

Guidelines to utilities and ITIA/GSP for expeditious Implementation of GIS activities

Consumer and Asset Field Survey:

- i. The utilities shall create a separate team/ taskforce comprising of AE /JE of its O&M wing, Linesmen and meter readers for each Sub Div. in every town, for coordination in the field with GSP/ITIA, daily progress monitoring and validation of survey data when it is submitted by GSP/ITIA to utility. The team may participate in parallel to reduce validation time. This team of utility shall also get trained, during this exercise, which shall help them in carrying out post go live GIS updation.
- ii. The Utilities, preferably at MD level, shall inform to towns' District Magistrate, City Police chief and other relevant authorities about the GIS survey being carried out under RAPDRP and also give periodic publicity in the form of advertisement/circulars etc. for the consumers participation for the same.
- iii. Utilities shall provide details of existing data pertaining to consumers (name, address, consumer ID, Meter No, contract demand/consumer connected load, etc.) as per SRS, and make efforts to provide meter reading route map and existing network asset data to the GSP/ITIA so as to expedite GIS activities relating to field surveys .
- iv. The GSP / ITIA is required to capture the R/Y/B phase of the consumer supply during the data collection and Utilities may consider not to change consumers' supply phases during field survey and data validation activities. The GSP shall also reduce the time for such survey using Phase Identification Instruments and by switching off phase during off peak hours/ schedule shut-down in coordination with utilities
- v. In order to expedite the GIS activities progress
 - a. The GSP/ITIA shall concentrate on most essential 20 attributes (list enclosed as annexure) for Consumer Survey. However, balance attributes (as per LOA placed by utility to ITIA) is to be completed by GSP and subsequently verified by utility before completion of GIS work.
 - b. Similarly GSP/ITIA has to concentrate on capturing of those attributes of network assets, which are given in SRS document and balance nos. of attributes (as per LOA placed by utility to ITIA) is to be completed and verified subsequently before completion of the GIS work.
- vi. Survey limited to legal consumers which can be validated by utility (Illegal connections, found any, can be informed to Utility for taking enforcement measures. However, utility should not insist that without illegal-consumer data compilation by ITIA, the indexing data shall not be accepted).
- vii. GSP/ITIA may include Linemen, meter readers, MBC contractors, Retired utility personnel, ITI graduates on "suitable market based remuneration" in their survey team to expedite field survey/GIS activities. Further the GSP /ITIA are asked to follow the best practices adopted in other utilities and also circulated by PFC through web portal.

- viii. In addition to PDA/ Rovers, the GSP/ITIA should deploy other resources to speed-up field survey works.

Satellite Imageries:

- ix. Utilities may ensure that State Govt authorization is available in time for procurement of required Satellite Imageries for R-APDRP towns for procurement orders by GSP/ITIA.
- x. Area of Interest (AOI) covering APDRP project to be defined based on town's electrical boundaries. Utilities shall ensure that project area/town electrical boundaries are well defined with respect to its geographical map for capturing of AOI. Any feeder extending beyond the town boundary shall be considered in the survey upto the boundary point only. Revision of Aoi for any other reason and related GIS activities shall be taken up separately after Go-Live of town.
- xi. Imagery not more than 6 months old from date of LoA for Part-A can be used.
- xii. Details of procurement orders (date of PO placed to NRSC, type of satellite imageries ordered, etc) for balance towns and their current status to be compiled and matter is to be followed up with NRSC by GSP/ITIA/Utilities / PFC for early delivery of images.

Schedule of Data submission and Validation:

- xiii. The GSP/ITIA to submit consumer and network asset field surveyed data after QC in phases (DT wise/Feeder wise) to the utilities for validation. The GSP/ITIA shall not take more than two weeks for submission of this survey data and utilities shall complete validation within one week.
- xiv. Incremental changes due to Consumer & Assets up to Validation to be accounted for by ITIA/GSP with the help of Utilities. After that utilities to provide such changes to ITIA/GSP for incorporation in GIS database.
- xv. In case of House lock (after two visits) or sensitive area consumer, Utility personnel/ Lineman to accompany the ITIA/GSP for survey & validation.
- xvi. Utility to start practice of putting Meter No., Acc/Ledger No. [printed stickers or painted] on all meters and can be started with new meters

Clarification:

- xvii. In line with SRS document longitude / latitude of consumer premises are not to be surveyed. However each consumer is to be linked to its source of power supply (Pole/feeder pillar) on satellite imagery base map.
- xviii. With reference to section G4 clause 7.1.1 (j) of SRS i.e. "Other misc. features to be identified as point. 500 points per sq. km. for urban area and 200 points per sq. km for semi urban area", it is clarified that Point here referred to features (including Public Buildings, famous industrial/commercial/ residential buildings, religious places, petrol pumps, railway lines, roads, streets, lanes, manholes, assets, etc) per sq km to be identified for urban area and semi urban area
- xix. Painting of asset code on assets should be delinked from completion of survey and its validation and acceptance. The asset code can be written with permanent

marker in order to facilitate the survey. However, assets code painting is to be completed and verified subsequently before completion of the work.

LT CUSTOMER INFORMATION

(Refer Clause no. 5.3 and 5.5 of Section: G-4 of SRS)

S No.	Description	Information
1	Name of Customer	
2	Father/Husbands Name	
3	Customer account number (CIN)	
4	Address	
5	Phone Number : Mobile/ Landline No.	
6	Whether Under BPL	
7	BPL Number	
8	Whether Govt. employee	
9	E-mail Address	
10	Name of pole	
11	Connected phase R/Y/B	
12	Conductor co-relation at nearest LT pole (for single ph consumers)	Top/Middle/Bottom
13	Type of supply	Single / Three phase
14	Tariff Category	Dom./ Ind /Com./ Agr./.....
15	Total connected load	
16	Meter Number	
17	Type of Meter (Electro Mech./ Hybrid / Static)	
18	Meter viewing Glass: OK / Broken / Fogged	
19	Meter Seals OK / Broken	
20	Physical location of meter (Inside or approachable from outside)	