day.</p> <ol style="list-style-type: none"> 1. Technical Assistant - 2 Nos. 2. Wireman - 4 Nos. 3. Field Assistant - 4 Nos.

	Special Maintenance:-	For Chennai North, Central, West, South I and South II Circles, to maintain the RMUs, the following posts are proposed: 1. Technical Assistant – 2 Nos. 2. Field Assistant - 2 Nos.
17	Fuse – off call centres:-	Line Inspector - 4 Nos. Wireman - 4 Nos. Field Assistant - 4 Nos.
18	Construction section	<u>Each Sub Division :</u> Technical Assistant -1No. <u>Section:</u> Line Inspector - 2 Nos. Field Assistant/Mazdoor - 8 Nos. Comml. Assistant - 1 No.
19	Rural and Hill Sub-Division (Distribution and Construction):-	Special Grade Foreman -1 No. to the areas wherever Special Grade Foreman posts are not provided to the Section under the Sub Division duly abolishing one post of Foreman Grade I shall continue.
20	One Special Grade Foreman per Sub Division shall be created to all the Rural and Hill distribution Sections duly abolishing one post of Foreman Grade I. The Special Grade Foreman so created be utilized in Sections wherever necessary.	
21	2000 posts of Line Inspector shall be created to the Sections with highest number of consumers.	
22	One Technical Assistant post shall be created in each Urban Section of Chennai Electricity Distribution Circles /South, North, West, Coimbatore Electricity Distribution Circle/Metro, South and North, Madurai Electricity Distribution Circle and Madurai Metro Electricity Distribution Circle, Trichy Electricity Distribution Circle/Metro, Erode and Salem Electricity Distribution Circles.	

DUTIES AND RESPONSIBILITIES OF RWE STAFF FOR DISTRIBUTION CIRCLES

I. Foreman/Special Grade Foreman:

1. Supply maintenance
2. Job allocation in consultation with AE/JE -I Grade
3. Ensuring FOC rectifications.
4. Ensuring timely DC and RC
5. Confirming defectiveness of meters entered as defective in defective meter Register by Assessor and ensuring timely defective/Static meter replacement with necessary Computer entries.
6. Attending break down works in time.
7. HT line and DT maintenance with proper entries in register maintained.

8. Attending Emergency works such as pole dashing, accident etc.,
9. Meter stock maintenance.
10. Effecting non power services.
11. Providing TC seals for all LT SC's
12. Ensuring service details in meter Board.
13. Assisting, section officer in all O&M related works.
14. Carrying out pre monsoon inspection (Preventive maintenance)
15. HT Layout maintenance.
16. Ensuring cable laying standards and naming of cable in Structures/RMU.
17. To ensure part end free cables in LT Network.
18. Feeding details in all pillar boxes to be painted.
19. Maintenance of consumable register.
20. Up keeping of pocket stores.
21. All reasonable work entrusted by Section Officer to be carried out.
22. Test report closing.

II. Line Inspector:

1. Carrying out extension/improvement works as per standard of practices.
2. Custody of materials taken for works
3. Devolution of materials back to pocket store after completion of work with actual pole schedule and sketch.
4. Ensuring safety to personnel during execution of any works.
5. Assisting Foreman during maintenance breakdown works.
6. To ensure erection of pillars boxes as per standards including earthing
7. To carryout periodical pillar boxes/structure maintenance.
8. To ensure pillar box doors/structure are in intact condition at all times.
9. To ensure cable line fault rectification for services restored with temporary wires.
10. All reasonable work entrusted by Section Officer/FM to be carried out.

III. Commercial Inspector:

1. Preparation of estimates for all categories.
2. Maintaining of court cases.
3. RTI and other consumer related petitions
4. All section office related returns.
5. Maintenance of related Registers.
6. Accident reports.
7. All reasonable work entrusted by Section Officer/FM to be carried out.
8. Maintaining of LT Album.

IV Commercial Assistant

1. Maintaining current and dispatch register.
2. Estimates for Meter Board shifting, Tariff Change, Temporary Dismantling and Permanent Dismantling services, Name Transfer, Dashing of poles, etc.
3. Carrying out store transactions and maintaining related registers.
4. Maintaining DC/RC Register.
5. Closing of Work Orders.
6. Maintaining establishment work in O&M Section.
7. All reasonable work entrusted by Section Officer/FM to be carried out.

V Wireman

1. Attending Fuse of Calls.
2. Maintenance of LT lines.
3. Carrying out DC and RC.
4. Serving of notice as instructed by AE/JE-I Grade.
5. To report the services restored with temporary wire provisions.
6. Meter replacement.
7. Assisting FM in DT Maintenance.

