

**PST-2/8097**

**Date: 24.03.2008**

**CIRCULAR No. 78**

**Sub: - Annual Administration Report for the year 2007-2008**

In order to submit the Annual Administration Report for the year 2007-2008 to the Government in time, it is necessary that the reports from various Zonal Offices reach this Office before 30-5-2008. The relevant proforma on which the information is to be furnished are forwarded herewith. The information to be furnished is on similar lines as done last year, except that a column regarding permanently disconnected consumers during the year 2007-2008 is added in proforma. The DIVISIONWISE BREAK UP AS WELL AS DISTRICTWISE WITH THE RESPECTIVE SUB TOTALS IS TO BE GIVEN. The circles shall furnish the report in the consolidated form to Zonal Offices after proper scrutiny. The construction division should send their report through the O & M Circle to avoid duplication of work. One copy is to be sent to Office of the Chief Engineer (Distribution) directly.

It may please be noted that in the present Regulatory Regime all the data undergoes detailed scrutiny by the Maharashtra Electricity Regulatory Commission and it is therefore absolutely necessary to project the most factual and correct data in the Annual Administration Report.

The general instructions to be noted while compiling the Annual Administration Report are as follows:-

1. The figures should be compared with that of last year figures.
2. The Sub-totals and totals should be shown and be arithmetically correct and checked by cross checking method.
3. Adequate care should be taken to avoid typing discrepancies.
4. Circle Officers and Power Stations which are not included in the mailing list, if any should be advised by Zonal Officers to submit the Report in the form of a file super scribing on it information for "Annual Administration Report for the year 2007-2008 for the Circle".
5. The covering letter should be accompanied by a certificate to the effect that report is properly complied and is free from any discrepancy, so that no back reference is required to be made.
6. Physical progress achieved in various schemes should be given in the following manner and it should be given scheme wise as per Board's budget heads :-
  - a) Works as programmed for the year.
  - b) Actual achievements.
  - c) Difficulties encountered in keeping up the schedule and steps taken to avoid those difficulties.
  - d) Programmers of works for the next year.
7. Any other interesting information or special feature if any should be given.

8. The Circle Officers should submit the report showing the break up for divisions as well as districts.

**The necessary steps may please be taken to ensure the receipt of the Annual Administration Report should match with the I.T. monthly report in all respect.**

9. The necessary steps may please be taken to ensure the receipt of the Annual Administration Report before 30-5-2008 to this office to avoid any further reminders.

The following are instructions to be followed by the field officers while compiling the required information or the preparation of Annual Administration Report in the proforma enclosed herewith.

### **PROFORMA-I**

1. Transmission lines which are charged and commissioned during the year are to be taken as added during the year. The construction divisions should send their report through the O & M Circles so as to avoid duplication.
2. Length of transmission lines 11 KV and above should be given in circuit Kms. i.e. Route KM x No. of circuits.
3. Double circuit lines and single circuit lines are to be distinctly classed separately.
4. The change in operating voltage should be specifically indicated and corresponding length should be subtracted from the previous voltage and added to the new operating voltage.
5. Similarly in case a line is changed from single circuit to double circuit, there will be corresponding reduction in single circuit length and addition in double circuit length.

### **PROFORMA-II**

Transformers having same voltage ratio and capacity should be grouped together.

### **PROFORMA-III, III-A, III-B**

1. The data in respect of Nos. of consumers, connected load and consumption shall represent only the live consumers and match with the figures of I.T. and a certificate to this effect shall also be enclosed.
2. The total electricity sale figures for the year should not differ from the summation of monthly CMTR-3 report. It should be done in time to avoid any differences. It is also to be ensured that sale figures shall be matching with the figures reported in quarterly report, schedule – I (Sale of energy) forwarded to Chief Accounts Officer (B/A), Mumbai.

**In case of any discrepancies / difference in the figures indicated in the various reports as at (1) and (2) above the concerned circle / heads shall be held responsible.**

3. Proper care should be taken to consider the interstate consumers, Licenses and Railways etc. The connected load of these consumers, if not known, can be arrived at on the basis of contract demand by assuming suitable diversity factor.
4. The No. of agricultural consumers and their H.P./KW should not differ from the figures of summation of monthly progress report submitted to R.E.Section.

5. The Licensees if any taken over during the year are to be deleted from the category and the No. of consumers so taken over and their connected load are to be added in their respective categories.
6. The units sold to inter state consumers, should be summation of monthly report sent to this office.
7. The energy sold to each distribution licensees should be given separately with their connected load, contract demand and maximum demand.

#### **PROFORMA-IV**

It shall be ensured that slab wise connected load in H.P. of agricultural consumers are commensurate with the respective slab of connected load in MW and total nos. of agricultural consumers and their connected load match with figures indicated in Proforma III ,A & B.

Further, it is also requested to insist on the distributing licensees coming under your jurisdiction to furnish the information required for Annual Administration Report for the year 2007-2008. They are however being separately informed to furnish the same. The figures given by the Zonal Chief Engineers, for their Zones should tally with the sum of total of figures given by the respective Circle Offices and data / figures should duly audited by respective Officers.

Encl:- Proforma I, I (A) (B),(C)  
,II, III,III (A),(B), IV

**Executive Director –I (Comm-Dist-Cordinator).**

Copy f.w.cs.to:-

1. Executive Director- II (Dist-Comm)
2. Executive Director –III (Dist-Comm)

Copy to:

1. The Chief Engineer of all O & M Zones,

**The report should positively reach this Office before 30-5-2008 as the same is to be put up to the Competent authority.**

2. The Superintending Engineers of all O & M Circles.
3. The S.E. (RE) MSEDCL, Mumbai.
4. The S.E. (Co-Ord.Cell), MSEB, Bandra..... He is requested to furnish the information regarding units generated by the IPPs (i.e. CPP/Co-Generations / Wind Mills etc.)