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ED/S&E/INQUIRY/ No 00528 Date: 25 NOV 2025

CIRCULAR

Subject :- Revised guidelines in theft cases amounting to Rs.1 Lakhs & above (Crime Reports)

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) ED(S&E) Circular No.287 dt. 02.04.2018.
8) ED(S&E) Circular ED(S&E)/Inquiry/Guidelines/843 dt. 23.09.2022.
9) ED/S&E/INQUIRY/000925 dt.16.11.2022

In accordance with the above subject & as per the office order under reference No.1 Executive Director (S&E) has been empowered to order & conduct preliminary inquiry in theft of energy cases.

Accordingly, this office has time & again issued guidelines to streamline the process of ordering & conducting inquires. Previously, a detailed procedure was laid down to call the crime reports in theft cases & depending upon the merits order inquiry required.

Now, it has been observed that inspite of clear guidelines in place, properly documented crime reports are not submitted to the Head Office. Moreover, the documentation process needed a review as well. In view of this, revised guidelines are hereby issued as follows:

Part-1 Dealing with theft cases detected in which involved amount is between Rs.1 Lakh to Rs.5 Lakhs.

1. All S&E Flying Squads/ O&M field offices will inform & submit complete documents of theft of energy cases (Crime Reports), where involved amount is Rs.1 Lakh to Rs.5 Lakh, detected by them to their respective Deputy Director (S&E) Region Office as per the checklist enclosed in Annexure-1.

2. Such Crime Reports received to S&E Region Offices will be scrutinized and based on the scrutiny reports and the facts mentioned therein, Deputy Director (S&E) will recommend whether detailed open inquiry needs to be initiated or otherwise. Aforementioned Crime Report along with the documents as per the checklist and Region Office scrutiny report with the recommendations of Deputy Director (S&E) should then be submitted to S&E Corporate Office.

3. S&E Corporate office will then carry out further scrutiny of the received Crime Reports and Assistant Director (HQ) will submit the case along with his recommendations to Executive Director (S&E). Generally, Theft cases in which assessment amount is above Rs.1 Lakh but less than Rs.5 are sent to concerned Joint Managing Director/ Regional Director Office for further

action. Such cases in which Executive Director (S&E) accords approval for forwarding the case to concerned Joint Managing Director/ Regional Director Office should be forwarded with clear mention of the points in which further inquiry is necessary. Or in such cases in which further inquiry is not required should be closed and filed as per the directives of Executive Director (S&E).

4. Joint Managing Director/ Regional Director Office will decide appropriate action to be initiated in the cases forwarded by Executive Director (S&E).

Part-2 Dealing with theft cases detected in which involved amount is Rs.5 Lakhs and above.

1. Same procedure as mentioned in Part 1- point no. 1 & 2 should be followed in theft cases where involved amount is Rs.5 Lakhs and above.

2. As per the approval accorded by the Competent Authority, in theft cases amounting Rs.5 Lakhs and above Executive Director (S&E) has the authority to order inquiry. In accordance with this S&E Corporate office will carry out further scrutiny of the received Crime Reports and Assistant Director (HQ) will submit the case along with his recommendations to Executive Director (S&E). Accordingly Executive Director (S&E) will decide appropriate action to be taken.

3. The cases in which approval for open inquiry is accorded by Executive Director (S&E) will be forwarded to the concerned Zonal S&E Units or S&E Region Offices for further investigation. The investigation should be completed and report should be submitted within the specified time limit.

Part-3 Dealing with theft cases where there is suspicion of involvement of employees of S&E department.

Theft cases reported by Region Offices where there is suspicion of involvement of employees of S&E department, Executive Director (S&E) being the Competent Authority will decide appropriate action to be taken. In such cases procedure laid down in Part 2 should be followed.

Part-4 Documents required to be enclosed while submitting crime Reports

1. Visit Diary.
2. Spot Inspection Report.
3. All Panchnamas prepared in the case.
4. Photos/Videos collected as evidences.
5. MRI Analysis /Meter Reading if any./ (MDAS/MDMS reports for entire theft assessment period must be enclosed)
6. Necessary Billing Information (Energy Bill/CPL) (CPL must be enclosed for the period at least 6 months preceding theft assessment period)
7. List of muddemal.
8. Detailed Assessment Sheet prepared by Assessing Officer. (Assessment sheet must clearly mention the justification to arriving at the assessed period)
9. System generated Bill Revision Report.
10. Bill issued to consumer by Sdn Office.
11. Receipts/OCCS(If amount paid of theft energy charges).
12. Receipts/OCCS(If amount paid of theft Compounding charges).
13. Copy of FIR.(in non-compunded cases) (Remark-Yes/No/Not Applicable)

Part-5 Standing Instructions

1) All the flying squads after issuance of theft bill, within seven days, must submit the crime reports to their respective region office.
2) After receipt of such crime reports from the Flying Squads, Region Office must scrutinise it further & must submit these crime reports to the Head Office within one month of receipt of crime reports from FS.

3) While submitting the crime reports S & E region office must mention whether an open inquiry is required in any particular case or otherwise the reason for recommending or not recommending an inquiry must be clearly mentioned.

The aforesaid guidelines must be scrupulously followed any deviation in this will be viewed seriously. The previous circulars in this regard hereby stands cancelled.

Encl:- Checklist Annexure -1

(Aparna Gitay)
Executive Director (S&E),
MSEDCL, Mumbai

Copy swrs to-
Director (Finance)/ Director (Operations)/ Director (Commercial)/ Director (Projects), MSEDCL, Prakashgad, Mumbai

Copy fw c to-
1) Joint Managing Director (Kokan/ Aurangabad).
2) Regional Director (Pune / Nagpur), MSEDCL.
3) 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 S&E Corporate Office in which theft energy involved amount is Rs.1 Lakh and above

Parameter		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?	
Predetection Aspects	4	Complaint against Company Employee for his personal involvement in theft of energy.	
	5	Preinspection CPL/MRI data analysis if any.	
Involved amt. in theft	6	Whether involved amount in theft is Rs.1 Lakh and above?	
Documents related to detected theft case	7	Visit Diary.	
	8	Spot Inspection Report.	
	9	All Panchnamas prepared in the case.	
	10	Photos/Videos collected as evidences.	
	11	MRI Analysis /Meter Reading if any./ (MDAS/MDMS reports for entire theft assessment period must be enclosed)	
	12	Necessary Billing Information (Energy Bill/CPL) (CPL must be enclosed for the period at least 6 months preceding theft assessment period)	
	13	List of muddemal.	
	14	Detailed Assessment Sheet prepared by Assessing Officer. (Assessment sheet must clearly mention the justification to arriving at the assessed period)	
	15	System generated Bill Revision Report.	
	16	Bill issued to consumer by Sdn Office.	
	17	Receipts/OCCS(If amount paid of theft energy charges).	
	18	Receipts/OCCS(If amount paid of theft Compounding charges).	
	19	Copy of FIR.(in non-compunded cases) (Remark-Yes/No/Not Applicable)	
Post theft detection aspect	20	If Assessment unpaid supply disconnected? (Y/N)	