



PUNJAB STATE POWER CORPORATION LIMITED
(O/O CE/Commercial, Patiala, Ph.No.0175-2214495)
Regd. Office- PSEB Head Office, The Mall, Patiala-147001
Tele Fax: 0175-2210320 email: ce-commercial@pspcl.in

ਵਣਜ਼ ਗਸ਼ਤੀ ਪੱਤਰ ਨੰ: 47 /2013

To

ਸਾਰੇ ਇੰਜਨੀਅਰ-ਇਨ-ਚੀਫ/ਮੁੱਖ ਇੰਜਨੀਅਰਜ਼ / ਵੰਡ
ਅਧੀਨ ਪੰਜਾਬ ਸਟੇਟ ਪਾਵਰ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮਿਟਡ।

Memo No. 851/855 /DD/SR-12

Dated: 30.10.13

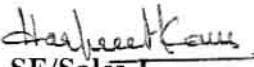
Sub: Consumer Complaint Handling Procedure – Notification No. PSERC/Secy./Regu./88 dated 4/10/2013.

Enclosed please find herewith a copy of Notification No. PSERC/Secy./Regu./88 dated 4/10/2013 vide which Punjab State Electricity Regulatory Commission has approved Consumer Complaint Handling Procedure for your information and meticulous compliance please. The Consumer Complaint Handling Procedure, which was earlier approved by the Commission vide its order dated 28.6.06, circulated by PSPCL vide CC No. 40/2006 dated 29/7/2006, stands repealed from the date of issue of this notification i.e. 4/10/13.

Clause 111 of ESIM may also be treated as amended accordingly. However the Presenting and Nodal officers for various committees as required in 4(2) and 4(3) of the subject cited notification will remain the same as mentioned in Clause 111(i) of ESIM. Constitution of Committees as mentioned in clause 111(ii) of ESIM with amendment made vide CC No. 40/2013 dated 6/8/13 will also remain the same.

This issues with the approval of competent authority.

DA/As above


SE/Sales-I
PSPCL, Patiala.

ਪਿੱਠ ਅੰਕਣ ਨੰ: 856/885 DD/SR -12

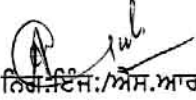
ਮਿਤੀ: 30.10.2013

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆਂ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਲਈ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:-

1. ਚੇਅਰਮੈਨ-ਕਮ-ਮੈਨੇਜਿੰਗ ਡਾਇਰੈਕਟਰ, ਪੰਜਾਬ ਰਾਜ ਪਾਵਰ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮ, ਪਟਿਆਲਾ।
2. ਸਾਰੇ ਨਿਰਦੇਸ਼ਕ, ਪੰਜਾਬ ਰਾਜ ਪਾਵਰ ਕਾਰਪੋਰੇਸ਼ਨ ਲਿਮ, ਪਟਿਆਲਾ।
3. ਵਿੱਤ ਕਮਿਸ਼ਨਰ/ਫਾਇਨਾਨਸ ਟੂ ਗੋਰਮਿੰਟ ਪੰਜਾਬ ਐਕਸ ਆਫੀਸੋ ਮੈਂਬਰ, ਪੀ.ਐਸ.ਈ.ਆਰ.ਸੀ, ਚੰਡੀਗੜ੍ਹ।
4. ਸਕੱਤਰ/ ਬਿਜਲੀ ਵਿਭਾਗ, ਪੰਜਾਬ ਸਰਕਾਰ, ਚੰਡੀਗੜ੍ਹ।
5. ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ/ਇੰਡ: ਅਤੇ ਕਾਮਰਸ ਵਿਭਾਗ, ਪੰਜਾਬ ਸਰਕਾਰ, ਚੰਡੀਗੜ੍ਹ।

