

# Organization Structure Manual

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*Madhya Pradesh Paschim Kshetra  
Vidyut Vitaran Company Ltd., Indore*

Madhya Pradesh Paschim Kshetra Vidyut Vitaran Company Ltd.		
Organization Structure Manual	Version: 0.4	Effective Date:

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## 1. Introduction

Rapid and self-sustaining growth of power sector and its financial viability is essential for speedier and sustained socio-economic development of the State. Government of India (GoI) in recent times has undertaken a number of initiatives to address issues of HR in the Public Sector Companies. One such innovative initiative is the Power HR Forum, where all the Power Sector Companies under Ministry of Power, GoI have come together on a common platform to address the common issues of interest pertaining to HR in Power Sector. In this forum, the power sector PSU's formulate strategies affecting common HR issues which are of paramount importance for the employees and the organization, based on a collective discussion. The Central Government too, in its National Power Policy which was formulated in compliance of section 3 of the Electricity Act, 2003, addresses the issue of Human Resource Development as one of its focus areas. The power sector companies as a result, are now focusing on improving Human Resource as a part of their Performance Improvement initiatives.

### Background

The East Discom (MPPKVVCL), Central Discom (MPMKVVCL) and West Discom (MPPKVVCL) are three power distribution companies formed out of the unbundling of Madhya Pradesh State Electricity Board (MPSEB) in 2005, as a part of the MP power sector reforms; East Discom, Central Discom and West Discom are headquartered in Jabalpur, Bhopal and Indore respectively.

The first phase of DFID's support, which ended in August 2005, assisted in the reorganization of the sector and unbundling of the vertically integrated MPSEB, which resulted in formation of three distribution companies, one transmission company, one generation company and one trading company. All the distribution and supply assets of the respective regions were transferred in the name of the respective distribution companies. MPPTCL (Madhya Pradesh Power Transmission Company Ltd.) is the State Transmission Utility primarily responsible for transmission of Power through the transmission assets and liabilities. MPPGCL (MP Power Generation Company Ltd.) primarily owns all the thermal and hydel generation assets belonging to erstwhile MPSEB and is responsible for generation of power to be supplied to state utilities while MP Tradeco takes care of trading of Power.

The Government of Madhya Pradesh vide order dated 1st July, 02 has incorporated Madhya Pradesh Paschim Kshetra Vidyut Vitran Company Limited (MPPKVVCL) (hereinafter referred as the "Company") as a wholly owned Government of Madhya Pradesh Corporation under the Companies Act, 1956 to undertake activities of distribution and retail supply for and on behalf of the erstwhile Madhya Pradesh State Electricity Board (MPSEB) in the areas covered by the Commissionaires of Western MP.

The Company has recently created its Organization Structure and the corresponding Manpower. The same was approved by the Company's BoD in January 2011 and by the Cabinet on 9<sup>th</sup> June 2011 (Refer Annexure III for the Approval Letter)

This document details out the approved Organization Structure and the corresponding manpower.



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## 2. Purpose

The purpose of this document is to notify the approved Organization Structure to the employees of MPPKVVCL, Indore and implement the same in the Company

## 3. Interpretation

In the event of any doubts arising with respect to the provisions of the rules and inadequacy in the scope of its coverage, the final authority of interpretation shall vest with the CMD whose decision shall be final.

## 4. Revision Control

Any changes made to this document shall be approved by the Chairman and Managing Director (CMD). All amendments and changes to this document will be recorded in the revision history and the same will be communicated as and when required.

## 5. Guiding Principles

There were various factors considered while arriving at a suitable organisation structure and manpower requirement for MPPKVVCL. In summary these were:

- Current Organization Structure's prevalent norms
- Best Practices from other State Utilities
- Skill and Manpower available within the organization
- Present Grade and Designation Structure
- Proposing new cadres to be introduced vis-a-vis the existing MPSEB cadres
- Identification of dying cadres
- Discussion with key stakeholders in corporate and field – field visit

Once the total headcount required in the organization was understood, efforts were focused on coming up with an optimum staffing strategy using the 3 available options to fill up the requisite posts

- Regular Recruitment
- Short Term Contract Recruitment
- Outsourcing of Activities and manpower

After various discussions around the issues arising as a result of the above recruitment strategy the manpower numbers were deemed to be final in accordance with the structural changes needed to reflect the changes in business circumstances.

The final manpower has been summarized in the subsequent sections.

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## 6. General Instruction

The organization structure mentioned in this document has been approved by the Company's board with the following resolution:

1. ***“RESOLVED THAT the Organization Structure and Manpower for various functions at corporate and field offices of the company as proposed by M/S PWC vide their report enclosed herewith as Annexure II, be and is hereby approved for submission to the State Government.***
2. ***RESOLVED FURTHER THAT approval of the BOD be and is hereby granted for continuance of the promotional posts as prescribed by MPSEB circular no 01-07/Convenor-AC/6363 Jbp, dated 28/12/2010.***
3. ***RESOLVED FURTHER THAT approval of the BOD be and is hereby granted for continuance of such posts that are already filled up but which have been proposed for outsourcing as per the new organization structure till retirement of the concerned employees / officers.***
4. ***FURTHER RESOLVED THAT the existing manpower will continue to function in the organization till the employees retire.***
5. ***FURTHER RESOLVED THAT Management Committee be and is hereby authorized to make addition/ deletion/modification in the Organization Structure as per the functional requirements.”***

The Organization Structure mentioned in the document shall be implemented by keeping the following guidelines in mind:

- i. The Organization Structure mentioned in Section 7 defines the Administrative and Functional reporting structure for each individual unit in the Company
- ii. This organization structure mentioned in the document shall be implemented in the Company gradually, till the time the same is done each department shall function as per the current structure and manpower
- iii. The list of cadres defined in the document are mentioned in Annexure IV with their equivalent cadres
- iv. **Modifications in the document:** The Organization Structure mentioned in this document is approved by the Energy Department and Government of Madhya Pradesh by the order mentioned in Annexure III. Any modifications in this structure without increasing the defined manpower shall require approval from the Company's defined Management Committee. However any addition in manpower will require approval from the State's Cabinet.
- v. **New Office Creation:** Any organization unit that needs to be created as per the organization structure mentioned in the document shall be done by the orders of Additional Secretary HR. However any new organization unit that is required to be created in addition to the defined organization structure

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mentioned in the document a prior approval should be taken from the management committee (see section 6(iv)).

- vi. **Transfer of posts:** In case a department wants to transfer posts from one department to another the same would require a business case to be sent to the respective HoD and the HR Department with valid justification. The HR department shall reply from the same post CMD's consent
- vii. **Treatment of Excess posts:** There are certain cadres that have surplus manpower with respect to the sanctioned posts, this surplus manpower shall continue in their respective roles till the time they superannuate. However no further recruitment shall be done in these cadres till the deficit is not reached
- viii. **Dying Cadres:** Certain cadres existing in the Company are not proposed in the organization structure however these cadres shall continue in their respective roles till the time they superannuate. However no further recruitment shall be done in these cadres
- ix. **Contracting and Outsourcing of Manpower:** Approval on outsourcing of manpower and contract shall be given by the Company from time to time. However this shall be subject to budgetary control and restriction.
- x. The Organization Structure and Manpower Requirement mentioned in the document have been assessed based on the anticipated growth and expansion plans of the Company for the next 3-4 years. However the Company shall modify the same in case there is a change in technology or operations.

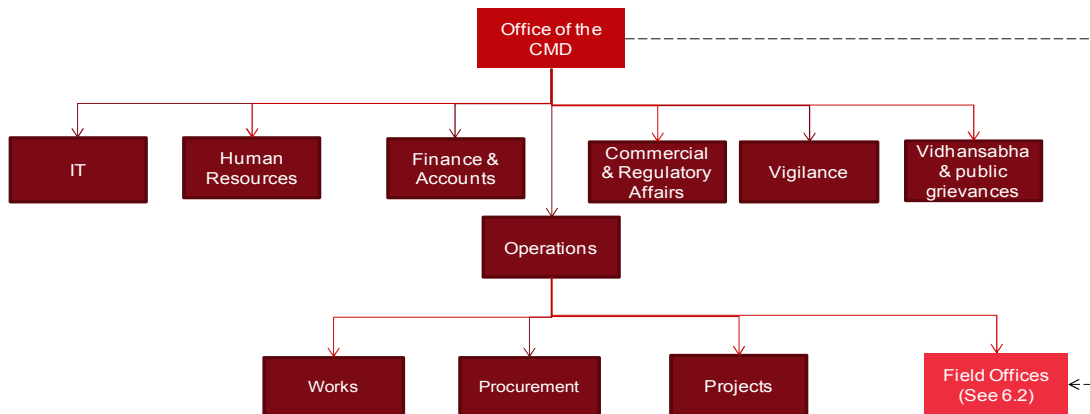
## 7. List of offices as per the new Organization Structure

The Organization Structure has been split into two parts namely Corporate and Field

### 7.1 Corporate Office

The Corporate Office is headed by the CMD which in turn has 8 sub departments as mentioned in the figure below.

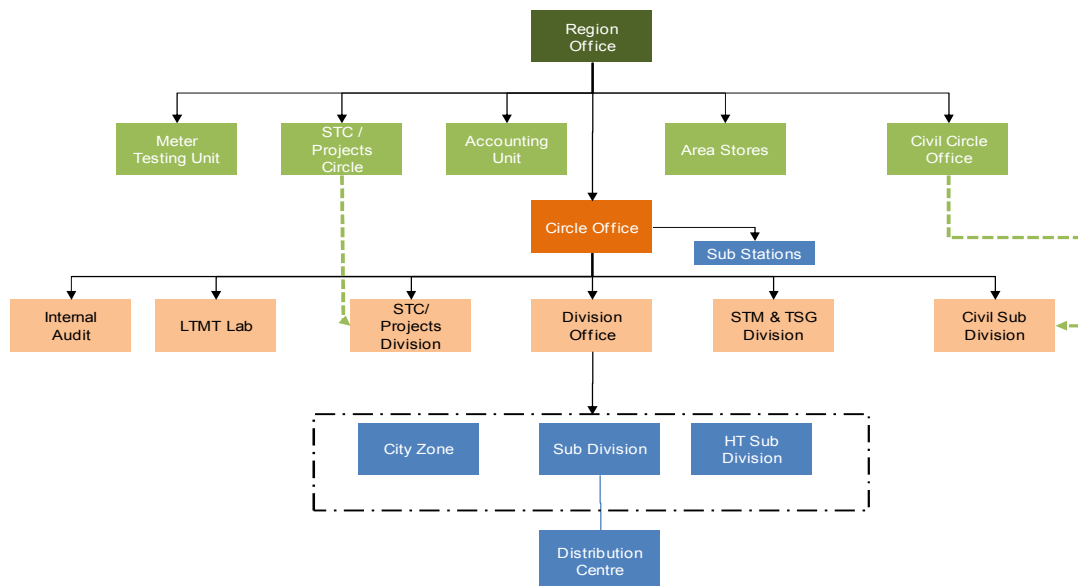
**Figure 1: Corporate Office Organization Structure**



### 7.2 Field Office

The highest office in field is the Regional office, the Company has two regions and each region has the following hierarchy

**Figure 2: Field Office Organization Structure**



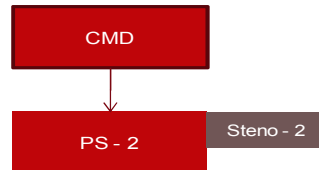
Refer Annexure I for the detailed list of offices and Section 8 for their Manpower.

## 8. Manpower Distribution – Corporate Office

### 8.1 CMD Office

This is the highest office in the organization and shall be called as the “Office of CMD”.

**Figure 3: CMD Office structure**



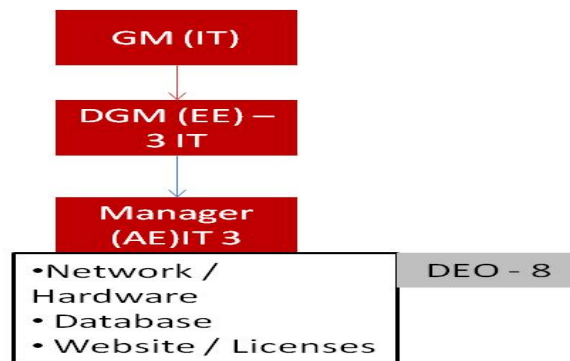
**Table 1: CMD Office Manpower Strength**

Wing	Cadre	Sanctioned
T&D	ED	1
Secretarial	Personal Secretary	2
Secretarial	Senior Steno	2
<b>Total</b>		<b>5</b>

### 8.2 Information Technology

IT Department shall be headed by GM (IT). This office's major responsibility is to ensure proper functioning of the Company's IT infrastructure. This department shall be responsible for handling the Company's IT network, hardware, database, website etc. This cell shall also be responsible for coordination between the Company and Implementation partner for ERP implementation.

**Figure 4: IT Department reporting structure**



**Table 2: IT Department Manpower Strength**

Wing	Cadre	Sanctioned
IT	GM (SE)	1
IT	DGM (EE)	3
IT	Manager (AE)	3
Admin	Data Entry Operator	8

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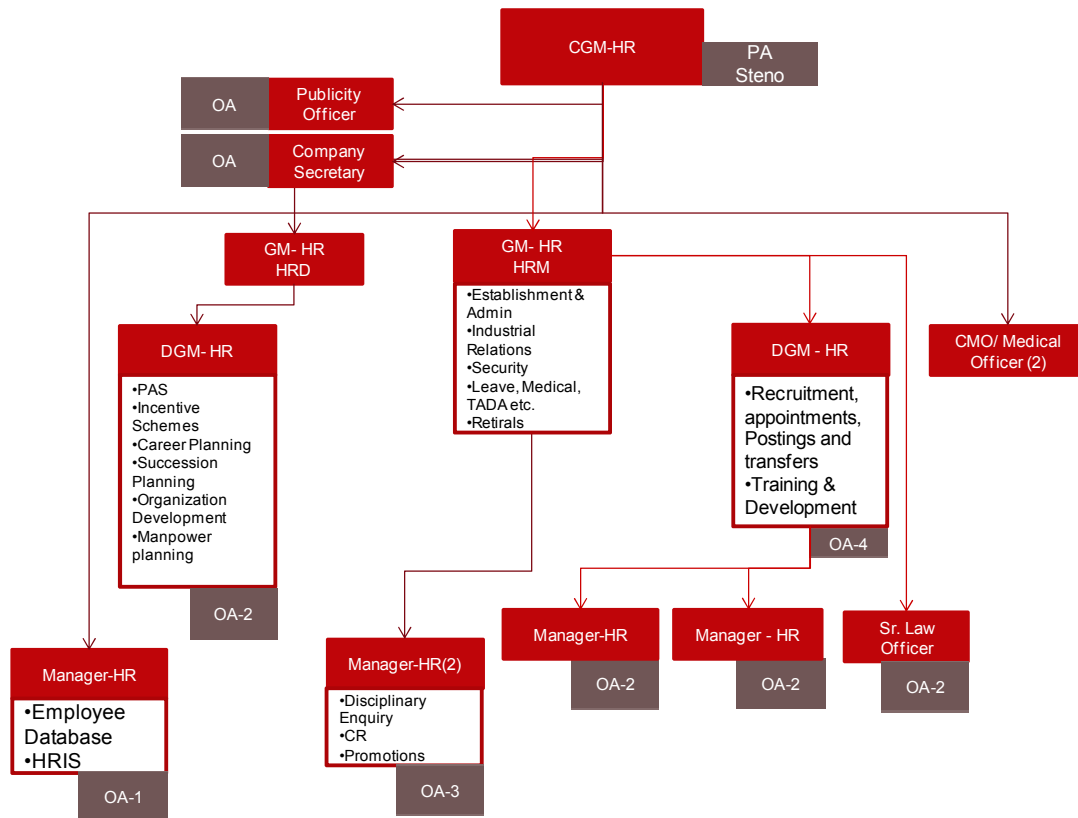
Total	15
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### 8.3 Human Resources

Human resource department will be headed by CGM (HR). The department is to be divided into Human Resource Development (HRD) and Human Resrouce Management (HRM). The HRD function shall be responsible for PAS, incentive planning, Career Planning, Succession planning and Manpower Planning. One Manger (HR) will be directly reporting to CGM (HR) responsible for HRIS and employee database. The HRM function will be responsible for Establishment & Administration, Industrial Relations, Leave, Medical, TADA etc.and is supported with a GM and Manager HR. A provision for DGM HR is kept for managing recruitment, posts transfer and Training and Development.