8. Informing section officer about any irregularities in their respective area such as building construction without clearance, Theft of energy/Violations low sag, damaged poles, etc.,
9. All reasonable work entrusted by Section Officer/FM to be Carried out.

VI Technical Assistant

Duties and responsibilities of Technical Assistant will be issued in due course.

Common issues to be addressed:

1. Periodical rotation of RWE Staff.
 - i) Within section once in 2 years.
 - ii) Within Sub Division once in 4 years.

PART-II**WORK ALLOCATION AND STAFF PATTERN FOR ACCOUNTING STAFF IN REVENUE BRANCH OF DIVISION OFFICE IN DISTRIBUTION CIRCLES**

One Revenue Branch for each O&M Division.

Norms for One Accounts Supervisor (billing) - 15000 effective services.

Effective services mentioned above shall be computed as follows:

Services remaining disconnected for a period exceeding six months shall be excluded and 10 Nos. Agricultural services and 10 Nos. Hut services shall be reckoned as 2 Nos. of effective services.

There shall be one General Section. The following staff shall work in General Section under the control of AAO/Revenue Branch, viz.

Accounts Supervisor – 1, Accounts Assistant – 2, Junior Assistant -2, Office Helper/Record Clerk-1; and shall attend the works such as, preparation of cash book, Bank reconciliation, Budget, Cost statement, rendering accounts with the computer output statements, Circulars/Tappal communication and maintenance, Local purchases, Stationery and stamp account, Maintenance of T&P Register.

Final Assessment and verification, closing of accounts for the Temporary supply of entire division and sent to circle office for closing Accounting & Adjustment of EMD to Current Consumption Deposit Account on effecting new services. Maintenance of Meter Caution Deposit Register.

Reconciliation of amount outstanding with the local bodies & correspondence.

Revenue Accounting work shall be attended by Accounts Supervisor:-

1) Accounts Supervisor shall verify the correctness of assessment, Collection and remittance of cash with the computer generated reports.

2) Updating the master data, verification and validating the master data and incorporating subsequent changes. Maintenance of service connection dockets. Watching the receipt of Original Test reports from section offices and verification of correctness and maintenance of the same. Verification of correctness of Miscellaneous charges collection.

3) Computer will workout the interest, Income Tax on the available security deposit. The same may be verified. The ACCD Demand notices and intimation notices arranged to be served to the consumers through section offices and watch the collection of ACCD amount.

4) Follow up of collection of Audit shortfall/Revenue Intelligence Squad shortfall, assessment made by Enforcement, Mass raid.

5) Preparation & issue of termination of agreement notice and closing the account after 6 months. Maintaining the outstanding ledger and collection of the amount by enforcing RD & RR Act.

6) Review of Defaulters' List / CT & Non CT (MIS report) and correspond with the sections for prompt DC.

7) Review the DCB (MIS report) and find out the reason for short/excess collection in the Sections.

8) Review of Door Lock, Nil Consumption cases and below 100 Unit consumption services by physical verification. Review of Defective Meter/Without meter services report and correspond with the Sections for immediate replacement with a healthy one.

9) All correspondence relating to his/her seat.

10) Attending works relating to name transfers. (other than Domestic and Commercial).

11) Verification of section office records in order to ensure the following:-

i) Checking up whether all the services have been Assessed.

ii) Ensuring the Correctness of Assessment made by the Assessors by analyzing the consumption pattern with reference to the WMC/Computer output and the actual readings recorded in the meter by Inspecting the consumers premises at random by taking check readings (Power services-10, Non-power services-100)

iii) Checking up on rotation basis whether the services have been build by application of appropriate Tariff rate.

iv) Identifying of highest Current Consumption Consumers in the Section Offices from the Computer output and a thorough analysis of the details of the consumers, the collections, remittances, etc., to be done to ensure the correctness.

v) Checking up whether the OTRs are closed intact & sent to the sub-division offices in complete shape monthly (e.g) in the case of CT meters correct multiplication factors are entered.

vi) Checking up whether the dishonoured cheques are properly accounted for and the money collected along with the clerical charges from the consumers.

vii) Checking up whether the disconnection/ Reconnection register is maintained and whether 100% disconnection is effected in case of non-payment of Current Consumption charges except local bodies, Govt. Departments.

viii) Any other Reasonable and lawful works connected with Revenue Accounting and checking works entrusted by the higher authorities.

