



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED
(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

Registered Office: Vidyut Bhavan, Bidhan Nagar, Block-DJ, Sector-II, Kolkata-700091
CIN: U40109WB2007SGC113473, website: www.wbsedcl.in

Circular No. 031

Dated 30.12.2014

Sub- Proper recording of meter movement at CCC level

It has been revealed that meter movements are not properly recorded at Customer Care Centres. In many cases there is no proper record whether the meters issued to the outside agencies for installation at consumer premises, have actually been installed or returned to the store by the concerned agencies. So there is potential risk for loss of meters as well as loss of revenue of the company.

It is therefore enjoined upon all concerned that henceforth the meter numbers and seal numbers are to be incorporated invariably into the LOI/Erection Orders issued to any agency for new connection or meter replacement purpose and Meter Movement Register is to be maintained meticulously. Besides, monthly accounting of meters received, meter issued and meters returned from consumers' premises has to be done at CCC level.

All the Divisional Managers and Station Managers are hereby instructed to comply with the above directives scrupulously so that accounting of meters can be done accurately at each CCC.

R. K. Majumdar
29/12/14

(R. K. Majumdar)
Director (Distribution)
WBSEDCL

Memo No. DD/ 19 / 179

Dated 30.12.2014

Distribution:

- 1) The Chief Engineer (Dist.) / Chief Engineer (DTD) / Chief Engineer(IT&C), WBSEDCL
- 2) The General Manager(F&A) Internal Audit Dept., WBSEDCL
- 3) The Zonal Manager, Kolkata/Burdwan/Midnapore/Berhampore/Siliguri Zone, WBSEDCL
- 4) The Regional Manager, Bidhannagar/24 Pgs(S)/24Pgs(N)/Howrah/Hooghly/Burdwan/Birbhum/Purba Midnapore/ Paschim Midnapore/ Bankura/ Purulia/ Malda/Murshidabad /Nadia/Darjeeling/Jalpaiguri/Coochbehar/Raiganj Region, WBSEDCL
- 5) The Divisional Manager Behala / Baruipur / Canning / Garia / Diamond Harbour/ Kakdwip/ Bidhannagar-I / Bidhannagar II / Barrackpore / Barasat / Habra/Bongaon/ Basirhat/Naihati / Howrah-I / Howrah-II / Uluberia / Serampur / Arambag / Chandannagar / Singur-Haripal / Tarakeswar / Mogra / Burdwan Rural / Burdwan urban / Durgapur / Asansol / Katwa / Kalna / Memari / Rampurhat / Suri / Bolpur / Darjeeling / Kurseong / Kalimpong / Siliguri Town / Siliguri Suburban / Jalpaiguri / Mal / Alipurduar / Coochbehar / Raiganj /Dakshin Dinajpur / Islampur / Kalyani / Krishnagar / Tehatta / Berhampore / Kandi / Raghunathganj / Malda (North) / Malda (South) / Bankura / Bishnupur / Purulia / Raghunathpur / Tamluk / Haldia / Contai /Egra/ Kharagpur / Belda/Midnapore / Ghatal / Jhargram Division, WBSEDCL
- 6) The Sr. Manager (HR & A), Board Cell- for uploading at Company's web site.
- 7) The PS to CMD, WBSEDCL