In addition to this Medical Officer, Publicity Officer, Law Officer and Company Secretary will also report to CGM (HR).

**Figure 5: HR Department reporting structure**



**Table 3: HR Department Manpower Strength**

Wing	Cadre	Sanctioned Strength
HR	CGM	1
HR	GM	2
HR	DGM	2

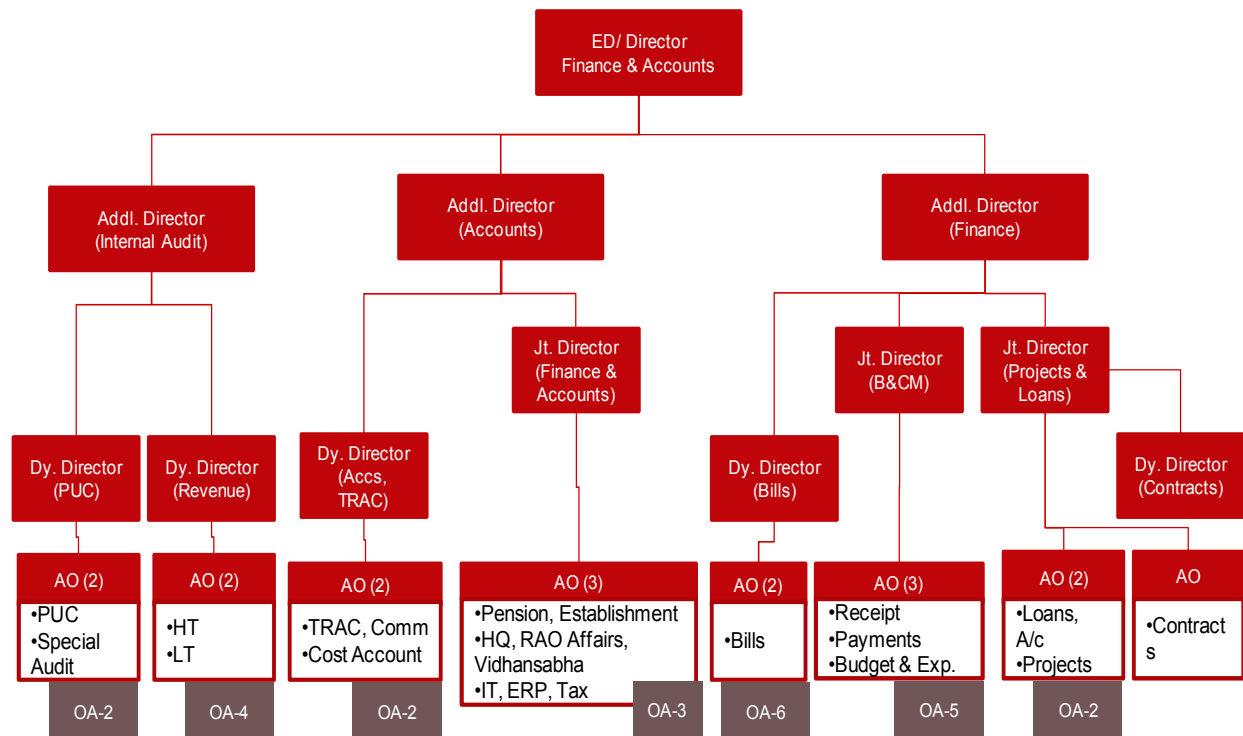
Wing	Cadre	Sanctioned Strength
Security	Sr. Security Officer	1
Law	Sr. Law Officer	1
Secretarial	Company Secretary	1
Publicity	Publicity Officer	1
Medical	Medical Officer	2
HR	Manager	5
Secretarial	Personal Assistant	1
Secretarial	Steno	1
Admin	Office Assistant	18
Admin	Data Entry Operator	3
<b>Total</b>		<b>39</b>

The HR department numbers include the Medical, Law and Security staff at corporate office.

## 8.4 Finance & Accounts and Internal Audit

Finance and Accounts corporate office is divided into Internal Audit, Finance and Accounts and is headed by a Director Finance. Internal Audit is introduced in the organization to focus more attention towards revenue audit. It will be responsible for expense audit, PUC, Revenue LT and HT. Finance will be responsible for B&CM, F&A and Revenue. Accounts will be responsible for RAO, Accounts and Bills.

**Figure 6: Finance & Accounts and Internal Audit reporting structure**



**Table 4: Finance & Accounts and Internal Audit Manpower Strength**

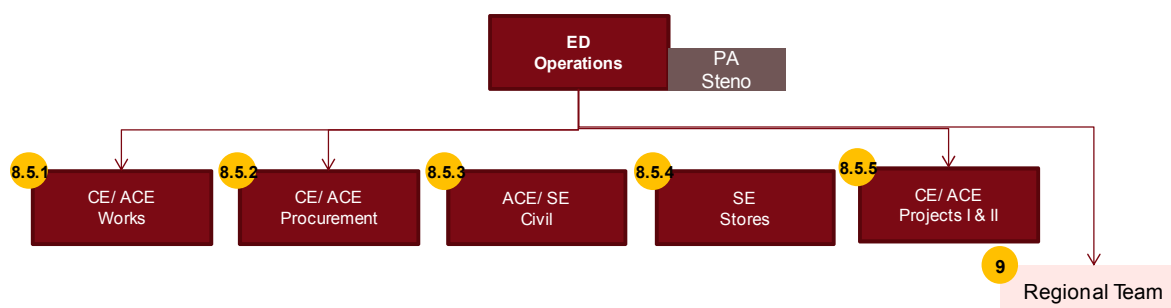
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Wing	Cadre	Sanctioned
Finance	ED/ Director	1
Finance	Addl. Director / Addl Secy	3
Finance	Jt. Director / Jt. Secy	3
Finance	Dy. Director / Dy. Secy	5
Finance	Accounts Officer / Manager	17
Secretarial	Personal Assistant	1
Secretarial	Sr. Steno	1
Secretarial	Jr. Steno	3
Admin	Office Assistant	24
<b>Total</b>		<b>58</b>

## 8.5 Operations

This department shall be responsible for handling the operations and maintenance activities in the Company

**Figure 7: Operations department reporting structure**



### 8.5.1 Works

This department will be headed by a Chief Engineer and is responsible for scrutiny of field proposals, distribution planning and meeting the defined quality standards.

### 8.5.2 Procurement

With increasing emphasis on procurement and contract a separate procurement cell is created. This will be centralized and is involved in procurement of items and services

### 8.5.3 Civil

Civil function has its major presence in field however this department at corporate office shall be responsible for formulating strategy for sanction and completion of civil related works.

### 8.5.4 Stores



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Stores shall be controlled centrally and this department shall be responsible for daily monitoring of stores inventory and shall take necessary actions to ensure that the inventory threshold is maintained

### 8.5.5 Projects I & II

Anticipating the amount of work projects department has been divided into two parts i.e. project I and project II. Projects Cell will be dynamic cell and will be involved in the control and monitoring of projects. Projects I shall be responsible for managing RAPDRP part A and B & ADB and Project II shall be handling RGGVY, JICA and Feeder Separation.

Table 5: Operations department manpower strength

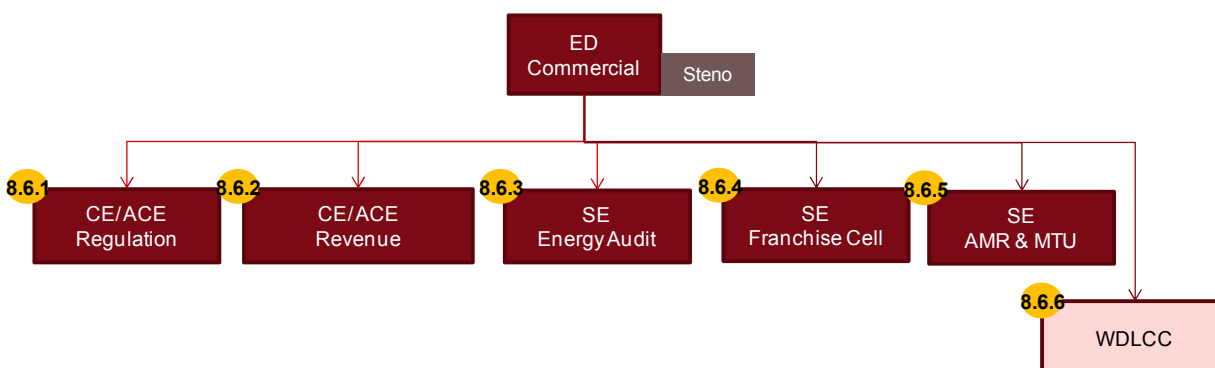
Wing	Cadre	Sanctioned Strength
T&D	ED	1
T&D	CE/ ACE	4
T&D	SE	10
T&D	EE	8
T&D	AE	31
Civil	CE/ ACE	1
Civil	AE	1
Finance	Dy. Director / Dy. Secy	3
Finance	Accounts Officer / Manager	3
Admin	Office Assistant	22
Admin	Data Entry Operator	10
Secretarial	Personal Assistant	1
Secretarial	Senior/ Junior Steno	5
<b>Total</b>		<b>100</b>

\*the aforementioned numbers are inclusive of Stores and Civil department

## 8.6 Commercial and Regulatory Affairs

This department shall be responsible for handling the commercial and regulatory activities of the Company. This department is in turn divided into 6 major sub departments as mentioned in the figure below.

Figure 8: Commercial and Regulatory Affairs Department reporting structure



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### 8.6.1 Regulation

Regulation department is involved in Power Purchase & wheeling, TRAC, ARR Petition, True up and all MPREC related matters.

### 8.6.2 Revenue

Revenue is involved in HT & LT Consumer management, revenue intelligence, RMS and HT Billing.

### 8.6.3 Energy Audit

Energy Audit is responsible for energy accounting and energy auditing within the Company.

### 8.6.4 Franchise Cell

This cell is responsible for smooth appointment of franchisee in the Company. They shall be responsible for tendering, legal and bid evaluation etc. for successful implementation of distribution franchisee.

### 8.6.5 AMR and Meter Testing Division

AMR cell is to be created at corporate office which shall be responsible for regular checking and analysis of AMR meter data and shall be keeping a log of all tamper events.

### 8.6.6 WDLCC

West Discom Load Control Centre acts as an intermediate between the discom and State Load Dispatch Centre (SLDC). They are responsible for load analysis, load forecasting, load scheduling etc. This office shall be equipped with Assistant Engineers and they shall be required to work in shifts to give a 24X7 support.

**Table 6: Commercial and Regulatory Affairs department manpower strength**

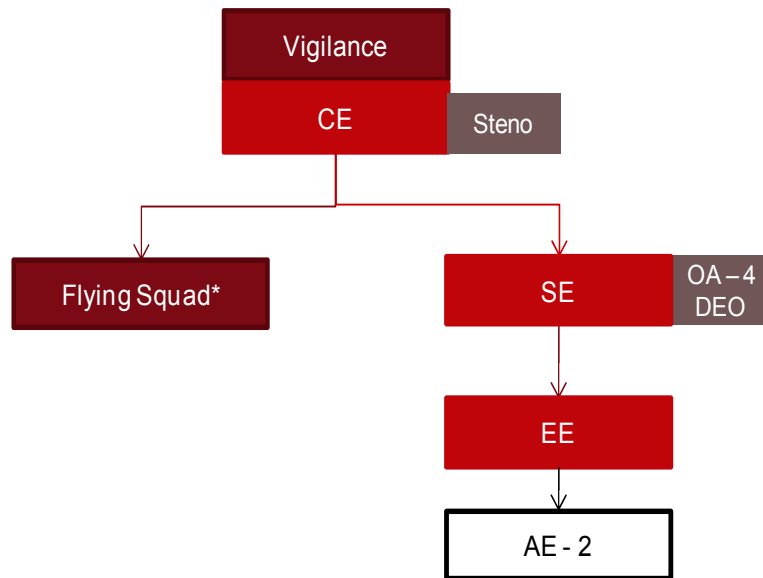
Wing	Cadre	Sanctioned Strength
T&D	ED	1
T&D	CE/ ACE	3
T&D	SE	4
T&D	EE	11
T&D	AE	16
T&D	JE	1
IT	Manager	2
Finance	Dy. Director / Dy. Secy	1
Finance	Accounts Officer / Manager	3
Law	Law Officer	1
Admin	Office Assistant	6
Admin	Data Entry Operator	21
Secretarial	Senior Steno	1
<b>Total</b>		<b>72</b>

\*the aforementioned numbers are inclusive of MT and AMR Cell

## 8.7 Vigilance

This department is responsible for carrying out vigilance activities in the Company. These units are created at both Field and Corporate office. The vigilance activities in field are done by Flying squads (details of the same is mentioned in the field Vigilance Department).

**Figure 9: Vigilance department reporting structure**



\*The Flying Squad is included in the Circle Office

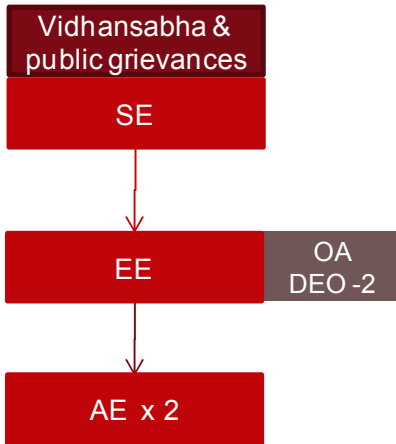
**Table 7: Vigilance department manpower strength**

Wing	Cadre	Sanctioned Strength
T&D	CE/ ACE	1
T&D	SE	1
T&D	EE	1
T&D	AE	2
Admin	Office Assistant	4
Admin	Data Entry Operator	1
Secretarial	Senior Steno	1
<b>Total</b>		<b>11</b>

## 8.8 Vidhan Sabha and Public Grievances

This department shall be responsible for dealing matters related to Vidhan Sabha and Public Grievances.