ਚਲਦਾ ਪੰਨਾ.....2

6. ਪ੍ਰੋਜੈਕਟ, ਸਟੇਟ ਡਿਸਟ੍ਰਿਬਿਊਟਿਡ ਰਿਡਰੈਸਲ ਕਮਿਸ਼ਨ (ਪੰਜਾਬ) SCO ਨੰ: 3009-10, Sec-22, ਚੰਡੀਗੜ੍ਹ
7. ਮੁੱਖ ਇੰਜੀਨੀਅਰ/ ਚੇਅਰਮੈਨ (ਫੋਰਮ), ਪੀ.-1, ਵਾਈਟ ਹਾਊਸ, ਰਾਜਪੁਰਾ ਕਲੋਨੀ, ਪਟਿਆਲਾ।
8. ਸਕੱਤਰ, ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ ਰੈਗੂਲੇਟਰੀ ਕਮਿਸ਼ਨ, SCO.ਨੰ: 220-221, ਸੈਕਟਰ-34 ਏ, ਚੰਡੀਗੜ੍ਹ।
9. ~~Ombudsman, Electricity Punjab 66 KV Grid Sub Stn., Plot no. A-2, Industrial Area, Phase-1, SAS Nagar (Mohali)-160055~~
10. ਨਿੱਜੀ ਸਕੱਤਰ ਟੂ ਬਿਜਲੀ ਮੰਤਰੀ, ਪੰਜਾਬ ਸਿਵਲ ਸਕੱਤਰੇਤ ਪੰਜਾਬ ਸਰਕਾਰ ਚੰਡੀਗੜ੍ਹ।
11. ਚੀਫ ਕੋ-ਆਰਡੀਨੇਟਰ, ਉਦਯੋਗ ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ ਆਫ ਇੰਡੀਸਟਰੀਜ਼ ਪੰਜਾਬ Sec-17, ਚੰਡੀਗੜ੍ਹ।
12. Chief Administration & IR, PSPCL. Patiala.
13. ਮੁੱਖ ਬਿਜਲੀ ਇੰਸਪੈਕਟਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਪਟਿਆਲਾ।
14. Chief Auditor, PSPCL, Patiala.
15. Chief Engineer / ARR & TR, PSPCL, Patiala.
16. ਐਸ.ਈ. / ਆਈ.ਟੀ., ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ., ਪਟਿਆਲਾ ਨੂੰ ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ. ਦੀ ਵੈਬ ਸਾਈਟ ਤੇ ਅਪਲੋਡ ਕਰਨ ਹਿੱਤ।
17. Dy.CE/Sales-I, Dy.CE/Sales-2 and Dy.CE/Billing, PSPCL
18. All Addl SEs / Sr Xens / AEEs under Commercial organization, PSPCL.
19. Under Secy/Meetings with reference to his U.O No 3113/BOD-30.20/2013/PSPCL dated 26/9/13.


ਵਧੀਕ ਨਿਗਮ ਇੰਜੀਨੀਅਰ/ ਐਸ.ਆਰ,
ਵਾ: ਮੁੱਖ ਇੰਜੀਨੀਅਰ/ ਵਣਜ,
ਪੀ.ਐਸ.ਪੀ.ਸੀ.ਐਲ., ਪਟਿਆਲਾ।

PUNJAB STATE ELECTRICITY REGULATORY COMMISSION

NOTIFICATION

The 4th October, 2013

No. PSERC/Secy/Regu. 88.— Punjab State Electricity Regulatory Commission hereby approves the guidelines for handling of consumer complaints and speedy resolution of consumer grievances relating to supply of electricity by the distribution licensee to the consumers in a transparent and expeditious manner as envisaged in clause 5(2) of the PSERC (Forum & Ombudsman) Regulations, 2005

1. Short Title:

This procedure shall be called the “Consumer Complaint Handling Procedure (CCHP)”.

2. Date of effect/commencement:

This CCHP shall come into force on the date of their publication in the official gazette of the State.

