

**TAMILNADU POWER DISTRIBUTION CORPORATION LIMITED**  
**(erstwhile TANGEDCO)**

SECRETARIAT BRANCH,  
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144, ANNASALAI,  
CHENNAI 600 002.

**Letter No.20963/A16/A161/2019-11, Dated:21.11.2025**

From  
Tmt.K.MALARVIZHI, B.A (Corp)., ACA., PGDHRM.,  
DIRECTOR/FINANCE (TNPDCCL),  
CHAIRMAN OF THE WAGE REVISION COMMITTEE.

To  
The General Secretary,  
1. Tamil Nadu Electricity Workers Federation.  
2. Tamil Nadu Electricity Board Accounts and Executive Staff Union.  
3. Tamil Nadu Electricity Board Workers Progressive Union (LPF),  
4. Central Organisation of Tamil Nadu Electricity Employees.  
5. Minsara Pirivu Anna Thozhir Sangam.  
6. Tamil Nadu Minvariya Janatha Thozhilalar Sangam.  
7. Tamil Nadu National Electricity Workers Federation. (Xavier group)  
8. Tamil Nadu National Electricity Workers Federation. (Swarnaraj group)  
9. Tamil Nadu Electricity Board Engineers Sangam.  
10. Tamil Nadu Electricity Employees Congress.  
11. Tamil Nadu Electricity Board Thozhilalar Poriyalar Aykkiya Sangam.  
12. Tamil Nadu Electricity Board Engineers' Association.  
13. Tamil Nadu Electricity Board Finance & Accounts Officers Association.  
14. Bharathiya Electricity Employees Federation.  
15. Tamil Nadu Electricity Board Card Billing Staff Union.  
16. Tamil Nadu Electricity Board Dr. Ambedkar Employees Union.  
17. Tamil Nadu Electricity Board Engineers Union.  
18. Tamil Nadu Electricity Board Employees Federation.  
19. Tamil Nadu Electricity Board Paatali Thozhir Sangam.

Sir,

Sub: TNPDCCL – Revision of Work Allocation and Staff Pattern effective from 01.12.2023 – Wage Revision Committee's draft proposal – Furnished.

Ref: (Per) CMD TNPDCCL Proceedings No.68 (SB) dated: 11.03.2025.

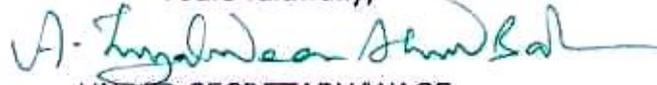
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The Wage Revision Committee's draft proposal on Revision of Work Allocation and Staff Pattern for the areas already covered by the Settlement is enclosed herewith. It is requested to furnish your written comments on the

2..

Wage Revision Committee's proposal within 15 days from the date of receipt of this letter.

Yours faithfully,

A handwritten signature in blue ink, appearing to read "A. Lyndonwa ShwBak".

UNDER SECRETARY/WAGE  
REVISION AND REGULATIONS,  
for DIRECTOR/FINANCE (TNPDCI)  
(Chairman of Wage Revision Committee)

**ANNEXURE**

**PART – I**

**DRAFT PROPOSAL FOR REVISION OF WORK ALLOCATION AND  
STAFF PATTERN FOR FIELD WORKMEN (R.W.E.) IN DISTRIBUTION  
CIRCLES WITH EFFECT FROM 01.12.2023**

**1. The Distribution Sections shall be classified as follows:-**

- i. Rural Section;
- ii. Urban Section;
- iii. City Section.

**2. The Sections shall be defined as follows:-**

- i. **RURAL SECTION:-** Rural Section is one which is located in the area other than Corporations, Municipalities and Town Panchayats. Rural Section shall normally consist of 168 DT Units.
- ii. **URBAN & CITY SECTION:-** Urban Sections shall cover Corporation other than Chennai, Municipalities, Town Panchayats and Village Panchayats. Urban Section shall normally consist of 21700 Services.
- iii. **GREATER CHENNAI CORPORATION CITY SECTION:-** City Section shall normally have 24010 Services.

**3. HILL AREAS:-**

- a) The work allocation and staff pattern in respect of Hill Towns like Ootacamund, Coonoor and Kodaikanal shall be as detailed in the statement.
  - b) **JURISDICTION:-** The Town in the Hill area plus the adjoining Rural Distribution shall be fixed in consultation with the Superintending Engineer concerned.
3. The work allocation and staff pattern in respect of the above said Distribution Sections and also in respect of Sub-Station, Line Sections, Meter and Relay Test and Special Maintenance shall be as detailed in the Statement.
4. The number of Transformers for the formation of Rural Sections shall be reckoned as follows:-
- i. Each Distribution Transformer in Rural Section with 63 KVA/ 50 KVA and 100 KVA capacity will be reckoned as 1 Unit.
  - ii. Each Distribution Transformer below 50 KVA shall be reckoned as ¼ Unit.
  - iii. Each distribution Transformer with more than 100 KVA capacity shall be reckoned as the number arrived at by dividing the capacity of such Transformer by 100.