**Figure 10: Vidhan Sabha and Public Grievance Department reporting structure**



**Table 8: Vidhan Sabha and Public Grievance manpower strength**

Wing	Cadre	Sanctioned Strength
T&D	SE	1
T&D	EE	1
T&D	AE	2
Admin	Office Assistant	1
Admin	Data Entry Operator	2
<b>Total</b>		<b>7</b>

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## 9. Manpower Distribution – Field Office

This section discusses the proposed structures and manpower norms for the various offices of MPPKVVCL. Each section discusses the proposed department structure, its functions and the proposed manpower norms.

### 9.1 O&M Regional Offices (2) – Indore and Ujjain

The Region is the higher office in field and shall be headed by a Chief Engineer. His responsibilities could be broadly divided into Works & Projects, Commercial, Accounts, Administration and Establishment matters. Details on the same are mentioned in the subsequent sections.

#### 9.1.1 Manpower Strength Region

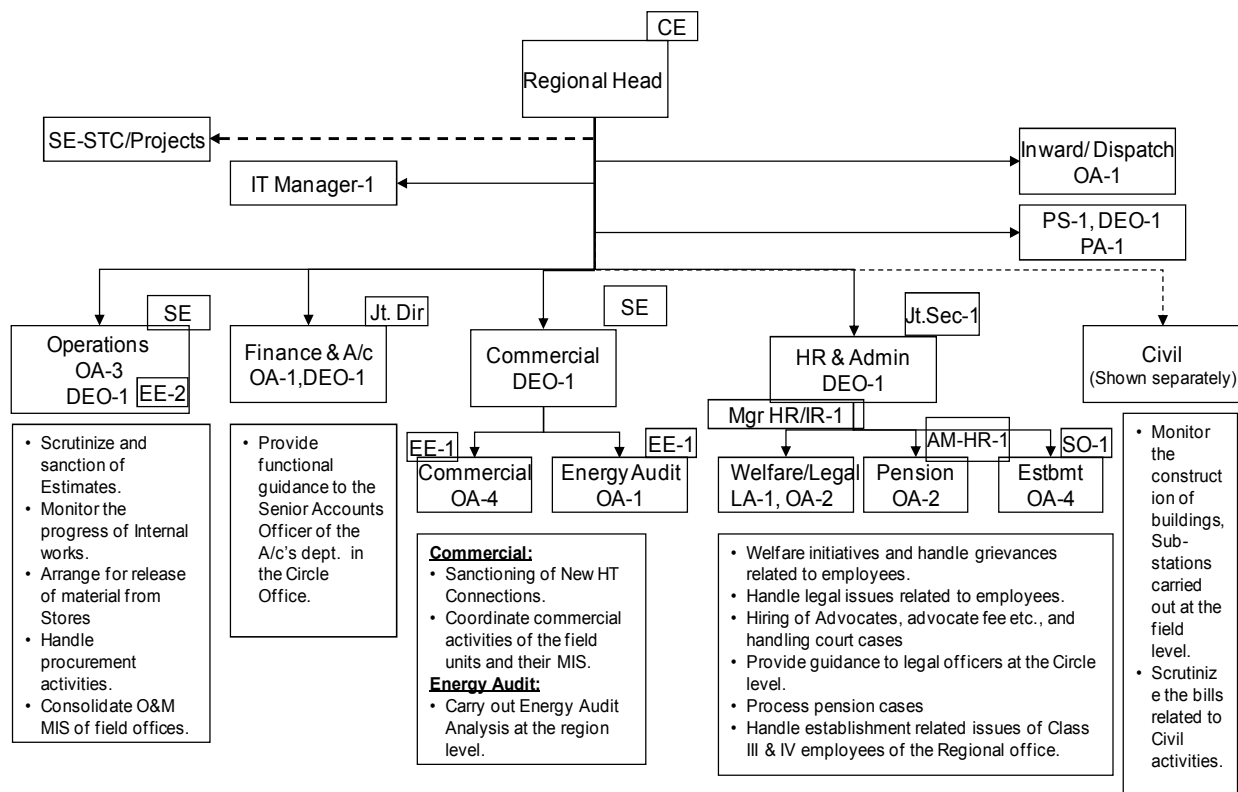
**Table 9: Region Office Manpower Strength**

Wing	Cadre	Sanctioned Strength- Indore	Sanctioned Strength- Ujjain	Total Sanctioned Strength
T&D	CE	1	1	2
T&D	SE	2	2	4
T&D	EE	4	4	8
Finance	GM / Jt. Director	1	1	2
Law	Law Assistant	1	1	2
Admin	Office Assistant	19	19	38
Admin	Data Entry Operator	5	5	10
Secretarial	Personal Assistant	1	1	2
Secretarial	Private Secretary	1	1	2
HR	GM	1	1	2
HR	Manager	1	1	2
HR	Assistant manager	1	1	2
IT	DGM	1	1	2
<b>Total</b>		<b>39</b>	<b>39</b>	<b>78</b>

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## 9.1.2 O&M Region Office Organization Structure

Figure 11: Region Office reporting structure at Indore and Ujjain



## 9.2 O&M Circle Offices

The Company has 14 Circle Offices under the two region offices. These circles are divided in to 4 categories. This categorization is done on the basis of Geographical Area, Revenue, Consumer Base and Potential. These are explained in detail in the following sections.

	A+	A	B	C
Indore Region	Indore City Circle		Khandwa Circle	Barwani Circle
	Indore O&M Circle		Dhar Circle	Jhabua Circle
			Khargone Circle	Burhanpur Circle
Ujjain Region		Ujjain Circle	Ratlam Circle	Neemuch Circle
		Dewas Circle	Mandsaur Circle	
			Shajapur Circle	
Total	2	2	6	4

The Circle office shall be headed by an SE which will be assisted by an EE handling Commercial & Legal, Operations and Vigilance.

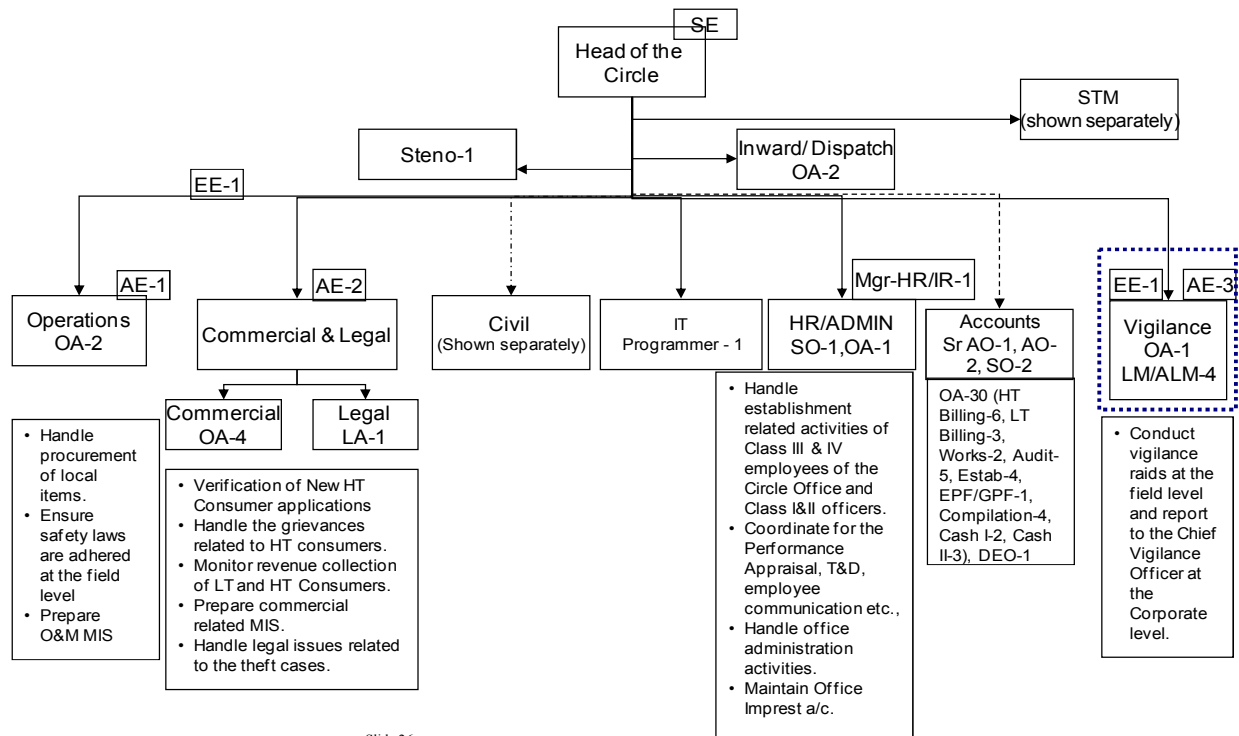
## 9.2.1 Manpower Strength

**Table 10: O&M Circle Wise Manpower Strength**

Wing	Cadre	Sanction Strength				Total
		Circle A+	Circle A	Circle B	Circle C	
	Number	2	2	6	4	
T&D	SE	1	1	1	1	14
T&D	EE	1	1	1	1	14
T&D	AE	3	2	1	1	20
Finance	Accounts Officer / Manager	1	1	1	1	14
Law	Law Assistant	1	1	1	1	14
Admin	Office Assistant	10	10	9	6	118
Secretarial	Junior Steno	1	1	1	1	14
HR	Manager	1	1	1	1	14
HR	Assistant manager HR	0	0	0	0	0
IT	Manager	1	1	1	0	10
<b>Total</b>		<b>20</b>	<b>19</b>	<b>17</b>	<b>13</b>	<b>232</b>

## 9.2.2 A+ Circles

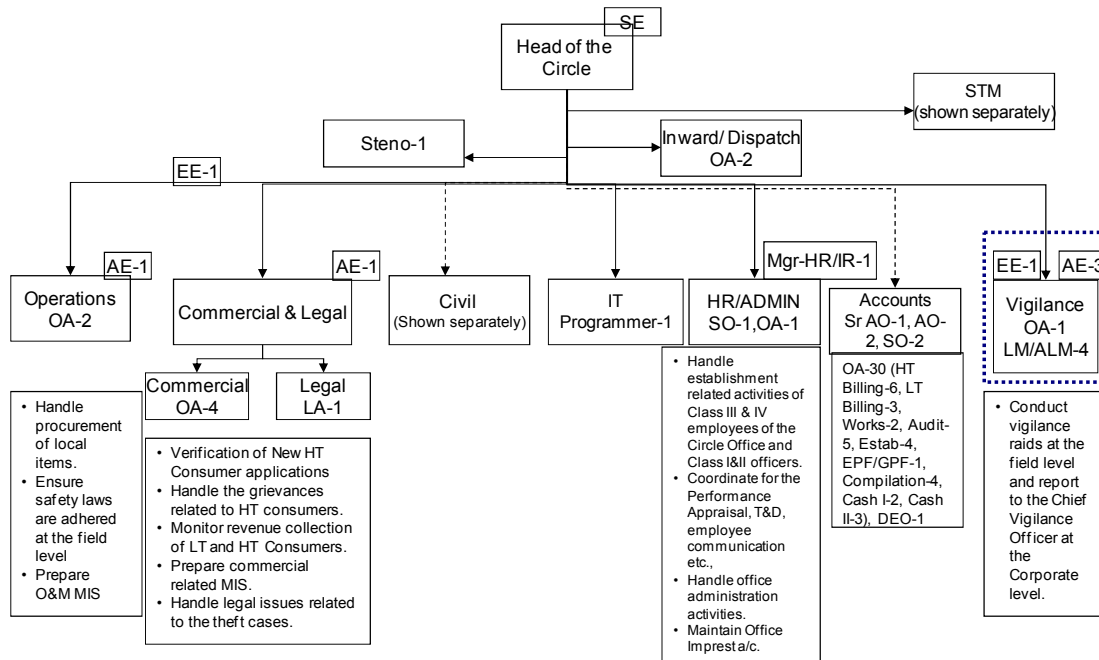
**Figure 12: Circle A+ reporting structure**



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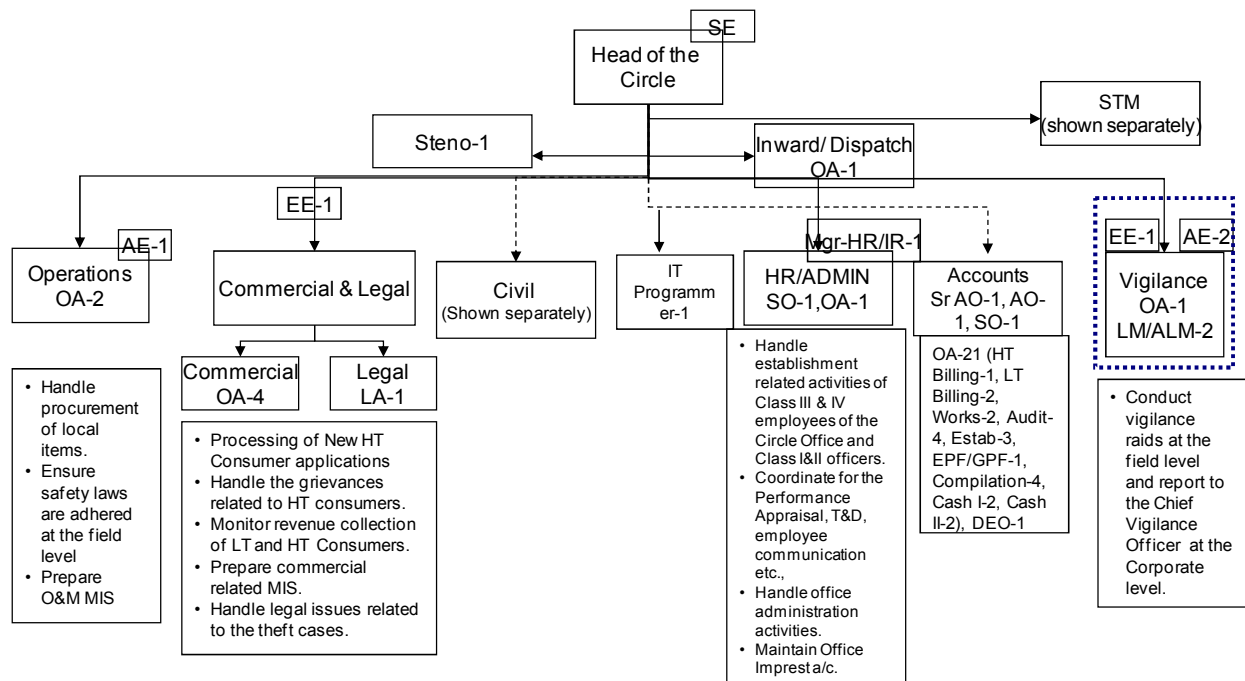
### 9.2.3 A Circles

