

TAMIL NADU GENERATION AND DISTRIBUTION CORPORATION LIMITED

SECRETARIAT BRANCH
N.P.K.R.R. MAALIGAI,
144, ANNA SALAI,
CHENNAI-2.

Letter No.73640 / A3 / A31 / 2011-14, Dated: 12-11-2013.

From

Thiru. S. CHINNARAJALU., B.Sc., M.L.,
SECRETARY.

To

The General Secretaries/

Tamil Nadu Electricity Workers' Federation.

Tamil Nadu Electricity Board Workers Progressive Union.

Central Organisation of Tamil Nadu Electricity Employees.

Minsara Pirivu Anna Thozhir Sangam.

Tamil Nadu Minvariya Janatha Thozhilalar Sangam.

Tamil Nadu National Elec.Workers' Federation. (2 groups).

Tamil Nadu Electricity Board Engineers Sangam.

Tamil Nadu Electricity Employees Congress (NLO)

Tamil Nadu Electricity Board Thozhilalar Aykkiya Sangam.

Tamil Nadu Electricity Board Engineers' Association.

Tamil Nadu Electricity Board Fin.& Accts.Officers Association.

Bharathiya Electricity Employees Federation.

Tamil Nadu Electricity Board Card Billing Staff Union.

Tamil Nadu Electricity Board Dr. Ambedkar Employees Union.

Sir,

Sub: TANGEDCO – Wage Revision and Revision of Work
allocation and Staff pattern effective from 1-12-2011–
Modification of date of discussion with Unions/
Associations – Intimated.

Ref: 1) (Per) CMD TANGEDCO Proceedings No.259 (SB)
Dated: 16.12.2011.

2) Letter No.73640 / A3 / A31 / 2011-13, Dated: 11-11-2013.

In continuation of the letter under reference 2nd cited, I am to inform you that a discussion on Wage/Work Load Revision to the employees of TANGEDCO will be held before the Wage Revision Committee at 11.00 A.M. on 14.11.2013 instead of 15.11.2013 in Howard Hall at 1st Floor (Western Wing), N.P.K.R.R. Maaligai.

2) I am to request you to attend the above meeting with not more than two representatives.

Yours faithfully,

(A. JEEYABUDEEN AHMED BABU)
SECTION OFFICER
for SECRETARY.

**TAMIL NADU GENERATION AND DISTRIBUTION
CORPORATION LIMITED**

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To

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Sir,

Sub: TANGEDCO – Wage Revision and Revision of Work
allocation and Staff pattern effective from 1-12-2011–
Discussion with Unions/Associations on 15.11.2013 –
Intimated.

Ref: (Per) CMD TANGEDCO Proceedings No.259 (SB)
Dated: 16.12.2011.

I am to inform you that a discussion on Wage/Work Load
Revision to the employees of TANGEDCO will be held before the
Wage Revision Committee at 12.15 P.M. on 15.11.2013 in Howard
Hall at 1st Floor (Western Wing), N.P.K.R.R. Maaligai.

2) I am also to enclose herewith the Wage Revision
Committee's revised proposal on Revision of work allocation and staff
pattern for the areas already covered by settlement and to request
you to furnish your written comments on the Wage Revision
Committee's proposal within ten days from the date of receipt.

3) I am to request you to attend the above meeting with not
more than two representatives.

Yours faithfully,

A. JeeYabudeen Ahmed Babu

(A. JEEYABUDEEN AHMED BABU) 11/11/13
SECTION OFFICER
for SECRETARY.

[Signature]
11/11/13

WAGE REVISION COMMITTEE'S REVISED PROPOSAL ON WORK NORMS FOR FIELD STAFF IN DISTRIBUTION CIRCLES

The following already existing norms are maintained as such

- The definitions existing towards City, Urban, Rural and Hill area sections are the same.
- 100 KVA distribution transformer will be one unit.
- Distribution transformers > 100 KVA will be taken as units equivalent to the number arrived by dividing their rating by 100.
- 66 KVSS is equivalent to 24 Distribution Transformers or 2400 Service connections.
- 33 KVSS is equivalent to 18 Distribution Transformers or 1800 Service connections.
- 22 KVSS and 11 KV Indoor switching station in Chennai City are equivalent to 12 Distribution Transformers or 1200 Service connections.
- Line Tap SS / Booster is equivalent to 3 Distribution Transformers or 300 Service connections.
- HT Service is equivalent to 1 Distribution Transformer or 100 Service connections.