PART – III**WORK ALLOCATION AND STAFF PATTERN FOR ASSESSMENT AND
COLLECTION STAFF DISTRIBUTION SECTION / REVENUE BRANCH
IN DISTRIBUTION CIRCLES****30 DAYS ASSESSMENT AND 30 DAYS COLLECTION**

Sl. No.	Areas	30 days Assessment and 30 days Collection		
		No. of Services per day to be Assessed	No. Days	No. of Services in a month to be Assessed
1)	Chennai Corporation area	225	24	5400
2)	Corporations other than Chennai i.e., Trichy, Salem, Coimbatore, Madurai, Tirunelveli and other recently converted corporations.	200	24	4800
3)	Municipal Towns	190	24	4560
4)	All Town Panchayats	180	24	4320
5)	Rural	110	24	2640
6)	Hill	80	24	1920

Each Section shall have minimum of two Assessors for collection and assessment.

DUTIES OF ASSESSOR

- 1) Taking reading and making assessment through HHD or any other mode as per service norms and as per the route chart approved by the Section Officer.
- 2) Uploading the Assessment details from Hand Held Devices in the computer or any other mode.
- 3) Collection of Current Consumption and any other charges from the LT consumers.
- 4) Making entry of the defectiveness of meter in the defective Register and to ensure that correct average has been made for the service entered in the Defective Register.
- 5) Attending any other works entrusted by the Inspector of Assessment/Revenue Supervisor/Section Officer relating to Assessment, Collection and Remittance.
- 6) TANGEDCO programmed to install prepaid meter/smart meter in a phased manner in all LT services.

- 7) If any misuse of tariff, D.C Service found live without making payment, immediately bring to the knowledge of Section Officer.
- 8) First bill shall be generated from local server daily to ensure the correctness.
- 9) Ensuring the average billing for all the no meter services and increase in the respective registers in case of misuse of tariff, no meter, malpractice etc.,

DUTIES OF INSPECTOR OF ASSESSMENT

Each section shall have one or more Inspector of Assessments. In sections, where the total number of services exceeds 10,000, two Inspectors of Assessment will be sanctioned.

DUTIES:-

- 1) Field verification of the correctness of the Assessment and appropriate tariff of the following services
 - a) 30% Industrial and Commercial Services.
 - b) 15% of the other services.
- 2) 50% of field verification of the final reading of the services remaining disconnected over three months by rotation.
- 3) Report on replacement of meters to be downloaded from the computer and the average billing correctness to be verified and revised if any, accordingly.
- 4) Collection of the current consumption charges and miscellaneous collections in the absence of Assessor (Collection) along with the Assessor as per the need.
- 5) Overseeing the work of Assessors in connection with Assessment, Collection and remittance.
- 6) Maintaining records for the receipt of computer receipt, PCB.
- 7) Arranging to send back the completed PCB to the Revenue Branch.
- 8) Attending the remittance work on need basis and ensure the correctness of the cheques to be verified;

- 9) Attending consumer's enquiries/Correspondences relating to Assessment, and collection and receiving cash collection for safe custody from Assessors in the absence of Revenue Supervisor duly verifying the mode of collection with reference to collection statement (Computer Generated).
- 10) Any other works entrusted by the Revenue Supervisor/Section Officer relating to Assessment, Collection and Remittance.

DUTIES OF REVENUE SUPERVISOR

Each section irrespective of services shall have one Revenue Supervisor.

DUTIES:-

- 1) Field verification of the correctness of the Assessment and appropriate tariff of the following services:-
 - a) 10% of Industrial and Commercial Services.
 - b) 2% of the services other than Industrial and Commercial services.
- 2) Checking daily collection and mode of collection made by the Assessor(s) and Inspector of Assessment with reference to collection statement (Computer generated).
- 3) Attending to collection of Miscellaneous charges and arrears of CC charges in the absence of Assessor (Collection)/Inspector of Assessment/ along with them on need basis.
- 4) Receiving cash from Assessors and Inspector of Assessment daily for safe custody duly tallying the mode of collection with respect to collection statement (Computer generated).
- 5) Remitting of cash collected by Assessors/ Inspector of Assessment promptly as per the rules in force and verification of the remittance challan to ensure that there is no temporary/permanent misappropriation of collection amount. Cancelled original receipt should also be verified each day.
- 6) Watching the cheque realization daily and taking follow up action for the dishonored cheques and making reversal entry in the computer immediately on return of cheque by the bank.
- 7) Ensuring timely credit/realization of cash/cheque remittance by visiting concerned Bank once in 3 days and if any undue delay brought to the notice of AE and make necessary arrangement for early realization.