5. In cases of where Sub-Stations/ H.T.Services are attached to distribution sections, the equivalent number of Transformers/ Services that can be reduced for formation of Section shall be as follows:-

- |                          |                                  |
|--------------------------|----------------------------------|
| 1) 66 KVSS               | - 24 Transformers/2400 Services; |
| 2) 33 KVSS               | - 18 Transformers/1800 Services. |
| 3) Line Tap SS / Booster | - 3 Transformers / 300 Services. |
| 4) H.T. Service          | -1 Transformer/100 Services.     |

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

6. The Special Grade Foreman / Foreman / Line Inspectors in the Distribution Sections shall be primarily responsible for the maintenance of the Distribution Transformers, Lines and allied services in their areas and to assist the Assistant Engineers/ Junior Engineers Gr.I in overall duties in Operation and Maintenance and date updation in all relevant works.
7. The Field Assistant shall be responsible to the Wireman and all other Regular Work Establishment staff are responsible to their immediate and other superiors for carrying out Operation and Maintenance, construction works and to provide uninterrupted power supply to consumers.

## **1.RURAL**

<b>Sl. No.</b>	<b>Nature of Section</b>	<b>No.of Transformers/ Services for Section</b>	<b>No.of Units per Section</b>	<b>No.of Transformers/ Services for 1 Unit</b>	<b>Staff for each Unit</b>	<b>Staff common to the Section</b>	<b>Staff admissible for fraction of Unit</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>	<b>(8)</b>
1.	Rural	168 DT Units	7 workmen group	Each group of 24 DT Units.	Wireman -1 Field Asst - 1	Foreman Gr I - 2 Line Inspector -1 Commercial Inspector -1 Commercial Assistant -1	1 <sup>st</sup> 14 Transformers - 1 Wireman, Next 10 Transformers - 1 Field Asst.
2.	Urban & City	21700 services	7 workmen group	For Every 3100 services	Wireman - 1 Field Asst - 1	Special grade Foreman -1 Foreman Gr I -1 Line Inspector - 1 Commercial Inspector -1 Comml. Assistant -1	1 <sup>st</sup> 1890 services -1 Wireman Next 1210 services – 1 F.A
3.	G.C.C. City	24010 Services	7 workmen group	For Every 3430 Services	Wireman -1 Field Asst. -1	Special grade Foreman - 1 Foreman Gr I - 1 Line Inspector -1 Line Inspector (CJ) (Chennai EDC) -1 Commercial Inspector -1 Commercial Asst - 1 Technical Assistant - 1	1 <sup>st</sup> 2110 services- 1 Wireman  Next 1320 Services - 1 F.A.
4.	Hill Areas	As suggested by SE/ Distribution	-	Each group of 7 DT Units and 800 services	Wireman - 1 Field Asst. - 1	Foreman I Gr - 2 Line Inspector -1 Commercial Inspector - 1 Commercial Assistant -1	1 <sup>st</sup> 4 DT Units/500 services – 1 Wireman Next 3 Transformers/300 services - 1 F.A.

## **5. UPGRADED CITY SECTIONS**

Sl.No. (1)	Subject (2)	Revised norms (3)
1.	Common staff	Special grade Foreman -2 Line Inspector -1 Line Inspector (CJ) -1 (Chennai only) Commercial Inspector -1 Commercial Assistant -1 Technical Assistant -1 (Spl.Gr.FM, FM, TA, CI, LI & CA must have computer operation and Mobile operation skills. Necessary training will be given.)
<b><u>OTHER THAN DISTRIBUTION SECTIONS</u></b>		
<p>6. <b><u>Distribution Sub Division Office:</u></b> The RWE Staff for the Sub-division office shall be as follows:-                      Commercial Inspector -1                      Commercial Assistant -1</p> <p><b><u>Line Sub Division</u></b> : Commercial Assistant -1  <b><u>Operation Division</u></b> : Commercial Inspector -1</p>		
<p>7. Distribution Division : The RWE Staff for the Division office shall be as follows:-                      Technical Assistant - 2                      Commercial Inspector -1</p>		

	Capacity of Substations	R.W.E. Staff	
8.	33 KV Substations	1.TA /LI - 4  2.Wireman -2 3.Field Assistant -2 4. Line Inspector -1	(Technical Assistant for Indoor Substation, Line Inspector for Outdoor Sub-Station)  (for Shift/Maintenance)  (for Substation have more than two Power Transformer)
9	66 KV Substations	1.TA /LI -4 2.Wireman -2 3.Field Assistant -2 4.Line Inspector -1	(For night Shift/ Maintenance)  (For Shift/Maintenance)
10	110 KV Sub-stations (Nongrid)	1.JE II Gr.(Elec) -4 2.Forman Gr.I -1 3.Line Inspector -2 4.Wireman -2 5.FA -4	(for shift/maintenance) (For night Shift/ Maintenance) (FA -1 for each shift) (Establishment works attached to the nearest O&M Sub Division.)

