

**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.2,

Dated : 11- 1-2014.

Margazhi 27,
Thiruvalluvar Aandu-2044.

Read:

- 1) (Per) B.P.(Ch) No.222 (SB) dt. 21.11.2009.
- 2) (Per) B.P.(Ch) No.223 (SB) dt. 21.11.2009.
- 3) (Per) CMD TANGEDCO Proceedings No.259,
Dated : 16-12-2011.

PROCEEDINGS:-

In pursuance of the Memorandum of Settlement, dated 18.11.2009, 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 30.11.2011. 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 Commissioner of Labour/Chennai on 9.1.2014 by the TANGEDCO with the representatives of the following Unions:-

- (1) Tamil Nadu Electricity Workers Federation;
- (2) Central Organisation of Tamil Nadu Electricity Employees;
- (3) Minsara Pirivu Anna Thozhir Sangam;
- (4) Tamil Nadu Minvariya Janatha Thozhilalar Sangam;
- (5) Tamil Nadu National Electricity Workers' Federation (INTUC) (2 groups);
- (6) Tamil Nadu Electricity Board Engineers' Sangam;
- (7) Tamil Nadu Electricity Employees Congress (NLO);
- (8) Tamil Nadu Electricity Board Thozhilalar Aykkiya Sangam;
- (9) Bharathiya Electricity Employees Federation;

- (10) Tamil Nadu Electricity Board Card Billing Staff Union;
 (11) Tamil Nadu Electricity Board Dr. Ambedkar Employees Union;
 (12) Tamil Nadu Electricity Board Engineers Union.
 and also other 10 Registered Unions.

3. In pursuance of the Settlement dated 9.1.2014 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 30.11.2015 or till such time a new settlement is reached on this subject whichever is later.

(BY ORDER OF THE BOARD)

S. CHINNARAJALU
 SECRETARY.

To

The Secretary / TANGEDCO / Chennai-2.

All Chief Engineers.

The Chief Financial Controller/General & Revenue/Accounts Branch/Chennai-2.

The Chief Internal Audit Officer/Audit Branch/Chennai-2.

All Superintending Engineers.

All Deputy Secretaries/Secretariat Branch.

The Residential Audit Officer/TANGEDCO/Chennai-2.

Copy to:

The Principal Secretary to Government/Finance Department/Chennai-9.

The Principal Secretary to Government/Energy Department/Chennai-9.

The Commissioner of Labour/Chennai-18.

The Joint Commissioner of Labour (Conciliation)/Chennai-18.

The Accountant General/Chennai-18.

The Chairman cum Managing Director's Table.
 The Managing Director /TANTRANSCO. (Addl. Charge).
 All Directors/TANGEDCO and TANTRANSCO.
 The Director General of Police/Vigilance.
 The Legal Adviser.
 The Industrial Relations Adviser/TANGEDCO.
 The Chief Medical Officer/Headquarters Dispensary/Chennai.2.
 The Deputy Chief Engineer/Administrative Branch.
 All Senior Personnel Officers/Administrative Branch.
 The Industrial Relations Officer/TANGEDCO.
 The Director, Computer Centre.
 The Assistant Personnel Officer/Tamil Development – for Publication
 in the TNEB Bulletin (2 copies).
 The Director/TNEB Printing Press.
 The Resident Manager, T.N.E.B., Limited New Delhi.
 All Officers/Sections/Cells in the Secretariat Branch .
 Tamil Nadu Electricity Workers' Federation.
 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 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 Engineer's Union.
 All other signatory Unions.

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A. Jaganmohan Shrinani
11/1/14

SECTION OFFICER.

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11/1/14

ANNEXUREPART – IWORK 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 126 Transformers.
 - ii. **URBAN SECTION:-** Urban Sections shall cover Municipalities, Townships, Town Committees and Town Panchayats. Urban Section shall normally consist of 16100 Services.
 - iii. **CITY SECTION:-** City Section shall normally have 15400 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.

4. The work allocation and staff pattern in respect of the above said Distribution Sections and also in respect of Sub-Station, Line Sections, Meter and Relay Test and Special Maintenance shall be as detailed in the Statement.

5. 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.

6. The number of Transformers for the formation of Rural Sections shall be reckoned as follows:-
- i. Each distribution Transformer in Rural Section with 100 KVA capacity and less shall be reckoned as ONE Transformer.
 - ii. 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.
7. 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. |
8. 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.
9. The Mazdoor and 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.