- 8) Ensuring prompt dispatch of all the Bank Remittance Challan and cancelled PRs to Revenue Branch within 3 days.
- 9) Ensuring assessment of all new services effected during the previous months with verification to new service connection register.
- 10) Overseeing the work of Inspector of Assessment and Assessors.
- 11) Attending consumers enquiries/ Correspondences relating to Assessment and collection.
- 12) Arranging rotation of Assessors once in a year within the Section.
- 13) To ensure vigilantly that no misappropriation takes place in the section.
- 14) Inspection of 25% of 'Nil' consumption and 10% of Door locked cases.
- 15) Sorting out the issues relating to software and hardware of LT Billing and collection in co-ordination with maintenance contractor/ Manager/Computer/Assistant Engineer/ O&M.
- 16) Inclusion of short assessment pointed out by the Audit, APTS, etc. after verification in the consumer account (Computer) and collect the amount by close follow up after issuing 15 days clear notice to the consumer.
- 17) Verifying the variation in consumption pattern.
- 18) Disconnection services (more than 10 days and less than 3 months) should be physically verified.
- 19) Attending the duties mentioned in Item No.3 to 8 for Inspector of Assessments, where, no Inspector of Assessments are posted/Vacant.
- 20) Uploading of collection details from local server to main server daily.
- 21) Attending of any other works entrusted by the Section Officer relating to Assessment Collection and Remittance.

PART – IV**WORK ALLOCATION AND STAFF PATTERN FOR STORES STAFF****1. Distribution Circles:-**

(i) The number of Sections in the Central Stores shall not exceed 4 Nos. (excluding Stationary Stores). Each Section in the Central Stores shall have

Stores Supervisor	- 2 (Two)
Stores Custodian I Grade	- 1 (One)
Stores Custodian Grade I (Stationery)	- 1 (One)
Stores Custodian Grade II	- 1 (One) (Utilized as General cum Leave Reserve)
Stores Custodian Grade I	- 1 (One) Where (PSC Yard exists)
Field Assistant	- 1 (One) For each Section (except Stationery)

(ii) **Sub-Stores:** The basis for formation of Sub-stores shall be as specified below:-

One sub-store shall be formed for each Distribution Division with the following staff:-

(i) Stores Supervisor	- 1 (One)
(ii) Stores Custodian I Grade	- 1 (One)
(iii) Field Assistant	- 2 (Two)

General: The post of Stores Supervisor (Transport) in Chennai Electricity Distribution Circle shall be withdrawn.

2. Thermal Stations:-

Each Thermal Station shall have the following Staff Pattern:-

(i) Stores Supervisor	- 6 (Six)
(ii) Stores Custodian Grade I	- 12 (Twelve)
(iii) Stores Custodian Grade II	- 6 (Six)
(iv) Field Assistant	- 1 (One) (for each Section)

3. GCC CENTRAL STORES:

Each Central Store in GCC shall have the following staff pattern.

* Stores Supervisor	- 3 (Three)
* Stores Custodian Gr.I	- 6 (Six)
* Field Assistant	- 1 (One) (for each Section)

SUB STORES:

Each Sub Stores in GCC shall have the following staff pattern.

- * Stores Supervisor - 1 No.
- * Stores Custodian Gr.I - 1 No.
- * Field Assistant - 1 No. (One for each Section)

One sub-store for each operation circle where GCC stores is not existing.

4. HYDRO STATION CENTRAL STORES:

In view of special nature of work in Generation, project circles the existing arrangement for sanction of sub store based on the merit of Superintending Engineer shall continue.

5. METTUR WORK SHOP CIRCLE STORES:

- * Stores Supervisor - 1 No.
- * Stores Custodian Gr.I - 3 Nos.

6. OTHER STORES:

In Chennai Development Circle there shall be two sections with the following staff:

- * Stores Supervisor - 1 No. (For entire store)
- * Stores Custodian Gr.I - 2 Nos. (One for each Section)
- * Stores Custodian Gr.II - 1 No. (For entire store)
- * Field Assistant - 1 No. (One for each Section)

Stores attached to printing press:

- * Stores Custodian Gr.I - One
- * Stores Custodian Gr.II - One

Each Circle 1 No. Stores Supervisor in Central Office (Store Pricing Section) shall be continued.

Existing arrangements for watch and ward may continue.

In General, RWE Field Assistant required for loading/unloading of materials at central store may be justified by the respective Superintending Engineers based on the number of items (or) weight of materials handled. If necessary, outsourcing may be arranged.