11	110 KV Substations (Grid)	1.Special Grade Foreman -1 2.Technical Assistant -1 3.Line Inspector -2 4.Wireman - 2 5.Field Asst -4	(for shift / Maintenance) for shift / Maintenance)  (Establishment works attached to the nearest O&M Sub-division.)
12	230KV Sub-station	1. Special Gr. Foreman - 1 2. Technical Assistant - 4 3. Line Inspector - 2 4. Wireman - 2 5. F.A. - 4	(for Shift)  (Maintenance) (shift/ Maintenance)
13.	400KV Substation	1. Special Gr. Foreman - 1 2. FM Grade-I - 1 3. Line Inspector - 4 4. WM/ FA - 8 5. TA/JE Gr-II - 8	(shift/ Maintenance)
14.	Line Section	1. Line Inspector - 2 2. F.A./Wireman - 1 3. 230 KV, 110 KV & 66 KV either single or double circuit line for every 60 Kms. F.A./Wireman - 2 4. In Hill area, for every 30 KM either single or double circuit line. F.A/Wireman - 2 5. Comm. Assistant - 1 (for two Sections)	
15.	MRT	<b>Protection:</b> Distribution Circles having upto 20 Sub-stations:  1. T.A. - 1 2. JE II Gr - 1 3. FA - 1 4. WM - 1  For Additional <b>10 Nos.</b> Sub-stations over and above 20 Sub-stations: 1. T.A - 1 2. F.A. - 1  <b>Metering:</b> One EHT/HT Service 1 Unit. One LTCT Service ½ Unit For the first 300 Units: 1. T.A. - 1 2. JE II Gr - 1	

	MRT	<p>3. FA - 1 4. WM - 1</p> <p>For the next 100 Units and upto 600 Units: 1. T.A. - 1 2. FA - 1</p> <p>for more than 600 units additional Section with required Technical Assistant and Field Assistant</p> <p>for attending Office works in MRT such as CMRI downloaded data analysis and Harmonic measurement etc., the following additional posts: 1. TA - 1 2. Field Assistant - 1</p> <p>For receiving the defective meter, accounting and testing, the following additional posts: 1. TA - 1 2. J.E. Gr-II - 1 3. Field Assistant - 2</p> <p>For MRT Division Office: Commercial Asst. - 1</p> <p>(If Board vehicle is available) Driver -1</p>	
		<p><b>Outdoor:</b></p> <p>Upto 20 Sub-stations: 1. Technical Assistant - 1 2. JE Gr. II - 1 3. Field Assistant - 1 4. WM - 1</p> <p>for every additional 10 SS over and above 20 sub-stations the following additional posts are proposed: 1. Technical Assistant - 1 2. Field Assistant - 1 3. Driver -1</p> <p><b>(If Board vehicle is available)</b></p>	

16.	Special maintenance/ SCADA	<p><b>Indoor:</b> The out turn of repaired/Over hauling of Distribution Transformer is fixed at 50 DT's. Per month</p> <ol style="list-style-type: none"> <li>1. Special grade Foreman -1</li> <li>2. Winder - 2</li> <li>3. L.I - 1</li> <li>4. TA - 2</li> <li>5. Wireman - 6</li> <li>6. Field Asst - 4</li> <li>7. Driver -1</li> </ol> <p><b>(If Board vehicle is available)</b></p> <ol style="list-style-type: none"> <li>8. Commercial Assistant - 1</li> </ol> <p>for Circles with transformer oil Reclamation Plant, the following additional posts are proposed for two shifts per day.</p> <ol style="list-style-type: none"> <li>1. Technical Assistant - 2</li> <li>2. Wireman - 4</li> <li>3. Field Assistant - 4</li> </ol> <p>To maintain RMUs/Sectionalizes/ RTU &amp; FRTU System, in the circles wherever available the following posts are proposed:</p> <ol style="list-style-type: none"> <li>1. Technical Assistant - 2</li> <li>2. Field Assistant - 2</li> </ol>	
17	Fuse – off call centres	<ol style="list-style-type: none"> <li>1. Line Inspector -4</li> <li>2. Wireman -4</li> <li>3. Field Assistant -4</li> </ol> <p>(FOC Staff should have knowledge of Mobile App Utilization. Necessary Training will be given)</p>	
<p><b>Remarks:</b> Spl.Gr.FM, FM, TA, CI, LI, CA must have computer operation and Mobile app operation skills. Necessary training will be given.</p>			

