**Duties and Responsibilities of the Employees working in Division Office**

**Executive Engineer (Division):**

1. Overseeing the functioning of the sub-divisions as per specified parameters and regulations.
2. Sanctioning of service connections as per powers vested with him.
3. Approving works both in the nature of maintenance and Capital works as per power vested with him.
4. Approval of Augmentation works within the powers vested with him.
5. Procurement of men and materials within the powers vested with him.
6. Monitoring of various works being undertaken in the jurisdictional area and ensuring timely completion of the same.
7. Rendering periodical statistical information to Head office and other offices.
8. 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.
9. Initiating disciplinary action against the officials who are found guilty of offence, non-performing etc., within the powers delegated.
10. Monitoring &supervising of overall revenue activities of the Division.
11. Making recommendations to the appropriate authority to take new infrastructure & to provide quality power to the consumers.
12. Resolving of Consumer Grievances and complaints referred to Division office.
13. Any other works as allotted by Superior Officer.

**Assistant Executive Engineer (Division):**

1. Processing of service connections as per powers vested with him.
2. Processing works mainly in the nature of maintenance works as per power vested with him.
3. Preparation and submission of various statistical information to the Higher Offices.
4. Preparation of Estimates, Scrutiny & Sanction.
5. Any other works as allotted by Superior Officer.
6. Processing of Tenders to get men & materials.

**Assistant Engineer (Technical):**

1. Processing of service connections as per powers vested with him.
2. Processing works mainly in the nature of maintenance works as per power vested with him.
3. Preparation and submission of various statistical information to the Higher Offices.
4. Preparation of Estimates, Scrutiny & Sanction.
5. Processing of Tenders to get men & materials.
6. Any other works as allotted by Superior Officer.

**Junior Engineer (Division):**

1. Preparation and submission of various statistical information to the Higher Offices.
2. Processing of power sanction files.
3. Maintenance of records pertains to Technical matters.
4. Any other works as allotted by Superior Officer.

**Sweeper/Scavenger:**

1. Sweeping the premises in the assigned area.
2. Collect garbage and dispose off.
3. Cleaning of Gutters, Septic tanks, Latrines and Bath rooms.
4. Removing shrubs in the colony and such other cleaning work assigned.
5. Swabbing floors, cleaning panels of doors, windows, tables, chairs etc.
6. Any other works as allotted by Superior Officer.

**Accounts officer (Division):**

* 1. Overseeing the functioning of the jurisdictional Sub Divisions as per specified parameters and regulations.
  2. Monitoring of financial progress of works being undertaken in the jurisdictional area and ensuring timely payment of bills on completion.
  3. Rendering periodical statistical information to Head Office and other Offices.
  4. Ensuring the activities of the Company such as Realization of Revenue, Redressal of Consumers Grievances etc.
  5. Acting as financial advisor to Executive Engineer of Division.
  6. Overall supervision of revenue activities of the Division.
  7. Inspections of Sub-Division/Sections.
  8. Exercising of administrative control over the Division office and other accounts, revenue & collection staff of the division.
  9. Reviewing of Ledgers, Schedules, C-Registers, Asset Register & Cash related registers periodically to satisfy that they are maintained neatly & update
  10. Scrutinization of estimates before furnishing budget certificates.
  11. Overall supervision of accounts of the division relating to stock, capex, R&M works, Establishment & Administration expenses.
  12. Any other works as allotted by Superior Officer.

**Accounts officer (Internal Audit):**

* 1. Overseeing the functioning of the jurisdictional Sub Divisions as per specified parameters and regulations.
  2. Monitoring of financial progress of works being undertaken in the jurisdictional area and ensuring timely payment of bills on completion.
  3. Auditing of revenue accounts of Sub-Division.
  4. Auditing of Bills.
  5. Auditing of Establishment bills.
  6. Auditing of vouchers.
  7. Verification of funds statement and cash.
  8. Verification of Budgets.
  9. Verification of work bills.
  10. Scrutiny of Demand, BBC of MT/Vigilance, etc.
  11. Watching of recovery of ASC/BBC, etc.
  12. Any other works as allotted by Superior Officer.

**Assistant Accounts Officer:**

* 1. Opening and Closing of Cash Daily.
  2. Inspection of Cash Counters regarding collection and remittance.
  3. Inspection of Soujanya Counters and attending complaints received on Billing Errors.
  4. Daily Uploading and Downloading and meter reading instruments.
  5. Ensuring 100% Billing Efficiency.
  6. Monitoring of Disconnections/Reconnections and claiming of D&R Fees.
  7. Calling Field Reports wherever required.
  8. Attending Cases of Transfer of Installations, Reduction of Load, etc. duly obtaining Field Reports.
  9. Monitoring of Weekly Reading and Billing of TP installations.
  10. Billing of Cases booked by Vigilance/MT/Section Officers.
  11. Inspection of ATP Counters.
  12. Generation of Exceptional Reports and sending to the field Officers for Review/Remedial action.
  13. Attending Hardware/Software Problems in TRM.
  14. Preparation of withdrawal statements as per appeal orders, Erroneous billing etc.
  15. Monitoring and review of Test Reports opened in respect of Newly Serviced Installations.
  16. Attending meetings called at Division/Circle/Zone/Corporate Level.
  17. Furnishing Statistical Information to the Higher Offices.
  18. Attending to consumers in respect of disputed cases.
  19. Attending Court/Revenue Appeal Cases.
  20. Pursuing of ASC Recovery and progress to be furnished to AGM (IA).
  21. Furnishing Replies to AG’s Para and inspection Reports on Revenue and Cash by AGM (IA).
  22. Checking of 100% Bills of all HT installation and 25% of Motive Power installations.
  23. Issue of Termination notices and pursuing of Recovery under Recovery of Dues Act.
  24. Any other works as allotted by Superior Officer.