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	126 Transformers	7 Work - men group	Each group of 18 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 6 Transformers – One Field Assistant
2	Urban	16100 Services	7 Work - men group	Every 2300 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 1500 Services – One Wireman. Next 800 Services – One Field Assistant
3	City	15400 Services	7 Work - men group	For every 2200 Services	Wireman -1 Field Assistant / Mazdoor-1	Spl. Gr. F.M. -1 Foreman I Gr -1 Line Inspector -1 Line Inspector (CJ) -1 Comm. Inspector -1 Comm. Asst. -1 Technical Asst. -1 (Commercial Assistant must have computer operation skills) Necessary training will be given.	1 st 1300 Services – One Wireman. Next 900 Services – One Field Assistant
4	Hill Areas	As suggested by the Suptdg. Engineer	-	Each group of 7 Transformers - 700 Services	Wireman -1 Field Assistant -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/ 400 service connections- One Wireman. Next 3 Transformers / 300 service connections – One Field Assistant

5. UPGRADED CITY SECTIONS

Sl.No. (1)	Subject (2)	Revised norms (4)
1	Common staff	Sp.Gr.FM - 2 LI - 1 LI(CJ) - 1 CI - 1 CA - 1 TA - 1 (Commercial Assistant must have computer operation skills) Necessary training will be given.

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				
7. <u>Distribution Division</u> : The RWE Staff for the Division office shall be as follows: Technical Assistant - 2 (Two) Commercial Inspector/Commercial Assistant - 1 (One)				
	Capacity of Sub-stations	R.W.E. Staff		
8.	33 KVSS	1. Technical Assistant/ Line Inspector 2. Wireman 3. Field Assistant	4 (Four) 2 (Two) 2 (Two)	Technical Assistant for Indoor Substation. Line Inspector for Outdoor Substation.
9.	66 KVSS	1. Technical Assistant/ Line Inspector 2. Wireman 3. Field Assistant	4 (FOUR) 2 (Two) 2 (Two)	(for night Shift/Maintenance)

10.	110 KVSS (Non-grid)	1.Jr.Engineer (Elecl) Gr.II 2. Foreman Grade-I 3. Line Inspector 4. Wireman 5.Field Assistant/Mazdoor	4 (Four) 1 (One) 2 (Two) 1 (One) 2 (Two)	(for Maintenance) (for night Shift/Maintenance) (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	1. Special Grade Foreman 2. Line Inspector 3. Technical Assistant 4. Wireman 5. Field Assistant/Mazdoor	1 (One) 2 (Two) 4 (Four) – 2 (Two) – 4 (Four) –	(for Shift) (for Maintenance) (for Maintenance / Shift)

13. Line Section:-

1. Line Inspector - 2 (Two)
2. Field Assistant / Wireman - 1 (One)
3. 230 KV, 110 KV & 66 KV either single or double circuit line for every 60 km:
Field Assistant / Wireman - 2 (Two)
4. In Hill area, for every 30 km either single or double circuit line:
Field Assistant / Wireman - 2 (Two)
5. Commercial Assistant - 1 (One) for Two Sections.

14. MRT OUTDOOR / INDOOR

Staff pattern

1. Technical Assistant (Protection) - 4 (Four)
2. Technical Assistant (Metering) - 4 (Four)
3. Field Assistant/ Mazdoor - 4 (Four)
4. Driver - 1 (One) If Board vehicle is available.

15. Special Maintenance:

The out-turn of repaired transformers is fixed at 50 with the staff detailed below. There will be two sections, one section for outdoor and miscellaneous works and one section for indoor works.

Staff Pattern (R.W.E.)

1. Special Grade Foreman - 1 (One)
2. Foreman Grade-II - 1 (One)
3. Winder - 2 (Two)
4. Line Inspector - 1 (One)
5. Technical Assistant - 4 (Four) – Two each for Indoor & Outdoor
6. Wireman - 6 (Six)
7. Field Assistant/ Mazdoor - 6 (Six)
8. Driver - 2 (Two) – If Board vehicles are available.
9. Commercial Assistant - 1 (One)

(Commercial Assistant must have computer operation skills)
Necessary training will be given.