## **DUTIES AND RESPONSIBILITIES OF RWE STAFF FOR DISTRIBUTION CIRCLES**

### **Spl.Gr.Foreman/Foreman**

1. Supply maintenance
2. Job allocation in consultation with AE/JE -I Grade
3. Ensuring FOC rectifications.
4. Ensuring timely DC and RC through mobile application and also with necessary computer entries.
5. Confirming defectiveness of meters entered as defective in defective meter Register/ mobile app by Assessor and ensuring timely defective/Static meter replacement with mobile application and also necessary Computer entries.
6. Attending break down works in time.
7. HT line and DT maintenance with proper entries in register maintained with necessary entries in mobile application and in Computer.
8. Attending Emergency works such as pole dashing, accident natural calamities etc.,
9. Meter stock maintenance.
10. Effecting non power services and ensuring the provision of RCCB.
11. Providing TC seals for all LT SC's.
12. Ensuring service details in meter Board
13. Assisting, section officer in all O&M related works.
14. Carrying out pre monsoon inspection (Preventive maintenance)
15. HT Layout maintenance and taking GIS Co-ordinates for new lines and services.
16. Ensuring cable laying standards and naming of cable in Structures/RMU.
17. To ensure part end free cables in LT Network.
18. Feeding details in all pillar boxes to be painted.
19. Maintenance of consumable register.
20. Up keeping of pocket stores.
21. All reasonable work entrusted by Section Officer to be carried out.
22. Ensuring safety to personnel during execution of any works and ensuring related entries in the mobile application.
23. Ensuring Defective meters handed over to MRT through LT billing software & ERP Portal.
24. To ensure erection of pillar boxes as per standards including earthing, carryout periodical maintenance of pillar boxes/ structure/RMG/RMU and ensure pillar box doors/ structure are in intact condition at all times.
25. Informing section officer about any irregularities in their section such as building construction without clearance, Theft of energy/Violations low sag, damaged poles, stay cut, Tree clearance then and there etc.,

## **II. Line Inspector:**

1. Carrying out extension/ improvement works as per standard of practices.
2. Custody of materials taken for works.
3. Devolution of materials back to pocket store after completion of work with actual pole schedule and sketch.
4. Ensuring safety to personnel during execution of any works and ensuring related entries in the mobile application.
5. Assisting Foreman during maintenance breakdown works.
6. To ensure erection of pillars boxes as per standards including earthing.
7. To carryout periodical pillar boxes/structure maintenance.
8. To ensure pillar box doors/ structure are in intact condition at all times.
9. To ensure cable line fault rectification for services.
10. All reasonable work entrusted by Section Officer/ Sp.Gr FM/ FM to be carried out.
11. Taking GIS Co-ordinates for newly laid LT lines/ Cables

## **IV Commercial Inspector:**

1. Preparation of estimates for all categories through GIS/ERP.
2. Maintaining of court case dockets and updation in legal case monitoring system.
3. RTI and other consumer related petitions.
4. All section office related returns.
5. Maintenance of related Registers and entry in corresponding portal.
6. Accident reports.
7. Maintaining of HT/LT Album and taking GIS Co-ordinates for new lines and updation.
8. Updation of New services in GIS Portal.
9. Processing of K2 agreement and bills.
10. All reasonable work entrusted by Section Officer/Spl.Gr FM/ FM to be carried out.

## **V. Commercial Assistant:-**

1. Maintaining current and dispatch register.
2. Estimates for Meter Board shifting, Tariff Change, Temporary Dismantling and Permanent Dismantling services, Name Transfer, Dashing of poles, etc.
3. Carrying out store transactions through ERP and maintaining related registers.
4. Maintaining DC/RC Register.
5. Devolution of released material/ Meters and closing of work orders. (through LT billing/ERP)
6. Maintaining establishment work in O&M Section.
7. All reasonable work entrusted by Section Officer/Spl.Gr.FM/ FM to be carried out.

## **VI. Wireman:-**

1. Attending Fuse of Calls.
2. Maintenance of LT lines.
3. Carrying out DC and RC.
4. Serving of notice as instructed by AE/JE-I Grade.
5. To report the services restored with temporary wire provisions.
6. Meter replacement.
7. Assisting Spl.Gr.FM/FM/LI in DT Maintenance.
8. Informing section officer about any irregularities in their respective area such as building construction without clearance, Theft of energy/ Violations low sag, damaged poles, Pillar box etc.,
9. Using of all safety appliances during works.
- 10.All reasonable work entrusted by Section Officer/ Spl. Gr. FM/FM to be Carried out.

## **Technical Assistant:-**

1. Assist to update Daily ERP particulars and check the correctness.
2. Maintaining Single phase and 3 phase Meter load test arrangements at section office.
3. Testing of Single phase and 3 phase Meters to confirm its healthiness in co ordination with MRT.
4. Testing of DT oil BDV test in co ordination with Special maintenance.
5. Assist to confirm the actual condition & size of conductor as per norms in force to minimize line loss.
6. Assist to check the correctness of HT and LT album as per GIS and updates.
7. Assist to check the correctness of the assessor assessment route map as per GIS.
8. Assist to calculate energy auditing. (The total power received from substation and billed)
9. Assist for regular monitoring of quality of supply all over the section. (Low and High Voltage)
- 10.Assist to measure DT load, neutral and earth current on regular basis in different peak timing. (Morning, Evening and Night peak).
- 11.Maintaining PCs, intranet, UPS and Battery in co ordination with Senior Manager.
- 12.Regular maintenance of RMU and sectionaliser in coordination with MRT & SCADA.
- 13.Assist to take reading in LTCT and HT services and CMRI data uploads in co ordination with MRT and Senior Manager.
- 14.Assist to inspect and note DTs, LT lines, HT lines and HT/LT line for preventive maintenance required.
- 15.Assist for improvement in the DT structure, HT, LT and street lines road crossing OH to UG cable conversion.

