



**MAHARASHTRA STATE ELECTRICITY TRANSMISSION CO. LTD.**  
**HUMAN RESOURCE DEPARTMENT**

Reg. Office : "Prakashganga", Plot No.C-19, 'E' Block, Bandra-Kurla Complex, Bandra (East), MUMBAI – 400 051.  
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**No.MSETCL/HR/ /F.No.225/ 7304**

**Date: 12.05.2010**

**OFFICE ORDER : 12**

The Board under its Resolution No. 52/7 dt. 23.04.2010 has accorded approval:

- (1) To approve norms / pattern as indicated in Annexure 'A-1' to 'A-4' for each unit / office on Project Side / Civil Offices / Testing Divisions as recommended by M/s. HEWIT.
- (2) To name existing Lines Construction Divisions & Sub-Station Construction Division as "EHV Construction Division".
- (3) To provide one S&I Sub-Division headed by Dy.E.E. (Civil) for each Construction Division.
- (4) To authorize Managing Director in consultation with Director (P), Director (F) and Executive Director (HR) to declare revised staff sanction, sanction staff for new Sub-Division etc. as per norms, adjustment of surplus employees by re-designation / re-deployment, relax / amend norms in exceptional / unique cases on receipt of the proposals received from the field offices, apply new / revised norms and meet expenses through ARR / Project Cost. The staff sanctioned shall be reviewed every year on 31<sup>st</sup> March for further continuation on the basis of project completed, upcoming project etc.
- (5) To create 'Supernumerary Posts' for such of surplus employees who could not be re-designated, retrained and re-deployed till their retirement / redeployment.
- (6) To delegate powers to Chief Engineer concerned in consultation with Head of Finance and HR in Zonal Office to outsource staff wherever indicated in the staffing norms after following due process and procedure.

Chief General Manager (HR)

**Copy submitted with respects to:**

1. The Managing Director, MSETCL, Corporate Office, Mumbai
2. The Director (O) / (P) / (F) MSETCL Corporate Office, Mumbai.
3. The Executive Director, (O) / (P) / (STU) / (HR), MSETCL, C.O., Mumbai.

**Copy fwcs to:**

1. All the Chief Engineers in the Corporate Office & Field Offices of MSETCL.
2. The Chief General Manager (F&A) MSETCL, Corporate Office, Mumbai.

**Copy to :**

1. The G.M. (HR-Tech), Corporate Office, Mumbai
2. The R.A.O., 'Prakashganga', Corporate Office, Mumbai
3. O.O. / M.F.

## Annexure 'A-1'

**Proposed Manpower Norms for EHV Construction Circle and Civil Circle Offices are as below:**

### EHV Construction Circle

PG	Cadre	Construction Circle Office
	<b>TECHNICAL</b>	
I	SE (Trans.)	1
I	EE (Trans.)	1
I	Dy EE (Trans.)	1
II	AE (Trans.)	1
II	JE (Trans.)	2
	<b>NON TECHNICAL</b>	
I	SM (F&A)	1
I	Manager (F&A)	1
II	DM (F&A)	1
III	AA	1
III	UDC (A/c)	3
III	LDC (A/c)	3
I	Manager (HR)	1
II	DM (HR)	1
III	LDC (HR)	2
	<b>Total</b>	<b>20</b>
	<b>Outsourced</b>	
III	Vehicle with Driver	1
III	Typist	2
IV	Peon	4
	<b>Total</b>	<b>7</b>

### EHV CCCM Circle

PG	Cadre	Existing Norms	Revised proposed norms for EHV CCCM Circle Office
	<b>TECHNICAL</b>		
I	SE (Civil)	1	1
I	EE (Civil)	1	1
I	Dy EE (Civil)	1	
II	AE (Civil)		1
II	JE (Civil)	2	2
	<b>NON TECHNICAL</b>		
I	Manager (F&A)	1	1
II	DM (F&A)	2	1
III	UDC (A/c)	3	2
III	LDC (A/c)	2	2
I	Manager (HR)		1
II	DM (HR)	1	
III	Head Clerk	1	1
III	Steno Typist	1	
III	LDC (HR)		1
IV	Daftary	1	
IV	Peon	1	
	<b>Total</b>	<b>18</b>	<b>14</b>
	<b>Outsourced</b>		
III	Vehicle with Driver		1
III	Typist		2
IV	Peon		4
	<b>Total</b>		<b>7</b>

