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No-ED(S&E)/Inquiry/Procedure/No 00694 Dt. 22 OCT 2026

CIRCULAR

Subject:- Change in procedure of conducting inquiry /crime reports / proactive work.

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)/ZSEO/Circular/377, Dt. 14.05.2026

A) Inquiry Work:

With reference to the above subject the Security & Enforcement officers are conducting inquiry work with respect to above referred circulars. A change in the procedure of conducting inquiries has been under consideration with a view to bringing uniformity, confidentiality, accountability and timely disposal of inquiries. It is also felt necessary to rationalize the generation of crime reports and to make the collection of intelligence on revenue and billing losses systematic:

1. All inquiries will be issued by name to the Inquiry Officer (IO) from Head Office.
2. All the Security & Enforcement officers will be empanelled at Head Office level for conducting inquiries region/S&E unit wise as follows:
   a) S&E region office
      Deputy Director
      Security Enforcement Officer
      Deputy Security Enforcement Officer I
      Deputy Security Enforcement Officer II
      Additional Executive Engineer

   b) S&E Zonal Unit office - I
      Assistant Director
      Security Enforcement Officer
      Deputy Security Enforcement Officer I
      Deputy Security Enforcement Officer II
      Assistant Engineer

c) S&E Zonal Unit office - II
Assistant Director
Security Enforcement Officer
Deputy Security Enforcement Officer I
Deputy Security Enforcement Officer II
Assistant Engineer

3. The Inquiry Officer should complete the inquiry within 30 days from the receipt of inquiry.
4. The Inquiry Officer will submit the inquiry report in a confidential manner directly to Executive Director (Security & Enforcement).
5. The scrutiny work of inquires will be carried out by Head Office level only.
6. Head Office will keep the proper record of inquiries issued to each Inquiry Officer. Inquiries issued to Inquiry Officer can be categorised as follows:

Category of Inquiry Officer	Types of inquiries
Deputy Director and Assistant Director	1. CMD reference inquiries 2. Inquiries received from Energy Minister / Mantralaya 3. Special inquiries ordered by ED(S&E) 4. Inquiries initiated against Flying Squad
Security Enforcement Officer / Deputy Security Enforcement Officer / Additional Executive Engineer / Assistant Engineer	1. Theft related inquiries 2. Inquiries related to billing and revenue losses 3. Inquiries generated through proactive intelligence work

7. The Inquiry Officer will strictly complete inquiry in 30 days from the date of receipt. If any inquiry is not completing in 30 days for any reason the Inquiry Officer will take permission of extra days required from Head Office mentioning the reason for delay.
8. All Security & Enforcement offices will keep proper record of Inquiries conducted by Inquiry Officer's. The Deputy Director (S&E) and Assistant Director (S&E) will ensure the timely submission of inquiries received by the S&E officers of their respective offices.

B) Crime Report: -

At present the Security & Enforcement wing is verifying the crime reports generated by Flying Squads under the category of theft assessment of 1 to 5 lakhs & cases above 5 lakhs. From now onwards generation of crime reports of cases below 2 lakhs is suspended. The category for crime reports generation will be 2 to 5 lakhs and above 5 lakhs.

C) Collection of Intelligence by S&E offices: -

All the Security & Enforcement offices, 04 Deputy Director offices, 08 Assistant Director Offices are assigned to collect information of billing losses and revenue losses in MSEDCL under their jurisdiction every month and forward the confidential intelligence report to Head Office in the following format:

1. Name of Circle/Division/Subdivision/Section.
2. Brief description of revenue loss occurred or irregularities
3. Involvement of probable designated officer (No name) like CE/SE/EE/SDO/SO.
4. Approximate amount of revenue loss to MSEDCL.
5. Exact violation of circulars/SOPS/Guidelines.
6. Period of irregularities

The Security & Enforcement officer will generate the intelligence report secretly with strong documentary evidence. The Security & Enforcement officer can refer the Security & Enforcement circular referred at sr.no. 6 of 75 parameters under proactive enforcement work circulated earlier. All 12 Security & Enforcement offices will generate 3 to 5 cases each month and forward to HO in a confidential manner directly to Executive Director (Security & Enforcement).

This circular shall come into force with effect from 01.11.2026. Strict compliance with the provisions of this circular shall be mandatory for all concerned. However, all such inquiries already initiated shall be completed within 30 days. Also the provisions of this circular shall not be applicable to crime reports pertaining to the period prior to the effective date of this circular.

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

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1) **Joint Managing Director (Kokan/ Aurangabad).**
2) **Regional Director (Pune / Nagpur), MSEDCL.**
3) **Executive Director (HR), MSEDCL, Prakashgad, Mumbai**

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OSD to CMD

Copy of this circular is posted on MSEDCL website.