The responsibility matrix also is maintained as existing.

Based on the responsibility matrix, accountability also must be fixed on the respective Regular Work Establishment staff.

The Regular Work Establishment staff pattern will be as below:-

1. RURAL

Sl.No.	Category	Proposed
1.	Total No. of Transformers	126
2.	No. of units per section	7
3.	Transformers per unit	18
4.	Regular Work Establishment staff per unit	Wireman-1 Helper / Mazdoor – 1
5.	Common staff per section	Foreman I gr-2 Line Inspector -1 Commercial Inspector -1 Commercial Assistant -1 (commercial Assistant must have computer operation skills) Necessary training will be given.
6.	Staff for fraction	One Wireman for first 12 transformers and One Helper for next 6 transformers.

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2. URBAN

Sl.No.	Category	Proposed
1.	Service connections per section	16100
2.	No. of units per section	7
3.	Service connections per unit	2300
4.	Regular Work Establishment staff per unit	Wireman – 1 Helper / Mazdoor – 1
5.	Common staff per section	Special grade Foreman – 1 Foreman I Gr – 1 Line Inspector -1 Commercial Inspector – 1 Commercial Assistant -1 (commercial Assistant must have computer operation skills). Necessary Training will be given.
6.	Staff for fraction	One Wireman for first 1500 SCs and One Helper for next 800 SCs

3. CITY

Sl.No.	Category	Proposed
1.	Service connections per section	15400
2.	No. of units per section	7
3.	Service connections per unit	2200
4.	Regular Work Establishment staff per unit	Wireman -1 Helper /Mazdoor – 1
5.	Common staff per section	Special grade Foreman – 1 Foreman I Gr – 1 Line Inspector -1 Line Inspector (CJ) -1 Technical Assistant -1 Commercial Inspector – 1 Commercial Assistant -1
6.	Staff for fraction	One Wireman for first 1300 SCs and One Helper for next 900 SCs

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4. HILL

Sl.No.	Category	Proposed
1.	Transformers / Service connections per section	As suggested by the Superintending Engineer
2.	No. of units per section	
3.	Transformers / Service connections per unit	7 Transformers/ 700 Service connections
4.	Regular Work Establishment staff per unit	Wireman – 1 Helper/Mazdoor -1
5.	Common staff per section	Foreman I Gr – 2 Line Inspector -1 Commercial Inspector – 1 Commercial Assistant -1 (commercial Assistant must have computer operation skills). Necessary Training will be given.
6.	Staff for fraction	One Wireman for first 4 Transformers/ 400 Service Connections and One Helper for next 3 Transformers / 300 Service connections.

OTHER THAN DISTRIBUTION SECTIONS

Sl.No.	Subject	Proposed
1.	Distribution Sub Division Office	Commercial Assistant -1 Commercial Inspector -1
2.	Distribution Division Office	Technical Assistant -2 Commercial Inspector / Commercial Assistant -1
3.	33 KV Substations	Technical Assistant / Line Inspector -4 (T.A for Indoor S.S. L.I. for Outdoor S.S) Wireman - 2 Helper -2

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Sl.No.	Subject	Proposed
4.	66 KV Substations	Technical Assistant/ Line Inspector -4 Wireman - 2 Helper -2
5.	110KV Substations (Non grid)	Foreman I grade -1 Line Inspector -1 Wireman -2 Helper / Mazdoor -2
6.	110 KV Substations (Grid)	Special grade Foreman -1 Technical Assistant - 1 Line Inspector -2 Wireman -2 Helper / Mazdoor-4
7.	230KV Substation	Special grade Foreman -1 Line Inspector - 2 Technical Assistant -4 (for shift) Wireman – 2 (for Maintenance) Wireman / Helper -4 (for Maintenance/Shift)
8.	MRT Section	Technical Assistant (Protection) -4 Technical Assistant (Metering) -4 Helper / Mazdoor -4 Driver -1 (If Board vehicle is available)
9.	Line Section	Line Inspector – 2 Helper/Wireman – 1 230 KV, 110 KV and 66 KV either single or double circuit line for every 60 km. Helper/Wireman - 2
10.	Line Sub Division	Commercial Inspector – 1
11.	Special Maintenance	Special grade Foreman – 1 Foreman II grade -1 Winder -2 Line Inspector -2 Technical Assistant -4 Wireman -6 Helper / Mazdoor -6 Driver -2 (If Board vehicles are available) Commercial Assistant -1 (Commercial Assistant must have computer operation skills). Necessary Training will be given.