Figure 13: Circle A reporting structure



### 9.2.4 B Circles

Figure 14: Circle B reporting structure

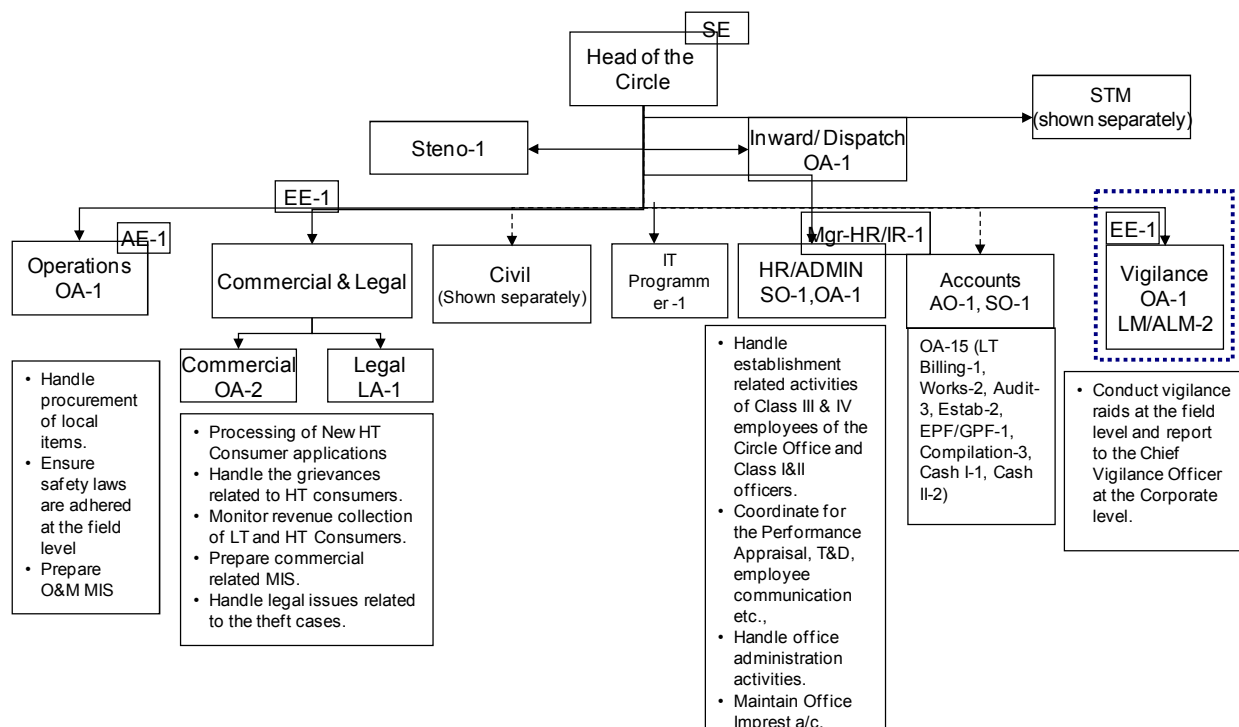




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## 9.2.5 C Circles

Figure 15: Circle C reporting structure



## 9.3 O&M/ City Division Offices

Each Circle office operates through City and O&M Divisions. These divisions are divided into 3 categories – A+, A and B. Each division shall be headed by an Executive Engineer.

	Name of Circle	Category of Division		
		A+	A	B
Indore Region	Indore City Circle	Indore City East		
		Indore City West		
		Indore City North		
		Indore City South		
		Indore City Central		
	Indore O&M Circle		Indore O&M	Depalpur O&M
			Pithampur O&M	
			Mhow O&M	
	Khandwa Circle		Khandwa City	Khandwa O&M
	Dhar Circle		Dhar O&M	Manawar O&M
				Rajgarh O&M
	Khargone Circle		Khargone I	Barwaha O&M
			Khargone II	Mandleshwar O&M
	Barwani Circle			Barwani O&M

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	Name of Circle	Category of Division		
		A+	A	B
Ujjain Region				Sendhwa O&M
	Jhabua Circle			Jhabua O&M
				Alirajpur O&M
	Burhanpur Circle		Burhanpur O&M	
			Burhanpur City	
	Ujjain Circle	Ujjain City East		Ujjain City West
				Ujjain O&M
				Nagda O&M
				Mahidpur O&M
				Tarana O&M
				Badnagar O&M
	Dewas Circle	Dewas City		Dewas O&M
				Sonkatch O&M
				Bagli O&M
				Kannod O&M
	Ratlam Circle	Ratlam City		Ratlam O&M
				Jaora O&M
				Alote O&M
	Mandsaur Circle		Mandsaur O&M	Malhargarh O&M
				Garoth O&M
				Sitamau O&M
	Shajapur Circle			Shajapur
				Shujalpur O&M
				Agar O&M
	Neemuch Circle			Neemuch O&M
				Jawad O&M
				Manasa O&M
	Total	8	10	32

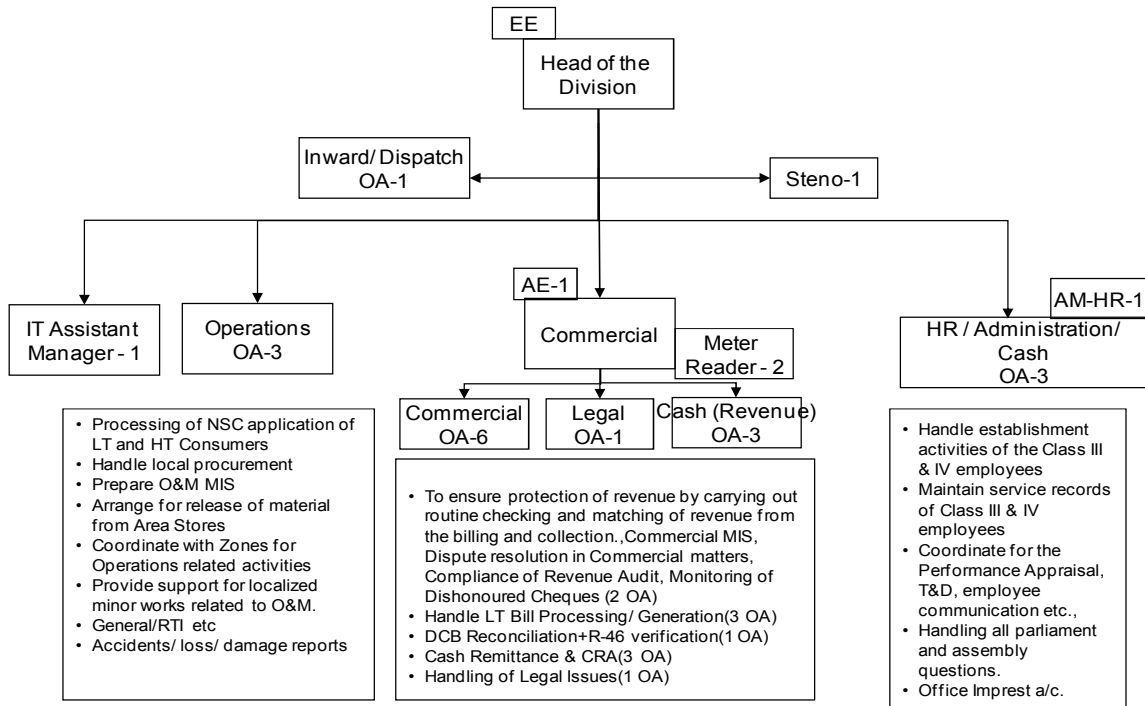
### 9.3.1 O&M Division Manpower Distribution

Table 11: Division Manpower Strength

Wing	Cadre	A+	A	B	Total
	Number	8	10	32	
T&D	EE	1	1	1	50
T&D	AE	1	1	1	50
HR	Assistant Manager	1	1	1	50
Admin	Office Assistant	17	12	10	576
Secretarial	Junior Steno	1	1	1	50
Static	Meter Reader	2	2	1	68
IT	Asst Mgr IT	1	1	1	50
Total		24	19	16	894

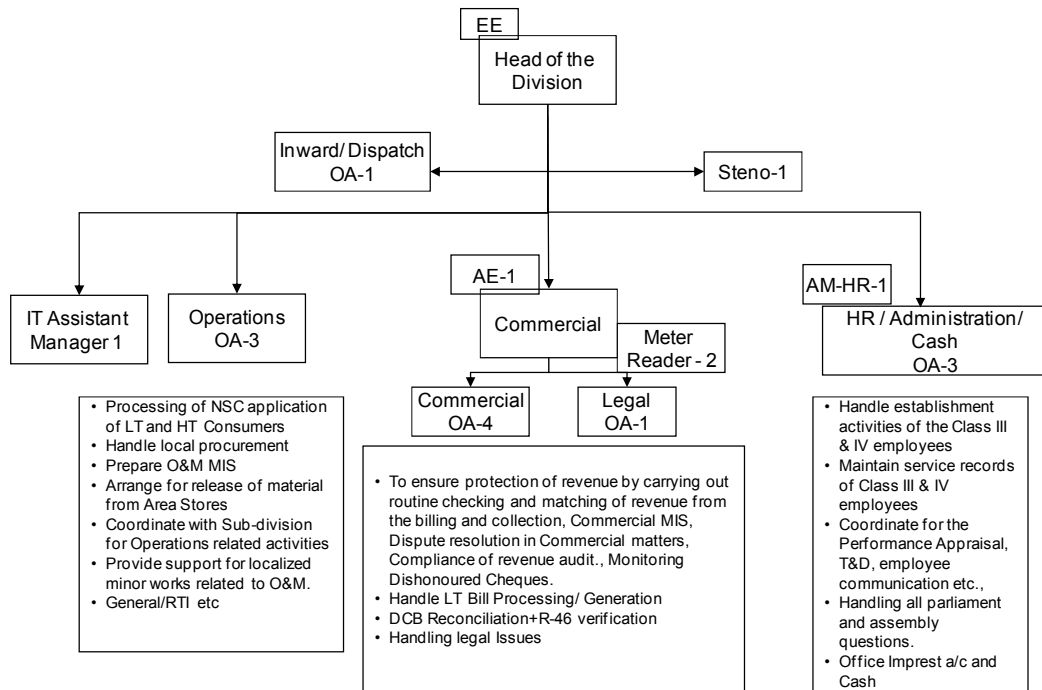
### 9.3.2 A+ Division

Figure 16: Division A+ reporting structure



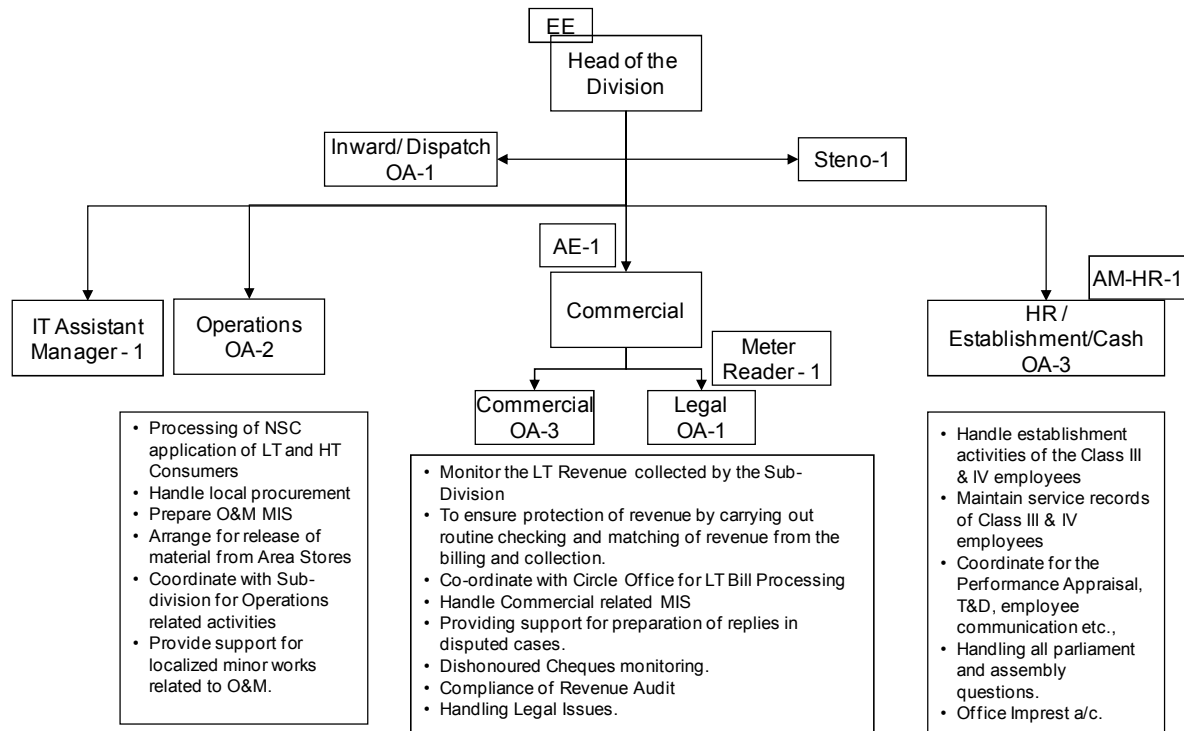
### 9.3.3 A Division

**Figure 17: Division A reporting structure**



### 9.3.4 B Division

**Figure 18: Division B reporting structure**



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## 9.4 O&M Sub Division/ Zones

Each Division is equipped with Zones and Sub Divisions. There are 3 categories of Sub division – Zone (in City), HT Sub Division (at each city Division) and O&M Sub Division i(at remaining non city rural areas)

Refer Annexure II for a detailed list of Sub Divisions in the Company

Unit	Number
City Zone	43
HT Sub Division	11
Sub Division	85

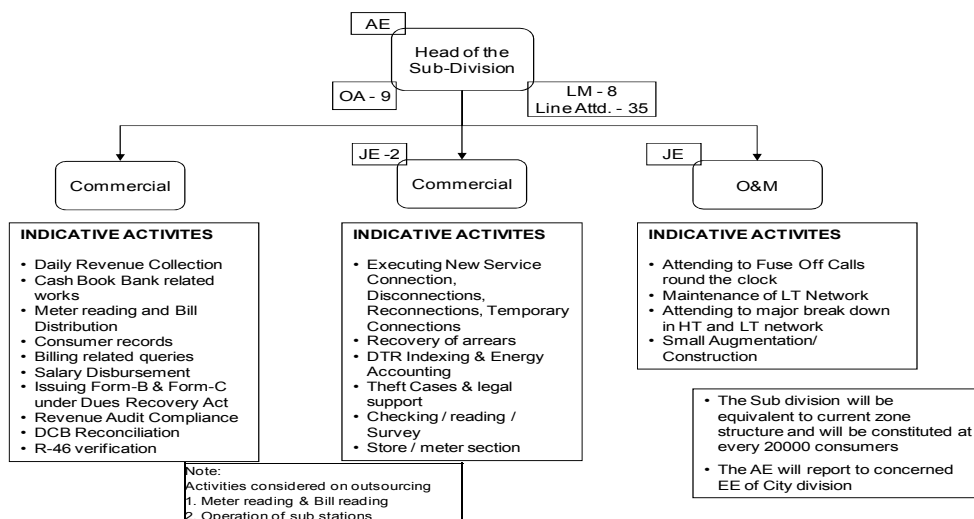
### 9.4.1 Sub Division Manpower Strength

Table 12: Sub Division office Manpower Strength

Wing	Cadre	Manpower Strength			Total
		City Zone	HT Sub Division	O&M Sub Division	
	Number	43	11	85	
T&D	AE	1	1	1	139
T&D	JE	3	2	0	151
T&D	Line Man	8	4	1	473
T&D	Line Attendant	35	23	6	2268
Admin	Office Assistant	9	1	1	483
Total		56	31	9	3514

