



Maharashtra State Electricity Distribution Co. Ltd.

No. VS/No 00544

21st March 2011

CONFIDENTIAL

22 MAR 2011

## Circular

Subject : Annual Inspection of Vigilance & Flying Squad Units

Ref : T.O.No. VS/1192 dt. 3.6.2010 & 1637 dt. 30.7.2010

In view of re-structuring of Vigilance Directorate, the guidelines for annual inspection have been modified slightly as under:

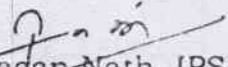
1. The inspection of the units under them shall be carried out by Dy. Directors once a year and complete the same during the year. The inspecting officer, while visiting a unit for inspection, shall inspect all the units located at the place by camping there for minimum two days. They shall, however, get their touring programs approved from the Director, V&S prior to their departure for inspection.
2. The Inspecting officer shall inspect all the Vigilance and Flying Squad units located at one place simultaneously. The Inspection Note should be issued separately for Vigilance Unit and Flying Squads. A sample Inspection Report is attached herewith.
3. The unit in-charges should keep the information/registers/files etc. ready for inspection and should not waste the time and energy of the inspecting officer. The Inspecting Officers should keep the units informed about the inspection dates in advance.
4. The Inspection Report shall be submitted directly to the Director, V&S.
5. Their reports should reflect the working conditions, stages of enquiries, performance and related subjects and clear directions for improvement by the Units.
6. The Inspection Reports of Vigilance and FS Units received at Head Office should be scrutinized by the Asstt. Director HQs and Ex. Engineer (Enf) respectively, thoroughly, and put up the same to the Director, V&S for

Directorate of Vigilance & Security

3rd Floor, Hongkong Bank Building, M.G. Road, Fort,  
Mumbai - 400 001. • Tel.: 2261 9100 • Fax : 2261 9699  
E-mail : dovs@mohadiscom.com • Website : www.mohadiscom.in

perusal and orders and it should be implemented within a reasonable time.

The inspection program of Dy. Directors for the year 2011-2012 to be submitted to the Director, V&S by 30<sup>th</sup> April every year.

  
(Jagan Nath, IPS)  
Spl. IG of Police  
& Director, V&S

To

The Dy. Directors MSEDCL, (MR) Kalyan, (PR) Pune, (NR) Nagpur

✓ The Asstt. Director HQs, MSEDCL Corporate Office, Mumbai  
The Ex. Engineer Enf. MSEDCL Corporate Office Mumbai  
The PA/DVS

**CONFIDENTIAL**

**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED**

**DIRECTORATE  
OF  
VIGILANCE & SECURITY**

**ANNUAL INSPECTION REPORT**

**ON**

**VIGILANCE UNIT, \_\_\_\_\_**

**DATED**

# INSPECTION REPORT

## GENERAL INFORMATION

1	Name of unit														
2	Location														
3	Contact Nos.	Ph.							Fax No.						
4	Unit head & his mobile contact No.														
5	Date of inspection														
6	No. of personnel working (Category-wise)	AD		VO		Dy VO		AVO		JVO		Total		Aux. Staff	
		S	E	S	E	S	E	S	E	S	E	S	E	S	E

## VIGILANCE INFORMATION - THEFT OF ENERGY

7	No. of enquiries	Pending from previous year	Receipt during the year	Total receipt at year end	Pending at the end of the year

8	No. of enquiries disposed of	Total	Substantiated		Un-substantiated	
			Cases:			
			Personnel involved:			
9	Percentile disposal	In substantiated enquiries			Against total receipt at the end of the year	
10	Special efforts taken by the unit to substantiate the enquiries	1.				
		2.				
		3.				
11	Name an important enquiry dealt by the unit during the year and mention its importance					
12	No. of intelligence received and forwarded by the unit, if any	Related to Corruption matters ..				
		Related to Theft of energy				
13	Revenue oriented work done by the unit	Particulars	Number	Amt. assessed	Amt. Recovered	FIR lodged if, any
		Theft of energy				
		Malpractices				
		Irregularities				
		Others				
		Total				
14	MIS	Whether information as per MIS is maintained and furnished ?				

15	RTI	Whether any applications received under RTI and the result thereof ?			
16	Enquiries against vigilance personnel conducted, if any.	<b>Particulars</b>			
		<b>Name and design. Of personnel</b>	<b>Enq. No.</b>	<b>Allegations in nutshell</b>	<b>Outcome of enquiry</b>

**SECURITY INFORMATION**

17	Other offices located in the premises in accordance with the prominence of office	<b>Name of office</b>	<b>No. of personnel working</b>	<b>Total assets stacked</b>	<b>No. of watch and ward personnel posted</b>
18	Major unions functioning in the premises	<b>Name of unions</b>			<b>Strength</b>
		1			
		2			
		3			
		4			
		5			
		6			
		7	Others		
19	Effectiveness of the Unions				
18	Address & Phone No. of law enforcing authority	<b>Police Station under which the unit falls</b>	<b>Address</b>	<b>Phone</b>	
		<b>Supdt. of Police</b>			

