

PN-ABU-231
93424

WAPDA

LOG CHECKING

GUIDE FOR

LEVEL-1

METER READING

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LEVEL

METER READING

PRELIMINARY LOG CHECKING INSTRUCTION

Where a new entry is prepared, enter code 9 in column 47 in rebill form.

CC.010 Consumption Card Missing (i.e. NO CC)

Consumption record is missing. The reason might be:

- i) The record has been omitted by the PC Operator/ Data Entry Operator. In this case get the consumption record entered through rebill.
- ii) The reference No. is a new addition and the reading has been supplied by the field staff. In this case, take action according to the instructions of DD(CO)/CSO.
- iii) The reference No. has been changed through CP-138 or it has been reconnected from Batch 26. Investigate the matter through change of reference No. affected list and reconnected list of Batch 26. If both the lists confirm that it has been changed and present reading has not been supplied, P.C. Supervisor should bring it in the notice of C.S.O. In case of non availability of reading, leave it unbilled.

If none of above conditions exists, report to AD(DC)/CSO. Some unauthorized person might have changed the reference No. or reconnected it from Batch 26.

CC.020 Basic Data Missing (Extra CC)

Record pertaining to this reference No. is not found on M/F. Check the meter reading list. There are three possibilities:

- i) If the number is not found on M/F, it may be due to punching error of reference No. No action is required.
- ii) If the reference No. is entered by hand in MR list then it is the consumption of a new addition forwarded on the meter reading list but the basic data has not been received in Computer Centre yet. No action required.

iii) If the reference number is preprinted on meter reading list then it may have been deleted. Investigate the reason for deletion. If deletion or change of reference No. is unauthorized report the matter to Assistant Director (DC)/CSO.

CC.030 Card Type Wrong

Card type is not equal to 1,2,3 or 4. Prepare the correct consumption card in rebill after investigating it through tIR file.

CC.040 Reference No. Non-Numeric

In case Reference No. of CC file is Non-numeric i.e. some special character, alphabetic character or blank is present in the reference number. Investigate it in the light of other messages and prepare the new consumption record in rebill.

CC.050 Meter Sequence Wrong

Meter sequence is non numeric or code is not within the limit i.e. 1 to 4. The program will assume it as one. Investigate it and if meter sequence is not equal to 1, re-enter all consumption cards pertaining to this Reference number with correct sequence code.

CC.060 Consumer Class of CC & M/F Not Same

The consumer class of CC-FILE does not tally with the consumer class of M/F. Consumer class of Master File has been assumed as correct. This message is for information only.

CC.070 Invalid Consumer Class

Consumer class does not match with the tariff. That is, in case where Class '1' has been allotted to the tariff other than commercial or Class '2' has been allotted to the tariff other than industrial. Update the consumer class on M/F through updating according to the case.

- CC.080 **Total Meters on CC-Files is less than as on M/F**
- There are more than one meter and one of the consumption cards is missing from CC files. Prepare missing consumption card in rebill with code 9 in column 47 after investigating it through MR file.
- CC.090 **Total Meters on CC-files is Greater Than as on M/F**
- Field of total No. of meters has been updated on M/F. Extra consumption cards will be ignored by the program. If the reading of remaining meters is correct then ignore this message, otherwise feed the corrections through rebill.
- CC.100 **Meter Status Code Invalid**
- Invalid code appears in column 42. Blank Code will be assumed. If status code is required then the correction will be affected through rebill.
- CC.110 **Cutting/Over-Writing Code Invalid**
- Column 44 will be blank for normal or will be 1 for cutting/over-writing. If there is something invalid, the program will assume it as blank. Investigate it and if there is over-writing re-enter the consumption record in rebill.
- CC.120 **Check Present Reading**
- Present reading is non-numeric/blank for normal case. Check the MR file and feed the correct consumption record through rebill.
- CC.130 **Reconnected but Reading Missing**
- Reconnection of this Reference No. has been posted on M/F but present reading has not been forwarded through MR file. First check the validity of reconnection data and after confirmation, if reading is not available from any source, leave it unbilled.

CC.140 Disconnected in M/F

This reference No. has been disconnected on M/F. You have only to confirm that it was previously disconnected and no reconnection has been received from C.S.O. Office.

CC.150 Multiplying Factor = Zero

Multiplying factor of this meter sequence is zero on master file. The program will assume it as 1. Feed correction of multiplying factor through CP-138 at the earliest.

CC.160 Reading Greater Than Range

The No. of digits of present reading of the meter is greater than its range as on M/F. The reason might be one of the following:

- i) Reading wrongly punched by Data Entry Operator/ PC Operator.
- ii) Reading wrongly supplied by S.D.O.
- iii) Range recorded on M/F is wrong.

If it is due to punching error, prepare the new consumption record in rebill otherwise CSO should be asked to feed the correction of its reading or range for next billing cycle.