16. Assist to update pocket stores data.
17. Assist to maintain and update salient futures of the section.
18. Assist for all improvement and major estimate works.
19. Assist to conduct safety and technical class in the section.
20. Assist to explore the importance of RCCB for Non-Power services like permanent supplies like domestic, commercial, industrial, etc.
21. Assist to conduct safety and energy conservation classes in schools and colleges.
22. Assist to encourage and display online procedure for payment and other activities.
23. Assist to maintain and note consumer grievance record to improve our services.
24. All co-ordination with MT, Special maintenance, SCADA, Senior Manager and Substation.
25. Assist to Maintaining daily records of all activities in detail like number of FOC, DC, DT maintenance, DCW, improvement, assessments etc.,

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**SECTION OFFICER**





**PART - II**  
**DRAFT PROPOSAL FOR REVISION OF WORK ALLOCATION AND STAFF PATTERN**  
**FOR ACCOUNTING STAFF IN REVENUE BRANCH OF DIVISION OFFICE IN**  
**DISTRIBUTION CIRCLES W.E.F. 01-12-2023**

One Revenue Branch for each O&M Division.

**There shall be one General Section in each Revenue Branch.**

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

- |                               |   |   |
|-------------------------------|---|---|
| 1. Accounts Supervisor        | - | 1 |
| 2. Accounts Assistant         | - | 1 |
| 3. Junior Assistant (Acct.)   | - | 1 |
| 4. Office Helper/Record Clerk | - | 1 |

They shall attend the works such as, preparation of cash book, Bank reconciliation, Cost statement, rendering accounts with the computer output statements, Circulars/Tappal communication and maintenance, Local purchases, 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.

**One Accounts Supervisor (Billing) for each Sub-division at Revenue Branch under the control of AAO/Revenue Branch.**

Norms for One Accounts Supervisor (billing) –

In view of digitalisation of the service connection docket, Automation of various process and related reports generation, Online name transfer facilities, etc., it is proposed to have one Accounts Supervisor for each Sub-division.

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. LT billing software will work out the interest, Income Tax (TDS) on the available security deposit. The same may be verified. The ASD Demand notices and intimation notices arranged to be served to the consumers through section offices and watch the collection of ASD amount.
4. Follow up of collection of Audit shortfall/Revenue Intelligence Squad shortfall, assessment made by Enforcement /APTS, Mass raid, other inspecting officials, etc.,

5. Preparation of Termination of Agreement notice through system for the services disconnected for more than 90 days and arranging to be served to the consumer through the Section Officer and its follow up.
6. Closing of accounts of the service connections remain disconnected, for more than 180 days from the date of disconnection, after issuing Termination of Agreement notice permanent dismantling at party request. Maintaining the outstanding ledger and collection of outstanding dues by enforcing prevailing regulations including RD & RR Act.
7. Review of Defaulters' List of CT & Non CT services (MIS report) and correspond with the sections for realisation/prompt DC.
8. Review the DCB (MIS report) and find out the reason for short/excess collection in the Sections and report.
9. Review of Door Lock, Nil Consumption cases and below 100 Unit consumption services by physical verification. Review of Defective Meter/Without meter services report and correspond with the Sections for immediate replacement with a healthy one.
10. All correspondence relating to his / her seat.
11. Attending works relating to name transfers. (other than Domestic and Commercial).

**12. Verification of section office records in order to ensure the following:-**

1. Checking up whether all the services have been Assessed.
2. Ensuring the Correctness of Assessment made by the Assessors by analyzing the consumption pattern with reference to the WMC/Computer output and the actual readings recorded in the meter by inspecting the consumers premises at random by taking check readings (Power services-30, Non-power services-150 per month).
3. Checking up on rotation basis whether the services have been billed by adoption of appropriate Tariff rate.
4. Identifying 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, etc., to be done to ensure the correctness.
5. Checking up 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 and DT Capacity, are entered.
6. Checking up the correctness of categorization of the State Government services such as HOD/DDO details, local body services and other Boards/PSU etc.,

7. Checking up whether the dishonoured cheques are properly accounted for and the amount collected along with the clerical charges from the consumers.
8. Checking up 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.
9. Any other reasonable and lawful works connected with Revenue Accounting and checking works entrusted by the higher authorities.
10. Misuse of tariff, Consumption after DC, MD exceeded in 3A1 to 3B, merging required services should be monitored from the reports available in the LT billing for arresting the revenue leakage.

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**SECTION OFFICER**





### **Part-III**

#### **DRAFT PROPOSAL FOR REVISION OF WORK ALLOCATION AND STAFF PATTERN FOR ASSESSMENT AND COLLECTION STAFF DISTRIBUTION SECTION/REVENUE BRANCH IN DISTRIBUTION CIRCLES 30 DAYS ASSESSMENT AND 30 DAYS COLLECTION**

<b>Sl. No.</b>	<b>Areas</b>	<b>30 days Assessment and 30 days Collection</b>		
		<b>No. of services per day to be assessed</b>	<b>No. of days</b>	<b>No. of services in a month to be assessed</b>
1	Chennai Corporation Areas	250	24	6000
2	Corporation other than Chennai and other recently converted Corporations.	225	24	5400
3	Municipal Towns	200	24	4800
4	All Town Panchayats	190	24	4560
5	Rural	130	24	3120
6	Hill	100	24	2400

Each Section shall have minimum of two Assessors for collection and Assessment.

