Duties & Responsibilities of Officers/Employees in BESCOM Circle offices

1. **Superintending Engineer (Ele):**
* Arranging quality and reliable Power supply in circle jurisdiction
* Reducing Line losses and Monitoring of theft cases
* Supervision of Reliability Index and action to increase AR.
* Resolving of Consumer Grievances and complaints referred to Circle office and attending Consumer Interaction Meeting (CIM).
* Overseeing the functioning of the jurisdictional Divisions and sub-divisions as per specified parameters and regulations.
* Sanctioning of new connections.
* Approving works both in the nature of maintenance Works, Capital and Projects as per power vested with him.
* Approval of Augmentation works within the powers vested with him.
* Procurement of men and materials for maintaining un-interrupted power supply.
* Monitoring of various works being undertaken in the jurisdictional area and ensuring timely completion of the same.
* Rendering periodical statistical information to Corporate Office/Zonal office and other offices.
* Initiating disciplinary actions against the officials who are found guilty of offence, non-performing etc., within the powers delegated.
* Authority of Appointing, promotion & Transfer to Group C & D Employees
* To create new infrastructure & to provide quality power to the consumers.
1. **Deputy Control of Accounts:**

Supervision of Revenue and Establishment matters, Supervision of Daily Revenue Collection & Weekly demand & collection details, Review of Revenue Appeal cases, Review of rating reports, Over all Supervision of sub-divisions of Circle jurisdiction, conducting Monthly Revenue Review Meetings, review of Employees Disciplinary action and on employees appeals & coordination with BESCOM Corporate Office in all the above issues.

* Submission of Monthly Accounts to the Corporate Office and Zonal Office.
* Submission of year end accounts to the Corporate Office.
* Collection of Statistics from the Divisions and Sub-divisions consolidating the same to place before the Superintending Engineer (Ele).
* Supervising the accounts staff and to get the work done by them.

Processing the papers as entrusted by the Official superiors

1. **Executive Engineer (Office):**
* Processing of Files pertaining to MS buildings, Layouts, HT installation, NOCs and others.
* Processing & according approval for the Estimates of CAPEX, E&I, Rate contract & any other special projects.
* Monitoring of periodical statistical information & onward submission to higher offices.
* Arranging & Procurement of materials by placing Purchase orders.
* Processing of Tenders for the Works pertaining to the Circle.
* Supervision of control room.
* Any other works assigned.
1. **Assistant Executive Engineer (Office):**
* Processing of Files pertaining to MS buildings, Layouts, HT installation, NOCs and others pertaining to Circle office.
* Processing & according approval for the Estimates of CAPEX, E&I, Rate contract & any other special projects pertaining to Circle.
* Monitoring of Project works.
* Monitoring of periodical statistical information & onward submission to higher offices.
* Compilation of the statistics pertaining to CAPEX & other meetings.
* Compiling & submission of details required for Assembly & council questions.
* Correspondences of RTI, MT, RT & Vigilance matters.
* Arranging & Procurement of materials by placing Purchase orders.
* Processing of Tenders for the Works pertaining to the Circle.
* Analysis of complaints received at circle control room.
* Monitoring of Station’s Peak load & Energy.
* Monitoring of Distribution transformers major repairs.
* Any other works assigned.
1. **Assistant Executive Engineer (Q & S):**

Inspection regarding Q & S.

1. **Assistant Executive Engineer (Vigilance):**

Inspection of all types of installations and book the cognizable and non-cognizable cases in respect of theft, pilferage.

1. **Accounts Officer:**
* The Accounts Officer supervises the functioning of the Accounts Section of the Circle Office.
* He is the Cash Officer of the Circle Office responsible for maintenance of Accounts of the Officers, preparation of monthly statistics etc.
1. **Assistant Accounts Officer:**
* To assist the AO in the day to day functions of the Office like daily revenue collection, preparation of monthly meeting statistics relating revenue etc.,
* To sign the cheques along with AO for various payments.
* To discharge the duties of the cash officer in the absence of Accounts Officer.
1. **Assistant Engineer (Civil):**
* Preparation of estimates for construction of New Buildings and repairs to old buildings.
* Processing of Tenders.
* Supervision of constructions or buildings carried out by contractors.
* Submission of Bills for payments.
* Other works allotted by Superior Officers.
1. **Junior Engineer (Ele):**

