

Government of Odisha
Department of Women & Child Development and Mission Shakti
Directorate of Mission Shakti

No: WCD-MS-201-2019- 2089 / DMS(WCDMS)

Date: 21.10.19

From

Smt. Sujata R. Karthikeyan, IAS
Commissioner-cum-Director

To

All Collectors

Sub: Guidelines for selection and functioning of WSHG / SHG Federation for Electricity Billing and Collection of Electricity Charges under Distribution Companies (DISCOMs)

Madam / Sir,

Enclosed are the guidelines for selection of WSHGs / Federation. It is understood that this is a very important income generating activity for our SHGs and has been happening successfully in few districts. To make it uniform across the state, Government has framed model guidelines. However, if incase in certain areas, SHGs are happy with the existing incentive pattern (prior to issue of this guideline), they may be allowed to continue as such. These guidelines will be operational for new SHG engagements and for those SHGs who wish to change their existing incentive pattern.

It is requested to facilitate selection of willing and capable WSHGs / SHG Federations to take up the mentioned activity, in accordance with the enclosed guidelines.

Encl.- (i) Guideline

(ii) Annexure-I & II

Yours faithfully


Commissioner-cum-Director.

Memo No. 2090 /DMS(WCDMS) Date: 21.10.19

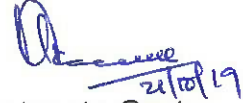
Copy forwarded to the PS to the Commissioner cum Secretary, Energy Department for kind information with reference to the Energy Dept. Letter No.8342 dated 15.10.2019 for kind information of the Commissioner-cum-Director. It is requested to share the guideline with the DISCOMs and other concerned offices coming under the purview of Energy Department.


Joint Secretary to Govt.

Memo No. 2091 /DMS (WCDMS)

Date: 21.10.19


Copy forwarded to all DSWOs for information and necessary action.



Joint Secretary to Govt.

Memo No. 2092 /DMS(WCDMS) Date: 21.10.19

Copy to Guard file.



Joint Secretary to Govt.

Guideline for Selection and Functioning of WSHG / SHG Federation for Electricity Billing and Collection of Electricity Charges under Distribution Companies (DISCOMs)

Electricity meter reading has been a livelihood support to the women SHGs of Mission Shakti. Distribution Companies (DISCOMs) are presently engaging WSHGs in different districts at their level on their own arrangements. To scale up this livelihood aspect, it is planned to have a uniform guideline for engagement of more WSHGs across the state. These guidelines are for involving WSHGs/ Federations for billing and collection of electricity charges etc. (WSHG to include Federation of WSHGs too).

1. Features of the Programme:

- a) WSHG/ SHG Federation will take up the meter reading, billing & bill distribution and carry out MBC activities for single phase and 3-phase SBM consumers of domestic, GPS and PI Category under DISCOMs.
- b) DISCOMs shall make payment of remuneration/ incentives to the WSHGs/ SHG Federation as agreed upon.
- c) In case of existing agreement of WSHGs with DISCOMs:
 - i. If the existing remuneration/ incentive to WSHGs is lower than as prescribed in this guideline, then this guideline will supersede.
 - ii. If the existing remuneration/ incentive to WSHGs is higher than as prescribed in this guideline, then that shall continue.

2. Guideline for Selection of WSHG and Functioning:

A. Selection of WSHG:

- a) WSHGs nominated for engagement in electricity meter reading, billing & bill distribution and carry out MBC activities for single phase and 3-phase SBM consumers of domestic, GPS and PI Category should be of impeccable past record both in terms of activity and financial management.
- b) WSHGs fulfilling the following parameters may be considered for selection in electricity billing and collection of electricity charges.
 - i. WSHG must have completed 2 years of existence.
 - ii. WSHG must have the willingness and ability to undertake electricity billing and collection of electricity charges.
 - iii. The WSHG must have an active bank account and shall have regular monthly savings by WSHG members.
 - iv. WSHG should have regular and systematic book keeping relating to Meeting Register and updated Pass Books.