**RECORDS** (Strike out whichever is not applicable)

19	Names of registers and files to be inspected	No.	Name of register/files	Whether maintained properly ?
		A	Complaint register	
		B	Enquiry register	
		C	ACB Trap case register	
		D	Deadstock /asset register	
		E	Material theft register	
		F	Imprest register	
		G	SSF register	
		H	Vigilance enquiry files	
		I	Intelligence report files	
		J	Labour report / Police agitation against policies of the company like load shedding, tariff order etc. etc.	
		K	Police cases/status	
		L	Pendency file	
		M	Pending recovery in vigilance cases file	
		N	Vehicle diary/log book	
		O	Any other register/file	

**ADDITIONAL INFORMATION**

20	Up-keep and maintenance of office	Is the office maintained properly ?				
21	Unit effectiveness	Admini- stration	Did the staff attend office regularly ?			
			Did the staff wear uniform regularly ?			
			Whether the staff stay at HQs ?			
					Are the electronic gadgets in working condition ?	
				How does the in-charge manage the administration of office ?		
		Co- ordination and liaison	Amongst the unit officers ?			
			With local MSEDCL offices			
With outside offices (MSEDCL as a whole)						

		With outside agencies (governmental and other organizations)	
		With public/consumers	
	Cost conscious- ness	Use of telephone, vehicle and other offices expenses	

**OBSERVATIONS OF INSPECTING OFFICER**

1	
2	
3	
4	

**SUGGESTIONS/REMEDIAL MEASURES TO OVERCOME PROBLEMS, IF ANY.**

1	
2	

Name and designation  
of Inspecting Officer  
with date



**CONFIDENTIAL**

**MAHARASHTRA STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED**

DIRECTORATE  
OF  
VIGILANCE & SECURITY

**ANNUAL INSPECTION REPORT**

ON

FLYING SQUAD UNIT, \_\_\_\_\_

DATED

-----

# INSPECTION REPORT

## GENERAL INFORMATION

1	Name of unit														
2	Location														
3	Contact Nos	Ph.						Fax No.							
4	Unit head & his mobile contact No.														
5	Date of inspection														
6	No. of personnel working (Category-wise)	Dy.EE		JE		AVO		UDC		LM		Total		Aux. Staff	
		S	E	S	E	S	E	S	E	S	E	S	E	S	E

## ENFORCEMENT INFORMATION

		Particulars	Category	Target	Achieved	Percent-age
7	Perform-ance of the unit	No. of connections checked	LT (includ- ing L&F)			
			HT			
			Total			

		Units reported to be stolen during the year and its total value							
8	Special Drives organized during the year	Particulars							
		No. of drives	Areas	Type of consumers	Con. checked	Cases detected	Amt. Assessed	Amt. Recovered	Police cases lodged
9	Special efforts taken by the FS to detect theft/line losses								
10	No. of intelligence forwarded								
11	Details of law enforcing authority	Authority	Address		Phone No.				
		Police Station under which the unit falls							
		Supdt. of Police							
12	MIS	Whether information as per MIS is maintained and furnished				Yes/No			
13	RTI	Whether any applications received under RTI and the result thereof							
14	Name one or two important cases detected during the year and why the importance								

**RECORDS**

15	Names of registers and files to be inspected	No.	Name of register/files	Whether maintained properly ?
		A	Crime register	
		B	Compounding register	
		C	Daily checking register	
		D	DVS form record	
		E	Assessment & Recovery register	
		F	Imprest register	
		G	SSF register	
		H	Theft complaint register	
		I	Intelligence report register/ file	
		J	Informant register	
		K	Inspection log book register as per MERC	
		L	Security Seal register	
		M	Year wise theft case file	
		N	Vehicle diary/log book	
		O	Monthly expenditure register	
		P	Asset / dead stock register	
		Q	T&P register	
		R	Measurement Book	
S	Theft prone consumer data			
T	Sub Dn. Wise DTC List			
U	Any other register/file			

**ADDITIONAL INFORMATION**

16	Up-keep and maintenance	Is the office maintained properly ?		
17	Unit effectiveness	Admini- stration	Did the staff attend office regularly ?	
			Did the staff wear uniform regularly ?	
			Did the staff stay at HQs ?	
			Are the electronic gadgets in working condition ?	
			How the in-charge manage the administration of office ?	
		Co- ordination	Amongst the unit officers ?	
			With local MSEDCL offices	

		and liaison	With outside offices (MSEDCL as a whole)	
			With outside agencies (governmental and other organizations)	
			With public/consumers	
	Cost consciousness	Use of telephone, vehicle and other offices expenses		

**OBSERVATIONS OF INSPECTING OFFICER**

1	
2	
3	
4	

**SUGGESTIONS/REMEDIAL MEASURES TO OVERCOME PROBLEMS, IF ANY.**

1	
2	

Name and designation  
of Inspecting Officer  
with date