

**WAGE REVISION COMMITTEE'S PROPOSAL ON WORK NORMS FOR  
FIELD STAFF IN DISTRIBUTION CIRCLES**

The definitions existing towards City, Urban, Rural and Hill area sections are the same.

The responsibility matrix also is maintained as existing.

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

The Regular Work Establishment staff pattern will be as below:-

**1. RURAL**

<b>Sl.No.</b>	<b>Category</b>	<b>Proposed</b>
1.	Total No. of Transformers	154
2.	No. of units per section	7
3.	Transformers per unit	22
4.	Regular Work Establishment staff per unit	Wireman-1 Helper / Mazdoor – 1
5.	Common staff per section	Foreman I gr-2 Line Inspector -1 Commercial Inspector -1 Commercial Assistant -1 (commercial Assistant must have computer operation skills) Necessary training may be given.
6.	Staff for fraction	One Wireman for first 14 transformers and One Helper for next 8 transformers.

## 2. URBAN

Sl.No.	Category	Proposed
1.	Service connections per section	20300
2.	No. of units per section	7
3.	Service connections per unit	2900
4.	Regular Work Establishment staff per unit	Wireman – 1 Helper / Mazdoor – 1
5.	Common staff per section	Special grade Foreman – 1 Foreman I Gr – 1 Line Inspector -1 Commercial Inspector – 1 Commercial Assistant -1 (commercial Assistant must have computer operation skills). Training may be given.
6.	Staff for fraction	One Wireman for first 1900 SCs and One Helper for next 1000 SCs

## 3. CITY

Sl.No.	Category	Proposed
1.	Service connections per section	21700
2.	No. of units per section	7
3.	Service connections per unit	3100
4.	Regular Work Establishment staff per unit	Wireman -1 Helper /Mazdoor – 1
5.	Common staff per section	Special grade Foreman – 1 Foreman I Gr – 1 Line Inspector -1 Technical Assistant -1 Commercial Inspector – 1
6.	Staff for fraction	One Wireman for first 2000 SCs and One Helper for next 1100 SCs

#### 4. HILL

Sl.No.	Category	Proposed
1.	Transformers / Service connections per section	As suggested by the Superintending Engineer
2.	No. of units per section	
3.	Transformers / Service connections per unit	7 Transformers/ 700 Service connections
4.	Regular Work Establishment staff per unit	Wireman – 1 Helper/Mazdoor -1
5.	Common staff per section	Foreman I Gr – 2 Line Inspector -1 Commercial Inspector – 1 Commercial Assistant -1 (commercial Assistant must have computer operation skills). Training may be given.
6.	Staff for fraction	One Wireman for first 4 Transformers/ 400 Service Connections and One Helper for next 3 Transformers / 300 Service connections.

Sl.No.	Subject	Proposed
5.	Distribution Sub Division Office	Technical Assistant -1 Commercial Inspector -1
6.	Distribution Division Office	Technical Assistant -2 Commercial Inspector / Commercial Assistant -1
7.	33 KV Substations	Technical Assistant / Line Inspector -4  Wireman - 2 Helper -2
		Technical Assistant for indoor Substation Line Inspector for outdoor Substation.

Sl.No.	Subject	Proposed
8.	66 KV Substations	Technical Assistant - 2 Line Inspector -2 Wireman - 2 Helper -2
9.	110KV Substations (Non grid)	Foreman I grade -1 Line Inspector -1 Wireman -2 Helper / Mazdoor -2
10.	110 KV Substations (Grid)	Special grade Foreman -1 Line Inspector -2 Wireman -2 Helper / Mazdoor-4
11.	230KV Substation	Special grade Foreman -1 Line Inspector - 2 Technical Assistant -4 (for shift) Wireman – 2 (for Maintenance) Wireman / Helper -4 (for Maintenance/Shift)
12.	MRT Section	Technical Assistant (Protection) -4 Technical Assistant (Metering) -4 Helper / Mazdoor -4 Driver -1 (If Board vehicle is available)
13.	Line Section	Line Inspector – 2 Helper/Wireman – 1 230 KV, 110 KV and 66 KV either single or double circuit line for every 60 km. Helper/Wireman - 2
14.	Line Sub Division	Commercial Inspector – 1
15.	Special Maintenance	Special grade Foreman – 1 Foreman II grade -1 Winder -2 Line Inspector -2 Technical Assistant -4 Wireman -6 Helper / Mazdoor -6 Driver -2 (If Board vehicles are available.) Commercial Assistant -1 (CA must have computer operation skills). Training may be given.