B. Process of Selection of WSHG:

- a) One WSHG will be selected for electricity billing and collection of electricity charges in one Gram Panchayat (GP) or Ward.
- b) Expression of Interest for engagement of WSHGs in electricity billing and collection of electricity charges for a period of 02 years shall be notified at the Office of the DSWO and at Offices of the concerned CDPOs and shall be displayed at concerned AWCs and concerned local DISCOM offices for a period of 15 days. The format for Expression of Interest for WSHGs is enclosed herewith as Annexure I.
- c) Block Level Committee - Block Level Committee consisting of following officials shall examine the received Expression of Interest of WSHGs and recommend the suitable WSHGs to the District Level Committee. (Format is enclosed as Annexure II)
 1. Child Development Project Officer (CDPO)- Chairperson
 2. Block Mission Shakti Coordinator (BMSC)- Member
 3. Block Project Coordinator (BPC), Mission Shakti- Member
 4. Representative of DISCOM - Member
- d) District Level Committee -District Level Committee shall consist of following officials.
 1. District Social Welfare Officer (DSWO) -Chairperson
 2. District Project Coordinator (DPC) -Member
 3. District Mission Shakti Coordinator (DMSC) -Member
 4. Representative of DISCOM - Member

The committee shall examine the recommendation of the Block Level Committee and recommend the nominated WSHGs to the Collector for approval. The District Collector shall have discretion to review the recommendation and may take appropriate decision in selecting suitable WSHGs.

C. Process of Electricity Billing and Collection of Electricity Charges:

- a) The DSWO shall communicate the final list of selected WSHGs to the concerned DISCOM and CDPOs. DISCOM shall communicate to the selected WSHG indicating the security deposit amount and the timeline for execution of the agreement. DSWO and CDPOs may help coordinate this.
- b) Agreement shall be executed on furnishing of security deposit with concerned DISCOM as fixed by them. Ordinarily, security deposit equivalent to three (3) days average collection of base year (2018-19) and security deposit equivalent to 50% of SBM or Mobile phone used for collection shall be deposited on proper receipt.



- c) Normally a period of one month will be provided for submission of security deposit amount and execution of agreement. An agreement for 02 years among the concerned DISCOM and selected WSHG shall be made for execution of work in the prescribed format of the DISCOM.
- d) After the agreement is executed, the DISCOM will organize the orientation programme in coordination with the CDPO.
- e) GRIDCO Limited/ DISCOMs shall provide the orientation module. The Block level representative of DISCOM shall provide necessary orientation to the selected WSHG, CDPO, Mission Shakti Officials on the norms for smooth execution of the service. Such orientation shall cover electricity billing and collection of electricity charges, new/regularization of consumers, management of different activities, challenges, record keeping, settlement of dues, other financial aspects etc. Representatives of the WSHG, undertaking such activity in the field, shall be involved during training to share their practical experience and manner of planning in billing and collecting the electricity charges of a specified area within a specified time.
- f) DSWO shall be the Nodal Officer for the services rendered by the WSHGs in the district and CDPO shall be the Nodal Officer in the block/ project.
- g) WSHG managing electricity billing and collection of electricity charges shall receive the equipment or devices, if any, from the respective DISCOM.
- h) Monthly plan of action of billing and collection of electricity charges shall be shared by the WSHG with concerned DISCOM.

D. Books of Account:

The WSHG shall maintain the Books of Records as prescribed by concerned DISCOM.

Cash Book: Separate Cash Book shall be maintained for billing and collection of electricity charges, deposit of the same with the DISCOM and receipt of remuneration / incentive.

3. Remuneration / Incentive and its Settlement:

- a) The WSHG will submit its monthly bill to the Junior Manager (JM) of the corresponding section of specified sub-division under concerned Electrical Division. The JM will certify the collections and amount payable to the WSHG.
- b) The earlier remuneration structure will continue in case the remunerations under that is more than the present structure.
- c) WSHG will get remuneration of Rs. 5/- per consumer per month towards billing and Rs. 6/- per consumer per month towards collection, subject to one Money Receipt.
- d) Incremental/ telescopic incentive towards improvement in collection efficiency for a month compared to the corresponding month of the previous year:



- i. In case collection amount is between 100-120% of the collection amount of the corresponding month of the previous year, the incentive will be 10% on the incremental amount.
 - ii. In case collection amount is above 120% of the collection amount of the corresponding month of the previous year, the incentive will be 15% on the incremental amount over 120% i.e., in addition to incentive up to 120% as at ' i ' above.
 - iii. The increase/ decrease in revenue due to upward / downward revision of tariff shall be suitably factored while calculating the incentive.
- e) For new/ regularization of consumers, they shall receive Rs. 100/- per consumer.
 - f) Besides, remuneration/ incentive for other related activities as agreed upon, in the agreement will be paid to the WSHGs.
 - g) Remuneration/ Incentive payable to WSHG shall be settled on monthly basis, on the claims raised in the claim bill. Such claims shall be based on the billing, collection, new/ regularization of consumers etc. The above remuneration/ incentive can be modified by the GRIDCO Limited/DISCOMs from time to time.

