

No. JPD/CE(C)/SE(C)/F. 4(26L) VIII/D. 2813 Dt. 24.11.08

ORDERSub: Issue of Meter Change Orders (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.

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Responsible Engineer (IT & CR)
R. No. 4775 Dt. 19/12/08
S.D. (IT & CR)

CPH

S.D. (IT & CR)

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 Sr. AO (HQ) JPD, Jaipur 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, meterbox an seals including particulars of the meter should be recorded in the "Form of Inspection Report (I.R)". The proforma for (IR) is enclosed herewith. (The Sr. Ao (HQ)

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proforma enclosed).

VII) On inspection of the meter at the site, if there is no evidence of tampering of meter, meterbox and seal (s) then the meter should be replaced on the ground (s) as mentioned in MCO by a new meter.

VIII)(a) In case there is no evidence of tampering and a new meter is installed in place of old meter, even then Inspection report should be completely filled up by the Jr. Engineer and the old meter alongwith both the copies of executed MCO and IR should be delivered back to the Revenue Section of the sub-division.

(b) In the meter (s) where display is not available, efforts should be made to down load the reading through Hand Held Terminal (HHT) (under power "off" condition the push button of the meter should be pressed for recording/downloading billing parameters).

(c) In case the meter does not respond the HHT, for down loading the reading then such meters be deposited in stores in a separate lot for getting the readings retrieved from the Manufacturer, a mention thereof should invariably be made in the MCO.

IX) At least 5% of removed un-tampered meters, as received in sub- division store will be verified by the concerned Asstt. Engineer (O&M), as per the complied MCO report alongwith meter Inspection Report received from sub-office.

X) In case the meter is found to have been tampered then a proper VCR is required to be filled up and formalities as required under the rules are to be followed.

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will take further necessary action in the matter with regard to making proper entries etc.

- XII) First copy of the MCO alongwith inspection report is to be kept in the record of the sub division.
- XIII) The second copy of the MCO alongwith Inspection Report should be sent with the replaced meter to the circle Stores by the Sub-Division.
- XIV) The ACOS will intimate the details of meters received during the month as per item No.VIII (c) to the manufacturer by 5th of next months under intimation to M.M.Wing for lifting the same from Stores within next 10 days so as to retrieve the readings of such meters and intimation of the same to ACOS within next 15 days, copy of which will be made available by ACOS to all concerned AENs from whom such meters have been received.
- XV) If after checking of Meter at site by the JEN it is decided that meter is not required to be changed or there is any manipulation/act of tampering on the part of consumer, these facts may please be got mentioned on the binder leaf of consumer as the case may be, under the signatures of AEn so that proper track on such type of consumers could be kept.

Above instructions should be followed strictly by all concerned.

Encl: As above.
Proforma for Meter
Test Report.

N.M.Sareen
24.11.2008
(N.M.Sareen)
Chief Engineer (Comml.)

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m2/nms/oo

Inspection Report for Meter Change of Singe 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 months KWh and MD-KW reading with Date and month and Inst. Parameters.			
	Date & month	KWh Reading	MD-KW Reading	Inst.. parameters
LED/LCD TEST				PF
S.No.				
DATE				Voltage
TIME				Amp.
MD-KW				Watts
FINAL READING				

Details of seals found intact:-

- (i) Meter Box seal(ii) Meter Body seals.....
mj (iii) Meter Terminal seals.....

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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 BHT, 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



m2/rms/oo

JEN(O&M)
JVVNL

AEN.....
JVVNL.....

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