Sl.No.	Subject	Proposed
12.	Fuse-off Call Centres	Line Inspector - 4 Wireman -4 Telephone operator / Commercial Assistant -4 Helper - 4
13.	Construction Section	Line Inspector -2 Commercial Assistant – 1 (Commercial Assistant must have computer operation skills) Helper / Mazdoor -8
14.	Construction Sub Division	Technical Assistant -1

**WAGE REVISION COMMITTEE'S REVISED PROPOSAL ON WORK NORMS
FOR ASSESSMENT AND COLLECTION STAFF IN DISTRIBUTION
CIRCLES**

30 DAYS ASSESSMENT AND 30 DAYS COLLECTION

Areas	Proposed by the Wage Revision Committee		
	No. of services per day to be assessed	No. of days	No. of services in a month to be assessed
All Municipal Corporations (Chennai, Trichy, Salem, Coimbatore, Madurai, Tirunvelveli)	220	24	5280
All Recently converted Corporations, Municipal Towns	190	24	4560
All Town Panchayats	180	24	4320
Rural	120	24	2880
Hill	85	24	2040

1 (A) DUTIES OF ASSESSOR (ASSESSMENT)

- 1) Taking reading and making assessment as per service norms and as per the route chart approved by the Section Officer.
- 2) Making entry of the defectiveness of meter in the defective Register and to ensure that average has been made for the service entered in the Defective Register.

1 (B) DUTIES OF ASSESSOR (COLLECTION)

- 1) Each Section irrespective of services shall have one Assessor for collection of Current Consumption and Miscellaneous charges of the section.
- 2) Ensuring the average billing for all the defective/No meter services.
- 3) Attending other works entrusted by the Inspector of Assessment /Revenue Supervisor/Section Officer relating to Assessment, Collection and Remittance.

DUTIES OF INSPECTOR OF ASSESSMENT

In sections, where the total number of services exceeds 5,000, one Inspector of Assessment post will be sanctioned and where it exceeds 10,000, Two Inspector of Assessment posts will be sanctioned.

DUTIES:-

- 1) Field verification of the correctness of the Assessment of the following services.
 - a) 25% Industrial and Commercial Services.
 - b) 10% of the other services.
- 2) 50% of field verification of the final reading of the services remaining disconnected over three month by rotation.
- 3) Bringing notice of the Section Officer/Assistant Executive Engineer, defectiveness of the meters noticed during his field verification and defects entered by the Assessors in the defects register and arriving average with the approval of the Section Officer.
- 4) Review of consumption and energy charges of the following services as shown in the GMC (Computer Report).
 - a) Commercial Service 20%.
 - b) Other service 10% by rotation.
- 5) Overseeing the work of Assessors in connection with Assessment, Collection and remittance.
- 6) Maintaining records for the receipt of computer receipt, PCB , ARC.
- 7) Arranging to send back the completed PCB, ARC to the Revenue Branch.

- 8) Attending the remittance work on need basis.
- 9) Ensuring the defectiveness of the meter during the field verification.
- 10) Attending consumer's enquiries/Correspondences relating to Assessment, and collection and receiving cash collection for safe custody from Assessors in the absence of Revenue Supervisor.
- 11) Collection of the Current Consumption Charges and Miscellaneous Collections in the absence of the Assessor (Collection) along with the Assessors as per the need.
- 12) Other works entrusted by the Revenue Supervisor/Section Officer relating to Assessment, Collection and Remittance.

DUTIES OF REVENUE SUPERVISOR

DUTIES:-

Each section irrespective of services shall have one Revenue Supervisor.