1. The above norms shall be revisited upon 100% implementation of Mobile app/installation of prepaid smart meters.
2. The sanctioned post of assessors in a sub-division shall be pooled and they shall be under the administrative control of sub-division AEE and technical control of Assessment Officer.
3. Wherever the Assessment Officer post is not sanctioned for the subdivision, one post of Revenue Supervisor, shall be identified and redeployed from the sections which is co-located with other section within subdivision/Division/Circle.
4. Assessment Officers posted in High Revenue Sub-division office and Revenue Supervisors, who were redeployed in other Sub-divisions, are under the control of the respective Subdivision Officer.
5. Sanction of assessor post shall be based on the above norms sub-division wise. However, distribution wise service allocation, as far as possible, is desirable for work order convenience.

6. The Assessment Officer/Revenue Supervisor in the Subdivision office, as the case may be, shall allocate the assessor to section (s) under his control based on the norms duly considering the distribution in the neighbouring sections also.
7. The rotation of assessors within the sub-division by the AEE shall be done once in two years during January. Such rotation shall be done within the sub-division.
8. In the case of multiple section office collection counters in the same premises, only one collection counter is allowed for collection. The assessor/IA/RS shall be utilised for collection purpose.

### **DUTIES OF ASSESSOR**

1. Taking reading and making assessment through HHD or any other mode as per service norms and as per the route chart approved by the Sub-division ATO/RS through mobile app/HHD or any other advanced technology introduced by the TNPDCCL for all live and DC Services. However, on implementation of 100% Mobile App assessment, the meter reading/assessment to be taken only through Mobile App.
2. Uploading the Assessment details from Hand Held Devices in the computer or any other mode then and there on daily basis.
3. Collection of Current Consumption Charges and other charges from the LT consumers wherever assigned by officer concerned.
4. Making entry of the defectiveness/No meter services in the defective Register. Average calculated by RS/IA to be entered in the system by assessor.
5. Attending any other works entrusted by the Inspector of Assessment/Revenue Supervisor/Section Officer relating to Assessment, Collection and Remittance.
6. If any misuse of tariff, disconnected Services found live without making payment, malpractice, no meter service, found during assessment the same should be brought to the knowledge of section officer immediately and entries in the respective registers/mobile app/HHD.

## **DUTIES OF INSPECTOR OF ASSESSEMENT**

Each section shall have one Inspector of Assessment irrespective of No. of services.

### **Norms**

Sl. No.	Areas	No. of Services to be Inspected per month (24 days)					
		Industries	Commercial	Domestic	Temporary Supply	Others	Total
1.	Chennai Corporation area	100	200	450	25	25	800
2.	Corporations other than Chennai.	100	200	350	25	25	700
3.	Municipal Towns	100	150	200	25	25	500
4.	All Town Panchayats	70	100	175	30	25	400
5.	Rural	50	50	180	20	50	350
6.	Hill	20	100	150	10	20	200

### **Note:**

- a. *In case of number of services in the respective category is lesser than the above norms, the total number of services to be inspected shall be complied with.*
- b. *All the Industrial and Commercial services in the respective sections shall be inspected 100% in a span of 6 months period.*
- c. *The above norm is inclusive of services under DC, Nil Consumption and Door locked services also.*
- d. *Wherever IA has been assigned with regular assessment work, the no.of services to be inspected shall be reduced for proportionate days.*

1. Report on replacement of defective meters to be downloaded from the computer and the correctness of average billing to be verified and revised if any, accordingly.
2. Assessment and Collection of the current consumption charges and miscellaneous collections in the absence of Assessor as per the need and as assigned by the Section Officer/Sub-division Officer/Assessment Officer/Revenue Supervisor concerned.
3. Overseeing the work of Assessors, assigned to his section, in connection with Assessment, Collection and remittance.
4. Maintaining records for the receipt of computer PCB.
5. Arranging to send back the completed PCB to the Revenue Branch concerned on regular intervals not later than 3 days.
6. Arranging the remittance work on need basis and ensure the correctness of the cheques/Demand Draft to be verified;
7. Attending consumer's enquires / Correspondences relating to Assessment and collection and receiving cash collection for safe custody from Assessors in the absence of Revenue Supervisor duly verifying the mode of collection with reference to collection statement (Computer Generated).
8. Any other works entrusted by the Section Officer relating to Assessment, Collection and Remittance.
9. Online payment by consumers should be promoted for effective collection.

## DUTIES OF REVENUE SUPERVISOR

Each section shall have one Revenue Supervisor irrespective of number of service connections.