**Processing of files pertaining to:**

* RGGVY, RLMS/NJY, R-APDRP, Reliability Index, GK Estimates, Water works estimates, E&I Estimates, General IP Sets.
* Reconductoring of HT/LT Lines.
* CAPEX/Physical and Financial progress.
* Quarterly Monitoring of overall performance.
* Tenders.
* Vehicles.
* Labor awards.
* New Stations.
* IT Initiatives/Video Conference.
* Predominantly Feeding IP sets.
* Natural Calamities.
* Repairs of Distribution Transformers of Divisions.
* Divisional repair center.
* Purchase Order.
* M.D Formats.
* Status of Ganga Kalyana IP Sets and Water Works.
* Status of Un-authorised IP Sets/OYT IP Sets.
* C-Formats.
* Metering of BJ/KJ IP Sets, Street Light.
* Monthly Information.
* Accidents-Compensation, Correspondence, Registration OM.
* Hazardous Location.
* Accidents Monthly/Quarterly.
* DTC Metering/DTC Losses>20K & 2K-20K.
* DTC Energy Audit.
* L.A Question.
* ATC Losses.
* DTC Energy Audit Major Town.
* Bench Marking-Monthly/Quarterly.
* Daily Transformers (Failed/Replaced).
* 11KV Interphase Points.
* Materials requirement/Allotment.
* T-Formats.
* Pole Correspondence.
* General Correspondence.
* Preparation of Meeting Notes as per Meeting Agenda.
1. **Senior Assistant:**
* He/She is also the Head clerk of the Circle office who maintains T&P A/c of circle office, arranging meetings and providing the refreshments at the meetings and the materials required for day – to- day maintenance of the circle office.
* 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 and dispatch works of Tappal - Inward/Outward of letters, bills etc.,
* Maintenance of records, stationary and contingent article accounts.
* Maintenance of file movement registers.
* Receiving and sending telephone messages.
* Assisting the Accounts Officer in all matter related to Establishment, Accounts, Cash and Records of circle office, and also assisting the DCA during inspection of subordinate offices.
* Compilation of DCB furnished by the subordinate offices of the circle. Collection of statistics relating to Revenue, analysis of the data furnished by the subordinate offices of the circle like AT & C loss, T & D loss, and other allied works as entrusted by official superiors.
* Collection of information like Revenue collection, and Appeals made by the consumers against theft of power.
* Collection and pursuance and processing/Compilation of Statistics relating to instances like petitions in the local Courts by consumers other allied works as entrusted by official superiors.
* Assistance in preparing March Final Accounts.
* Establishment of Circle Office Staff.
* Revenue Correspondence.
* Correspondence on Court Cases, Vigilance cases, RT/MT Reports, TA&QC Reports A, G’s Reports and Inspection Reports of Revenue, Cash and Stores.
* Correspondence of L.A Questions.
* Revenue matters relating to obtaining of Daily/Weekly/Monthly collections.
* Remittance and transfers to Head office, sub-division wise/Division wise.
* Preparation of Weekly/Fortnightly/Monthly returns, Meeting Notes etc.
* Computerization of Ledger A/c’s, Statutory Audit, Financial Accounting Package.
* Withdrawals, Court cases, Correspondence etc.
* Collection Efficiency – Monthly Statements.
* CMC/TMC Demand – monthly.
* 1 to 11 Annexures quarterly.
* Preparation of Seniority list of circle cadres.
* Maintenance of Roaster Register of circle cadres.
* Deputation of RE/ME Staff for pre-employment training.
* Placing O.M for Transfers/ Promotion.
* Issue of appointment Orders.
* Correspondence on Engagement of Gangmen.
* Consolidation of quarterly vacancy position.
* Verification of Step-up proposals.
* Any other establishment matters.
* Sanctioning of E.L/FPL etc., of A&B officers.
* Sanctioning of Injury Leave.
* Verification & Sanctioning of Advance increments and Additional Increments, Career Advancement proposals.
* Contract AE’s/JE’s- Renewals.
* Collection of information like Revenue collection.
* Appeals made by the consumers against theft of power.
* Any other work assigned by higher Officer.
1. **Junior Personal Assistant:**
* Departmental Enquiries.
* Correspondence entrusted by SEE/DCA.
* And any other entrusted work.
1. **Assistant:**
* Duties of Cashier (General).
* Maintenance and preparation of cash accounts, BRS etc.
* Maintenance of General Ledger.
* Compilation of cash accounts/analysis of Journal Voucher.
* Maintenance of register relating to cash accounts, and compilation-correspondence thereon.
* Maintenance of Assets Register.
* Maintenance of Cost Register for 14.607, 14.708, 14.809 & 14.810.
* Maintenance of IUA Ledgers, Sending and accepting advise of transfers under the head 31.1, 31.2, 32.1, 32.2, 36.1, 36.2, 37.1, & 37.2 Submission of Monthly/Quarterly IUA Statements.
* T.A Bills - Verification and countersigning and passing.
* Maintenance of Cost Register for 74.1177.
* Schedules under the head 27.2010 to 27.2050 and 46.1010.
* Any other work assigned by higher officer.
1. **Junior Assistant:**
* Correspondence relating to application received by public seeking information under RTI Act.
* Work related to sanction of increment: Additional/Career Advancement, Increment in Next Higher Scale.
* GVPs /MFFs at the subordinate offices.
* Correspondence relating to store inventory at the divisional stores of the circle.
* Correspondence relating to declaration of probationary period of the new entrants working in jurisdiction of the circle and other allied works as entrusted by official superiors.
1. **Typist:** Typing Works.
2. **Daftary:**
* Dispatch Work, records & any other entrusted work.
* Handling and maintenance of files and records.
Stitching of files. Filing of papers. Arranging/re-arranging of files, records, books etc.
* Ensuring cleanliness/tidiness of files and records, racks and almirahs.
* Carrying tappals ‘FROM’ and ‘TO’ offices, Banks, firms etc.
* Collection/delivery of tappals FROM’ and ‘TO’ post Offices.
Such other work that the Head of the office may assign in the interest of the Board.
1. **Daffedar:** Daffedar Work & any other entrusted work.
2. **Fieldmen:** To assist the AEE (Civil), JE (Civil) in field work.
3. **Office Attender Grade-II:**
* Movement of records, files and papers.
* Handling of office furniture, equipments and their cleaning, keeping the office clean and tidy.
* Attending to the needs and calls of office staff.
* Similar un-skilled works including helping the staff in the performance of various board duties.
* Opening/Closing covers, packets, parcels etc.
* Such other work that head of the office may assign in the interest of the board and other office attender duties.
1. **Sanitary Worker:**
* Maintaining clean office environment by periodically cleaning the office space, furniture and washrooms.