- 1) Review of consumption and energy charges as shown in the GMC (Computer Report)
 - a. All Industrial service
 - b. Commercial service 20%
 - c. Other service 5%, by rotation
- 2) Field verification of the correctness of the Assessment of the following services:-
 - a) 10% Industrial and Commercial Services.
 - b) 2% of the other services.
- 3) Checking daily collection made by one Assessor and Inspector of Assessment with reference to collection statement (Computer generated).
- 4) Attending to collection of Miscellaneous charges and arrears of CC charges in the absence of Assessor (Collection)/ Inspector of Assessment along with them on need basis.
- 5) Receiving cash from Assessors and Inspector of Assessment daily for safe custody.
- 6) For remittance of cash collected by Assessors/Inspector of Assessment promptly as per the rules in force and verification of the remittance challan to ensure that there is no misappropriation of collection amount.
- 7) Watching the cheque realization and taking follow up action for the dishonored cheques and making reversal entry in the computer immediately on return of cheque by the bank.

- 8) Ensuring prompt dispatch of all the Bank Remittance Challan to Revenue Branch once in a week.
- 9) Ensuring assessment of all new services effected during the previous months.
- 10) Overseeing the work of Inspector of Assessment and Assessors.
- 11) Attending consumers enquiries/Correspondences relating to Assessment and collection.
- 12) Arranging rotation of Assessors once in a year within the Section.
- 13) To be more vigil and to ensure that no misappropriation takes place in the section.
- 14) Review of 'Nil' consumption and Door locked cases.
- 15) Sort out the issues relating to software and hardware of LT Billing and collection in co-ordination with maintenance contractor/ Manager / Computer/ Assistant Engineer/ O&M.
- 16) Other works instructed by the Section officer relating to Assessment, Collection and Remittance.
- 17) Inclusion of short assessment pointed out by the Audit, Enforcement, etc. in the consumer account (Computer) and collect the amount by close follow up.
- 18) Attending the duties mentioned in Item No.3 to 11 for Inspector of Assessments, where no Inspector of Assessments are posted (i.e. in the section having services below 5000 Nos.

**WAGE REVISION COMMITTEE'S REVISED PROPOSAL ON WORK NORMS
FOR REVENUE ACCOUNTING STAFF IN DISTRIBUTION CIRCLES**

One Accounts Supervisor (billing) – 12,000 effective services.

Effective services mentioned above shall be Computed as follows:

Services remaining disconnected for a period exceeding six months shall be excluded and 10 Nos. Agricultural services and 10 Nos. Hut services shall be reckoned as 2 Nos. of effective services.

There shall be one General Section. The following staff shall work in General Section under the control of AAO/Revenue Branch, viz.

Accounts Supervisor – 1, Accounts Assistant – 2, Junior Assistant -2, OH cum Record Clerk-1; and shall attend the works such as, preparation of cash book, Bank reconciliation, Budget, Cost statement, rendering accounts with the computer output statements, Circulars communication and maintenance, Local purchase, Stationery and stamp account, Maintenance of T&P Register.

Final Assessment and verification, closing of accounts for the Temporary supply of entire division and sent to circle office for closing Accounting & Adjustment of EMD to Current Consumption Deposit Account on effecting new services. Maintenance of Meter Caution Deposit Register.

Reconciliation of amount outstanding with the local bodies & correspondence.

Revenue Accounting work shall be attended by Accounts Supervisor:-

1) Accounts Supervisor shall verify the correctness of assessment, Collection and remittance of cash with the computer generated reports.

2) Updating the master data, verification and validating the master data and incorporating subsequent changes. Maintenance of service connection docket. Watching the receipt of Original Test reports from section offices and verification of correctness and maintenance of the same. Verification of correctness of Miscellaneous charges collection.

3) Computers will work out the interest, Income Tax on the available security deposit. The same may be verified. The ACCD Demand notices and intimation notices arranged to be served to the consumers through section offices and watch the collection of ACCD amount.

4) Follow up of collection of Audit shortfall / RIS shortfall, assessment made by Enforcement, Mass raid.