**Senior Assistant Revenue:**

1. Supervising the revenue related activities as directed by AAO/AEE.
2. Furnishing of informations, Datas to AAO/AEE for validation and onward submission to Higher Offices.
3. Attending to inspection reports of MT Vigilance, Audit & O&M staff by ensuring Demand & Collection of BBC.
4. Initiating termination of agreements & follow up action as per recovery dues act.
5. Generation of Exceptional Reports and sending to the field officers for Review/Remedial action.
6. Preparation of withdrawal statements as per appeal orders, Erroneous billing Etc.
7. Monitoring and review of Test Reports opened in respect of Newly Serviced Installations.
8. Attending to consumers in respect of disputed cases.
9. Attending Court/Revenue Appeal Cases.
10. Any other works as allotted by superior officer.

**Senior Assistant (EAG):**

1. Maintaining of Seniority list of all employees of various cadres coming under the jurisdiction.
2. Establishment works related to pension, Annual increments, Time bound increment, career advancement increments and Compassionate appointments, different kinds of Leaves, etc.
3. Furnishing Establishment related statistical information to higher offices.
4. Passing of various bills pertaining to employees.
5. Any other works as allotted by superior officer.

**Assistant:**

1. Responsible for compilation of accounts of the division.
2. Preparation of monthly Trial balance.
3. Preparation & Submission of year end accounts in co-ordination with stock, Pricing, DCB, schedules, Bank reconciliation, C Registers, Bill passing case workers.
4. Maintenance of Assets registers with upto date entries.
5. Maintenance of C registers with upto date entries of Issues & Receipts.
6. Monitoring of submission of CR’s from field staff to close the work accounts for categorization of CWIP to assets accounts.
7. Maintenance of various Debit/Credit Schedules with upto date entries.
8. Passing of bills, following the rules & Procedures of the company, duly maintaining registers with cumulative expenditure for the period.
9. Maintaining stock accounts with upto date posting of receipts & Issues received from pricing section & submission of stock JV to compiler of accounts of the Division.
10. Maintenance of Revenue correspondence registers, files etc., under safe custody.
11. Maintenance of Ledgers.
12. Maintaining Inventory of stationary, T&P materials in good condition, scraping of materials as per recommendation of counting officer.
13. Any other works as allotted by superior officer.

**Junior Assistant:**

1. Records, Files, Registers, Books of references handled by each are to be maintained properly and preserved safely in a well arranged pattern in the container, such as racks, Almirahs, etc. so as to be easily traceable and accessible & dispatch work of Tappal.
2. Responsible for Store price ledger work.
3. Inward/Outward of letters, bills etc.
4. Maintenance of records, stationery and contingent article accounts.
5. Maintenance of file movement registers.
6. Receiving and sending telephone messages.
7. Maintenance of various debit & credit schedules.
8. Any other works as allotted by superior officer.

**Senior Personal Assistant:**

1. Typing work, taking dictation in short hand & transcription & allied work.
2. Agenda and minutes of Board and various committees.
3. Any other works as allotted by superior officer.

**Junior Personal Assistant:**

1. Typing work, taking dictation in short hand & transcription & allied work.
2. Any other works as allotted by superior officer.

**Senior Grade Typist:**

1. Typing work and other allied work.
2. Any other works as allotted by superior officer.

**Typist:**

1. Typing work and other allied work.
2. Any other works as allotted by superior officer.

**Daftary:**

1. Handling and maintenance of files and records.
2. Stitching of files.
3. Filing of papers.
4. Arranging/Re-arranging of files, records, books etc.
5. Ensuring cleanliness/tidiness of files and records, racks and almirahs.
6. Carrying tappals ‘FROM’ and ‘TO’ offices, Banks, firms etc.,
7. Collection/Delivery of tappals ‘FROM’ and ‘TO’ posts Offices.
8. Such other work that the Head of the office may assign in the interest of the Board.

**Office Attenders:**

1. Movement of records, files & papers
2. Handling of Office furniture, equipment’s and their Cleaning, keeping the office clean and tidy
3. Attending to the needs and calls of office staff
4. Similar Un-skilled works including helping the staff in the performance of various board duties
5. Opening/Closing covers, packets, parcels etc.
6. Such other work that the Head of the office may assign in the interest of the Board.