4. Roles and Responsibilities:

i. WSHG:

- a) To execute agreement on deposit of security deposit.
- b) To conduct village meetings to sensitize all consumers and general public at large in their franchisee area on rights and duties of consumer, complaint redressal, power theft, illegal usages of electricity, timely payment of due, misuse and wastage of electricity, energy conservation etc.
- c) To cover the consumers in the assigned area for meter reading, billing, bill distribution using SBMs/ mobile phones and collection of monthly electricity charges and arrear charges on proper receipt.
- d) To deposit the collected amount as per the arrangements of the DISCOM.
- e) To facilitate identification of new consumers and regularization of existing consumers.
- f) To coordinate with the DISCOM for resolving the complaints of consumers.
- g) To facilitate curbing of power theft.

ii. DISCOM:

- a) To execute the agreement.
- b) To provide necessary orientation to the selected WSHG, CDPO and Mission Shakti Officials.
- c) To assign the WSHG/ SHG Federation for electricity billing and collection of electricity charges from the beginning of the next calendar month on execution of the agreement.



- d) To provide SBM or Mobile phone for collection of electricity charges.
- e) To provide handholding support for the initial period of 03 months.
- f) To settle bills of the WSHG within 15 days on receipt of claims by way of online transfer to the WSHG bank account.
- g) To supervise and monitor the entire billing and collection of electricity charges programme undertaken by WSHG in a block.

iii. CDPO/ BMSC/ BPC

- a) To facilitate selection of WSHG.
- b) To facilitate execution of the agreement.
- c) To facilitate orientation programme among WSHG.
- d) To interact with WSHG as to management of billing and collection of electricity charges.
- e) To monitor timely payment of dues to WSHGs.
- f) To coordinate with the DISCOM on the field problems faced if any.

5. Bank Account:

- a) WSHG shall operate the electricity billing and collection of electricity charges programme through its existing bank account.
- b) Transfer of remuneration/ incentive to the WSHG bank account will only be made through e-transfer. No deviations on this score shall be allowed.

6. Monitoring:

- i. The Block Level Committee shall meet once in two months to review the management of billing and collection of electricity charges by the WSHG and settlement of bills and other issues. Representative of the WSHG shall be invited to participate in that meeting.
- ii. The prevalent Committees for monitoring billing and collection of electricity charges at district and block level, if any, shall continue to function with inclusion of representatives from ICDS.

Mishra KTL.
Commissioner-cum-Secretary
Department of Energy

17/17/275

Anjali
Commissioner-cum-Director
Mission Shakti

Office of the DSWO, _____

**Model Format for inviting Expression of Interest for Electricity Billing and Collection of
Electricity Charges under DISCOMs/GRIDCO Limited**

No. _____

Date: _____

Interested WSHGs/ Federation having the willingness, ability and aptitude for electricity billing and collection of electricity charges under DISCOMs/GRIDCO Limited, are invited to submit their proposal in the mentioned format within 10 (Ten) days of this invitation i.e. by _____. Such willingness shall be submitted to concerned CDPO.

DSWO

District:

Format

1. Name of the WSHG / Federation: _____

2. SHG / Federation Address (as applicable):

Village _____ Post Office _____

GP _____ Block _____,

District _____ PIN _____

ICDS Project _____

3. Year of Formation: _____

4. Present livelihood activities: _____

5. Savings Bank Account Number: _____

6. Bank, Branch Name: _____

7. IFS Code: _____

8. Funds available in the Savings Bank Account: Rs. _____

9. Whether following activities are plasticised:

a. Regular Saving (Yes/No)

b. Meeting Register maintained (Yes/No)

c. Cash Book maintained (Yes/No)

d. Internal Loan Register maintained (Yes/No)

10. Contact No: _____

Signature of the authorised person
of the WSHG / Federation

Date:

Acknowledgement

Received the Expression of Interest from _____ SHG / Federation, _____,
on date _____ for electricity billing and collection of electricity charges under
DISCOMS/GRIDCO Limited.

Signature of the CDPO/ Authorised Signatory

Date:

Recommendation of Block Level Committee for Electricity Billing and Collection of Electricity Charges under DISCOMs/GRIDCO Limited by WSHGs

Name of the WSHG/ Fed	Name of Block	Name of GP	Name of Village	Year of formation	Bank Name	Branch Name	Bank Account Number	Regular Saving (Yes/NO)	Amount of savings in Rs.	Maintaining meeting Register (Yes/No)	Cash Book maintained (Yes/No)
1	2	3	4	5	6	7	8	10	11	12	13

Block Project
Coordinator

Block Mission
Shakti Coordinator

Block level
representative of
DISCOM/GRIDCO
Limited

Child Development
Project Officer