16. Fuse-Off Call Centres:

1. Line Inspector - 4 (Four)
2. Wireman - 4 (Four)
3. Telephone Operator / Commercial Assistant - 4 (Four)
4. Field Assistant - 4 (Four)

17. Construction Section / Sub-division:-

- Each Sub-division : Technical Assistant - 1 (One)
- Sections : Line Inspector - 2 (Two)
Field Assistant /Mazdoor - 8 (Eight)
Commercial Assistant -1

(Commercial Assistant must have computer operation skills)
Necessary training will be given.

18. One Special Grade Foreman per Sub-division shall be created in all the Rural and Hill Distribution and Construction areas wherever Special Grade Foreman posts are not provided to the section under the sub-division duly abolishing one post of Foreman Gr.I. The Special Grade Foreman so created be utilized in Sections wherever necessary.

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. AAO & Supporting staff (Accounts Supervisor - 1, Accounts Assistant - 2, Junior Assistant - 2, Office Helper/Record Clerk - 1, will work in the General Section (Revenue Branch).

Norms for One Accounts Supervisor (billing) - 12000 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 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 communication and maintenance, Local purchase, 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 by physical verification. Review of Defective Meter/Without meter services report and correspond with the Sections for immediate replacement with the healthy one.

9) All correspondence relating to his/her seat.

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

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

i) Whether all the services have been Assessed.

ii) Ensure the Correctness of Assessment made by the Assessors by analyzing the consumption pattern with reference to the WMC/Computer output and GMC 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) Whether correct application of Tariff is followed should be checked up on rotation basis.

iv) Identification 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, so as to ensure the correctness.

v) 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) Whether the dishonoured cheques are properly accounted and the money collected along with the clerical charges from the consumers.

vii) 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) Reasonable and lawful works connected with Revenue Accounting 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		
		Services per day	Days in a month	Total services in a month
1)	All Municipal Corporations (Chennai, Trichy, Salem, Coimbatore, Madurai, Tirunelveli)	200	24	4800
2)	All Recently converted Corporations, Municipal Towns	180	24	4320
3)	All Town Panchayats	180	24	4320
4)	Rural	110	24	2640
5)	Hill	80	24	1920

1 (A) DUTIES OF ASSESSOR GR.II

- 1) Taking reading and making assessment as per service norms and as per the route chart approved by the Section Officer.
- 2) Making entry of the defectiveness of meter in the defective Register and to ensure that average has been made for the service entered in the Defective Register.
- 3) Attending other works entrusted by the Inspector of Assessment / Revenue Supervisor/Section Officer relating to Assessment, Collection and Remittance.

1 (B) DUTIES OF ASSESSOR

Each Section irrespective of services shall have one Assessor for Assessment/ collection of Current Consumption and Miscellaneous charges of the section.

Ensuring the average billing for all the defective/No meter services.

Attending other works entrusted by the Inspector of Assessment /Revenue Supervisor/Section Officer relating to Assessment, Collection and Remittance.

DUTIES OF INSPECTOR OF ASSESSMENT

Each section shall have one or more Inspector of Assessment's. In sections, where the total number of services exceeds 10,000, Two Inspector of Assessment posts will be sanctioned.

DUTIES:-

- 1) Field verification of the correctness of the Assessment of the following services:-
 - a) 25% Industrial and Commercial Services.
 - b) 10% of the other services.
- 2) 50% of field verification of the final reading of the services remaining disconnected over three month by rotation.
- 3) Bringing the notice of the Section Officer/Assistant Executive Engineer, defectiveness of the meters noticed during his field verification and defects entered by the Assessors in the defects register and arriving average billing with the approval of the Section Officer.
- 4) Review of consumption and energy charges of the following services as shown in the GMC (Computer Report).
 - a. Commercial Service 20%
 - b. Other service 10% by rotation.
- 5) Overseeing the work of Assessor Gr.II and Assessors in connection with Assessment, Collection and remittance.
- 6) Maintaining records for the receipt of computer receipt, Petty Cash Book, Assessor Remittance Challan.
- 7) Arranging to send back the completed Petty Cash Book, Assessor Remittance Challan to the Revenue Branch.
- 8) Attending the remittance work on need basis.

- 9) Reporting the defectiveness of the meter during the field verification.
- 10) 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.
- 11) Collection of the Current Consumption Charges and Miscellaneous Collections in the absence of the Assessor as per the need.
- 12) Other works entrusted by the Revenue Supervisor/Section Officer relating to Assessment, Collection and Remittance.

