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Director (Finance)

No. Dir(Finance)/MSEDCL/ No 12722

Date :

5 MAY 2012

C I R C U L A R

Sub : Allotment of work of Photo Meter Reading & Bill Distribution to the Mahila Bachat Gats/ Mahila Mandals / Woman Welfare Associations.

Ref : Commercial Circular No. 103 dtd. 16/11/2009

The instructions/guidelines for allotment of work of Photo Meter Reading & Bill Distribution to the Mahila Bachat Gats/ Mahila Mandals / Woman Welfare Associations have been issued vide Commercial Circular No. 103 dtd. 16/11/2009. During the last period of three years the Mahila Bachat Gats have faced various problems in getting the work allotted and execution thereof at field office level. To streamline the procedure of allotment of work of Photo Meter Reading & Bill Distribution to the Mahila Bachat Gats/ Mahila Mandals / Woman Welfare Associations and addressed the issues raised by them, following guidelines are once again reiterated.

- 1) All the Field offices shall ensure that the Commission bills of the Bachat Gats are paid within 30 days from submission of the bills to the respective offices. The necessary activities such as Auditing of the bill, Forwarding of the Indent of funds to H.O. etc. shall be completed in this period.
- 2) The work of Photo Meter Reading / Bill distribution once allotted to the Mahila Bachat Gats should be continued subject to satisfactory performance.
- 3) The period of work order shall be minimum 6 months. The concern Sub-division / Division office shall take necessary approval of the appropriate Competent Authority as per the delegation of power before issuing the order so that the order is issued for 6 months period. This will reduce frequency of issuing Work Orders.
- 4) The complete work of 1 PC shall be allotted to the Mahila Bachat Gats and no part work be given to Mahila Bachat Gats.

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- 5) If it is found that the Mahila Bachat Gat has completed the work allotted to them satisfactorily, additional work should be given to them after assessing their competency / capacity with regard to availability of manpower and other infrastructure.
- 6) The delay in issuing the Work Orders shall be avoided and the order shall be issued to the Mahila Bachat Gat within 15 days of receipt of complete proposal after due scrutiny.
- 7) If the work is denied to a particular Mahila Bachat Gat, the reasons for the same shall be communicated to them in writing.
- 8) The acknowledgement of the consumers / signature for receipt of the bills should not be insisted.
- 9) Before issuing the Work Orders to Mahila Bachat Gats, it should be ensured that the total work in the process of Photo Meter Reading to Distribution of bill is done by Ladies only. However, the work of data punching can be outsourced by the Mahila Bachat Gats.
- 10) It shall be ensured that at least **3%** of the total work of Photo Meter Reading be done through Mahila Bachat Gats. However, there is no upper limit in this case.
- 11) Penalty for mistakes in Meter Reading / Data punching done by Mahila Bachat Gats be charged at Rs. 20/- per mistake.
- 12) Wherever the Mahila Bachat Gats/ Mahila Mandals / Woman Welfare Associations request for energy bill collection work, the same shall be allotted to them as per the procedure and compliance of necessary requirements be ensured.

All the field offices shall follow the guidelines issued vide Circular No. 103 referred above along with the above instructions.

The Supervisory officials shall ensure proper implementation of the above guidelines with immediate effect.

The Circular is made available on company's website www.mahadiscom.in.

Director (Finance)

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