

DAKSHIN HARYANA BIJLI VITRAN NIGAM

Instruction No. 30 /MON/2007

From

The DGM/Monitoring,
DHBVN, Hisar

To

All CGMs (OP)/GMs(OP)DGMs /AGMs (OP)/
JEs-I, Incharge in DHBVN.

Memo No:-Ch- 96 /MON-260 Dated. 23.5.2007

Subject: Meter Relocation - Standard Operating Procedure- II

DHBVN vide GM/Commercial Sales Instruction No. 40/2006 dated 11.07.2006 and 43/2006 dated 21.07.2006 decided for relocation of meters and accordingly **Meter Relocation Standard operating procedure - I** was issued vide this office Instruction No. 28/Mon/2007 dated 09.04.07.

The work of relocation of meters out side the consumer premises is under progress and field experience has shown that there is need to further streamline the Standard Operating Procedure for relocation of meters so as to minimize theft of energy/tempering of meters by the unscrupulous consumers. The following guidelines are hereby issued:

1. While relocating the meters outside the consumer premises the supervisory staff of the concerned operation S/Division shall accompany the labour contractor and ensure all meters are fixed under their direct supervision.
2. The meters shall be fixed in metal boxes by M&P laboratory itself. The boxes shall be welded shut between sealing studs in continuous manner - and only then handed over to the operations staff for relocation.
3. The M&P shall provide 20-30 feet cable length for incomer (i.e. for joining with conductor) and 3 feet length cable for outgoing (consumer end). Standard size cable shall be used to take care of various types of loads. Only 6 meters are to be fixed on a single pole and it is desirable that out of the six – each two meters shall have the following colours for consumer service cable – blue; black and orange.
4. M&P shall check all meters with accucheck which have been relocated earlier and after checking of accuracy, seal it with welding/riveting/other technology (foolproof) as prescribed above or simply replace with another boxed meter.
5. Since the meters are being relocated in Metallic MCBs outside the consumer premises so all the MCBs of the meters shall be sealed by the field operations offices immediately after box is fixed on poles, with

numbered seals and proper record for the same shall be maintained by the field offices in “**meter sealing record register**”. On the backside of the MCB the supervisor (JE/AFM) who supervised the work and provided the numbered seals on the MCB shall provide his signature by mentioning clear cut full name in block letters and date of sealing with sketch pen/non erasable paint. The space being used for this purpose is being decided separately.

6. If the turnkey contractor is engaged for relocation of meters, then they should be directed to provide “orange colour” PVC/cable for outgoing cable from meter up to house of the consumer.
7. In case any meter is found bad/defective at site then the field offices shall get its working checked by “accucheck” from M&P organization and the same shall be changed within 48 hours by a new sealed boxed meter only.
8. Defective meters shall be sent back to M&P for analysis into the causes of failure of meter – i.e. to analyse whether meter failed on account of technical/environmental reasons or due to continuous tampering efforts by consumer.
9. After relocation of meters, the house number and Account Number of the consumer shall be indicated on the MCB invariably with non erasable ink/paint.
10. For the individual connection service cable must run from the LT pole up-to input of the meter without any joint in between so that others may not tap the service wire before the meter for which there is no accounting.
11. In case, the number of connections near a pole are too many, then an additional pole can be provided (broken poles/half pole) and used for hanging the meter boxes.
12. It is noticed that the cables being joined to conductors are not being fixed with m-seal. M-seal should be used to avoid loose connection.

The instruction shall be applicable with immediate effect. The CGM/GM/DGM (OP) shall direct all the field offices under their jurisdiction to comply with the above instructions meticulously and it shall be ensured that during relocation of meters no disturbance/inconvenience is caused to the consumers.

This is issued with the approval of Managing Director, DHBVN,
Hisar

**DGM/Monitoring,
DHBVN, Hisar**