DUTIES OF REVENUE SUPERVISOR

Each section irrespective of service shall have one Revenue Supervisor.

- 1) Review of consumption and energy charges as shown in the Green Meter Card (Computer Report) are as below:-
 - a. All Industrial service
 - b. Commercial service 20%
 - c. Other service 5%, by rotation
- 2) Field verification of the correctness of the Assessment of the following services:-
 - 10% Industrial and Commercial Services.
 - 2% of the other services.
- 3) Checking daily collection made by Assessors and Inspectors of Assessment with reference to collection statement (Computer generated).
- 4) Attending to collection of Miscellaneous charges and arrears of CC charges in the absence of Inspector of Assessment on need basis.
- 5) Receiving cash from Assessors and Inspector of Assessment daily for safe custody.
- 6) For remittance 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 misappropriation of collection amount.
- 7) Watching the cheque realization and taking follow up action to for the dishonored cheques and making reversal entry in the computer immediately on return of cheque by the bank.

- 8) Ensuring prompt dispatch of all the Bank Remittance Challan to Revenue Branch once in a week.
- 9) Ensuring assessment of all new services effected during the previous months.
- 10) Overseeing the work of Inspector of Assessment and Assessor/ Assessor Gr.II.
- 11) Attending consumers enquiries/Correspondences relating to Assessment and collection.
- 12) Arranging rotation of Assessor Gr.II/Assessors once in a year within the Section.
- 13) To be more vigil and to ensure that no misappropriation takes place in the section.
- 14) Review of 'Nil' consumption and Door locked cases.
- 15) Sort 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) Other works entrusted by the Section officer relating to Assessment Collection and Remittance.
- 17) Inclusion of short assessment pointed out by the Audit, Enforcement, etc. in the consumer account (Computer) and collect the amount by close follow up.
- 18) Attending the duties mentioned in Item No.3 to 11 for Inspector of Assessments, where the posts of Inspector of Assessments are vacant.

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. Each Section in the Central Stores shall have

Stores Supervisor - 2 (Two)
Stores Custodian I Grade - 1 (One)

The surplus Stores Custodian Grade II shall be utilized as Leave Reserve one in each Central Stores.

(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)

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

(ii) There shall be one Stores Custodian I Grade (Stationery) in each Distribution Circle.

2. Thermal Stations:-

There shall be only five sections in the Thermal Power Stations. The different Sections in the Central Stores may be re-grouped as three sections exclusively for storing the inventory relating to Turbine, Generator and Boiler and another two sections for the maintenance of the inventory relating to other requirements.

The revised staff pattern for the following four Thermal Stations shall be as follows:-

Ennore Thermal Power Station:

Stores Supervisor	-	5
Stores Custodian Gr. I	-	12
Stores Custodian Gr. II	-	7

North Chennai Thermal Power Station:

Stores Supervisor	-	5
Stores Custodian Gr. I	-	13
Stores Custodian Gr. II	-	10

Mettur Thermal Power Station:

Stores Supervisor	-	6
Stores Custodian Gr. I	-	12
Stores Custodian Gr. II	-	10

Tuticorin Thermal Power Station:

Stores Supervisor	-	6
Stores Custodian Gr. I	-	14
Stores Custodian Gr. II	-	10

In General Construction Circles, there shall be Central Stores in Headquarters of each circle.

General Construction Circle:-

Stores Controller	-	1
Stores Supervisor	-	3
Store Custodian Gr.I/Gr.II	-	6

(v) In General Construction Circles, the staff pattern for the sub-stores be as applicable to the Distribution Circles.

(vi) In Chennai Development Circle, there shall be two sections with following staff:-

Stores Supervisor	- One
Stores Custodian I Grade	- Two; and
Stores Custodian II Grade	- One.

(vii) In view of special nature of work in Generation, Project and General Construction Circles, the existing arrangements for sanction of sub-stores on the merits of proposals of the respective Superintending Engineer shall continue.

(viii) Other Stores in Chennai Electricity Distribution Circle:-

Stores attached to Printing Press
Stores Custodian I Grade – 1 (One).

Mettur Workshop:-

Stores Supervisor	-	2
Stores Custodian Gr.I	-	3

For each PSC yard, one Stores Custodian – Grade I/II shall be allowed.

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A. Jaganathan Ahmed Bab
11/11/14

SECTION OFFICER

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11/11/14