### Norms

Sl. No.	Areas	No. of Services to be Inspected per month (24 days)					
		Industries	Commercial	Domestic	Temporary Supply	Others	Total
1.	Chennai Corporation area	50	150	50	20	80	350
2.	Corporations other than Chennai.	70	140	50	20	70	350
3.	Municipal Towns	40	100	100	10	50	300
4.	All Town Panchayats	40	80	100	10	50	280
5.	Rural	20	40	70	10	20	160
6.	Hill	10	40	50	10	10	120

- Note: a. In case of number of services in the respective category is lesser than the above norms, the total number of services to be inspected shall be complied with.*
- b. All the Industrial and Commercial services in the respective sections shall be inspected 100% in a span of 1 year period.*
- c. The above norms are inclusive of services under DC, Nil Consumption and Door locked services also.*

1. Checking daily collection and mode of collection made by the Assessor(s) and Inspector of Assessment with reference to collection statement (Computer generated).
2. 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.
3. Receiving cash, cheque and DD from Assessors and Inspector of Assessment collected after collection hours if any, for safe custody duly tallying the mode of collection with respect to collection statement (Computer generated) and same should be remitted immediately on the next working day.
4. Remitting of cash, cheque and DD collected by Assessors/Inspector of Assessment promptly as per the rules in force and verification of the remittance challan (Automated Bank Challan) to ensure that there is no temporary/permanent misappropriation of collection amount. Cancelled original receipt should also be verified each day.
5. Watching the cheque realization daily and taking follow up action for the dishonoured cheques/DD and making reversal entry in the computer immediately on return of cheque by the bank and intimate the section officer for issuing notice/disconnection of services as the case may be.
6. Ensuring timely credit/realization of cash/ cheque/DD remittance by visiting concerned Bank on daily basis and if any undue delay should be brought to the notice of AE and make necessary arrangement for early realization.
7. Ensuring prompt dispatch of all the Bank Remittance Challan and cancelled PRs to Revenue Branch on regular intervals but not later than 3 days.
8. Ensuring assessment of all new services effected during the previous months with verification to new service connection register.
9. Overseeing the work of Inspector of Assessment and Assessor.
10. Attending consumer enquiries / Correspondences relating to Assessment and collection.
11. To ensure vigilantly that no misappropriation takes place in the section.
12. Sorting 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.

13. Inclusion of short assessment pointed out by the Audit, APTS, etc. after verification in the consumer account (Computer) and collect the amount by close follow up after issuing 15 days clear notice to the consumer.
14. Verifying the variation in consumption pattern all services listed in the various LT reports including Red Flag Reports and Reading Quality Check (RQC) through field physical verification of such services and to report for corrective action.
15. Attending the duties of Inspector of Assessments mentioned in Item No.1 to 7 (except assessment), where, no Inspector of Assessments are posted/ Vacant.
16. Making awareness among consumers regarding online payment of CC and miscellaneous charges.
17. Attending the linking/updating work of Aadhar, PAN, GSTIN, Mobile number etc., besides any other works entrusted by the Section Officer relating to Assessment, Collection, Remittance.

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**SECTION OFFICER**





**Part –IV**  
**DRAFT PROPOSAL FOR REVISION OF WORK ALLOCATION AND STAFF PATTERN**  
**FOR STORES STAFF w.e.f 01.12.2023**

**1. Distribution Circles:-**

**I. Central Stores**

The number of Sections in the **Central Stores** shall not exceed 4 Nos. with the following staff pattern.

1. Stores Supervisor - 2
2. Stores Custodian I Grade - 4
3. Stores Custodian Grade II - 1  
(Utilized as General cum Leave Reserve and stationery)
4. Stores Custodian Grade II - 1  
(Where PSC Yard exists)
5. Field Assistant - 2
6. Store Supervisor (Pricing section) - 1 (Every year will be reviewed during the post Continuance)

**(i) Sub-Stores:**

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

1. Stores Supervisor - 1
2. Stores Custodian I Grade - 1
3. Field Assistant - 1

**2. Thermal Stations:-**

Each thermal station shall have the following Staff Pattern:-

- (i) Stores Supervisor - 4
- (ii) Stores Custodian Grade I - 9
- (iii) Stores Custodian Grade II - 5
- (iv) Field Assistant - 8

**3. CHENNAI DEVELOPMENT CIRCLE/TANTRANSCO :-**

1. Stores Supervisor - 1
2. Stores Custodian Gr.I - 2
3. Stores Custodian Gr.II - 1

**4. TANTRANSCO Stores (then GCC Stores)**

**a) CENTRAL STORES:-**

Each Central Stores (then GCC stores) in TANTRANSCO shall have the following staff pattern:-

The number of sections in the central stores shall not exceed four (including P&C, Operation circle & Stationery stores).

**(i) TANTRANSCO STORES (GCC-1)-Ambattur/Chennai**

1. Stores Supervisor - 2
2. Stores Custodian I Gr. - 5
3. Field Assistant (one for each section) - 4

**(ii) TANTRANSCO STORES (GCC-2)- Sriperumpudur**

1. Stores Supervisor - 2
2. Stores Custodian I Gr. - 4
3. Field Assistant (one for each section) - 4

**(iii) TANTRANSCO STORES (GCC)- Salem**

1. Stores Supervisor - 2
2. Stores Custodian I Gr. - 4
3. Field Assistant (one for each section) - 4

**(iv) TANTRANSCO STORES (GCC)- Trichy**

**(a) Central Stores**

1. Stores Supervisor - 2
2. Stores Custodian I Gr. - 4
3. Field Assistant (one for each section) - 4
4. Field Assistant – 2 Nos to be utilized in Sub-store in Operation Circle.