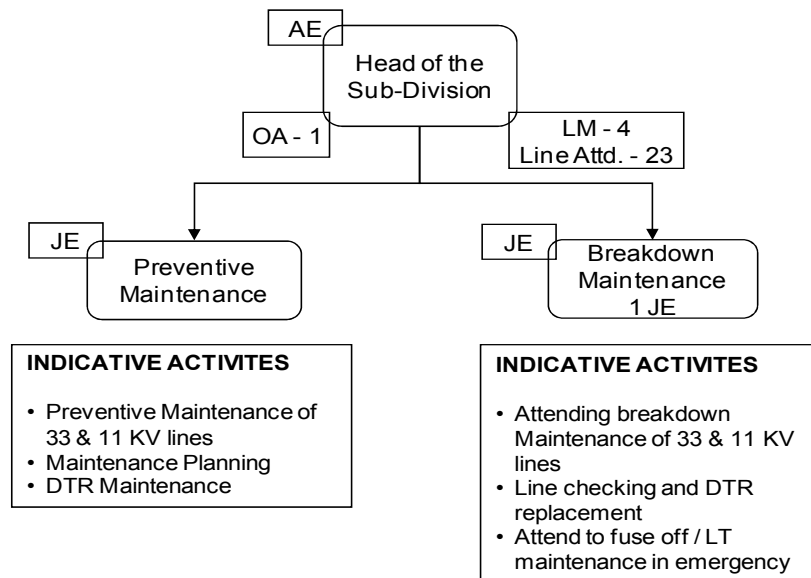
### 9.4.2 City Sub Division - Zones

Figure 19: Zone office reporting structure



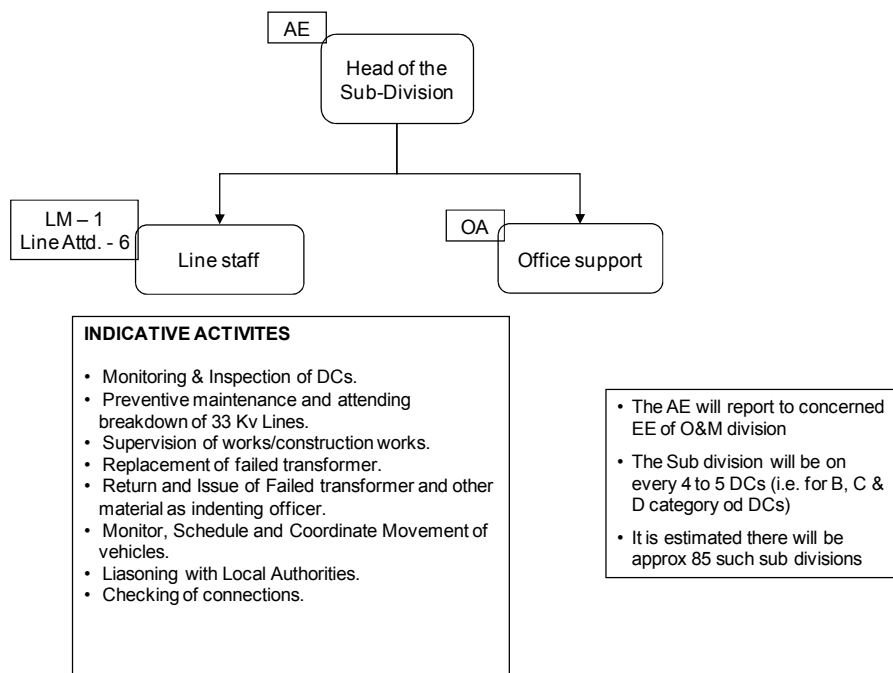
### 9.4.3 HT Sub Division

Figure 20: HT Sub Division office reporting structure



### 9.4.4 Sub Division (O&M)

Figure 21: Sub Division office reporting structure



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## 9.5 Distribution Centre

Each Sub division have smaller Distribution Centre (DCs) which help in carrying forward the Operation and Maintenance activity in that area. DC is the smallest organization unit in the Company; DCs are divided into four categories – A+, A, B and C. They are categorized based on the following criterion.

	A Category DCs	B Category DCs
<b>Location</b>	Towns or District Head Quarters	Tehsil
<b>Consumer Base</b>	10,000 - 20,000 consumers	6,000 - 7,000 consumers
	C Category DCs	D Category DCs
<b>Location</b>	Remaining areas (removing Towns/ DHQs and Tehsils)	DCs which are planned to be merged with existing nearby DCs
<b>Consumer Base</b>	4,000 - 7,000	Very small consumer base

Refer Annexure II for a detailed list of DCs with their respective category

### 9.5.1 Distribution Centre Manpower Strength

**Table 13: Distribution Centre Manpower Strength**

Wing	Cadre	Manpower Strength				Total
		A	B	C	D	
	<b>Number</b>	<b>18</b>	<b>78</b>	<b>257</b>	<b>25</b>	
T&D	AE	1	0	0	0	18
T&D	JE	2	1	1	1	396
T&D	Line Man/ ALM	8	2	1	1	582
T&D	Helper / Line Attendant	40	14	9	1	4150
Admin	Office Assistant	8	3	2	1	917
	<b>Total</b>	<b>59</b>	<b>20</b>	<b>13</b>	<b>4</b>	<b>6063</b>

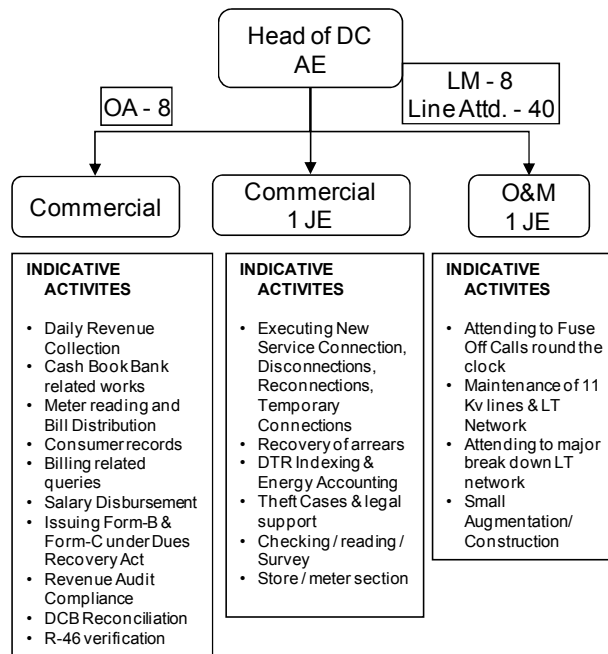
The activities considered for outsourcing in DCs are

- Meter reading and Bill distribution
- Operations of Sub station
- Housekeeping

Therefore no manpower has been proposed for these activities.

## 9.5.2 A Category Distribution Centre

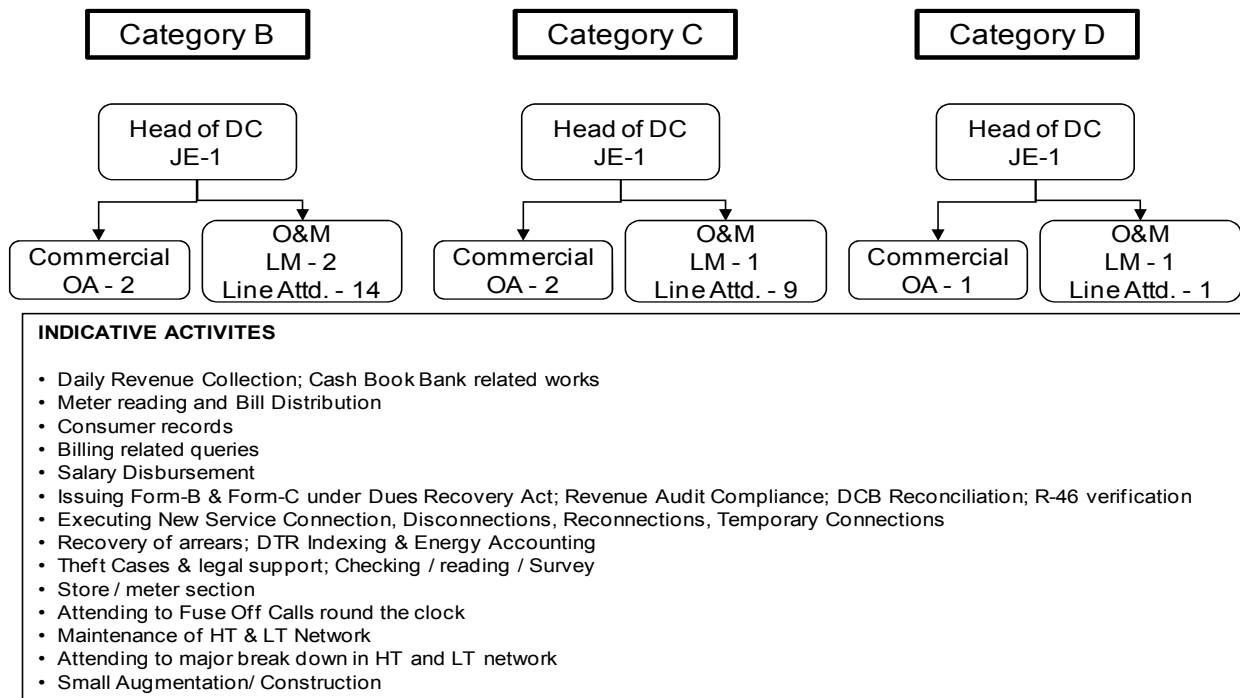
Figure 22: DC Category A reporting structure



The head of this type of DC - Assistant Engineer will report to the Executive Engineer of the respective division.

## 9.5.3 B, C & D Category Distribution Centre

Figure 23: DC Category B, C& D reporting structure





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The head of the Category B,C & D DC – Junior Engineer shall report to the Assistant Engineer of the respective Sub Division

## 9.6 Civil in field

In addition to the corporate office the civil department in field is created which shall be reporting to the CE/ ACE i.e. Civil HoD at corporate office. However the functional control of each of this unit shall be with the respective region head. There are 3 different organization units for Civil:

Civil unit	Number & Name of offices
Circle	2 – Indore and Ujjain
Division	4 – Indore, Khandwa, Ujjain and Mandsaur
Sub Division	13 – Indore City, O&M Indore, Barwani, Dhar, Khandwa, Khargone, Jhabua, Ujjain, Dewas, Ratlam, Mandsaur, Shajapur, Neemach

### 9.6.1 Civil – Manpower Strength

**Table 14: Field Civil offices manpower strength**

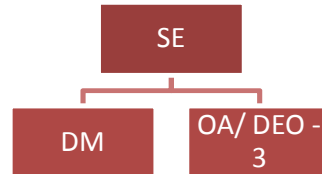
Wing	Cadre	Manpower Strength					Total
		Circle	Division	Sub Division A+	Sub Division A	Sub Division B & C	
	<b>Units</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>2</b>	<b>9</b>	
Civil	SE	1	0	0	0	0	2
Civil	EE	0	1	0	0	0	4
Civil	AE	0	0	2	1	1	15
Civil	JE	0	0	2	2	1	17
Civil	Draftsman	1	0	0	0	0	2
Admin	Office Assistant	2	2	1	1	1	25
Admin	Data Entry Operator	1	1	0	0	0	6
<b>Total</b>		<b>5</b>	<b>4</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>71</b>

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### 9.6.2 Civil Circle – 2 units

Civil Circle office is created at each region i.e. Indore and Ujjain. Each region shall have the below mentioned organization structure and manpower.

**Figure 24: Civil Circle reporting structure**



#### **BROAD ACTIVITIES**

- Handle tender related activities for appointment of vendor for various services.
- Sanction of estimates and issue of work order.
- Verification and passing of Bills.
- Each EE to monitor the Civil activities carried out by the Civil departments in 3-4 Circles.
- Compile the completion reports from the Circles and update the overall Asset position of the company.
- Civil work monitoring of turnkey projects
- Monitoring and Inspection of Pole Factory Work.

### 9.6.3 Civil Division – 4 units

There are four civil divisions each at Indore, Khandwa, Ujjain and Mandsaur. Each civil division is headed by an SE who reports to the CE/ ACE civil located at Corporate Office.

**Figure 25: Civil Division reporting structure**



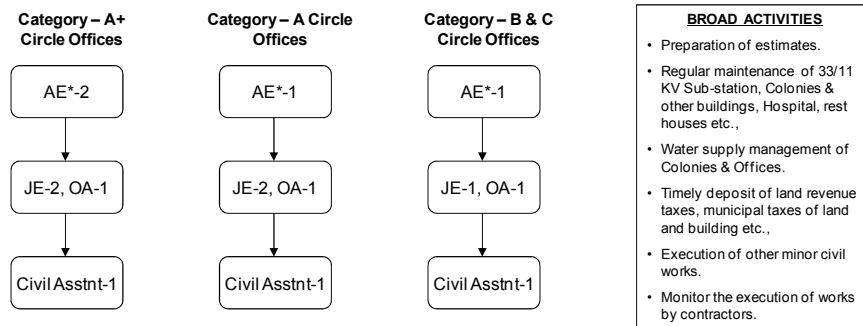
#### **BROAD ACTIVITIES**

- Handle tender related activities for appointment of vendor for various services.
- Sanction of estimates and issue of work order.
- Verification and passing of Bills.
- Each EE to monitor the Civil activities carried out by the Civil departments in 3-4 Circles.
- Compile the completion reports from the Circles and update the overall Asset position of the company.
- Civil work monitoring of turnkey projects
- Monitoring and Inspection of Pole Factory Work.

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#### 9.6.4 Civil Sub Division – 13 units

The AE-Civil and his office at the Circle Office would be directly reporting to the SE Civil at the region level.



The activities related to Civil Attendants are proposed to be outsourced gradually, and hence their staffing numbers have not been proposed.

#### 9.7 STM Division and TSG

This division shall be responsible for substation maintenance and shall also be responsible to carry out protection testing work for sub stations.