CC.170 Present Reading is Less than Previous Reading

Current reading entered in consumption record is less than its previous reading and there is no indication of round complete. Make the investigation about current reading and previous reading through MR file and M/F information as on preliminary Log. Feed the correction through rebill.

CC.180 Meter Status Mismatch

There are more than one meters, whereas the status codes in the column 42 of consumption records are not coded properly. In this case the program will take the status of 1st meter. For example, if 1st meter has been coded for locked then the status of all meters will be treated as locked. If change is required feed the correction through rebill.

CC.190 Defective Code Missing for Previously
Defective without any Replacement

Previously defective meter is not forwarded with defective code without any replacement. The program will take the defective code internally. The meter status of previously defective meter could change through its replacement only.

CC.200 Lock Code in case of Previously Defective Meter

An estimated defective code will be taken by program. No action is required with regard to this message.

CC.205 Defective Code against Previously Locked

The premise was shown locked in last month. Presently the meter has been shown to be defective. Consult the H.R. file to check the remarks and status code. If the remarks are given as 'locked', correct the code. If it is shown as defective in remarks, omit the code to open the lock first. Defective status can be accepted in next month.

Note:

In case of coding for defective, lock period credit will not be given to the consumer.

CC.210 Heavy Bill

The computed consumption is more than 1000 units for domestic tariff, more than 2000 units for commercial tariff and more than 4000 units for all other tariffs. Check the reading entered with actual reading reported on meter reading list. The actions to be taken in different cases are:

- i) The reading is correct and tally with reading reported by Meter Reading Clerk. In this case code 2 in column 47 and code 1 in column 48 is required in rebill to indicate 'Heavy OK' purpose. In case of multiple meters the above entry is to be made only for its first meter.

- ii) The reading entered is not the same as recorded but the consumption calculated would fall above the normal limit even if correct reading is entered. Prepare rebill record with correct reading and code 9 in column 47 of all the consumption records for this number, enter code 1 in column 46 of the first record only to indicate 'New Heavy OK'.
- iii) The reading has been wrongly entered and correct reading does not make it heavy. Get correct reading entered in the rebill file with code 9 in column 47.

CC.220 Heavy Bill for Lock Open Case

Make investigation on the basis of lock time reading and take action according to para CC.210.

CC.230 Commercial Tie-Up Missing

Message shows that light meter for Tie-Up is missing according to M/F information. Change the consumer class of industrial meter by 3 through updating M/F and ask the C.S.O. to feed correct information regarding the Tie-Up.

CC.240 Industrial Tie-Up Missing

Industrial meter for Tie-Up is missing according to M/F information. Change the consumer class of light meter by 3 through partial updating and write the C.S.O. office to feed the correct information regarding the Tie-Up.

CC.250 Tie-Up Reference No. Not Consecutive

The tie-up has not been made according to its definition. The light meter should have consumer class '1' and industrial meter should have consumer class 2. Further more reference No. of both the meters must have consecutive reference No.

Ask the C.S.O. concerned to make the correct tie-up through CP-138. To make bills of these reference Nos. you may change the consumer class for both numbers by 3.

CC.260 Tie-Up Status Mismatch

Either one of the Tie-Up meters has been disconnected on M/F or coded for lock status. Take action according to instruction of CSO, DD(CO) or AD(CO) and feed the correction through rebill.

CC.270 Replacement (CF4) Missing

In this case the expected replacing meter record is missing. Check the replacing meter statement for corresponding entry. If consumption record is correct then replacing meter record is only to be entered in rebill file with code 9 in column 47, otherwise both consumption record and replacement record are to be entered in rebill with code 9 in column 47 of both the records and code 2 in column 42 of the consumption record.

If meter replacement record does not exist then prepare a new consumption record without replacement code in rebill.

CC.280 Extra Replacement

Replacement code in consumption record is missing. The reasons might be as under:

- 1) The replacement code has been omitted. In this case get the replacement code entered in rebill with code 9 in column 47.
- 11) The reference No. of replacement record has been wrongly entered by data entry operator. In this case get the consumption record and now replacement entered in rebill.

CC.290 Reading of Old Meter Non-Numeric

The field of old meter reading is Non-numeric. Make investigation through MR file and proof list of replacement. Feed the revised record of replacement with its full information through rebill with code 9 in column 47.

CC.300 Range of New Meter Invalid

Range of new meter is invalid. Make investigation through MR file and proof list of replacement. To feed the revised record of replacement with its full information through rebill with code 9 in column 47.

CC.310 Old Meter Reading Less than Previous Reading

Replacement time reading is less than its previous reading. The reasons might be:

- i) The old meter reading has been wrongly recorded by Meter Clerk. PC Supervisor should ask the CSO to consult the meter replacement documents. CSO is required to calculate the average consumption for the days for which old meter remained at site, on the basis of consumption recorded through new meter. Get this reading entered in new replacement record through rebill with code 9 in column 47.