**b.Sub Stores**

**(i) Sub-stores of GCC (Trichy) at Thanjavur:**

1. Stores Supervisor - 1
2. Stores Custodian I Grade - 1
3. Field Assistant - 1

**(ii) Sub-stores of GCC (Trichy) at Virudhachalam:**

1. Stores Supervisor - 1
2. Stores Custodian I Grade - 1
3. Field Assistant - 1

Re-deployment vide (per) CMD TANGEDCO Proceedings No.203, (SB) dated 07.12.2022, from the above GCC sub-stores/Thanjavur post to Tiruvalam operation circle and sub-store/ Virudhanchalam to Villupuram operation circle. But still stores functioning at above places.

**(v) TANTRANSCO STORES (GCC)-Coimbatore**

1. Stores Supervisor - 2
2. Stores Custodian I Gr. - 4
3. Field Assistant (one for each section) - 4

**(vi) TANTRANSCO STORES (GCC)-Madurai**

**a.Central Stores:**

1. Stores Supervisor - 2
2. Stores Custodian I Gr. - 4
3. Field Assistant (one for each section) - 4

**b. Sub-Store-Tirunelveli**

- 1. Stores Supervisor - 1
- 2. Stores Custodian I Gr. - 1
- 3. Field Assistant - 1

**(vii).Operation Circle (TANTRANSCO)**

One sub-store for each Operation circle where TANTRANSCO stores is not existing (Then GCC central stores) with following staff:-

- 1. Stores Supervisor - 1
- 2. Stores Custodian I Gr. - 1
- 3. Field Assistant - 1

**4. HYDRO STATION CENTRAL STORES:**

**Kundah Generation Circle – Central stores:**

- 1. Stores Supervisor - 1
- 2. Stores Custodian I Gr. - 2

**(ii) Kundah Generation Circle:-**

**Two Numbers Sub stores at Parali and Singara.**

- 1. Stores Custodian II Gr. - 2 (1 No. SC Gr.II for each Sub-Store)
- 2. Stores Custodian I Gr. - 2

**(iii) Kadambarai Generation Circle:-**

**Central Stores**

- 1. Stores Supervisor - 1
- 2. Stores Custodian I Gr. - 3

**(iv) Erode Generation Circle:-**

**a) Central Stores**

- 1. Stores Supervisor - 1
- 2. Stores Custodian I Gr. - 2

**b) Sub-Stores/Mettur.**

- 1. Stores Custodian II Gr - 1
- 2. Stores Custodian I Gr. - 1

**(v). Hydro Project (Bhavani) store:-**

- 1. Stores Supervisor - 1
- 2. Stores Custodian I Gr. - 1

**(vi). Hydro Project (Emerald) store:-**

- 1. Stores Supervisor - 1
- 2. Stores Custodian I Gr. - 1

**(vii). Tirunelveli Generation Circle:-**

**(a) Stationery Stores (at Circle Office)**

- 1. Stores Custodian II Gr. (Stationery) - 1

**(b) Sub-Stores/Papanasam**

- 1. Stores Supervisor - 1
- 2. Stores Custodian I Gr. - 1

**(c) Sub-Stores/Kodayar**

- 1. Stores Supervisor - 1
- 2. Stores Custodian I Gr. - 1

**(d) Sub-Stores/Periyar**

- 1. Stores Supervisor - 1
- 2. Stores Custodian I Gr. - 1

**5. NCES (WIND ENERGY) CIRCLE:**

**TIRUNELVELI:**

- 1. Stores Custodian I Gr. - 1
- 2. Stores Custodian II Gr. - 1

**UDUMALPET:**

- 1. Stores Custodian I Gr. - 1
- 2. Stores Custodian II Gr. - 1

**6. GAS TURBINE STATION:**

**(i) Basin Bridge Gas Turbine station:-**

- 1. Stores Custodian I Gr. - 1

**(ii) Thirumakottai Gas Turbine station:-**

- 1. Stores Supervisor - 1
- 2. Stores Custodian I Gr. - 1
- 3. Stores Custodian II Gr. - 1

**(iii) Valathur Gas Turbine station:-**

- 1. Stores Supervisor - 1
- 2. Stores Custodian I Gr. - 2
- 3. Stores Custodian II Gr. - 1

**(iv) Kuttalam Gas Turbine station:-**

- 1. Stores Supervisor - 1
- 2. Stores Custodian I Gr. - 2

**7. METTUR WORK SHOP CIRCLE STORES:-**

- 1. Stores Supervisor - 1
- 2. Stores Custodian I Gr. - 2
- 3. Stores Custodian II Gr. - 1

**8. CHENNAI DEVELOPMENT CIRCLE (TNPDC):-**

- |                            |     |
|----------------------------|-----|
| 1. Stores Supervisor       | - 1 |
| 2. Stores Custodian I Gr.  | - 2 |
| 3. Stores Custodian II Gr. | - 1 |
| 4. Field Assistant         | - 1 |

- Existing security arrangement for watch and ward shall continue.
- The RWE Field Assistant/Gangman proposed to be required for loading/Unloading of materials at Stores may be justified by the respective Superintending Engineers based on the material handled. If necessary out sourcing may be arranged.
- The excess posts will be utilized in needy places wherever necessary.

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