Unit	No. of the Division
STM Division	14 – STM O&M Dn. Indore, STM CITY Dn. Indore, STM Dn. Khandwa, STM Dn. Khargone, STM Dn. Dhar, STM Dn. Jhabua, STM Dn. Ujjain, STM Dn. Dewas, STM Dn. Ratlam, STM Dn. Mandsour, STM Dn. Shajapur, STM Dn. Burwani, STM Dn. Burhanpur, STM Dn. Neemach
STM & TSG Sub Division	24 – TSG O&M Sub-Dn. Indore, TSG O&M Sub-Dn. Mhow, TSG O&M Sub-Dn. Depalpur, TSG CITY Sub-Dn. Indore, TSG Sub-Dn. Khandwa, TSG Sub-Dn. Burhanpur, TSG Sub-Dn. Khargone, TSG Sub-Dn. Sanawad, TSG Sub-Dn. Barwani, TSG Sub-Dn. Dhar, TSG Sub-Dn. Rajgarh, TSG Sub-Dn. Jhabua, TSG Sub-Dn. Ujjain, TSG Sub-Dn. Nagda, TSG Sub-Dn. Badnagar, TSG Sub-Dn. Dewas, TSG Sub-Dn. ,Kannod, TSG Sub-Dn. Ratlam, TSG Sub-Dn. Jaora, TSG Sub-Dn. Mandsour, TSG Sub-Dn. Garoth, TSG Sub-Dn. Neemach, TSG Sub-Dn. Shajapur, TSG Sub-Dn. Agar, TSG O&M Sub-Dn.,  8 - additional Sub Division to be created

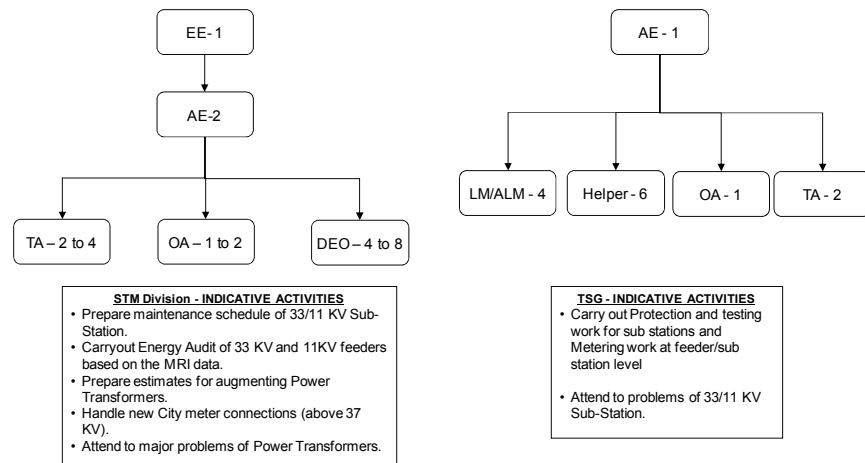
### 9.7.1 Manpower Strength for STM and TSG Units

**Table 15: STM and TSG Manpower Strength**

Wing	Cadre	Manpower Strength		Total
		STM Total Division (14 circles)	STM/ TSG Per subdivision (32 units)	
T&D	EE	14		14
T&D	AE	28	1	60
T&D	Testing Assistant (all cadre)	30	2	94
T&D	Line Man		2	64
T&D	Helper		8	256
Admin	Office Assistant	19	1	51
Admin	Data Entry Operator	54	0	54
<b>Total</b>		<b>145</b>	<b>14</b>	<b>593</b>

### 9.7.2 Organization Structure for STM and TSG units

**Figure 26: STM and TSG reporting structure**



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## 9.8 LTMT Lab at Circle Office

LT Meter testing units are proposed at circle level

Unit	No & Location
LTMT	14 – LTMT CITY Indore (Region), LTMT Burhanpur , LTMT Barwaha, LTMT Dhar, LTMT Ujjain (Region), LTMT Dewas, LTMT Ratlam, LTMT Mandsaur, LTMT Khargone, LTMT Jhabua, LTMT Shajapur, LTMT Neemach, LTMT O&M Indore, LTMT Khandwa

### 9.8.1 LTMT Manpower Strength

Table 16: LTMT Manpower Strength

Wing	Cadre	Manpower Strength		Total
		Region	Rest	
	Units	2	12	
T&D	AE	1	1	14
T&D	Testing Assistant (all cadre)	8	2	40
T&D	Helper	8	2	40
Admin	Office Assistant	2	1	16
Total		19	6	110

### 9.8.2 LTMT Organization Structure

There shall be 14 LTMT labs one are each circle the staffing pattern of the same is mentioned below:

Figure 27: LTMT reporting structure

<p>Staffing Pattern of LTMT Lab Ujjain and Indore</p> <pre> graph TD     AE[AE] --- OA2[OA - 2]     AE --- TA8[TA - 8 Helper - 8] </pre> <p><b>Note:</b> * The LTMT Lab at Indore would be directly reporting to the SE Meter Testing</p>	<p>Staffing pattern of LTMT labs in other circle head quarters</p> <pre> graph TD     AE[AE] --- OA1[OA - 1]     AE --- TA2[TA - 2 Helper - 2] </pre> <p><b>Note:</b> * The AE, LTMT-Indore to be attached to the ACE-Meter Testing, Indore ** Other AEs of LTMT to be attached to the EE, STM. # Helper is to be provided through Service Contracts.</p>
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## 9.9 Area Store

Area Stores are located across the field geography to ensure least turnaround time in dispatch and receipt of equipments.

Unit	Location
Area Store - 6	Ujjain, Indore, Barwah, Ratlam, Mandsaur and Dhar
MTRU – 2	Indore and Ujjain
STRU – 6	Barwaha, Khandwa, Dhar, Ujjain, Ratlam, Maksi

### 9.9.1 Area Store Manpower Strength

Table 17: Area Stores, MTRU and STRU Manpower Strength

Wing	Cadre	Manpower Strength								Total
		Ujjain Store	Indore Store	Barwaha Store	Ratlam Store	Madsaur & Dhar Store	Indore MTRU	Ujjain MTRU	STRU	
	Units	1	1	1	1	2	1	1	6	
T&D	EE	1	1	1	1	1	1	1		8
T&D	AE	1	1	0	0	0	2	2		6
T&D	JE	1	1	1	1	1	1	1		8
T&D	Testing Assistant (all cadres)	4	3	3	2	1	11	7	2	44
Admin	Store Assistant	6	6	2	2	2				20
T&D	Helper	20	20	15	15	10				90
Admin	Office Assistant	20	20	12	12	5	3	2	1	85
Admin	Data Entry Operator	1	1	1	1	1				6
<b>Total</b>		<b>54</b>	<b>53</b>	<b>35</b>	<b>34</b>	<b>21</b>	<b>18</b>	<b>13</b>	<b>3</b>	<b>267</b>

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## 9.10 Regional Accounting Office

These units are directly under the administrative control of the region office. This unit shall be responsible for the revenue and other accounting for the circle office and the units below it.

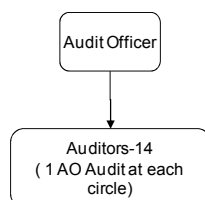
Unit	No. and Location
RAO	14- One in each Circle

### 9.10.1 RAO Manpower Strength

S. No.	Name of Office	Cadre/ Category	DGM/ Sr.AO /	Accounts Officer	Section Officer	ARO / Office Assistant Gr.I / RA	Office Assistant Gr.II	Office Assistant Gr.III	Data Entry Operator	Total
1	RAO Indore	A+	1	2	2	2	4	24	1	36
2	RAO Khandwa	B	1	1	1	2	2	17	1	25
3	RAO Khargone	B	1	1	1	2	2	17	1	25
4	RAO Dhar	B	1	1	1	2	2	17	1	25
5	RAO Ujjain	A	1	2	2	2	4	24	1	36
6	RAO Dewas	A	1	2	2	2	4	24	1	36
7	RAO Mandsaur	B	1	1	1	2	2	17	1	25
8	RAO Ratlam	B	1	1	1	2	2	17	1	25
9	RAO Barwani	C	0	1	1	1	1	13	8	25
10	RAO Jhabua	C	0	1	0	1	1	14	0	17
11	RAO Shajapur	B	0	1	1	2	2	17	0	23
12	RAO Neemach	C	0	1	0	1	1	14	0	17
13	RAO Indore	A+	1	2	1	1	3	27	1	36
14	RAO Burhanpur	C	0	1	1	1	1	13	0	17
	Total		9	18	15	23	31	255	17	368

## 9.11 Internal Audit

There will a centralized Internal Audit team reporting to the Additional Director Audit at Corporate Office. However each Circle shall be appointed one Auditor which shall be responsible for auditing various offices in that Circle. Each Circle shall be assigned a Accounts officer who shall be responsible for carrying forward the activities for internal audit



**Note:**

- The internal audit team will report directly to Addl. Director (Internal Audit) at corporate office

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## 9.12 STC/ Projects

This department shall be at Region, Circle and Division level. The staffing pattern for them shall be as mentioned below:

Unit	No. & Location
STC/ Project Circle	Circle 2 - Indore & Ujjain
STC/ Project Division	8 – Indore O&M, Indore City, Barwaha, Dhar, Ujjain O&M, Ujjain City, Shajapur, Mandsour, 2 – additional division to be created
STC/ Projects Sub Division	22 - Indore O&M, Mhow, Indore City, Barwaha, Barwani, Khargone, Khandwa, Burhanpur, Dhar, Jhabua, Alirajpur, Ujjain, Nagda, Ratlam, Jaora, Shajapur, Shujalpur, Dewas, Kannod, Mandsour, Garoth, Neemach

### 9.12.1 STC Projects Manpower Strength

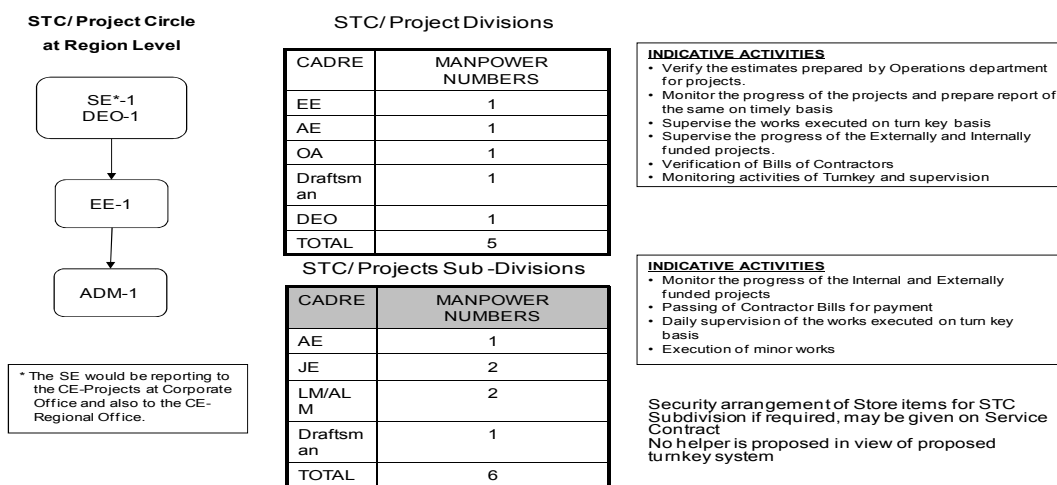
Table 18: STC/ Projects Manpower Strength

Wing	Cadre	Manpower Strength			Total
		Division			
		Indore and Ujjain	Remaining (Circles)	Sub Division	
	Units	2	10	22	
T&D	SE	1	0	0	2
T&D	EE	1	1	0	12
T&D	AE	0	1	1	32
Civil	JE	0	0	2	44
Civil	Draftsman	1	1	1	34
Admin	OA	0	1	1	32
T&D	Helper	0	0	1	22
Admin	Data Entry Operator	1	1	0	12
Total		4	5	6	190



## 9.12.2 STC Projects Organization Structure

Figure 28: STC/ Projects reporting structure



## 9.13 Vigilance

Wing	Cadre	Manpower Strength				Total
		Circle A+	Circle A	Circle B	Circle C	
	Units	4	3	3	4	
T&D	EE	1	1	1	1	14
T&D	AE	3	2	2	0	24
Admin	Line Man	2	2	1	1	21
T&D	Helper	2	0	1	1	15
Admin	OA	1	1	1	1	14
Total		9	6	6	4	88

## 9.14 Substation

There are a total of 957 substations out of which and each substation shall be manned by 4 Testing Assistants on at each shift and an additional to act as a releiver. The Company is in the process of creating new substation under various schemes, these new substations shall be manned by taking employees on fixed term contract or operations of these substations can be outsourced to an external agency.

## 10. Manpower Summary – Cadre Wise

Organization Structure is a very important enabler for a successful reform or change process. The underlying principle of arriving at the proposed organisation structure is to make it dynamic and respond to changes in

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markets, technology and legislation. One of the most important factors is that there is no one right structure and the optimum solution is the one that will achieve corporate goals and business objectives. The structure should not only serve today's business requirements, but should also be responsive to manage the transition to the requirements arising out of any changed industry structure in future.

In line with the revised organisational structure, the summary of the immediate manpower requirements for meeting the functional requirements of MPPKVVCL are given below.

Class	Regular	Contract	Outsourced	Total
Class I	243	2532	6226	
Class II	546			
Class III	4452			
Class IV	2968			
<b>Total</b>	<b>8209</b>	<b>2532</b>	<b>6226</b>	<b>16967</b>

Refer Annexure VI for a detailed list of cadre wise manpower

## 11. Manpower Summary – Office Wise

The Company's organization structure has been divided in to 2 parts the Corporate Office Structure and Field Office Structure. The details on the cadrewise manpower is mentioned in Annexure VI

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## Annexure

### Annexure I- List of Offices

Table 19: List of Offices with Employee strength

Sl. No.	Name of Office	Total No. of Employee*	Total No. of Offices		
			IR	UR	Total
1	CMD	627	-	-	-
2	Region	78	1	1	2
3	Circle [including Accounts Officer (8+6 = 14 Circle) For Internal Audit]	232	8	6	14
4	Division	893	24	25	50
5	HT S Dn.	341	7	4	11
6	City Zone	2,408	28	12	43
7	SUB-DN.	765	41	43	85
8	D c.	6,063	180	176	378
9	Civil Circle	10	1	1	2
10	Civil Division	16	2	2	4
11	Civil S Dn.	45	7	6	13
12	MT	49	2	1	3
13	STM	145	6	5	14
14	STM TSG	448	12	12	32
15	LT MT	110	4	4	14
16	Store	218	3	3	6
17	MTRU	31	1	-	2
18	STRU	18	3	3	6
19	STC / Project	58	5	5	12
20	STC / Project Sub Dn.	132	11	11	22
21	RAO	361	4	4	14
22	Vigilance	91	8	6	14
23	Substations 33 / 11 KV	3,828	501	520	1,021
	Total :	16,967	859	850	1,762

Note: Total employee strength proposed for the office presently functioning is 15900. Balance employee strength is reserved for future extensions.

