



## Guideline (GD001) for Prepaid Metering:

### 1. Security Deposit against new connection or old consumer:

- 1.2 For new consumer, Security Deposit (SD) shall be as per order no. 4/29/ED(Tech)/2014-MSPDCL/2712-16, dated 26<sup>th</sup> Sept, 2014 (Copy enclosed)
- 1.3 For old consumer (already assigned connection number) and existing since May 31<sup>st</sup>, 2015 and before, security deposit amount will be arrived after reconciliation (amount collected under MRD and as per sl no. 1.2) as per Sub –Division office after adjustment of their deposited amount against old connection.
- 1.4 This security deposit is against meter cost and does not relate to revenue or any other as in sl no. 1.2
- 1.5 Rs. 400/- connection charge only shall be against revenue as in sl no. 1.2
- 1.6 The same amount as arrived by Sub Division office shall be fixed and ready for data migration to Server maintain by Meter Vendor/any 3<sup>rd</sup> Party as required.
- 1.7 No Division/ Sub Division staff shall insist or make mandatory for collecting payment at field or counter for prepaid meter installation and activation and against security deposit or connection charges.

### 2. Outstanding Dues Migration:

- 2.1 Once the prepaid meter is activated, all outstanding dues inclusive of security deposit and all service connection charge as fixed by Sub Division and ready for data migration should be handed over to Corporate Office (Comm) duly verified by SDM in hard copy as well as in soft copy.
- 2.2 Outstanding dues plus security deposit once migrated will be automated for deduction from prepaid consumer @ 20% per recharged value/ amount or any changes on % shall be decided further by MDO and notify to revenue Sub Division accordingly.



**3. First time recharge (FTR) and sealing:**

- 3.1 Once prepaid meter is installed, sealing, activation and first time recharge should be done simultaneously at field and is of one time activity and record is to be maintained accordingly.
- 3.2 For FTR, receipt shall be given to consumer for amount collected against the same

**4. Location of meter installed:**

- 4.1 Meter should be installed at the height 5 to 5.5 feet above the floor and should be outside the house and in front and clearly visible and meters for different consumers in different floors should be installed in suitable location preferably at ground floor.

**5. Service cable:**

- 5.1 The service cable from LT pole to prepaid meter should be clearly visible without any joints in between, should not be concealed and directly connected to the input terminal of meter.
- 5.2 Service cable cost is to be borne by consumer where he/she can buy from market or from MSPDCL @ Rs 9/meters length. The size of the service cable should be of 10 sq. mm (Al).
- 5.3 Internal wiring of consumer shall be tested as per provision of regulation 31 of CEA (Measures relating to safety and Electricity Supply) regulation 2010. Wiring at the consumer premises shall be carried out by licensed Electrical Contractor and conform to the standard specified in CEA.

**6. IPC connector:**

- 6.1 Once AB cabling is completed and prepaid meter is installed, IPC should be connected from AB cable for activation and first time recharge of the same.
- 6.2 No amount is to be collected from consumer for service cable connection through IPC or for IPC connection.



**Manipur State Power Distribution Company Limited**  
**OFFICE OF THE MANAGING DIRECTOR**  
**Manipur, India.**

---

**7. AB cabling:**

7.1 AB cabling should be an ongoing process as per Project and State plan.


7.2 All AB cable strung to be electrically charged within a week after installation/ erection.

**7. Form fill up:**

7.1 Form no 5. Should be fill up prior to metering and handed over to metering team after validation by SDM for erection at consumer premises.

The above guideline should be strictly followed while prepaid metering.

Issued In Public Interest

  
~~(R. Sudhan, IAS)~~ 15/12/15  
**Managing Director, MSPDCL**