

Section 4(1)(b) of RTI Act 2005 Point - 2.

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

Powers:

- i. Purchase of power from generation companies is vested with the Corporate Office. The Board of Directors will take decision on Power purchase with respect to rate, quantity and terms of payment, incentives, disincentives and other aspects of power purchase. No new power purchase agreements have been entered into by BESCO since 10.06.2005, the date from which PPAs were vested with ESCOMS. The PPAs in vogue are those which are entered into by KPTCL prior to 10.06.2005.
- ii. Regarding the powers of officers and its employees, a Manual of Delegation of Powers which was in vogue in KPTCL has been adopted by BESCO. The same is appended here with. The manual depicts powers vested with various officers of the company in discharge of their functions and duties.

Duties:

Unit offices.

An Operational & Maintenance Unit is the primary link between the consumer and the company. It is the lowest office in the hierarchy, where consumer relationship is established. It is headed by an officer of the rank of an Assistant Engineer/Junior Engineer. The duties of the official in charge of an O&M Unit are as follows:

- a. Receiving applications for power supply from prospective consumers.
- b. Preparation of estimate to assess the expenditure involved and to obtain sanction for incurring the expenditure for releasing connections.
- c. Examination of the feasibility of Power supply from the existing infrastructure.
- d. Forwarding the application of the prospective consumer with their comments on feasibility and estimate to the sanctioning authority.
- e. Releasing service connection duly following the prescribed procedure on receipt of power sanction from competent authorities.
- f. Maintenance of lines, cables and equipments to ensure smooth and quality power supply to the consumers.
- g. Attending to consumer complaints regarding power supply in terms of its quality, and other technical matters.

Duties of Sub-divisional offices:

A Sub-division consists of 3 to 5 O&M Units and headed by an officer of the rank of Assistant Executive Engineer. He/She oversees the functioning of O&M Units, so as to ensure smooth distribution of power in the jurisdictional area. An Assistant Accounts Officer/Senior Assistant is placed in the Sub-division to look after the Billing and collection related functions.

Duties of Sub-divisional Officer:

- a. Sanctioning of service connections as per powers vested with the Sub-Divisional Officer.
- b. Approving works mainly in the nature of maintenance works as per power vested with the Sub-Divisional Officer.
- c. Maintenance of lines, cables and equipments to ensure smooth and quality power supply to the consumers.
- d. Attending/Monitoring of consumer complaints regarding power supply in terms of its quality, interruption and other technical matters and billing related problems.
- e. Proposing Augmentation works to cater to the needs of public.
- f. Monitoring of works.
- g. Raising bills in respect of all the consumers in the jurisdictional area.
- h. Collection of dues from consumers as per the Terms and Conditions of Supply.
- i. Maintenance of Consumers Accounts in the prescribed manner.
- j. Preparation and submission of various statistical information to the higher offices.
- k. Integration of men, material and special labour in execution of certain works which require special skills viz RMU, MT and cable faults.
- l. Action for prevention of theft of power.
- m. Initiating criminal actions against the consumers involved in theft of power.

Duties of Divisional Offices:

A Division comprises 2 to 5 sub-divisions under its jurisdiction. It is purely an administrative office and does not deal with consumers directly. It is headed by an Officer of the rank of Executive Engineer and assisted by sub-ordinate officers. An Accounts Officer is also placed in the Division office to look after the Revenue, Personnel, Financial and Accounting functions of the Division.

Duties of Divisional Officer:

- a. Overseeing the functioning of the sub-divisions as per specified parameters and regulations.
- b. Sanctioning of service connections as per powers vested with the Divisional Officer.
- c. Approving works both in the nature of maintenance and capital works as per power vested with the Divisional Officer.
- d. Approval of Augmentation works within the powers vested with the Divisional Officer.
- e. Procurement of men and materials within the powers vested with the Divisional Officer.
- f. Monitoring of various works being undertaken in the jurisdictional area and ensuring timely completion of the same.
- g. Rendering periodical statistical information to Head office and other offices.
- h. Ensuring the activities of the Company such as execution of works, releasing of service connections, prevention of theft of power, realization of revenue, redressal of consumers grievances etc.,
- i. Initiating disciplinary action against the officials who are found guilty of offence, non-performing etc., within the powers delegated.

Circle Offices:

A Circle comprises 3 to 4 Divisions under its jurisdiction. It is also an administrative office which doesn't deal with consumers directly. It is headed by an Officer of the rank of Superintending Engineer and assisted by sub-ordinate officers. A Deputy Controller of Accounts is placed in the Circle office to look after the Revenue, Personnel, Financial and Accounting functions of the Circle.

- a. Overseeing the functioning of the jurisdictional Divisions and sub-divisions as per specified parameters and regulations.
- b. Sanctioning of service connections as per powers vested with the Circle Officer.
- c. Approving works both in the nature of maintenance works and Capital as per power vested with the Circle Officer.
- d. Approval of Augmentation works within the powers vested with the Circle Officer.
- e. Procurement of men and materials within the powers vested with the Circle Officer.
- f. Monitoring of various works being undertaken in the jurisdictional area and ensuring timely completion of the same.

- g. Rendering periodical statistical information to Head office and other offices.
- h. Ensuring the activities of the Company such as execution of works, releasing of service connections, prevention of theft of power, realization of revenue, redressal of consumers grievances etc.,
- i. Initiating disciplinary action against the officials who are found guilty of offence, non-performing etc., within the powers delegated.

Zonal Offices

A Zone comprises 2 to 4 Circles under its jurisdiction. It is also an administrative office which doesn't deal with consumers directly. It is headed by an Officer of the rank of Chief Engineer and assisted by subordinate officers. A Controller of Accounts is placed in the Zonal Office to look after the Revenue, Personnel, Financial and Accounting functions of the Zone.

- a. Overseeing the functioning of the jurisdictional Circles, Divisions and sub-divisions as per specified parameters and regulations.
- b. Sanctioning of service connections as per powers vested with the Zonal Officer.
- c. Approving works both in the nature of maintenance works and Capital as per power vested with the Zonal Officer.
- d. Approval of Augmentation works within the powers vested with the Zonal Officer.
- e. Procurement of men and materials within the powers vested with the Zonal Officer.
- f. Monitoring of various works being undertaken in the jurisdictional area and ensuring timely completion of the same.
- g. Rendering periodical statistical information to Head office.
- h. Ensuring the activities of the Company such as execution of works, releasing of service connections, prevention of theft of power, realization of revenue, redressal of consumers grievances etc.,
- i. Initiating disciplinary action against the officials who are found guilty of offence, non-performing etc., within the powers delegated.


(ಎ)ಮುಖ್ಯ ಪ್ರಧಾನ ವ್ಯವಸ್ಥಾಪಕರು (ವಿ)
(ಕಂಪನಿ ವ್ಯವಹಾರಗಳು)
ಬೆವಿಕಂ, ನಿಗಮ ಕಾರ್ಯಾಲಯ,
ಬೆಂಗಳೂರು - 560 001