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## Annexure II –List of Regional Office Units (O&M)

Table 20: List of Region wise field offices

	Name of Circle	Category of Division			City Zone			HT Sub Division	Sub Division	Category of DC			
		A+	A	B	A+	A	B			A	B	C	D
Indore Region	Indore City Circle	Indore City East			Manormag anj			HT Sub-Dn. Indore City East					
					O.P.H. Zone (E)								
					Tilak Nagar								
					Satyasai								
					Khajrana								
					Goyal Nagar								
		Indore City West			G.P.H.			HT Sub-Dn. Indore City West					
					Subhash Chowk								
					Sangam nagar								
					Kalani Nagar								
		Indore City South			O.P.H. Zone (S)			HT Sub-Dn. Indore City North					
					Mechanic Nagar								
					Daily Collage								
					Navlakha								
		Indore City North			Sanwer Road			HT Sub-Dn. Indore City					
					Vijay nagar								
					Malwa Mill								

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	A+	A	B	A+	A	B			A	B	C	D
Indore City Central				Electronic Comp.			South					
				Aranya Nagar								
				Rajendra Nagar			HT Sub-Dn. Indore City Central					
				Rajmohalla								
				Annapurna								
				Gumasta Nagar								
				Rau								
Indore O&M Circle		Indore O&M						RES-III, Indore			Kasturbagram	Rangwasa
								RES-II, Indore		Dudhiya	Kanadiya	
											Kampel	Tillore
								Sanwer		Sanwer	Chandravatanj	
										Dharampuri		
								Mangliya	Mangliya		Budi Barlai	
		Depalpur O&M						Hatod	Gandhi Nagar	Hatod	Paliya	
										Navdah Panth		

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Name of Circle	Category of Division			City Zone			HT Sub Division	Sub Division	Category of DC			
	A+	A	B	A+	A	B			A	B	C	D
								Depalpur		Depalpur	Gautampura	
											Chambal	
											Ataheda	
		Pithampur O&M						Pitampur	Pitampur	Betma	Ghatabillod	
											Sagor	
		Mhow O&M						Mhow T	Mhow-T			
								RES-I, Mhow		Mhowgaon	Gujarkheda	
											Harsola	
								RES-II, Mhow			Gawali Palasia	
											Hasalpur	Badgon da
											Manpur	
								Dhamnod		Dhamnod -U	Dharamपुर i	
											Sundrel	
Khandwa Circle		Khandwa City				City Zone Khandwa I	HT Sub-Dn. Khandwa City Dn.					
						City Zone Khandwa II						

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	A+	A	B	A+	A	B			A	B	C	D
			Khandwa O&M					Moondi R		Jawar	Moondi	
										Punasa	Atotkhas	
										Sanawad [E]		
								Khandwa R			Khandwa-R	Jaswad i
											Singot	
											Gandhwa	
											Gudi	
											Kharkalan	
								Harsud		Chhaner a	Harsud Baldi	Harsud -T
										Khalwa		
Dhar Circle		Dhar O&M						Dhar-T	Dhar-T			
								Dhar-R			Dhar-R	
											Tirla	
											Teesgaon	
											Bagdi	
											Nalchha	
											Digthhan	
											Kesoor	
								Kanwan			Kanwan	Kodh
											Bidwal	
								Badnawa r				
										Badnawa r-T	Badnawa-R	

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	A+	A	B	A+	A	B			A	B	C	D
											Barud	
								Khargone-R-I		Bhagwanpura	Khargone-R	
											Bistan	
											Nandgaon	Mengalon
		Khargone II O&M						Khargone-R-II			Gogawa-T	
											Ghugharia Khedi	
											Gogawa-R	
								Bhikangon			Bhikangon-T	
											Bhikangon-R	
											Bamnala	
											Zirniya	
											Anjangaon	
		Barwaha O&M							Barwaha-T			
								Barwaha			Barwaha-R	
											Balwada	
											Bagod	
								Sanawad		Sanawad-T	Sanawad-R1	
											Sanawad-R2	
											Bedia	
											Kanapur	

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	A+	A	B	A+	A	B			A	B	C	D
											Badud	
			Mandleshwar O&M					Mandleshwar		Mandleshwar T	Maheshwar-R	
										Maheshwar-T	Choli	
											Mahetwada	
											Dhargaon	
								Karhi			Karhi	Somakhedi
											Padliya	
											Pipaliya	
								Kasrawad		Kasrawad	Balsamund	
											Multhan	
											Sawada	
											Balakwada	
Barwani Circle			Barwani O&M						Barwani-T			
								Barwani		Barwani-R	Anjad-R1	
											Anjad-R2	
											Pati	
								Anjad			Anjad-T	
											Taalwada Deb	
											Dawana	
											Thikri	

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	A+	A	B	A+	A	B			A	B	C	D
			Sendhwa O&M					Sendhwa		Sendhwa -T	Khetiya	
										Sendhwa -R	Balwadi	
										Pansemali		
								Rajpur		Palsood	Rajpur-T	
											Rajpur-R	
											Julwaniya	
Jhabua Circle			Jhabua O&M						Jhabua -T			
								Jhabua		Meghnagar	Jhabua-R	
										Ranapur	Kakanwani	
										Thandla	Para	
								Petlawad		Petlawad	Khawasa	
											Bamniya	
											Sarangi	
											Raipuriya	
											Zhaknawada	
			Alirajpur O&M					Alirajpur		Alirajpur-T	Alirajpur-R	
										Jobat	Sondwa	
										Bhabra	Udaigarh	
											Katthiwada	

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		A+	A	B	A+	A	B			A	B	C	D
Burhanpur Circle			Burhanpur O&M						Burhanpur-R		Khaknar	Burhanpur-R	
												Loni	
												Sarola	
												Badgaon	
												Doi Phodiya	
									Shahpur			Shahpur	
												Ichchhapur	
												Chapora	
												Phopnar	
												Khamni	
									Nepanagar		Nepanagar	Dabiyakhe da	
												Nimbola	
			Burhanpur City			City Zone Burhanpur I		HT Sub-Dn. Burhanpur City Dn					
						City Zone Burhanpur II							
Ujjain Region	Ujjain Circle	Ujjain City East			Kioask Zone East Ujjain		Maha Nanda Nagar	HT Sub-Dn. Ujjain City East Dn.					
					Mahashweta Zone Ujjain								
					Maxi Road								

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	A+	A	B	A+	A	B			A	B	C	D
			Ujjain City West	Nai Sadak Zone Ujjain		Chhatrichowk Zone Ujjain	HT Sub-Dn. Ujjain City West Dn.					
						Vallabh Nagar Zone Ujjain						
						Khadapati Zone Ujjain						
			Ujjain O&M					Ujjain Rural		Chintaman Jawasiya	Tajpur	
										Ujjain - R	Panthpiplai	
											Narwar	
								Ghatiya		Ghatiya	Panbihar	
			Nagda O&M					Nagada U	Nagda Town			
								Nagada R		Unhel	Nagda - R	
											Piploda	
									Khachrod Town			
								Kachrod			Madawda	
											Ghinoda	
			Mahidpur O&M						Mahidpur City			
								Mahidpur			Mahidpur Road	

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	A+	A	B	A+	A	B			A	B	C	D
											Zarda	
											Ghosla	
			Tarana O&M					Tarana I			Makdon-I	Makdon-II
											Tarana R	
											Rupakhedi	
								Tarana II			Tarana Town	
											Kaitha	
											Kanasiya	
			Badnagar O&M					Badnagar		Badnagar Town	Lohana	
											Badnagar - R	
											Runiza	
											Kharsod Kala	
								Ingoriya			Jahagirpur	
											Ingoriya	
											Kharsod Khurd	Peer Jhalar
Dewas Circle	Dewas City			City Zone Dewas			HT Sub-Dn. Dewas City Dn.					
				Senior Zone Dewas								
				Civil Line Zone Dewas								
				Dewas								

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	A+	A	B	A+	A	B			A	B	C	D
				Industrial Zone								
			Dewas O&M					Dewas R I			Singawada	
											Khatamba	
											Vijayganj	
								Dewas R II			Barotha	
											Kshipra	
											Siroliya	
											Double Choki	
											Dewas R	
			Sonkatch O&M					Sonkatch U		Sonkatch Town	Sonktch-R	
											Gandharva puri	
											Pipalrawa	
								Tonk Khurd		Tonk Khurd	Tonkkala	
											Bhawrasa	
			Bagli O&M					Bagli		Bagli	Udaynagar	
											Kamlapur	
											Chapda	
								Hatpipliya			Hatpipliya Town	
											Hatpipliya - R	
											Karnawad	

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	A+	A	B	A+	A	B			A	B	C	D
Ratlam Circle											Neori	
			Kannod O&M						Kannod			
								Kannod			Satwas	
											Nemawar	
											Kantaphod	
								Khategaon		Khategaon U	Khategaon R	
	Ratlam City			City Zone Ratlam-I			HT Sub-Dn. Ratlam City Dn.					
				City Zone Ratlam-II								
				City Zone Ratlam-III								
			Ratlam O&M									
								Ratlam		Dharad	Simlawada	Semliya
											Bilpak	
											Dhoswas	
											Shivpur	
			Jaora O&M									
									Jaora Town			
								Jaora R		Piploda	Jaora - R	



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	A+	A	B	A+	A	B			A	B	C	D
											Uplai	
											Ringnod	
											Dhodhar	
								Piploda			Kalukheda	
											Sukheda	
											Hasan Palia	
			Alote O&M					Alote		Alote Town	Kharwa Kala	
										Vikramgarh		
								Tal		Tal Town	Hatpipliya	
											Tal-R	
Mandsaur Circle		Mandsaur						Daloda		Daloda	Kachanara	
											Bhawgarh	
											Dhamnar	
											Semliya Heera	
								Mandsaur R		Mandsaur Town		
										Chandrapura	Afjal Pur	
											Gurjar Bardiya	
											Multanpura	
											Khilchipura	

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	A+	A	B	A+	A	B			A	B	C	D
			Malhargarh O&M					Malhargarh		Malhargarh	Narayangarh	
											Zarda (Malhargarh Dn)	
											Balaguda	
								Pipliya Mandi			Pipliya Mandi	Kanghatti
											Budha	Botalganj
											Sanjeet	
			Garoth O&M					Garoth		Garoth Town	Barkheda Gangasa	
											Chandwas	
											Dhamniya Diwan	
											Barkheda Loya	
											Boliya	
											Sham Garh	
								Bahanpura		Bhanpura	Sandhara	
											Babulda	
											Bhensoda Mandi	
											Gandhisagar	
			Sitamau O&M					Sitamau		Sitamau Town	Runiza (Sitamau Dn)	
										Suwasar	Kayampur	

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	A+	A	B	A+	A	B			A	B	C	D
Shajapur Circle										a		
											Laduna	
											Rahimgarh	
											Deepakheda	
											Sitamaur - R	
			Shajapur O&M						Shajapur Town			
								Shajapur I		Maxi	Shajapur R-I	
											Shajapur R-II	
								Shajapur II			Gulana	
											Berchha	
											Salsalai	Lahori
								M. Barodiya			Moman Barodiya South	
											Moman Barodiya North	
											Panwadi	
			Shujalpur O&M									
								Shujalpur		Shujalpur Town		
										Shujalpur - R		
								Arniya			Anrniya	

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	A+	A	B	A+	A	B			A	B	C	D
								Kala			Kala	
											Pochaner	
								Akodiya			Polia Kala	Awanti pur Badodi ya
											Akodiya	
								Kalapipal		Kalapipal	Behrawal	
											Khokhra Kala	
											Nandni	
			Agar O&M					Agar U		Agar Town	Tanodiya	
										Barod	Kanad	
											Agar-R	
								Susner		Nalkheda Town	Nalkheda - R	
										Susner		
										Soyat		
Neemuch Circle			Neemuch O&M						Neemuch U			
											Neemuch R - I	
											Neemuch R - II	
											Jeeran	
											Hardiya Khal	

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Name of Circle	Category of Division			City Zone			HT Sub Division	Sub Division	Category of DC			
	A+	A	B	A+	A	B			A	B	C	D
											Cheeta Kheda	
											Savan	
			Jawad O&M					Jawad		Jawad	Morwan	
											Athana	
											Nayagoan	
											S.Maharaj	
								Ratangarh		Singoli	Zantla	
										Ratangarh	Diken	
			Manasa O&M					Manasa		Manasa Town	Kukdeshwar	Kanjard a
										Rampura	Bhatkhedi	Barlai
											Antri	
											Mahagarh	
											Manasa - R	

## Annexure III – Organization Structure Approval

मध्य प्रदेश शासन  
ऊर्जा विभाग  
// गंत्रालय //

क्रमांक ५१९८/१३/२०११/३३/एम.डी.

भोपाल, दिनांक १ जून, 2011

प्रति,

अध्यक्ष एवं प्रबंध संचालक,  
म0प्र0 पश्चिम क्षेत्र विद्युत वितरण कंपनी लिमिटेड,  
इंदौर।

विषय—मध्य प्रदेश राज्य विद्युत मण्डल की उत्तरवर्ती कंपनियों के संगठनात्मक संरचना बाबत।

राज्य शासन म0प्र0 पश्चिम क्षेत्र विद्युत वितरण कंपनी द्वारा उनके संचालक मण्डल से अनुमोदित तथा इस पत्र के अनुलग्नक—क पर दर्शायी संगठनात्मक संरचना का एतद् द्वारा अनुमोदन करता है। राज्य सारान द्वारा रागय—रागय पर मध्य प्रदेश राज्य विद्युत मण्डल की उत्तरवर्ती कंपनियों में भर्ती हेतु दी गई पदों की स्वीकृति इस संगठनात्मक संरचना के अधीन मानी जायेगी।

2— राज्य शासन यह स्पष्ट करता है कि मध्य प्रदेश राज्य विद्युत मण्डल के जापन क्रमांक 6363 दिनांक 28.12.2010 द्वारा निर्धारित तथा इस पत्र के परिशिष्ट—ख में अंतरित पदोन्नति के 7085 योग्य पदों को कम्पनी के स्वयं के अधिकारियों/कर्मचारियों से तब तक नहीं भरा जायेगा जब तक इन पदों के फीडबैक नंबर पर म.प्र.राज्य विद्युत मण्डल से नियुक्त अधिकारी/कर्मचारी उपलब्ध हों।

3— म0प्र0 पश्चिम क्षेत्र विद्युत वितरण कंपनी प्रथम अंतरण योजना नियम 2003 के उपबंधों के अध्याधीन रहते हुए मध्य प्रदेश राज्य विद्युत मण्डल से अंतरित कार्मिकों की सेवा शर्तों को शासित करने वाले विनियमों को परिवर्तित करने के लिए सक्षम होगी, परन्तु अंतरण पर निबंधन एवं शर्तें मध्य प्रदेश राज्य विद्युत मण्डल में लागू निबंधन एवं शर्तों से कमतर नहीं होगी, जिसमें उनकी पद, श्रेणी, वेतनमान, वेतन, भत्ते व अन्य धन संबंधी प्रसुविधाएं आदि भी सम्मिलित हैं।

4— मध्य प्रदेश राज्य विद्युत मण्डल के अंतरित कार्मिकों के वेतन, भत्ते, पेंशन आदि का स्वरूप विद्युत कंपनियों द्वारा यथावत अपनाया जायेगा।

5- अनुलग्नक-क में इस आशय के लिए उपबंधित पदों के लिए कंपनी आवश्यकतानुसार अपने संचालक मण्डल के अनुमोदन से आउट सोर्सिंग का माध्यम अपना सकेंगी।

6- कंपनियों द्वारा की गई तथा की जाने वाली भर्तियों के लिए सेवा शर्तें संचालक मण्डल द्वारा अनुमोदन उपरांत राज्य शासन को भेजी गई है। इन सेवा शर्तों को शासन द्वारा पृथक् से अंतिम रूप दिया जा रहा है, तदुपरान्त ही यह सेवा शर्तें लागू की जा सकेंगी।

7- मध्य प्रदेश विद्युत मण्डल से हस्तांतरित ऐसे कार्मिकों जिनके लिए प्रस्तावित संरचना में स्थान उपलब्ध नहीं है, को उनकी सहमति, योग्यता तथा अनुभव के आधार पर बिना किसी अतिरिक्त वित्तीय भार के अन्य पदों पर कंपनी अपने संचालक मण्डल के अनुमोदन से नियुक्त कर सकेंगी।

