MAHAVITARAN
Maharashtra State Electricity Distribution Co. Ltd.

Maharashtra State Electricity Distribution Co.Ltd.
Chief Engineer (Commercial)
Prakashgad-5th Floor, Bandra (East), Mumbai 400 051.
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PST-2/09228 **Date: 30th March 2009**

CIRCULAR No.95

Sub: - Annual Administration Report for the year 2008-2009

In order to submit the Annual Administration Report for the year 2008-2009 to the Government in time, it is necessary that the reports from various Zonal Offices reach this Office before 30-5-2009. The relevant proforma on which the information is to be furnished are forwarded herewith. The information to be furnished is on similar lines as was done last year, except that a column regarding permanently disconnected consumers during the year 2007-2008 is added in proforma. The DIVISIONWISE BREAKUP 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 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 2008-2009 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 30-5-2009 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- 1,2 &3

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 (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-4

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 2 & 3.

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

2008-2009. 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 1,2,3 &4

Director (Operation).

Copy f.w.cs.to:-

1. The Director (Project),MSEDCL,Mumbai.
2. The Director (Finance),MSEDCL,Mumbai.
3. The Regional Executive Director- I ,MSEDCL,Kalyan
4. The Regional Executive Director –II ,MSEDCL,Pune
5. The Regional Executive Director-III,MSEDCL,Nagpur.
6. Copy to:

1. The Chief General Manger (I.T.) ,Mumbai
2. The Chief Engineer of all O & M Zones,
3. The Chief Engineer of all in Head Office.
4. The Chief General Manager (F & A),H.O. Mumbai.

   The report should positively reach this Office before 30-5-2009 as the same is to be put up to the Competent authority. Also the relevant copies may please be submitted to the concern section has been requested.

5. The Superintending Engineers of all O & M Circles.
6. The S.E. (RE) MSEDCL, Mumbai.
7. 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.)

					Proforma-1		
	Particulars of Categorywise Sale in MUs During the year 2008-2009						
Sr.No.	Particulars	Mus sold during			Mus sold during		
		for the year 2007-2008			for the year 2008-2009		
		1	2	3	4	5	6
		Urban	Rural	Total	Urban	Rural	Total
1	LT-BPL DOMESTIC						
2	LT-DOMESTIC						
3	LT-COMMERCIAL						
4	SHOPPING MALLS						
5	LT-INDUSTRIAL						
6	LT-POWERLOOM						
7	HORDING AND ADVT.						
8	LT-PWW (URBAN)						
9	LT-PWW (RURAL)						
10	LT-AG (METERED)						
11	LT-AG (UN-METERED)						
12	LT-POULTRY/HIGHTECH						
13	ST.LIGHT						
14	TEMP. CONNECTIONS						
15	CREMATORIUM/BURIAL						
	Total L.T.						
16	HT-IND.(EXPRESS)						
17	HT-IND.(NON-EXPRESS)						
18	HT-SEASONAL						
19	HT-PWW (EXPRESS)						
20	HT-PWW (NON-EXPRESS)						
21	HT-RAILWAYS TRACTION						
22	HT-GROUP HOUSING						
23	HT-COMMERCIAL.COMPLEX						
24	HT-COMMERCIAL						
25	HT-AGRICULTURE						
26	HT-POULTRY/SP.AG						
	HT TOTAL :						
	Total L.T and H.T						

Proforma-2

Particulars of Categorywise No of Consumers for the year 2008-2009

Sr.No.	Particulars	As on 31.3.2008			Permanently Disconnected during the year 2007-2008			Added during the year 2008-2009			As on 31.3.2009		
		1	2	3	4	5	6	7	8	9	10=1-4+7	11=2-5+8	12=3-6+9
		Urban	Rural	Total	Urban	Rural	Total	Urban	Rural	Total	Urban	Rural	Total
1	LT-BPL DOMESTIC												
2	LT-DOMESTIC												
3	LT-COMMERCIAL												
4	SHOPPING MALLS												
5	LT-INDUSTRIAL												
6	LT-POWERLOOM												
7	HORDING AND ADVT.												
8	LT-PWW (URBAN)												
9	LT-PWW (RURAL)												
10	LT-AG (METERED)												
11	LT-AG (UN-METERED)												
12	LT-POULTRY/HIGHTECH												
13	ST.LIGHT												
14	TEMP. CONNECTIONS												
15	CREMATORIUM/BURIAL												
	Total L.T.												
16	HT-IND.(EXPRESS)												
17	HT-IND.(NON-EXPRESS)												
18	HT-SEASONAL												
19	HT-PWW (EXPRESS)												
20	HT-PWW (NON-EXPRESS)												
21	HT-RAILWAYS TRACTION												
22	HT-GROUP HOUSING												
23	HT-COMMERCIAL.COMPLEX												
24	HT-COMMERCIAL												
25	HT-AGRICULTURE												
26	HT-POULTRY/SP.AG												
	HT TOTAL :												
	Total L.T. and H.T.												

Proforma-3

Sr.No.	Particulars	Particulars of Categorywise Connected load (MW) for the year 2008-2009											
		As on 31.3.2008			Permanently Disconnected during the year 2007-2008			Added during the year 2008-2009			As on 31.3.2009		
		1	2	3	4	5	6	7	8	9	10=1-4+7	11=2-5+8	12=3-6+9
		Urban	Rural	Total	Urban	Rural	Total	Urban	Rural	Total	Urban	Rural	Total
1	LT-BPL DOMESTIC												
2	LT-DOMESTIC												
3	LT-COMMERCIAL												
4	SHOPPING MALLS												
5	LT-INDUSTRIAL												
6	LT-POWERLOOM												
7	HORDING AND ADVT.												
8	LT-PWW (URBAN)												
9	LT-PWW (RURAL)												
10	LT-AG (METERED)												
11	LT-AG (UN-METERED)												
12	LT-POULTRY/HIGHTECH												
13	ST.LIGHT												
14	TEMP. CONNECTIONS												
15	CREMATORIUM/BURIAL												
	Total L.T.												
16	HT-IND.(EXPRESS)												
17	HT-IND.(NON-EXPRESS)												
18	HT-SEASONAL												
19	HT-PWW (EXPRESS)												
20	HT-PWW (NON-EXPRESS)												
21	HT-RAILWAYS TRACTION												
22	HT-GROUP HOUSING												
23	HT-COMMERCIAL.COMPLEX												
24	HT-COMMERCIAL												
25	HT-AGRICULTURE												
26	HT-POULTRY/SP.AG												
	HT TOTAL :												
	Total L.T. and H.T												

Proforma-4

Details of Agricultural Consumer and Connected Load for the year 2008-2009

Sr. No.	H.P. Wise	Consumption for the year 2008-2009 Metered	Consumers As on 31.3.2009		Connected Load (MW) As on 31.3.2009	
			Metered	Un-Metered	Metered	Un-Metered
1	Upto 3 H.P					
2	Above 3 HP Upto 5 HP					
3	Above 5 HP Upto 7.5 HP					
4	Above 7.5 HP Upto 10 HP					
5	Above 10 HP Upto 20 HP					
6	Above 20 HP Upto 67 HP					
7	Above 67 HP (I) Low Tension (ii) High Tension					
8	Total for District					
9	Total of Circles					
10	Total for Zone					