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Office of Executive Director (S&E)
Prakashgad Building, 6th Floor, Bandra
(E)

ED/S&E/ZSEU/CIRCULAR/CORRIGENDUM/ No 00393 Dt. 25 MAY 2026

CORRIGENDUM

Sub: Corrigendum to Circular regarding "Diversification and Strengthening of Functions of Zonal S&E Units in MSEDCL".

Ref: Circular no. ED/S&E/ZSEU/Circular/377, dt. 14.5.2026.

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In continuation to the above referred circular, it is hereby informed that the formats for reporting and monitoring of activities mentioned under Sr. No. 2 to 7 of the said circular are enclosed herewith in the form of Excel sheets.

The following reporting formats shall be used by all concerned offices with immediate effect:

1. FORM A – FIR and Allied Matters Follow-up Report Format
2. FORM B – Timely Billing in Cases Detected by S&E Dept. Report Format
3. FORM C – Monitoring of Under Observation Cases of FS Report Format
4. FORM D – Monitoring of Cases Pending for Assessment Report Format
5. FORM E – Unpaid Theft Cases Inspection Report Format
6. FORM F – TD/PD Verification Report Format
7. FORM G – Quarterly Inspection of FS Report Format

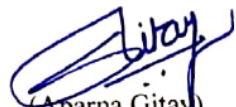
The Excel sheets containing the above reporting formats are attached with this corrigendum.

All concerned officers shall ensure proper maintenance and timely submission of reports in the prescribed formats. The monthly progress reports (MPR) must be submitted to the Head Office till 5th of every month.

This corrigendum shall be read as part and parcel of the above referred circular.

This corrigendum has been made available on Company's website.

Encl: As above.


(Aparna Gitay)
Executive Director (S&E)
MSEDCL.

Copy swr to:

1. Director (Operations), MSEDCL, Mumbai.
2. Director (Finance), MSEDCL, Mumbai.
3. Director (Commercial), MSEDCL, Mumbai.
4. Director (Human Resource), MSEDCL, Mumbai.

Copy for information to:

1. Joint Managing Director, MSEDCL, (Kokan)/(Chh. Sambhaji Nagar).
2. Regional Director, MSEDCL, (Nagpur)/(Pune).
3. Executive Director (Billing), MSEDCL, Mumbai.
4. Executive Director (Dist.), MSEDCL, Mumbai.
5. Executive Director (Finance), MSEDCL, Mumbai.
6. Executive Director (Commercial), MSEDCL, Mumbai.

Copy to:

1. All Chief Engineers in the field, MSEDCL.
2. All Superintending Engineers in the field, MSEDCL.
3. OSD to Hon. Chairman & Managing Director, MSEDCL, Mumbai.
4. Deputy Director (S&E), MSEDCL, Kokan/ Nagpur/ Pune/ Chh. Sambhaji Nagar.
5. Asst. Director (S&E), MSEDCL, Kalyan/ Bhandup/ Nagpur/ Akola/ Pune/ Kolhapur/ CSN/ Nanded.
6. All Flying Squads, S&E Department, MSEDCL.

FORM A : FIR & ALLIED MATTERS FOLLOW-UP REPORT FORMAT FOR CASES DETECTED FROM APR 2025 AND ONWARDS:

1	2	3	4	5	6	7	8	9	10	11	12	13	14
SR NO	REGION	ZSEU	TOTAL NO OF FIR LODGED (for FIR lodged period more than 1 month)	POLICE INVESTIGATION IN PROGRESS	POLICE INVESTIGATION COMPLETED & PENDING FOR FILING CHARGESHEET (attach details in separate sheet)	CHARGESHEET FILED IN THE CURRENT MONTH (attach details in separate sheet)	CASES COMPOUNDED AFTER LODGING OF FIR	CLOSURE PROCESS COMPLETED IN CASES MENTIONED IN COLUMN NO 8 (attach details in separate sheet)	CLOSURE PENDING IN CASES MENTIONED IN COLUMN NO 8 (attach details in separate sheet)	CASES COMPOUNDED AFTER FILING OF CHARGESHEET IN COURT	CLOSURE PROCESS COMPLETED IN CASES MENTIONED IN COLUMN NO 11 (attach details in separate sheet)	CLOSURE PENDING IN CASES MENTIONED IN COLUMN NO 11 (attach details in separate sheet)	REMARKS

DETAIL FORMATS FOR FORM A (to be attached separately) :-

INVESTIGATION COMPLETED PENDING FOR CHARGESHEET (column no. 6 in FORM A)	
SR NO	FIR NO.
REGION	POLICE STATION

CHARGESHEET FILED IN THE MONTH OF _____ (column no. 7 in FORM A)			
SR NO	FIR NO.	CHARGESHEET DETAILS (must incl. Charge sheet no., Court name)	
REGION	POLICE STATION		

CLOSURE PROCESS COMPLETED IN CASES COMPOUNDED AFTER LODGING OF FIR (column no. 8 in FORM A)			
SR NO	FIR NO.	CLOSURE PROCESS COMPLETED DETAILS (must incl. Closure report no.)	
REGION	POLICE STATION		