5) Preparation & issue of termination of agreement notice and closing the account after 6 months. Maintaining the outstanding ledger and collection of the amount by enforcing RD & RR Act.

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6) Review of Defaulters' List / CT & Non CT (MIS report) and correspond with the sections for prompt DC.

7) Review the DCB (MIS report) and find out the reason for short/excess collection in the Sections.

8) Review of Door Lock & Nil Consumption cases by physical verification. Review of Defective Meter/Without meter services report and correspond with the Sections for immediate replacement with the healthy one.

9) All correspondence relating to his seat.

10) Attending name transfers. (other than Domestic and commercial)

11) Verification of section office records in order to ensure the following:-

i) Whether all the services have been Assessed.

ii) Ensure the Correctness of Assessment made by the Assessors by analyzing the consumption pattern with reference to the WMC/Computer output and GMC and the actual readings recorded in the meter by Inspecting the consumers premises at random by taking check readings (Power services-10, Non-power services-100)

iii) Whether correct application of Tariff is followed should be checked up on rotation basis.

iv) Identification of highest Current Consumption Consumers in the Section Offices from the Computer output and a thorough analysis of the details of the consumers, the collections, remittances, so as to ensure the correctness.

v) Whether the OTRs are closed intact & sent to the sub-division offices in complete shape monthly (e.g) in the case of CT meters correct multiplication factors are entered.

vi) Whether the dishonoured cheques are properly accounted for and the money collected along with the clerical charges from the consumers.

vii) Whether the disconnection/ Reconnection register is maintained and whether 100% disconnection is effected in case of non-payment of Current Consumption charges except local bodies, Govt. Departments.

viii) Reasonable and lawful works connected with Revenue Accounting works entrusted by the higher authorities.

**WAGE REVISION COMMITTEE'S PROPOSAL ON WORK NORMS FOR
STORE STAFF**

1. Distribution Circles:

Central Stores:-

(i) The number of Sections in the Central Stores shall not exceed 4 Nos. Each Section in the central Stores shall have one Store Custodian Gr.I.

Stores Supervisor - 2 (Two)

The surplus Stores Custodian Grade II shall be utilized as Leave Reserve one in each Central Stores.

(ii) Sub-Stores: The basis for formation of Sub stores shall be as specified below:-

One sub-store shall be formed for each Distribution Division with the following staff:

(i) Stores Supervisor - 1 (One)

(ii) Stores Custodian I Grade - (One)

There shall be one Stores Custodian Gr.I (Stationery) in each Distribution Circle.

2. Thermal Stations:

There shall be only five sections in the Thermal Power Stations. The different Sections in the Central Stores may be re-grouped as three sections exclusively for storing the inventory relating to Turbine, Generator and Boiler and another two sections for the maintenance of the inventory relating to other requirements.

The revised staff pattern for the following four Thermal Stations shall be as follows:-

Ennore Thermal Power Station

Stores Supervisor - 5

Stores Custodian I Grade - 12

Stores Custodian Gr. II - 7

North Chennai Thermal Power Station:

Stores Supervisor - 5

Stores Custodian I Grade - 13

Stores Custodian Gr. II - 10

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Mettur Thermal Power Station

Stores Supervisor - 7
Stores Custodian I Grade - 12
Stores Custodian Gr. II - 10

Tuticorin Thermal Power Station

Stores Supervisor - 6
Stores Custodian I Grade - 14
Stores Custodian Gr. II - 10

General Construction Circle:-

Stores Controller - 1
Stores Supervisor - 3
Store Custodian Gr.I - 6

vi) In Chennai Development circle, there shall be two sections with following staff:-

Stores Supervisor - One
Stores Custodian I Grade - Two and
Stores Custodian Gr. II One

vii) In view of Special nature of work in Generation, Project and GCC, the existing arrangements for sanction of such stores on the merits of proposals of the respective Superintending Engineers shall continue.

(viii) Other Stores in Chennai Electricity Distribution circle:-

Stores attached to Printing Press : Stores Custodian I Grade -1

Mettur Workshop Stores:-

Stores Supervisor - 2
Stores Custodian Gr.I - 3

Stores for each Operation Circle with One Store Custodian Gr.I/Store Custodian Gr.II will be created.