3. Nature of Complaints

Consumer complaints may pertain to;

- Billing
- Metering
- Interruption/failure of power supply
- Voltage variations
- Load shedding/scheduled outages
- Disconnection/Reconnection
- Any other matter concerning supply of electricity

4. Dispute Settlement Committees

(1) Complaints relating to the supply of electricity by the licensee involving monetary disputes arising due to wrong billing, application of wrong tariff or difference of service connection charges/general charges or security against consumption, metering and or CT/PT errors, levy of voltage surcharge, billing of supplementary amount or any other charges except those arising on matters pertaining to open access granted under the Electricity Act, 2003 and Sections 126, 127, 135 to 140, 142, 143, 146, 152 and 161 of the Act will be disposed of by the following Dispute Settlement Committees constituted by the distribution licensee :-

i) Zonal Dispute Settlement Committee (ZDSC)

- | | |
|---|---------------------|
| a) Chief Engineer/DS concerned | Chairperson |
| b) One officer from Accounts & Finance cadre not below the rank of CAO/CA or of equivalent status | Member |
| c) One officer of commercial wing not below the rank of Dy.CE/SE. | Member |
| d) Representative of industry
(to be nominated by Director of Industry & Commerce, Punjab) | Nominated
Member |

- e). Representative of the consumer organization(s)
(to be nominated by the Divisional Commissioner
in case where the Zone comprises of more than
one district or Deputy Commissioner
where the Zone comprises of one district only)
- Nominated
Member

The Committee will have the jurisdiction to dispose of the complaints involving monetary disputes of an amount exceeding Rs. Four lac, in each case.

ii) Circle Dispute Settlement Committee (CDSC)

- a) Dy.CE/SE(DS) concerned Chairperson
- b) One officer from Accounts &
Finance cadre not below the rank
of Dy. CAO/Dy. CA or of equivalent status Member
- c) One officer from commercial wing not below
the rank of Add.SE/Sr.Xen. Member
- d) Representative of Industry (to be nominated by
Director of Industries & Commerce, Punjab) Nominated
Member

The Committee will have the jurisdiction to dispose of the complaints involving monetary disputes of an amount exceeding Rs. One lac and upto Rs. Four lac, in each case.

iii) Divisional Dispute Settlement Committee (DDSC)

- a) Addl.SE/Sr.XEN(DS) concerned Chairperson
- b) One officer from Accounts &
Finance cadre not below the rank
of Accounts Officer Member
- c) XEN/AEE/AE to be designated by
SE(DS) Circle from within the Circle Member

The Committee will have the jurisdiction to dispose of the complaints involving monetary disputes upto Rs. One lac, in each case.

- (2) The distribution licensee may appoint a Presenting Officer for each of these Committees.
- (3) Each Committee will be serviced by a Nodal Officer to be so designated. The Committee may authorize the Presenting Officer to act as a Nodal Officer.
- (4) Complaints other than those covered in (1) above such as delay in release of service connection, delay in issue of first bill/subsequent bill(s), defect(s) in meter/metering equipment(s), delay in replacement of defective/dead stop meter, failure of power supply, voltage variations, non-restoration of supply in case of interruption or outage/breakdown or disconnection even after payment of dues by the consumer and other miscellaneous default(s) will be disposed of primarily by the officer incharge of the sub-division. In case the complainant is not satisfied with the response or service is not rendered within the time frame stipulated in Annexure-1 of the Supply Code, the complainant shall have the right to approach the Divisional Dispute Settlement Committee for redressal of his complaint & also for payment of compensation on account of failure on the part of the Licensee to meet the Standards of Performance.