8. स्वीकृत पदों पर भर्ती राज्य शासन के अनुमोदन उपरांत ही की जायेगी। इन भर्तियों को करने के लिए कंपनी को प्रतिवर्ष के लिए एक योजना तैयार करनी होगी तथा उसमें रिक्तियों की स्थिति को स्पष्ट करना होगा। केवल उन पदों पर नियुक्तियां अभी की जायेगी जिन पदों के लिए मध्य प्रदेश राज्य विद्युत मण्डल से कंपनी को सौंपे गये अधिकारी/कर्मचारी उपलब्ध नहीं है और वे पद पदोन्नति के लिए आरक्षित नहीं है। नियुक्ति प्रस्ताव अपने संचालक मण्डल के अनुमोदन उपरांत कृपया तत्काल शासन को भेजा जाना सुनिश्चित करें। इन नियुक्तियों पर आरक्षण के प्रावधान लागू होंगे।

(मोहम्मद सुर्तिगानि)  
सचिव

म.प्र. शासन, ऊर्जा विभाग

पू० क्रमांक 4993/13/2011

भोपाल, दिनांक 9 जून, 2011

प्रतिलिपि:-

सचिव, मध्य प्रदेश राज्य विद्युत मण्डल, जबलपुर।

सचिव

म.प्र. शासन, ऊर्जा विभाग

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## Annexure IV – List of Cadres and their Equivalence

Table 21: List of Designations and their equivalency

### Technical Cadres

		CIVIL		T&D, Medical		IT
Class I	E7			Executive Director		
	E6	Chief Engineer		Chief Engineer		
	E5			Additional Chief Engineer / Chief Medical Officer		
	E4	Superintending Engineer		Superintending Engineer/ Addl. Chief Medical Officer		General Manager
	E3A	Executive Engineer		Executive Engineer/ Senior Medical Officer		Deputy General Manager
Class II						
	E2A	Assistant Engineer*		Assistant Engineer*/ Medical Officer I		Manager*
Class III	E1B					
	E1A	Junior Engineer*		Junior Engineer*		Assistant Manager*
Class III	S6		Technical Officer/ Sr. Civil Supervisor		Technical Officer/ Sr. Line Supervisor	
	S5		Civil Supervisor		Line Supervisor / Testing Supervisor	
	S4		Sr. Civil Assistant		Sr. Line Assistant / Sr. Testing Assistant	
	S3		Civil Assistant		Line Assistant/ Testing Assistant	
	S2		Sr. Civil		Sr. Line	



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			Attendant		Attendant	
Class IV	S1		Civil Attendant*		Line Attendant*	

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## Non Technical Cadres

	GRADES	LAW/ LEGAL	ADMIN	FINANCE/ HR	SECRETERIAL	SECURITY
Class I	E7			Executive Director		
	E6			Chief General Manager		
	E5			Sr. General Manager		
	E4			General Manager		
	E3A	Senior Law Officer		Dy. General Manager		Sr. Security Officer
Class II						
	E2A	Law Officer I*		Accounts Officer / Manager*	Private Secretary	Security Officer*
	E1A	Law Assistant I / Legal Advisor*		Asst. Manager*		
Class III	S6				Personal Assistant	
	S5		Section Officer			
	S4		OA Grade I		Senior Steno	Security Inspector
	S3		OA Grade II		Junior Steno	Security Sub Inspector *
	S2		OA Grade III*/ Store Assistant		Steno typist*	

## Static Cadres

	GRADES	STATIC CADRES	
		Category I / Technical	Category II / Non Technical
Class I			Company Secretary
Class II	E2A		Publicity Officer
Class III	S2	Motor Driver	Meter reader
Class IV	S1		Peon

## **Annexure V – List of Dying cadres**

**Table 22: List of dying cadres**

<b>S.No.</b>	<b>Class</b>	<b>Wing</b>	<b>Cadre</b>
1	I	IR	Sr. Welfare officer
2	II	Admin	Administrative Officer
3	II	IR	Welfare officer
4	II	Security	Security Officer
5	II		Company Secretary
6	II		Protocol Officer
7	III	Admin	Data Entry Operator
8	III	Civil	Civil Assistant Gr.I
9	III	Civil	Civil Assistant Gr.II
10	III		Sanitary Inspector
11	III	Drwg	Head Draftsman (Civil/ Electrical)
12	III	Drwg	Senior Draftsman (Civil/ Electrical)
13	III	Drwg	Draftsman (Civil/ Electrical)
14	III	Drwg	Asstt. Draftsman (Elect /Civil)
15	III	Drwg	DOA Gr I (Elect /Civil)
16	III	Drwg	Tracer
17	III	Security	Security Inspector
18	III	Security	Security Sub-Inspector
19	III	T&D	Line Supervisor Gr.I / Surveyor
20	III		ANM(Nurse cum midwife)
21	III		DP Assistant (SG)
22	III		Dresser
23	III		Khansama
24	III		Lab Technician
25	III		Motor Driver
26	III		Pharmacist(Compounder)
27	III		Staff Nurse
28	IV	Civil	Civil Attendant
29	IV	Civil	Sr Civil Attendant
30	IV	Security	Head Security Guard
31	IV	Security	Security Guard/ Constable
32	IV	Security	Sr.Security Guard
33	IV	T&D	Attendant Gr.III(Line)
34	IV		Attendant Gr.II (Stores)
35	IV		Bill Distributor
36	IV		Cleaner
37	IV		Courier
38	IV		Daftari
39	IV		Farash
40	IV		Gardener

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S.No.	Class	Wing	Cadre
41	IV		Peon
42	IV		Steward
43	IV		Sweeper
44	IV		Telephone Attendant
45	IV		Waiter(Helper to Khansama)

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## Annexure VI – Cadre Wise list of Manpower

**Table 23: List of Cadre Wise Manpower**

S. No	Class	Wing	Cadre	Total Sanctioned				Corporate Office								Indore Region				Ujjain Region				Grand Total				
				Regular	Contract	Out Source	Total	Corporate Office				Reserve post for new creation				Grand Total (CMD)	Regular	Contract	Out Source	Total (IR)	Regular	Contract	Out Source	Total (UR)	Regular	Contract	Out Source	Total (CMD+ IR -UR)
								Regular	Con-tract	Out Source	Total	Regular	Con-tract	Out Source	Total													
1	I	T&D	ED	3			3	3			3	0			0	3	0			0	0			0	3	0	0	3
2	I	T&D	CE	9			9	7			7	0			0	7	1			1	1			1	9	0	0	9
4	I	T&D	SE	36			36	16			16	0			0	16	11			11	9			9	36	0	0	36
5	I	T&D	EE	145			145	22			22	7			7	29	61			61	55			55	145	0	0	145
6	I	Civil	CE	1			1	1			1	0			0	1	0			0	0			0	1	0	0	1
7	I	Civil	SE	2			2	0			0	0			0	0	1			1	1			1	2	0	0	2
8	I	Civil	EE	4			4	0			0	0			0	0	2			2	2			2	4	0	0	4
9	II	T&D	AE	430	43		473	47	4		51	74	6		80	131	168	17		185	141	16		157	430	43	0	473
10	II	Civil	AE	16			16	1			1	0			0	1	9			9	6			6	16	0	0	16
			Class I & II - Technical : Total	646	43	0	689	97	4	0	101	81	6	0	87	188	253	17	0	270	215	16	0	231	646	43	0	689
			Class III & IV - Technical																									
11	III	T&D	JE	589	43		632	1			1	54	13		67	68	302	12		314	232	18		250	589	43	0	632
12	III	T&D	Sr substation supervisor/ Testing Supervisor Gr.I	25			25	0			0	3			3	3	15			15	7			7	25	0	0	25
13	III	T&D	Testing Supervisor	75			75	0			0	2			2	2	37			37	36			36	75	0	0	75
14	III	T&D	Sr Testing Assistant	225			225	0			0	5			5	5	110			110	110			110	225	0	0	225
15	III	T&D	Testing Assistant	680		3017	3697	0			0	5		23	28	28	331		1471	1802	344		1523	1867	680	0	3017	3697
16	III	T&D	Line Supervisor Gr.I / Surveyor / Sr. Line Supervisor	9			9	0			0	0			0	0	6			6	3			3	9	0	0	9

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S. No.	Class	Win g	Cadre	Total Sanctioned				Corporate Office								Indore Region				Ujjain Region				Grand Total				
				Regular	Contract	Out Source	Total	Corporate Office				Reserve post for new creation				Regular	Contract	Out Source	Total (IR)	Regular	Con-tract	Out Source	Total (UR)	Regular	Contract	Out Source	Total (CMD+ IR +UR)	
								Regular	Con-tract	Out Source	Total	Regular	Con-tract	Out Source	Total													
17	III	T&D	Line Supervisor Gr.II / Surveyor / Line Supervisor	27			27	0			0	0			0	0	23			23	4			4	27	0	0	27
18	III	T&D	Line Inspector / Assistant Gr.I(Line) / Surveyor / Sr. Line Assistant	81			81	0			0	6			6	6	45			45	30			30	81	0	0	81
19	III	Civil	Asst. Manager / JE	17			17	0			0	0			0	0	9			9	8			8	17	0	0	17
20	III	Drw g	Drafts man	36			36	0			0	2			2	2	17			17	17			17	36	0	0	36
21	III		Store Assistant	20			20	0			0	0			0	0	10			10	10			10	20	0	0	20
22	III	T&D	Line Man / Assistant Gr.II (Line)	250			250	0			0	10			10	10	147			147	93			93	250	0	0	250
23	III		Meter Reader	74			74	0			0	8			8	8	37			37	29			29	74	0	0	74
24	IV	T&D	Asst. Line Man / Attendant Gr.I (Line)	796			796	0			0	43			43	43	411			411	342			342	796	0	0	796
25	IV	T&D	Helper / Attendant Gr.II (Line)	2172	2446	2448	7066	0			0	168	188	188	544	544	1114	1255	1256	3625	890	1003	1004	2897	2172	2446	2448	7066
Class III & IV Technical : Total				5076	2489	5465	13030	1	0	0	1	306	201	211	718	719	2614	1267	2727	6608	2155	1021	2527	5703	5076	2489	5465	13030
Class I - IV Non Technical																												
26	I	Finance	ED/ Director/ CFO	1			1	1			1	0			0	1	0		0	0			0	1	0	0	1	
27	I	Finance	CGM/Addl. Director / Addl Secy	3			3	3			3	0			0	3	0		0	0			0	3	0	0	3	
28	I	Finance	GM	5			5	3			3	0			0	3	1		1	1			1	5	0	0	5	
29	I	Finance	DGM/ Sr.AO /	18			18	9			9	1			1	10	4		4	4			4	18	0	0	18	
30	I	Law	Sr.Law Officer	1			1	1			1	0			0	1	0		0	0			0	1	0	0	1	
31	I	Security	Sr Security Officer	1			1	1			1	0			0	1	0		0	0			0	1	0	0	1	

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S. No	Class	Wing	Cadre	Total Sanctioned				Corporate Office								Grand Total (CMD)	Indore Region				Ujjain Region				Grand Total			
				Regular	Contract	Out Source	Total	Corporate Office				Reserve post for new creation					Regular	Contract	Out Source	Total (IR)	Regular	Con-tract	Out Source	Total (UR)	Regular	Contract	Out Source	Total (CMD+ IR +UR)
								Regular	Con-tract	Out Source	Total	Regular	Con-tract	Out Source	Total													
32	II	Finance	Accounts Officer	55			55	23			23	7			7	30	13			13	12			12	55	0	0	55
33	II	Medical	Medical officer/ CMO	2			2	2			2	0			0	2	0			0	0			0	2	0	0	2
34	II	Law	Law Officer	1			1	1			1	0			0	1	0			0	0			0	1	0	0	1
35	II	Secretarial	Private Secretary/ Confidential officer	4			4	2			2	0			0	2	1			1	1			1	4	0	0	4
36	II	Publicity	Publicity officer	1			1	1			1	0			0	1	0			0	0			0	1	0	0	1
Class I & II - Non Technical				92	0	0	92	47	0	0	47	8	0	0	8	55	19	0	0	19	18	0	0	18	92	0	0	92
Class III - IV Non Technical																												
37	III	Law	Law Assistant	16			16	0			0	0			0	0	9			9	7			7	16	0	0	16
38	III	Admin	Section Officer	33			33	2			2	4			4	6	14			14	13			13	33	0	0	33
39	III	admin	ARO / Office Assistant Gr.I / RA	179			179	18			18	12			12	30	86			86	63			63	179	0	0	179
40	III	admin	Office Assistant Gr.II	521			521	19			19	24			24	43	264			264	214			214	521	0	0	521
41	III	admin	Office Assistant Gr.III	1452		565	2017	27		10	37	137		54	191	228	689		268	957	599		233	832	1452	0	565	2017
42	III	admin	Data Entry Operator	0		146	146	0		45	45	-6		20	14	59	3		43	46	3		38	41	0	0	146	146
43	III	Secretarial	Personal Assistant/ Confidential Asst./ PS	5			5	3			3	0			0	3	1			1	1			1	5	0	0	5
44	III	Sec	Senior Steno (Eng/ Hindi)	7			7	7			7	0			0	7	0			0	0			0	7	0	0	7
45	III	Secretarial	Junior Steno	23		50	73	2		5	7	1		2	3	10	10		22	32	10		21	31	23	0	50	73
Class III & IV : Non Technical				2236	0	761	2997	78	0	60	138	172	0	76	248	386	1076	0	333	1409	910	0	292	1202	2236	0	761	2997
New Cadres																												
46	I	HR	CGM (Equiv to CGM - T&D)	1			1	1			1	0			0	1	0			0	0			0	1	0	0	1
47	I	HR	GM (Equiv to GM - T&D)	4			4	2			2	0			0	2	1			1	1			1	4	0	0	4

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				Regular	Contract	Out Source	Total	Corporate Office				Reserve post for new creation				Grand Total (CMD)	Regular	Contract	Out Source	Total (IR)	Regular	Con-tract	Out Source	Total (UR)	Regular	Contract	Out Source	Total (CMD+ IR +UR)
								Regular	Con-tract	Out Source	Total	Regular	Con-tract	Out Source	Total													
48	I	HR	DGM (Equiv to DGM - T&D)	2			2	2			2	0			0	2	0			0	0			0	2	0	0	2
49	II	HR	Manager (Equiv to Mgr - T&D) / Estate Officer	21			21	5			5	0			0	5	9			9	7			7	21	0	0	21
50	I	IT	GM (Equiv to Sr. System Analyst)	1			1	1			1	0			0	1	0			0	0			0	1	0	0	1
51	I	IT	DGM (Equiv to System Analyst)	5			5	3			3	0			0	3	1			1	1			1	5	0	0	5
52	II	IT	Mgr (Equiv to Programmer) (IT Programer / IT Analyst)	16			16	5			5	0			0	5	5			5	6			6	16	0	0	16
53	III	IT	Asst Mgr IT	52			52	0			0	1			1	1	26			26	25			25	52	0	0	52
54	III	HR	Welfare Assistant/ Assistant manager HR	56			56	0			0	5			5	5	25			25	26			26	56	0	0	56
55	I	CS	Company Secretary	1			1	1			1	0			0	1	0			0	0			0	1	0	0	1
Total				159	0	0	159	20	0	0	20	6	0	0	6	26	67	0	0	67	66	0	0	66	159	0	0	159
Grand Total				8209	2532	6226	16967	243	4	60	307	573	207	287	1067	1374	4029	1284	3060	8373	3364	1037	2819	7220	8209	2532	6226	16967