**Note:**

- The Dy EE (Trans) in EHV Construction Circle Office shall be responsible for monitoring and corresponding on RoW and other clearances related issues required for Line Construction.
  - In case of Civil Circle Office Dy EE (Civil) in existing norm has been replaced by AE (Civil) in proposed norm
  - Dy Mgr (HR) in existing norm has been upgraded to Mgr (HR) in proposed norms
  - 1 UDC (A/c) in existing norm has been reduced considering that all EPC Civil bills shall be processed by Construction Division and Construction Circle.
  - As per the existing norms, for the Civil Circle Office there has been no provision made for vehicle with driver and typist and has been provided only 1 Daftari and 1 peon. It has been proposed that the same norm as applicable for O&M offices shall be applicable for equivalent Construction and Civil offices for these posts. It may be noted that these posts should be outsourced.
- The Vehicles with Driver proposed to be outsourced in the norms shall be engaged with the approval of MD for the offices where vehicles are not provided currently.

## Annexure 'A-2'

**Proposed Manpower Norms for EHV Construction Division and Civil Construction cum Maintenance Division Offices are as below:**

**EHV Const. Dn. #**

PG	Cadre	Construction Division Office
<b>TECHNICAL</b>		
I	EE (Trans.)	1
I	Dy EE (Trans.)	1
II	AE (Trans.)	2
II	JE (Trans.)	2
III	Jr. D/m	1
<b>NON TECHNICAL</b>		
I	Manager (F&A)	1
II	DM (F&A)	1
III	AA	2
III	UDC (A/c)	2
III	LDC (A/c)	3
II	DM (HR)	1
III	UDC (HR)	1
III	LDC (HR)	2
	Total	20
<b>Outsourced</b>		
III	Vehicle + Driver	1
III	Typist	1
IV	Peon	4
	Total	6

**EHV CCCM Dn. @**

PG	Cadre	Existing Norms	Revised Proposed Norms for EHV CCCM Dn. Office
<b>TECHNICAL</b>			
I	EE (Civil)	1	1
I	Dy EE (Civil)		1
II	AE (Civil)	1	1
II	JE (Civil)	2	2
<b>NON TECHNICAL</b>			
II	DM (F&A)	1	1
III	AA	1	1
III	UDC (A/c)	3	2
III	LDC (A/c)	3	2
III	Head Clerk	1	
III	UDC (HR)		1
III	LDC (HR)	1	1
	Total	14	13
<b>Outsourced</b>			
III	Vehicle + Driver		1
III	Typist		1
IV	Peon		4
	Total		6

**# Note:**

- The Dy EE (Trans) in EHV Construction Division Office shall be responsible for monitoring and corresponding on RoW and other clearances related issues required for Line Construction.
- There were no norms previously proposed for Construction Division Office.
- In case of Civil Division Office, as compared to the existing norms:
  - 1 additional Dy EE (Civil) has been provided in proposed norm to ensure issuance of Civil Work Completion Certificate for EPC works.
  - 1 UDC (A/c) in existing norm has been reduced considering that all EPC Civil bills shall be processed by Construction Division and Construction Circle.
  - As per the existing norms, for the Civil Division Office there has been no provision made for vehicle with driver, typist and Peon. It has been proposed that the same norm as applicable for O&M offices shall be applicable for equivalent Construction and Civil offices for these posts. It may be noted that these posts should be outsourced.
- The Vehicles with Driver proposed to be outsourced in the norms shall be engaged with the approval of MD for the offices where vehicles are not provided currently

**@ Note:**

These norms will be replaced by the existing norms of EHV Civil Const. Cum Maint. Dn.