Sl.No.	Subject	Proposed
16.	Fuse-off Call Centres	Line Inspector -2 Wireman / Helper -4 Telephone operator / Commercial Assistant -4
17.	Construction Section	Line Inspector -2 Commercial Assistant – 1 (Commercial Assistant must have computer operation skills) Wireman -8 Helper / Mazdoor -8
18.	Construction Sub Division	Technical Assistant -1

**WAGE REVISION COMMITTEE'S PROPOSAL ON WORK NORMS FOR  
ASSESSMENT AND COLLECTION STAFF IN DISTRIBUTION CIRCLES**

**30 DAYS ASSESSMENT AND 30 DAYS COLLECTION**

Areas	Proposed by the Wage Revision Committee		
	No. of services per day to be assessed	No. of days	No. of services in a month to be assessed
All Municipal Corporations (Chennai, Trichy, Salem, Coimbatore, Madurai, Tirunvelveli)	230	24	5520
All Recently converted Corporations, Municipal Towns	200	24	4800
All Town Panchayats	180	24	4320
Rural	120	24	2880
Hill	85	24	2040

**1 (A) DUTIES OF ASSESSOR (ASSESSMENT)**

- 1) Taking reading and making assessment as per service norms.
- 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.

**1 (B) DUTIES OF ASSESSOR (COLLECTION)**

- 1) Each Section irrespective of services shall have one Assessor for collection of Current Consumption and Miscellaneous charges of the section.
- 2) Ensuring the average billing for all the defective/No meter services.
- 3) Attending other works entrusted by the Inspector of Assessment /Revenue Supervisor/Section Officer relating to Assessment, Collection, and Remittance.

**DUTIES OF INSPECTOR OF ASSESSMENT**

In sections, where the total number of services exceeds 5,000, one Inspector of Assessment post will be sanctioned and where it exceeds 10,000, (other than Agricultural and Hut), Two Inspector of Assessment posts will be sanctioned.

**DUTIES:-**

- 1) Field verification of the correctness of the Assessment of the following services by rotation.
  - 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 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 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 Assessors in connection with Assessment, Collection and remittance.
- 6) Maintaining records for the receipt of computer receipt, PCB, ARC.
- 7) Arranging to send back the completed PCB, ARC to the Revenue Branch.

- 8) Attending the remittance work on need basis.
- 9) Ensuring 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 (Collection) along with the Assessors as per the need.
- 12) Other works entrusted by the Revenue Supervisor/Section Officer relating to Assessment, Collection and Remittance.

### **DUTIES OF REVENUE SUPERVISOR**

#### **DUTIES:-**

- 1) Review of consumption and energy charges as shown in the GMC (Computer Report)
  - 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:-
  - a) 10% Industrial and Commercial Services.
  - b) 2% of the other services.
- 3) Checking daily collection made by one Assessor and Inspector 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 Assessor (Collection), Inspector of Assessment along with them 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 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 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 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 instructed by the Section officer relating to Assessment, Collection and Remittance.
- 17) Each section irrespective of services shall have one Revenue Supervisor.
- 18) Inclusion of short assessment pointed out by the Audit, Enforcement, etc. in the consumer account (Computer) and collect the amount by close follow up.
- 19) Attending the duties mentioned in Item No.3 to 11 for Inspector of Assessments, where no Inspector of Assessments are posted (i.e. in the section having services below 5000 Nos.

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**WAGE REVISION COMMITTEE'S PROPOSAL ON WORK NORMS FOR  
REVENUE ACCOUNTING STAFF IN DISTRIBUTION CIRCLES**

One Accounts Supervisor (billing) – 30000 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, OH cum 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) Computers will work out 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 / RIS 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. 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 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 for 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.

## **WAGE REVISION COMMITTEE'S PROPOSAL ON WORK NORMS FOR STORE STAFF**

### **1. Distribution Circles:**

#### **Central Stores:-**

(i) The number of Sections in the Central Stores shall not exceed 4 Nos. Each Section in the central Stores shall have one Store Custodian Gr.I.

Stores Supervisor - 2 (Two)

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 - (One)

There shall be one Stores Custodian Gr.I (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 I Grade - 12

Stores Custodian Gr. II - 7

#### **North Chennai Thermal Power Station:**

Stores Supervisor - 5

Stores Custodian I Grade - 13

Stores Custodian Gr. II - 10

Mettur Thermal Power Station

Stores Supervisor - 7  
Stores Custodian I Grade - 12  
Stores Custodian Gr. II - 10

Tuticorin Thermal Power Station

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

General Construction Circle:-

Chief Stores Officer - 1  
Stores Supervisor - 3  
Store Custodian Gr.I - 6

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

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

vii) In view of Special nature of work in Generation, Project and GCC, the existing arrangements for sanction of such stores on the merits of proposals of the respective Superintending Engineers shall continue.

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

Stores attached to Printing Press : Stores Custodian I Grade -1

Mettur Workshop Stores:-

Stores Supervisor - 2  
Stores Custodian Gr.I - 3

Stores for each Operation Circle with One Store Custodian Gr.I/Store Custodian Gr.II will be created.

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SECTION OFFICER. 23/7/13

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23/7/13