



**AJMER VIDYUT VITRAN NIGAM LIMITED  
(COMMERCIAL WING)**

**Comml.-AJ-392**

**No. AVVNL/Dy. CE (Comml.)/XEN-1/F.57(F)/2008/D. 3962 Ajmer, Dt.: 12/11/2009**

**ORDER**

**Sub:- Issue of Meter Change Order (MCO).**

Whenever a meter installed at consumer's premises gets stopped, defective or is burnt, the same is required to be replaced by Lab tested and sealed new meter. For the purpose, a meter change order (MCO) is issued by the sub-division in duplicate. The original copy of the meter change order is handed over to the Jr. Engineer for implementation of the order i.e. for the change of meter. The office copy of the meter change order is kept with the Revenue Section of the Sub-division. The Jr. Engineer after change of meter and after recording the meter serial number, reading (s) of replaced/new meter, and other details, return the MCO to the Revenue Section. The replaced meter is deposited in the Store but without any remarks. The above procedure is followed in all the sub-division (s).

It has been observed that with the installation of Push-fit type meters, some consumers of single phase DL/NDS connections try to get the meter change order issued by the sub-division office in situations when the meter has either recorded excess consumption or tampering of meter/meter box/seals has been done/attempted. This is done with the ulterior motives for avoiding the registration of true consumption. The replaced meter is sent to stores in lots thus the act of tampering/manipulation is concealed

In order to curb the above mentioned practice, following instructions are hereby issued regarding replacement of existing meter:

- (I) The Meter Change Order should not be issued in a casual manner and there should be specific reason for issue of MCO such as
  - a. Meter Reader Report (A-30) duly checked/verified by JEN/AEN.
  - b. Report of JEN.
  - c. Application/Request of consumer duly verified by JEN/after inspection at site.
  - d. Test Report/VCR requiring replacement of meter.
  - e. Site testing report of third party/agency duly checked by JEN/AEN.
- (II) MCO should be issued under the signature of AEN only.
- (III) The meter change order (MCO), henceforth, should be issued in triplicate. (New MCO book (s) are being got printed by the AO (EA & Cash) Ajmer Discom, Ajmer which will be provided to the sub-divisions).
- (IV) The meter change order (MCO) registers are to be maintained by ARO and JEN strictly.
- (V) Whenever meter is required to be changed, the MCO should be issued and two copies of MCO be sent to the Jr. Engineer for compliance, third copy being the office copy.
- (VI) The Jr. Engineer (O&M) on receipt of MCO shall visit the site of the consumer and inspect the meter; the conditions of meter, meter box and seals including

6(B) Display parameters of the New meter installed:

Particulars of the new installed meters	
LED/LCD TEST S. No.	
Date	
Time	
MD-KW	
Initial Reading	

7. Details of seals provided before & after inspection:

Particulars	Before Test/Inspection	After/Inspection Test
Meter body seal		
Meter terminal seal		
Box seal		

8. Whether Data of the Removed Meter Downloaded through HHT, if not give reasons.

9. Whether tamper about opening of meter cover is appearing on LCD display.

10 Performance of meter & Remarks.

Signature of consumer  
Representative

JEN (O&M)  
AVVNL

AEN (O&M)  
AVVNL

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### Inspection Report for Meter Change of Single Phase NDS/DL connection

Page No. \_\_\_\_\_ Book No. \_\_\_\_\_ Date. \_\_\_\_\_

1. Name of O&M Sub-divn/Divn/Circle :

2. Name of Consumer & address :

3. A/c No./Service No. : Sanctioned Load

4. Cause of MCO & No. & date Category

5. Details of Meter (i) Whether with LCD display/

Stepper motor counter :

	S.No.	Make	Type/TN No.	Amp/ Class	Pulses/ KWh	Cum. KWh reading	MD KW/KVA	PF
Old meter								
New Meter								

6(A) Display parameters of the meter replaced/removed.

Particulars of the removed meter	Last 6 month KWh and MD-KW reading with date and month and Inst. Parameters.			
	Date & month	KWh Reading	MD-KW Reading	Inst. Parameters
LED/LCD				PF
TEST S. No.				
Date				Voltage
Time				Amp.
MD-KW				Watts
Final Reading				

Details of seals found intact :

(i) Meter Box seal \_\_\_\_\_ (ii) Meter Body seals \_\_\_\_\_

(ii) Meter Terminal seals \_\_\_\_\_