MAHAVITARAN
CIN2932433142642887

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Office of Executive Director (Security & Enforcement)
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Ref No. ED/S&E/Inquiry/ 00287 Date:- 12 APR 2018

Circular

Subject- Revision in instructions for conducting inquiry of detected theft cases.

Ref-1) Office Order -13 of CGM (T/E) dt. 18.08.2010.
2) No. VS/ToE/Enq/00038 dt. 04.01.2011.
3) Board Resolution No. 527 dt. 22.02.2016.
4) Board Resolution No. 726 dt. 19.09.2016.
5) MPR 68 dt. 26.09.2016.
6) Circular No. 657 dt. 14.06.2017
7) Office Note no. ED/S&E/Inq/1360 dtd 20.12.2017.

With reference to above subject, instructions have been circulated for conducting inquiries periodically as contained in various circulars quoted above. According to approval from board of directors, Security & Enforcement department has been conducting inquiries into the cases of theft of energy to find out irregularities and malpractices on the part of employees of the company. Directives for conducting of inquiries in theft cases have been revised ever so often according to necessity. Hence directives issued in the inquiries were altered based on the amount involved in theft case. Initially, all theft energy cases amounting Rs. 50,000/- and above were being inquired/investigated by this office, later it has been enhanced to Rs. 1,00,000/- and above for carrying out an investigation/inquiry to find out involvement of departmental Employees/Officers.

Now Competent Authority has accorded his approval to inquire amount wise theft cases in two parts. Though investigation in all theft cases is essential, high valued theft cases should be scrutinized thoroughly with focused attention and deep inspection to avoid any type of negligence and speeding up the disposal thereof. Hence following instructions are newly circulated in two parts to implement scrupulously.

Part-1 Theft case detected in which involved amount is between Rs. 1 Lakh to Rs. 5 Lakhs.

1. All O&M field officers / Flying Squad in charge will inform & submit complete documents of theft of energy case to Deputy Director (S&E) office in which theft energy involved amount will be Rs.1 Lakh and above.
2. Deputy Director (S&E) **will submit only his comments** on the theft cases reports which need to be submitted along with documents as per check list to Corporate S&E office. No statement will be recorded by any S&E officer in the matters.
3. Corporate office (S&E) will forward these theft case reports received from with all documents along with check list to Regional Director Office.
4. Regional Director Office will decide appropriate action to initiate in the matter.

Part-2 Theft case detected in which involved amount is Rs. 5 Lakhs and above

1. All O&M field officers / Flying Squad in charge will inform & submit complete documents of theft of energy case to Deputy Director (S&E) office in which theft energy involved amount will be Rs. 1 Lakh and above.
2. Deputy Director (S&E) **will submit only his comments** on the theft cases reports which need to be submitted along with documents as per check list to Corporate S&E office. No statement will be recorded by any S&E officer in the matter in the primary stage.
3. Theft cases documents will be scrutinized by Executive Engineer (Enforcement) at corporate S&E office and will recommend to accord approval from competent Authority.
4. After receipt of the approval from Competent Authority in the theft case matter necessary instructions will be issued by Executive Director (S&E) to regional (S&E) offices for further conducting open inquiry in the matter.
5. Only after receipt of the instructions from corporate office, inquiries will have to conduct and should be finalized within specified time limit as already circulated.

All Inquiry Officers will take immediate actions on previous pending inquiry cases for the involved amount Rs. 1 Lack to Rs. 5 Lacks in one month period and should be disposed off till 30.04.2018. From 01.05.2018 onwards pending cases for involved amount Rs. 1 Lack to Rs. 5 Lacks will not be entertained by corporate office (S&E) and if any inquiry officer who will fail to follow the instructions will held responsible for his delayed action. Scrutiny Officers working at Corporate Office will take action within 15 days on the received cases from S&E Unit offices for initiating further actions in the matter. The instructions issued in this circular should be scrupulously followed w.e.f. 02.04.2018.

Encl:- Checklist for submitting theft information documents.

Arvind Salve (IPS)
Executive Director (S&E)
MSEDCL, Mumbai

Copy swrs to-

Director (Finance)/ Director (Operations)/ Director (Commercial)/ Director (Projects), MSEDCL, Prakashgad, Mumbai

Copy f w c to-

Regional Director, Region office (Aurangabad / Pune / Kokan/ Nagpur), MSEDCL
Executive Director (HR), MSEDCL, Prakashgad, Mumbai

Copy to-

Chief Engineer (Commercial), CGM (HR), CGM (CIO), MSEDCL, Dharavi
All Chief Engineer (O&M), MSEDCL, All Superintending Engineers (O&M), MSEDCL
OSD to CMD

Copy of this circular is posted on MSEDCL website

Annexure – 1

Checklist for forwarding theft cases to Corporate office (S&E) in which theft energy involved amount is Rs. 1 lakh & above.

Parameters		Particulars	Yes/No
Theft Information source	1	Whether theft information received from any complaint?	
	2	Whether theft detected in Special arranged Inspection Drive?	
	3	Whether theft detected during routine inspection in the areas?	
Pre detection aspects	4	Complaint on the part of company employee for his personal involvement in theft of energy.	
	5	Pre inspection CPL/MRI data Analysis if any	
Involved amount in theft	6	Whether involved amount in theft is between Rs 1 Lakh to 5 Lakh?	
Documents related to detected theft	7	Vehicle Movement Register (Log Book)	
	8	Spot inspection report	
	9	All Panchnamas prepared in the case	
	10	Photos /videos collected as an evidences	
	11	MRI Analysis/Meter reading if any	
	12	Necessary billing information	
	13	List of muddemal	
	14	Assessment Sheet (Units) prepared by assessing officer	
	15	Bill issued to consumer by Sub Division office	
	16	Receipt (If amount paid of theft energy compounding charges)	
	17	Receipts (If amount paid of compounding charges)	
	18	Copy of FIR	
	19	Whether FIR registration date is within time limit?	
Post theft detection aspects	20	Supply disconnected or not (As per Spot inspection report)	