5. Procedure for lodging complaints

- (1) (i) The aggrieved consumer shall submit his complaint to the Nodal Officer of the appropriate

Committee, clearly stating ;

- a) the name and address of the consumer, consumer account number, telephone/mobile number and e.mail address, if any ;
 - ~~b) the name of the distribution licensee's office viz sub-division to which the complaint pertains ;~~
 - c) brief description of the complaint alongwith copies of the relevant supporting documents, if any ;
 - d) the relief prayed for ;
 - e) that the same complaint is not pending or already decided by any other court, authority, or forum.
- (ii) The Committee may seek any additional information and details from the complainant.
- (iii) Before submitting a complaint involving monetary dispute, the consumer shall be required to deposit following amount pending disposal of any dispute between him and the distribution licensee and attach a copy of the receipt with the complaint:
- a) **Disputed current electricity bill amount (covered under Reg.35 of Supply Code):** payment as per Regulation 35.1 of Supply Code Regulations, as amended from time to time.
 - b) **Cases Other than that covered under (a) above:** 20% of the disputed amount other than the current bill amount.
- (2) Complaints relating to interruption/failure of power supply shall be lodged by the consumers at the respective designated complaint centres of the distribution licensee either in person or over the telephone. The same will be entered in a data base to be maintained at the complaint centres by an authorized official of the distribution licensee who will give the complaint number to the complainant.
- (3) Other complaints of general nature shall be made in writing to the officer incharge of the sub - division in the format enclosed as Annexure-I.

6. Procedure for Redressal of Complaint(s)

- (1) The complaint received from the consumer/prospective consumer by the Nodal Officer of the concerned Dispute Settlement Committee, will be duly taken on record and entered in the "Data base" to be maintained by the Committee.
- (2) The receipt of complaint will be acknowledged by the Nodal Officer or any other Officer authorized by the Committee to act as such and the number and date of registration of the complaint will be intimated to the complainant along with the telephone numbers of the office of the Chairperson/ Nodal Officer of the Committee and the next higher authority.
- (2)(A) In case of non-admissibility of the grievance, a speaking Order shall be passed within 7 days of receipt of grievance, after giving an opportunity of hearing to the consumer.
- (3) The Committee may call for the relevant records alongwith comments of the concerned office, if considered necessary, on the complaint(s) of the consumer. Concerned officer of licensee shall furnish record/comments requisitioned by the Committee immediately (not later than 15 days) on receipt of such requisition, failing which the Committee shall proceed on the basis of the material available on the record.
- (4) The Committee will give a reasonable opportunity to the consumer of being heard, in person or through an authorized representative and submit evidence in support of his complaint. The order will be made, in writing, on the basis of facts/circumstances on record as well as pleadings of the

consumer/ his representative and after taking into consideration the relevant provisions of the Electricity Act, 2003, rules/regulations framed by the Commission under the Act and orders/directions/guidelines issued by the Commission.

- (5) Interest payable, on recoverable/ refundable amount if any, by either party shall be as under:
- i) Cases covered under 5 (1) (iii) (a) above : as per Regulation 35.4 & 35.5 of Supply Code Regulations, as amended from time to time, as the case may be.
 - ii) Cases covered under 5 (1) (iii) (b) above: at SBI Base Rate prevalent on 1st of *April of the relevant financial year plus 2%*.
- (6) The speaking order shall be passed by the Committee within a reasonable time not exceeding 90 days and conveyed to the concerned office with instructions to comply with the order, and/or issue the revised bill/advice within 15 days from the date of issue of the order.
- Provided that the Committee shall record reasons in case of failure to dispose of the complaint within 90 days and intimate the same to the Commission.
- (7) A copy of the Order passed by the Committee shall be communicated directly to the concerned office of the licensee and to the complainant or his authorized representative in person or through registered post immediately but not later than 7 days of passing of the Order.
- (8) The quorum for ZDSCs shall be three members, out of which at least two shall be members of the distribution licensee. The quorum for CDSCs/DSCs shall be at least two members of the distribution licensee. In case of lack of consensus amongst the members of the Committee; decision shall be on the basis of majority decision (vote) of the members present. In case of equality of votes on any issue Chairperson, in addition, shall have a casting vote.
- For timely disposal of grievances:
- a) Committees shall hold hearings at least once in a month or more depending upon pendency of cases.
 - b) The Chairperson of the Committee shall co-ordinate and specify days and time for hearings to ensure availability of officers of Commercial and Accounts wings.
 - c) Agenda for hearings shall be prepared in advance and due intimation in this regard to be sent to the aggrieved consumer as well as to the concerned office of the distribution licensee.
 - d) No adjournment shall be ordinarily granted unless sufficient cause is shown and reasons for grant of adjournment have been recorded in writing by the Committee.
 - e) Where the concerned officer/official of the distribution licensee or complainant (or its representative) fails to appear before the Committee on the date fixed for hearing on more than two occasions, the Committee may decide the grievance ex-parte.
- (9) A nominated Member will certify that he has no personal interest in the complaint being considered. He will not be entitled to any travelling/incidental expenses for attending the meeting(s) and will make his own arrangements.
- (10) All Members including the nominated Members of the Committee shall be intimated regarding meetings of the Committee alongwith the list of complaints and agenda to be considered in the meeting.
- (11) The Committee will continue to function even if no Member is nominated by the Director of Industries, Divisional Commissioner or Deputy Commissioner, as the case may be. The proceedings of the Committee will also not be affected in the event of any nominated Member not making himself/herself available during the meeting(s).