### Annexure 'A-3'

#### Proposed Manpower Norms for Subdivisions:

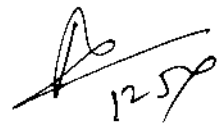
PG	Cadre	Line Const SD	S/s Const SD	400 KV Line Const SD	400 KV S/s Const SD	S&I SD	Civil SD
I	Dy EE (Trans)	1 per SD	1 per SD	1 per SD	1 per SD		
I	Dy EE (Civil)					1 per SD	1 per SD
<b>Norms for each Team in a SD</b>							
<b>(Note: 1 Sub division consists of multiple teams)</b>							
	Sub/Division Teams	per 30-45 kms	per Substation	per 20-35 kms	per Substation	per Subdivision	per Subdivision
II	JE (Trans.)	1	1	1	1		
II	Line / Substation Const. Foreman				1		
II	AE (Civil)					1	1
II	JE (Civil)					3	3
III	Art A (Elect)				1		
III	Line F/m	1		1			
III	Art B (Elect)						
III	Line Inspector						
III	Art C (Elect)		1				
III	Technician	1		1	1		
III	Civil Mistry						1
III	Sub Engr (Civil)						
III	Surveyor Gr II					2	
IV	Art D (Elect)						
IV	ALM						
IV	Junior Technician	2	1	2	2		
IV	Civil Mukudam						3
	<b>Total</b>	<b>5</b>	<b>3</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>8</b>
<b>Out-sourced Staff per Subdivision</b>							
III	Vehicle	1	1	1	1	1	1
III	LDC (HR) / Typist	1	1	1	1	1	1

#### Note:

- 1 AE (Civil) and 1 JE (Civil) in the Survey & Investigation Subdivision have been additionally provided to manage and coordinate for RoW issues and Clearance related issues as this Subdivision is involved in the survey of the line.
2. As per the existing norms for Civil Subdivision, there is no provision for staff such as Civil Mistry & Civil Mukadam (Pay Group III & IV). This is primarily because the norms primarily cater to Civil maintenance. In order to ensure supervision during construction, especially laying of foundations, it is felt that these cadres would play a critical role. The proposed norms provide for 1 Civil Mistry and 3 Civil Mukadam in each Subdivision.
3. An additional JE (Civil) has been provided in the proposed norms (as compared to the existing norms) for each Subdivision considering the increase in volume of projects executed.
4. **Line Construction Subdivision:** It is proposed that a Line Construction Division manages a cumulative route length of 90 kms (extendable to a maximum of 120 kms which another Subdivision would need to be created). This Subdivision shall be headed by a Dy EE (Trans.).

- a. Each JE in a Subdivision along with his team of Pay Group III & IV staff shall manage a cumulative route length of 30 kms (extendable to a maximum of 45 kms post which another JE with a team would need to be created).
5. **Substation Construction Subdivision:** It is proposed that a Substation Construction Subdivision manages up to 4 new Substations (extendable to a maximum of 6 substations post which another Subdivision would need to be created). In case of Augmentation works due to addition of Transformers, Every 2 substations with Augmentation work can be treated as 1 new substation for the purposes of this norm. This Subdivision shall be headed by a Dy EE (Trans.).
  - a. Each JE in a Subdivision along with his team of Pay Group III & IV staff shall manage 1 new substation or 2 substations with Augmentation works (extendable to a maximum of 2 new substations post which another JE with a team would need to be created).
6. **400 KV Line Construction Subdivision:** It is proposed that a 400 KV Line Construction Division manages a cumulative route length of 50 kms (extendable to a maximum of 75 kms post which another Subdivision would need to be created). This Subdivision shall be headed by a Dy EE (Trans.).
  - a. Each JE in a Subdivision along with his team of Pay Group III & IV staff shall manage a cumulative route length of 20 kms (extendable to a maximum of 35 kms post which another JE with a team would need to be created).
7. **400 KV Substation Construction Subdivision:** It is proposed that each 400 KV Substation is provided a dedicated Construction Subdivision. This Subdivision shall be headed by a Dy EE (Trans.)
8. The Vehicles proposed to be outsourced in the norms shall be engaged with the approval of MD for the offices where vehicles are not provided currently

**Civil Construction cum Maintenance Sub-division:** It is proposed that there shall be 3 Civil Subdivisions in each Civil Division. Each Subdivision shall be headed by a Dy EE (Civil). This would imply a total of 45 Civil Subdivisions across MSETCL.



### **Annexure 'A-4'**

#### **Proposed Additional Testing Units for each Testing Division**

Grade	No. in
Dy EE (Trans.)	1
AE (Trans.)	2
JE (Trans.)	4
Art A (Elect.)	2
Jr Technician	2

Note:

This additional set up for each Testing Division is proposed considering the increase in the number of projects to be executed. This staff set up shall in addition to the existing sanctioned strength for testing units.

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