



KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under the Companies Act, 1956), CIN:U40100KL2011SGC027424

Registered office: Vydhyuthi Bhavanam , Pattom , Thiruvananthapuram-695004
Phone (O) +91 471 2514617, , 2514650 E-mail: trac@kseb.in, web: www.kseb.in

ABSTRACT

One Time Settlement Scheme (OTS-2023) – Operational Guidelines –sanctioned– orders issued
CORPORATE OFFICE (Commercial & Tariff)

Office Order (CMD) No. 1353/2023(TRAC-AEE6/2022/166)dated, Thiruvananthapuram 15.09.2023

- Read: 1. KSERC Order dated 19.07.02023 in OP No. 35/2023
2. Office Order (DF) No. 1030/2023(TRAC/GL/OTS-2023/22-23) dated 20.07.2023.
3. Office Order (DF) No. 1199/2023(TRAC-AEE6/2022/166) dated 19.08.2023.

ORDER

The Hon'ble KSERC as per order read as 1st paper above had approved the One Time Settlement Scheme (OTS-2023) to be implemented on the consumers of KSEBL from 20.07.2023 to 30.12.2023. The above order had been implemented in KSEBL as per the office order read as 2nd paper above.

In order to have a uniform approach in all field offices regarding the implementation of the OTS scheme, a detailed guideline had been issued as per the office order read as 3rd paper above for compliance at various offices. Considering the fact that an effective implementation of the OTS can improve the financial condition of KSEBL to a great extent, suggestions came for providing responsibility for various other officers to get maximum collection under the above scheme. Accordingly, in continuation to the directions issued as per office order read as 2nd and 3rd paper above, operational guidelines in this behalf is attached herewith as Annexure for compliance at the concerned offices.

By Order of Chairman & Managing Director

Sd/-

Sabitha S

Secretary (Administration)

To

The Chief Engineer (Commercial & Tariff)/The Chief Engineer (IT)/
The Special Officer (Revenue)/ The CIA/ The PRO/ TA to Director (D, IT & HRM)/
AO, Arrear Clearance Cell/ The Senior Law Officer

Copy to:

The Financial Advisor/ Deputy Chief Engineer (TRAC)/ The Chief Internal Auditor/ TA to (CMD)/ PA to Director (Finance & HRM)/ TA to Director (Distribution, IT & SCM)/ TA to Director(GC)/ TA to Director(T, SO, Planning & Safety)/TA to Director(GE)/ TA to Director(R,S,S&W)/ The Special Officer Revenue/ CA to Company Secretary/ Sr.CA to Secretary (Administration)/ CA to IGP (CVO, KSEBL)/ PRO/ FCS/ Library.

Forwarded by Order

Assistant Executive Engineer

SUB: ONE TIME SETTLEMENT- 2023

As per Office Order (DF) No. 1199/2023 (TRAC-AEE6/2022/166 dated 19.08.2023, guidelines had been issued to the field offices regarding the duties to be undertaken as part of having smooth implementation of the One Time Settlement (OTS-2023) scheme.

The operational guidelines are issued to ensure that all officers shall in coordinated way follow up ONE TIME SETTLEMENT to ensure RECOVERY of pending dues from the defaulter to improve revenue of the Company.

I. General guidelines:

1. All the defaulters shall be identified, traced and informed about ONE TIME SETTLEMENT. Even if the defaulters are out of station, through their local contacts, relatives their whereabouts to be identified for contact.
2. These defaulters to be categorized properly so as to take further appropriate actions, if they fail to participate in OTS and continue default.
3. IT wing at VB HQ shall prepare the lists of all defaulters Panchayath wise, Section wise, Circle wise, District wise.

The list shall be prepared by doing A-B-C analysis i.e. the highest pending bill defaulter should be the first in the list. This way in descending order the lists shall be prepared.

At respective levels, Panchayath, Section, Circle, District as per the order of priority the list should be made available to the officers.

4. The Chief Engineer of the district shall be overall in charge of progress of OTS in the district.
5. The Dy CE shall be in charge to monitor and ensure progress of OTS at Circle level.
6. the circle level the OTS unit shall be of the following three officers
 - a. At Executive Engineer – PMU
 - b. Asst Executive Engineer – APTS
 - c. Accounts Officer - RAO
7. The Director Distribution shall prepare the list of 75 officers and the number of defaulter falling in the area designated to each of these officers.

OPERATIONAL GUIDELINES

8. All formats for reporting shall be prepared by the State level Core Committee for OTS. The formats for reporting are attached as Annexure to these guidelines.

Till the SW system is completed, the information in the format may be updated on Google Excel sheet. IT wing to prepare the Google Excel sheet of the format and share the same to designated officers.

II. Duties & Functions of Various Officers

A) Distribution Chief Engineer.

- i) To review the weekly progress of all circles coming under the jurisdiction on the next day of the Circle Meeting (ie; on all Tuesdays). The review shall be conducted Circle wise – officer wise by analysing the works done out of the denominator. The high value cases to be monitored properly.
- ii) To interact with respective Heads of the Department to get the dues remitted.
- iii) Seek assistance from Collector to discuss this issue in District Development Meetings/ other District Officers meeting.
- iv) Trace of out high value defaulters and their present whereabouts to take appropriate action.
- v) To give training to officer to facilitate an implementation of OTS.
- vi) The progress achieved by each Circle needs to be appraised before the State HQ meeting on the next day (ie; on all Wednesdays)

B) Dy Chief Engineer

- i) Identify the total defaulters in the Circle.
- ii) Divide the Panchayath and do allocation of specific area to the designated officers.
- iii) The defaulters belonging to the respective Panchayath shall be dealt by the respective designated officer.
- iv) Dy CE to review the progress weekly on Monday and report to CE promptly on the same day.

C) Electrical Circle Offices

1. The following officers are entrusted with set of Panchayath. They shall meet the defaulter or do follow up communication over phone and encourage them to participate in OTS.
 - a. Executive Engineer – PMU
 - b. Asst Executive Engineer – APTS
 - c. Accounts Officer - RAO
2. These officers shall organize the work properly to cover all the defaulters in the Panchayath/ Municipalities/ Corporation.
3. They shall take assistance of local leaders, socially active persons etc to build a movement to make Panchayath free of any defaulters.
4. They shall entrust work to ensure data is filled in Google Spread sheet MIS formats and sent to supervisory authorities in time without fail.
5. The field level machinery is encouraged to give feedback to the supervisory officer so that actions can be taken then and there.
6. The supervisory officers shall report the specific feedback if any to State level unit so as to take actions.

III. Meetings and Reporting

1. The field level unit at Circle shall be taken on Monday
2. CE shall conduct the meeting on Tuesday
3. At HQ meeting shall be conducted on Wednesday
4. Updated weekly statement shall be submitted to CMD
5. Fortnightly State level meeting with all CE and Dy CE shall be conducted.

Sd-

Chairman and Managing Director