MAHAVITARAN
Maharashtra State Electricity Distribution Co. Ltd.

Office of the Director (Operations),"Prakashgad", Stn. Rd, Bandra (E), Mumbai - 400 051.
Tel.: (P) 26474507 Fax: (022) 26581465

**Ref. No. : Dir(Op)/LM/Loss/Gen/** No 9269 **Date :** 24 APR 2017

## CIRCULAR

**Sub :-** Directives of time bound proceedings for finalization of compensation cases towards fatal/non fatal accidents to outsider human beings/ animals and loss due to burning of crops & damage to other private properties of outsiders on account of sparking / fire on MSEDCL's lines / installation etc.

**Ref :-**

| | |
|---|---|
| 1) GoM Ltr. vide no. Misc.-2017/case no.79/Energy5 | dt. 09.03.2017. |
| 2) Govt. Circular no. Misc.-2017/case no.79/Energy5 | dt. 04.03.2017. |
| 3) Administrative Circular issued vide no. 533 | dt. 09.03.2016. |
| 4) Circular issued vide Dir(Op.)/CE/LM/DSS/17290 | dt. 03.06.2011. |
| 5) Administrative Circular issued vide no. 332 | dt. 22.03.2011. |
| 6) Administrative Circular issued vide no. 192 | dt. 20.11.2008. |
| 7) Circular No. Dir(Op.)/LM/Loss/Crop/32078 | dt. 17.11.2012. |
| 8) Circular No. Dir(Op.)/LM/Loss/Gen./39973 | dt. 31.12.2009. |

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At present various compensation proposals are finalized as per company circulars under ref. nos. 3 to 8. However, these circulars do not specify any time bound procedure to finalize the proposals, resulting in the pendency.

In view of the increasing complaints regarding large pendency of various compensation proposals in the offices at different levels, GoM has formulated time bound procedure vide circular under ref. no.2 for speedy finalization of compensation cases towards fatal/non fatal accidents to outsider human beings/ animals and also towards loss due to burning of crops & damage to other properties of outsiders on account of sparking / fire occurred on MSEDCL's lines / installation etc. Accordingly it is directed to follow the following time bound procedure to finalize all kinds of compensation cases.

| SR. NO. | INFORMING OFFICER | PROVISION BY RULE | WHO TO BE INFORMED |
|---|---|---|---|
| I) | Jr. Engr /A.E. of Sec. Office /Sub Divisional Officer | a) Must be informed within 24 hrs from receiving intimation of accident by phone, mobile or email. | The Electrical Inspector of concerned District |
| | | b) Detailed information of Accident/ Burning of crop or other property within 48 hrs in the Annexure-XIII /Form-A | |

| SR. NO. | DUTIES OF DIFFERENT OFFICES & OFFICERS | TIME LIMIT | ONLINE FEEDING |
|---|---|---|---|
| **II)** | **Section office ( Jr. Engr /A.E. of Section Office )** | | |
| 1) | To visit the accident/ incident spot and to carry out preliminary investigation. | Within 24 hrs from occurrence of accident or intimation of the accident | NIL |
| 2) | To prepare spot inspection report, detailed diagram and to take photographs | | |
| 3) | To submit reports to Sub Division Office | | |
| **III)** | **Sub Division Office ( Dy. E.E. /Addl. E.E. of Sub Division Office )** | | |
| 1) | To upload information received from section officer on ERP portal. | Within 24 hrs from occurrence of accident or intimation of the accident | Upload Spot Inspection Report, Photographs and Detailed Sketch etc. |
| 2) | To send report of accident/ incident of burning of crop in prescribed formats viz. Annexure-XIII /Form-A | | Upload Annexure-XII or Form-A |
| 3) | To pay immediate financial aid to the legal heirs of the victim. | | Upload receipt of payment of the immediate financial aid. |
| 4) | To handover list of documents, required for getting compensation, to the legal heirs of the victim/owner of burnt crop and to collect receipt of the same. | On the Same Day | Upload receipt of handovering the list of documents to the claimant legal heirs. |
| 5) | To collect application for compensation from the victim / legal heir /owner. | 3 days | Upload the application and Documents |
| 6) | To verify Electrical Inspector report. / To check Crop certificate of loss assessment received from competent govt. authority as per circular under ref. no.8 | 7 days | Upload Self Explanatory note By SDO |
| **III)** | **Division Office (E.E. of Division Office )** | | |
| 1) | To Verify / Scrutinize the received documents. | 7 days | Upload all Verified/ Scrutinized Documents |
| 2) | To submit detailed investigation report with self explanatory note by the Exe. Engineer. (in Form. No.3) | | Upload detailed investigation report and self explanatory note |
| 3) | To audit compensation calculation sheet. | | Upload Audited Compensation Assessment Sheet |
| 4) | To send compensation proposal to Circle Office with recommendation. | | Upload letter of the Compensation Proposal |

| SR. NO. | DUTIES OF DIFFERENT OFFICES & OFFICERS | TIME LIMIT | ONLINE FEEDING |
|---|---|---|---|
| **III)** | **Circle Office (Superintending Engineer of O & M Circle Office )** | | |
| 1) | To Verify / Scrutinize the received documents. | 7 days | Upload letter of discrepancies if any |
| 2) | To Audit the compensation proposal | | Upload Audited office note of Compensation proposal |
| 3) | To give approval in case of fatal or non fatal accidents and send it to Division office. | | Upload letter Approval / Rejection |
| 4) | To send crop/property loss compensation proposal to Head Office along with due recommendation to pay proposed compensation amount. | | Upload letter of the Proposal with due recommendation to pay the compensation. |
| | | | |
| **IV)** | **Division Office (Executive Engineer of O & M Division Office )** | | |
| 1) | To demand funds from WM section on receipt of compensation approval letter from Circle office | 4 days | **Key in** Demand raised for the funds with date. |
| 2) | To disburse the sanctioned compensation amount. | 3 days (After availability of funds) | Upload Payment receipt and/or Key in Transaction Details |
| | | | |
| **V)** | **Zone Office (Chief Engineer of O & M Zone Office )** | | |
| 1) | To download proposal, forwarded by Circle office, on ERP system and to Verify / Scrutinize the same. | 7 days | ..... |
| 2) | To give online recommendation to pay proposed compensation amount or otherwise. | | **To Key in** the online recommendation to pay compensation amount or otherwise. |
| | | | |
| **VI)** | **Head Office (Chief Engineer, Load Management Section )** | | |
| 1) | To Verify / Scrutinize the received documents and to give approval and send it to Zone/Circle office. | 7 days | Upload letter of Approval/ Rejection |
| | | | |

The circular will be implemented with immediate effect. However the online feeding portion of this circular will be implemented immediately after concerned ERP modules are declared Go Live for the use. All previous pending cases which are not yet finalized shall be finalized as per above directives. All other provisions in circulars under ref. no. 3 to 8 will remain unchanged.

24/04

**Director (Operations)**

To :

All as per mailing list of MSEDCL.