CLOSURE PENDING IN CASES COMPOUNDED AFTER LODGING OF FIR (column no. 10 in FORM A)			
SR NO	FIR NO.	CASES PENDING FOR CLOSURE DETAILS	
REGION	POLICE STATION		

CLOSURE PROCESS COMPLETED IN CASES COMPOUNDED AFTER FILING CHARGESHEET (column no. 12 in FORM A)			
SR NO	FIR NO.	CHARGESHEET NO.	CLOSURE PROCESS COMPLETED DETAILS (must incl. Closure report no.)
REGION	POLICE STATION		

CLOSURE PENDING IN CASES COMPOUNDED AFTER FILING CHARGESHEET (column no. 13 in FORM A)			
SR NO	FIR NO.	CHARGESHEET NO.	CASES PENDING FOR CLOSURE DETAILS
REGION	POLICE STATION		

FORM-B: TIMELY BILLING IN CASES DETECTED BY S&E DEPARTMENT REPORT FORMAT:

SR.NO.	REGION	ZSEU	NO. OF CASES PENDING FOR BILLING AT START OF THE MONTH (cases pending as on the first working day of the current month)				TOTAL	NO. OF CASES IN WHICH ACTION TAKEN BY ZSEU (detail list to be attached seperately)	NO. OF CASES IN WHICH BILLS ARE ISSUED AFTER ZSEU FOLLOW-UP (details to be attached seperately)	REMARKS
			135	126	OTHER	6				
1	2	3	4	5	6	7	8	9	10	

NOTE: ONLY CASES PENDING FOR BILLING AT BILLING UNIT SHALL BE INCLUDED

CASE WISE DETAIL FORMAT FOR FORM-B (to be attached seperately)

SR.NO	REGION	FS	CIRCLE	BU	CONSUMER NO.	DATE OF ASSESSMENT SUBMITTED TO THE BU	ACTION TAKEN BY ZSEU (shall incl. details of correspondences, issue escalation to higher authority, visit etc.)	WHETHER BILL ISSUED (YES/NO)	CASEWISE REASON FOR PENDANCY

FORM C: MONITORING OF UNDER OBSERVATION CASES OF FLYING SQUAD:

SR. NO	REGION	ZSEU	NO. OF UNDER OBSERVATION CASES PENDING FOR ACTION AT THE START OF THE MONTH (FS-wise detail list to be attached seperately)	NO. OF CASES IN WHICH ACTION TAKEN BY ZSEU (details to be attached seperately)	UNDER OBSERVATION CASES FINALIZED AFTER ZSEU FOLLOW-UP (FS-wise detail list to be attached seperately)	NO. OF UNDER OBSERVATION CASES PENDING FOR FINALIZATION AT THE END OF THE MONTH (FS-wise detail list to be attached seperately)	REMARKS
1	2	3	4	5	6	7	8

NON-FINALIZED UNDER OBSERVATION CASES DETAILS (to be attached seperately with FORM-C)

SR. NO.	REGION	FS	UNDER OBSERVATION CASES PENDING FOR FINALIZATION		REASON FOR KEEPING UNDER OBSERVATION
			CONSUMER NO./ USER NAME IN UNMETERED CASE	DATE OF INITIAL INSPECTION BY FS	

FINALIZED UNDER OBSERVATION CASES DETAILS (to be attached seperately with FORM-C)

SR. NO.	REGION	FS	UNDER OBSERVATION CASES FINALIZED AFTER ZSEU FOLLOW-UP			REASON FOR DELAY IN FINALIZING THE CASE
			CONSUMER NO./ USER NAME IN UNMETERED CASE	DATE OF INITIAL INSPECTION BY FS	WHETHER BOOKED U/S 135, 126, OTHER OR NO IRREGULARITY FOUND	

FORM-E: UNPAID THEFT CASES INSPECTION REPORT FORMAT (THEFT CASES DETECTED FROM APR-2025 & ONWARDS):

SR.NO	REGION	ZSEU	NO. OF UNPAID THEFT CASES (cases in which assessment amount is unpaid)	INSPECTIONS CARRIED OUT IN THE CURRENT MONTH	IRREGULARITIES			NO IRREGULARITIES OBSERVED (supply found disconnected/not in use/use from generator etc.)	REMARKS	
					135	126	8			
1	2	3	4	5	6	7	8	9	10	11

DETAILS OF INSPECTIONS/VERIFICATIONS CARRIED OUT IN THE MONTH OF _____ (to be attached separately with FORM-E)

SR.NO.	REGION	ZSEU	ACCOMPANYING INSPECTION AUTHORITY	CONSUMER NO. & USER NAME	WHETHER ANY IRREGULARITY OBSERVED (YES/ NO)	IRREGULARITY (135, 126, SUPPLY TAKEN FROM NEW/OLD CONN. IN SAME PREMISES.)	ACTION TAKEN (disconnection, assessment amount, recovered amount, shifting of dues on existing LIVE connection, FIR lodged etc.)

