

 <p><b>MAHAVITARAN</b> Maharashtra State Electricity Distribution Co. Ltd. (A Govt. of Maharashtra Undertaking) CIN: U40109MH2005SGC153645</p>	<p><b>Maharashtra State Electricity Distribution Co. Ltd.</b> <b>Office of Executive Director (Billing &amp; Revenue)</b> 4th Floor, Prakashgad, Plot no. G-9, A.K.Marg, Beside Bandra Court, Bandra (E), Mumbai 400 051 Ph.no:022-69852200 / Ext. 2461 Web site : <a href="http://www.mahadiscom.in">www.mahadiscom.in</a> Email: <a href="mailto:edbillingho@gmail.com">edbillingho@gmail.com</a></p>	
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Ref: ED (B&R)/Change of Tariff/Circular/No- **No 3 8 5 4 4**

Date: **28 NOV 2025**

## Circular

**Subject: Guidelines for change of tariff of HT & LT consumers.**

MSEDCL has enabled various consumer services on its online platform, including the "Change of Tariff" facility, which allows consumers to submit applications and upload required supporting documents digitally.

Currently, HT tariff-change applications are processed by the Joint Managing Director / Regional Director at the Regional Office, while LT applications are processed by the Superintending Engineer (O&M) at the Circle Office.

A review has indicated a substantial number of pending applications at both Regional and Circle Offices. These delays are resulting in SOP-related penalties to MSEDCL, compensation pay-outs to consumers, and an increase in consumer grievances.

To safeguard MSEDCL's revenue and to streamline and expedite the application process, the following guidelines are issued for processing Change of Tariff applications:

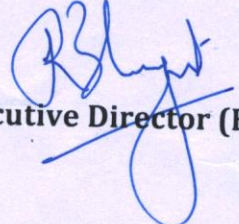
HT Consumer's application			
Sr.No.	Activity	Authority	Time Period
1	Verification of application by visiting consumer site / premise	SE (O&M) Circle with EE (Testing)	Within 10 days from the date of online application of concerned HT consumer
2	Submission of site verification report with remarks to CE (O&M) Zone	SE (O&M) Circle	
3	Approval / Rejection of application with remark	CE (O&M) Zone	Within five (5) days from the date of receipt of site verification report from SE (O&M) Circle



LT Consumer's application			
Sr.No.	Activity	Authority	Time Period
1	Verification of application by visiting consumer site / premise	SDO (B&R) Sub-Division	Within 10 days from the date of online application of concerned LT consumer
2	Submission of site verification report with remarks to EE (O&M) Division		
3	Approval / Rejection of application with remark	EE (O&M) Division	Within five (5) days from the date of receipt of site verification report from SDO (B&R) Sub-Division

All the proposals will be processed through online portal. This circular will come into force with immediate effect from the date of issue.

This circular is also available on website [www.mahadiscom.in](http://www.mahadiscom.in)

  
Executive Director (Billing)

**Copy s.w.r to:**

The Director (Operations/Commercial), MSEDCL.

The Joint Managing Director, Konkan/Aurangabad Region, MSEDCL.

**Copy f.w.c to:**

The Regional Director, Pune/Nagpur Region, MSEDCL.

**Copy to:**

The Chief General Manager (IT), MSEDCL.

**Copy to:** As per mailing list.