



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A Government of West Bengal Enterprise)

Office of the Director (Dist.)

A-Block, 7th Floor, Vidyut Bhavan, Bidhannagar, Block-DJ, Sector-II, Kolkata-700091

e-mail: dirdist@wbsecl.in , Tel: (033)2359-1891, Fax: (033)2334-5607

CIN - U40109WB2007SGC113473 / Website: www.wbsecl.in

Office Order No. 267

Date: 30.12.2022

Life Cycle for Serialized DTR and Meter under Guarantee Period has already been implemented in ERP. Some new steps in addition to existing life cycle process are to be followed mandatorily. The New steps are as follows: -

DTR Life Cycle Management: -

1. All steps defined for DTR Life Cycle management will remain same and shall be followed scrupulously.
2. In addition, with existing process, one Intimation Letter(at the time of failure of DTR) containing Serialized DTR under Guarantee Period shall mandatorily be issued to Manufacturer for repair/replacement from respective Division Office through ERP system before issuance of LOI. Data for issuing intimation letter shall be captured through T-Code ZDTR_INTI in SAP-ERP. Thereafter, print-out of the letter can be generated using T-code ZDTR_INTI_PRT.
3. Reports have been developed for tracking number of intimations issued to supplier/manufacturer by site offices. T- Code to access the report is ZDTR_INTI_REP.
4. In addition, two reports have been developed for monitoring overall status of DTR Replacement at central level i.e., P&C Department and DHQ. These reports can be accessed using t-code ZMM_DTR_METER_REP and ZDTR_GP_FAIL.

Meter Life Cycle Management: -

1. All steps defined for Meter Life Cycle management will remain same and shall be followed scrupulously.
2. In addition, one Intimation Letter containing defective Serialized Meter under Guarantee Period shall mandatorily be issued to Manufacturer for replacement from respective Zonal Office through ERP system.
3. The Process for issuance of Defective meter to vendor and receive replaced meter from vendor is under development. The same will be intimated in due course.

All concerned are advised to adhere to the above guidelines.


(P.P. Mukherjee)
Director(Distribution)



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Memo No. **DD/O.O/1754**

Date : **30.12.22**

Copy forwarded for information & necessary action to :

1. Chief Engineer: P&C/ Dist./ DTD/ IT&C, WBSEDCL.
2. Zonal Manager : Kolkata/ Burdwan/ Midnapur/ Berhampur/ Siliguri, WBSEDCL.
3. The Regional Manager (s) :
Bidhannagar/ 24-Prgs.(North)/ 24-Prgs.(South)/ Howrah/ Hooghly/ Purba-Burdwan/Paschim-Burdwan/ Birbhum/ Purba Midnapore/ Paschim Midnapore/ Bankura/ Purulia/ Malda/ Murshidabad/ Nadia/ Darjeeling/ Jalpaiguri/ U. Dinajpur/ Coochbehar/ Alipurduar/Dakhin-Dinajpur Regional Office, WBSEDCL.
4. The Divisional Manager (s):
Bidhannagar- I/ Bidhannagar- II/ Baduria/ New Town/ Bhangar/ Barrackpore/ Naihati/ Barasat/ Basirhat/ Bongaon/ Habra/ Uluberia/ Howrah-I/ Howrah- II/ Behala/ Garia/ Baruipore/Joynagar/ Canning/ Diamond Harbour/ Kakdwip/ Serampore/ Chandannagar/ Tarakeswar/ Arambag/ Singur-Haripal/ Mogra/ Memari/ Burdwan Urban/ Burdwan Rural/ Katwa/ Kalna/ Durgapur/ Asansol/ Rampurhat/ Suri/ Bolpur/ Kharagpur/ Belda/ Jhargram/ Midnapur/ Ghatal/ Contai/ Egra/ Haldia/ Tamluk/ Bankura/ Bishnupur/ Khatra/ Purulia/ Raghunathpur/ Kalyani/ Krishnanagar/ Tehatta/ Ranaghat/ Nakashipara/ Berhampore/ Raghunathgunj/ Kandi/ Domkal/ Jiaganj/ North Malda/ South Malda/ Raiganj/ Dakshin Dinajpur/ Coochbehar/ Mathabhanga/ Alipurduar/ Jalpaiguri/ Mal/ Siliguri Subarban/ Siliguri Town/ Darjeeling/ Kurseong/ Kalimpong/ Islampur/ Buniadpur / Dinhata Division : WBSEDCL.


Director (Distribution), WBSEDCL