- (12) In case the consumer is unable to make payment as specified in clause 5(1)(iii) supra, the Chairperson of the Committee will be competent to fix the amount to be deposited before consideration of the case by the Committee.
- (13) ~~The Committee shall not entertain a complaint for which any proceedings are pending before any court, authority or any other Forum established by law, or where a decree, award or a final order has already been passed by any competent court, authority or Forum.~~
- (14) The Chairperson of the Committee shall ensure maintenance of proper record of all the complaints received and disposed of. Pendency and disposal of cases by the Committee should be monitored regularly by the distribution licensee. Quarterly reports and age-wise analysis of cases be submitted to the Commission duly commented by the Director/Distribution of the licensee.
- (15) Complaints regarding interruption/failure of power supply etc. and those of general nature will be attended to / disposed of by the distribution licensee within the time limits as may be specified by the PSERC (Electricity Supply Code & Related Matters) Regulations 2007 as amended from time to time.

7. Responsibility of the distribution licensee

The Distribution Licensee shall;

- i) give wide publicity to the existence of the "Consumer Complaint Handling Procedure" by periodical press release, display on notice boards in the distribution sub-divisions or at the Complaint centres/ Bill collection centres and such other means to make the public aware of the procedure ;
- ii) make available an updated copy of the consumer complaint handling procedure as amended from time to time for inspection by members of the public during normal working hours ; and
- iii) provide an updated copy of the aforesaid procedure revised from time to time to the consumers and any other person who requests for it at a reasonable price.

8. Consumer's right to approach the Forum

A complainant aggrieved due to non-redressal of his complaint under the "Consumer Complaint Handling Procedure", may approach the Forum established by the licensee under sub-section (5) of Section 42 of the Act read with "PSERC (Forum & Ombudsman) Regulations, 2005" as amended from time to time.

9 Repeal and Saving

- (i) The PSPCL's Consumer Complaint Handling Procedure, which was applicable from 1.8.2006, shall stand repealed from the date of commencement of these Guidelines/Procedures.
- (ii) Notwithstanding such repeal, anything done or any action taken or purported to have been done or taken under the repealed CCHP shall be deemed to have been done or purported to have been done under these Guidelines/Procedures.

BY ORDER OF THE COMMISSION

Sd/-

Secretary to the Commission

**FORMAT FOR LODGING COMPLAINTS
OF GENERAL NATURE**

1. Name of the complainant
2. Full address with telephone number, if any
3. Consumer A/c No.
4. Brief description of the complaint

Signatures of the complainant

Date :

Place :

Acknowledgement

1. Complaint Receipt No.
2. Date of receipt
3. By whom received
(Name & Designation)

Signatures of the authorized official of the licensee