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Periodicity-Annual

Data of year 20--- 20---

Submission by -30th June**DETAILS OF MANPOWER****Name of Utility:**

Class of employment		<u>NUMBER OF EMPLOYEES</u>		Training provided	Type of Training
(A) Regular (i.e. monthly paid)		As on 31-03-20.(Yr.Start)	As on 31-03-20.(Yr.end)	No. of Personnel/Tech/Adm/Others	Induction/Refresher/ Management/Others
1.	Managerial and higher executives (Rank of Chief Engineer and above)				
2.	Technical & Scientific Officers				
3.	Non-technical: Executive, clerical, accounting, revenue collection, meter reading staff & officers, etc.				
4.	Technical Supervisory staff in				
	(a) Generation				
	(b) Transmission				
	(c) Distribution				
	(d) Trading				
	(e) Others				
5.	Technicians and Operating Staff in				
	(a) Generation				
	(b) Transmission				
	(c) Distribution				
	(d) Trading				
	(e) Others				
TOTAL REGULAR (1) to (5) = (A)					
(B) Non-Regular					
	(a) Technical : Trainees & Apprentices				
	(b) Work Charged Staff				
	(Monthly paid basis)				
	i. Skilled				
	ii. Unskilled				
	Total (b) = (i)+(ii)				
(c) Casual (daily paid basis)					
	i. Skilled				
	ii. Unskilled				
	Total (c) = (i)+(ii) (i.e.=c)				
Sub-Total (a)+(b)+(c) = (B)					
Grand Total (A)+(B)					

General Guidelines for filling form for manpower in the electricity supply industry.

1. Managerial and higher executives: All engineering posts of the rank of Chief Engineer and above is to be included.
2. Technical and scientific officers: All engineering posts above the rank of supervisor/Junior Engineer/ Scientific Officer may be included.
3. Non-Technical : All regular non-technical employees i.e. Executive, clerical, accounting, revenue collection, meter reading staff and officers may be included.
4. Technical supervisory staff :
 - a) Generation: All technical staff of the rank of supervisor/Section officer/Junior engineer/ Assistant Controller engaged at generating stations and those associated with planning of generation may be included.
 - b) & c) Similar staff mentioned above engaged in transmission & distribution system.
 - d) & e) Similar staff mentioned above engaged in trading & other activities.
5. a) Technicians and operation staff : All the technical staff below the rank of supervisor/Junior engineer engaged at generating stations.
 - b) & c) Similar staff mentioned above engaged in Transmission and Distribution system.
 - d) & e) Similar staff mentioned above engaged in other activities.