If above case is left unchecked by PC Supervisor/CSO, WCC staff will get the same to same reading entered in new replacement record through rebill with code 9 in column 47.

- ii) The old meter reading has been wrongly entered by PC. Operator/Data Entry Operator. In this case the new record of replacement is to be entered in rebill with code 9 in column 47.

In both above cases if the new calculated consumption would fall beyond the limit of its tariff then it is also required to get its consumption record entered with code 1 in column 46 and code 9 in column 47 to make 'new heavy bill OK'.

CC.320 Initial Reading of New Meter Non-numeric

The initial reading of new meter is non-numeric or blank. It might be due to wrong punching or omission by the Data Entry Operator/PC Operator. Feed the correct replacement through rebill with code 9 in column 47.

CC.330 New Multiplying Factor Invalid

The multiplying factor of new meter is invalid in replacement. The program will assume it as 1. Make the investigation through replacing meter statement. If according to source the multiplying factor is 1 then ignore this message otherwise feed the correct record of replacement through rebill with code 9 in column 47.

CC.340 . New Motor Range Invalid

The range of new meter is invalid in replacement. Investigate it from source and proof list of replacement. The program will assume it as 5. Ignore this message if according to the source the range is 5, otherwise feed the revised card for replacement through rebill with code 9 in column 47.

CC.350 Present Reading of New Meter Less than Initial Reading

Present reading of new meter is less than its initial reading as on replacement. The reasons might be:

- i) The initial reading of new meter has been wrongly entered by Data Entry Operator/PC Operator. In this case the replacement record is to be re-entered in rebill with code 9 in column 47.
- ii) The present reading of new meter has been wrongly entered by Data Entry Operator. In this case the consumption record is to be re-entered in rebill with replacement code 2 in column 42 and code 9 in column 47.
- iii) The present reading of new meter has been wrongly recorded by Meter Clerk. In this case get same to name reading entered on consumption record rebill with replacement code 2 in column 42 and code 9 in column 47.

In above said cases if the new calculated consumption would fall beyond the limits as per its tariff, then code 1 in column 46 of consumption record is required to make the new heavy bill OK.

CC.360 Present Reading of New Meter Greater than Range

Present reading of new meter is greater than the range entered in its replacement record. The reason might be:

- i) The present reading of new meter has been wrongly entered by Data Entry Operator/PC Operator. In this case the new consumption record is to be entered in rebill with replacement code 2 in column 42 and code 9 in column 47

- 11) The range of new meter has been wrongly entered by Data Entry Operator/PC Operator. In this case the correct replacement record is to be re-entered in rebill with code 9 in column 47.
- CC.370 Replacement Status Code Invalid
- Code 1 in column 42 of replacement form will be entered whenever wrap of round of old meter is completed. This message shows that the status code of replacement form is invalid (i.e.) neither blank nor '1'. In case of invalid status, blank will be assumed by the program.
- CC.380 Batch No. Wrong in Rebill
- Batch No. of rebill record is either wrongly entered or rebill file of some other batch is given. Make correction in rebill record otherwise program will drop such records.
- CC.390 Reference No. Wrong in Rebill
- This message appears in case of mis-matching reference No. Investigate and take action as given in CC.040.
- CC.400 Card Type Wrong in Rebill
- Card type entered in rebill is wrong. Take action as given in CC.030.
- CC.410 Status Code Invalid in Rebill
- Status code is other than the defined codes. Take action as given in CC.100 above.
- CC.420 Column 46 Invalid in Rebill
- Column 46 in rebill can contain only code '1' in case of new heavy OK. Any code other than '1' in this column will cause above said message.

CC.430 Column 47 Invalid in Rebill

Column 47 can contain either '2' or '9'. Any other code will cause this message. Check and correct the code in rebill.

CC.440 Column 48 Invalid in Rebill

Column 48 can only contain 1 in case of new heavy OK.

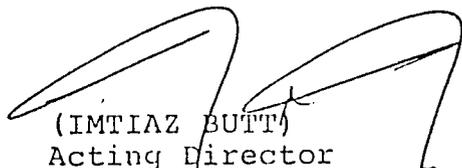
CC.450 CC Reading Invalid in Rebill

Meter Reading is non-numeric i.e., either blank or alphabetic character is present. Correct the reading according to M.R. file.

CC.460 Entered Advance Units Not = Calculated Advance Units

This message indicates following situations:

- 1) Current reading has been entered wrong by PC Operator/Data Entry Operator. Prepare new card with correct reading in rebill.
- 2) Reading has been correctly entered but advance units have been either wrongly calculated or wrongly entered. In such cases no correction is required in rebill. Ignore this message.



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