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**JAIPUR VIDYUT VITRAN NIGAM LTD.**  
Office of Addl. Chief Engineer (RE - DSM & M&P),  
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No. JPD/SE(IT) /F. TN 42 /D. 379

Date: 27-11-14

The Superintending Engineer (O&M),  
Jaipur Discom,  
JCC/Kota/Bundi/Baran/SWM/  
Bharatpur/JPDC/Tonk/Karauli/  
Dholpur/Alwar/Dausa/Jhalawar

**Subject: Deployment of manpower under TN -42 "TO OPERATE PHOTO SPOT ENERGY BILL GENERATION SYSTEM AT SUB-DIVISION LEVEL IN DIFFERENT AREAS OF JAIPUR DISCOM" for a period of three (3) years**

On the captioned subject, it is intimated that provisions for deployment of manpower under TN 42 are as below:

Particular	Manager (No.)	Supervisor (No.)	MIS Operator (No.)	Software operator (No.)	Data entry operator (for base billing only) (No.)	Meter Readers (No.)
Circle	1	-	1	-	-	-
Division	-	1	-	-	-	-
Subdivision				One upto 12000 bills per month volume  One additional	*One upto 12000 bills per month volume  One additional for	<b>Rural Subdivision:</b> One meter reader per 1000 bills or part thereof out of total per



				for billing volume exceeding 12000 per month	billing volume exceeding 12000 per month	month billing volume <b>Urban Subdivision:</b> One meter reader per 1500 bills or part thereof out of total per month billing volume.
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\* Data entry work for less than 500 bills per month in base billing mode ( MIP and similar connections) may be taken care by the software operator and requirement of a separate data entry operator may be relaxed

Sr.	Type of man power	Qualification
1.	<b>Manager</b>	The candidate must be Diploma / Degree in Engineering/M.C.A/MBA with at least 3 years of experience to handle such works.
2.	<b>Supervisor</b>	The candidate must be Graduate / Post Graduation with at least 3 yrs of experience to handle such works
3.	<b>MIS Operator/ Software operator/ Data entry operator</b>	The candidate must be Graduate and has diploma in Computers, have one year experience of data handling and trained to handle the Base-billing software as developed for generation of bills, MIS reports & Output reports and processes of printing.
4.	<b>Meter Readers</b>	Senior Secondary or higher qualified meter readers or HHT Operators with HHT to take regular meter reading and generation/distribution of bills. The candidate must be able to operate digital camera and HHT with advanced features like GSM, GPRS etc.






In view of the complaints received from field offices about insufficient deployment of manpower by the billing agencies, you are advised to ensure the compliance of above norms of quantity & qualification of manpower of the billing agency working under your jurisdiction.

You are also advised to instruct the concerned billing agency to furnish the complete details of their personnel deployed in your area. Further, to ascertain availability of the staff of billing agency, daily attendance may be recorded at respective offices.


Strict monitoring is also required to ensure billing agency staff to wear the uniform and carry duly issued ID card. All circles SEs are requested to countersign the ID cards submitted by billing agency after due verification.

This may please be circulated to all concerned and enforced upon with immediate effects.

  
**Addl. Chief Engineer (RE - DSM & M&P)**

Copy to the following for information and necessary action please:

1. The Director(Technical) Jaipur Discom, Jaipur
2. The Zonal Chief Engineer(J/Z), Jaipur Discom, Jaipur
3. The Zonal Chief Engineer(BTP/Z), Jaipur Discom, Bharatpur
4. The Zonal Chief Engineer(Kota/Z), Jaipur Discom, Kota

  
**Addl. Chief Engineer (RE - DSM & M&P)**