**Duties & Responsibility of officials/Employees in BESCOM Zonal Office**

**Technical Section**

**Chief Engineer (Ele):**

* Head of the O & M Zone.
* Over all Technical and Administrative control of Electrical/Civil/MT Departments of the Zone.
* Planning/Execution/Review of different works of the Zone.
* The progress reviewing authority of different works, for completing the works in time as per scheduled.
* Furnishing the necessary statistical details to corporate office periodically/as & when required.
* For communicating the necessary Technical Sanction/Administrative approvals for different works.
* Procuring the Essential line materials for ongoing works.
* Obtaining the necessary services through the man power/agency on contract basis.
* Works as a Disciplinary Authority for all the officials/officers coming under the Zone.
* Furnishing the compliance reports to the LA questions and RTI issues.
* Compliance to the KERC directions and Govt. orders.
* Preparing the action plans for achieving the revenue targets of all categories.
* Any other works assigned by the corporate office.

**Superintending Engineer (Ele) (o)**

* Technical adviser & Co-ordinator to the Chief Engineer (Ele).,
* Assisting and supervising of all technical & general correspondence.
* Assisting and supervising of all statistical technical details.
* Assisting and supervising in issuing the technical sanctions and administrative approval to the estimates.
* Assisting and supervising in floating the tenders, conducting TAC meeting and issuing LOA & purchase order for works, materials & services as a tender inviting authority.
* Assisting and supervising in compliance for RTI s issues as a APIO and LA questions.
* Arranging inspection of materials as offered by the firms.
* Overall maintenance of technical section.
* Any other works assigned by the Chief Engineer (Ele).,

**Assistant Executive Engineer (Ele) (o):**

* Technical Correspondences with BESCOM Offices.
* Collecting technical statistical details & furnishing the same to the Corporate Office as and when required/periodically.
* Issuing technical sanction and Administrative approval to the estimates.
* Floating the Tenders through e-Procurement portal for services, works & Materials.
* Conducting the technical scrutiny Committee meeting.
* Furnishing the LOA and Purchase orders for services, works & Materials.
* Arranging for review meetings of different ongoing works.
* General correspondence with other Govt. Departments.
* Furnishing the compliance for RTI issues and LA Questions.
* Arranging inspection of materials at factory Premises, as offered by the firm.
* Any other works assigned by the higher authority.

**Technical Section (Civil wing)**

**Executive Engineer (Civil):**

* Technical adviser & Co-ordinator to the Chief Engineer (Ele)., for Civil Engineering works.
* Assisting in issuing Administrative approvals, Technical sanctions to the estimates pertaining to Civil works.
* To assists Chief Engineer (Ele.,) to identify and finalize Programme of Capital and R & M works and to assist him to submit budget proposals.
* Assisting in inviting tenders on e-procurement portal, processing of tenders, issuing detailed work awards and entrustment of works.
* Overall Supervision, monitoring and quality control of Civil Capital and R & M works coming under O&M Zone.
* Attending routine office correspondence, technical matters and queries from sub-ordinate offices/other Govt. offices/Agencies.
* Monitoring documentation of lands and other Civil Assets of BESCOM.
* Furnishing the compliance for RTI issues and LA Questions.
* Accompanying Chief Engineer (Ele.,) for inspection, meetings and other issues related to Civil Engineering works.
* To co-ordinate Electrical and Civil wing for better results and smooth functioning.
* Any other works assigned by the higher authority.

**Assistant Engineer (Civil):**

* General correspondence with sub-ordinate offices, other Govt. sectors and private agencies.
* Scrutiny of estimates for approval and Technical sanction to civil works.
* Overall monitoring of Capital and R&M works.
* Collecting technical and statistical details & furnishing the same to the Corporate Office as and when required /periodically.
* Floating Tenders through e-Procurement portal and processing the same.
* Arranging review meetings at Zonal office in respect of ongoing Capital and R&M works.
* Monitoring documentation of lands and Assets of BESCOM.
* Furnishing the compliance for RTI issues and LA Questions.
* Maintenance of all files and records related to Civil Engineering works.
* Any other works assigned by the higher authority.

**Accounts Section**

**Controller of Accounts:**

* Inspect all the Circle/Division/Sub-divisions and Section offices.
* Adviser to the Chief Engineer regarding Financial matters.
* Assisting and supervising of all Revenue and general correspondence.
* Furnishing the necessary statistical details to corporate office.
* Assisting and supervising in issuing the technical sanction and administrative approval to the estimates.
* Issuing show cause notice in respect of ministerial staff.
* Correspond directly to the Financial Adviser in all accounts and revenue matters.
* Surprise check of Cash collection in O&M Units/Section/Sub-Division/ Division.
* Sanction leave of all Officials in his Office and Sanction their increments also.
* Disposal of Enquiry/Appeal cases.
* Overall Supervision of revenue Matters.

**Accounts Officer:**

Supervision works of Establishment, accounts, Cash and Records Section and also the Staff. Senior Assistants, Assistants and Junior Assistants and signing of cheques, passing of bills and functioning as per delegations of financial powers as detailed below:

* Sanction leave of all officials in his office. Sanction their increments also.
* Review the registers periodically and satisfy that they are maintained neatly and up to date.
* Draw the pay bills of the entire staff of the Zonal Office and will be responsible for the maintenance of service books, leave accounts etc.
* All bills shall be checked and scrutinized.
* Responsible for the correctness of the original records of cash.
* Authorized to sign Cheques jointly with the Assistant Accounts Officer.
* Supervising the accounts staff and to get the work done by them and ensure that all the members of the staff are attending to their duties.

**Assistant Accounts Officer:**

Supervision of following works in respect of Establishment/Accounts/Cash/ records and also the Staff, Senior Assistant/Assistant/Junior Assistant/Daftary, signing of Cheques, verification of passing bills.

**Senior Assistnt**:

Instructed to maintain the following Registers along with Head Clerk work and maintenance of General Ledger.

* D.P.C. Register.
* T & P Register.
* Zonal level Meeting arrangements.
* Establishment, Vehicle and General Correspondence.
* Cheque writing and sending of deduction statements.
* Stationery maintenance.
* All bills will be checked and passed by him provided they are signed by the Controlling officers.
* Generating Trail Balance duly incorporating J.V. Register.
* Budget and quarterly Budget and Expenditure File.
* Monthly Departmental Enquiry Statement.
* Asset Register & Depreciation Register.
* Preparation of Final Accounts Annexure.
* Updating of I U A Register.
* Division/Circle wise AT sent and Acceptance Register.
* Copies of Corporate orders/Circulars.
* Any other works assigned by the higher authority.

**Assistant:**

He/She is required to discharge to Cash duty, Establishment work, bill passing and maintain the following Registers along with Employee Service Register, Scale Register and Cash Register, Collection and remittance Register.

* O.M Register of ELS, Leave Sanction, Pay Fixation, Medical Bill, Double wages and correspondence
* Issue of Income Tax, VAT certificate and filing of returns.
* Income Tax Calculation Register and Preparation of Form No.16.
* Denomination Register.
* Opening and Closing Register.
* Bank Guarantee Register.
* Bill Passing Register.
* Preparation and submission of CBR, BRS(Operative and Non Operative)
* Statements to Corporate Office by 10th of every month.
* DCB analysis.
* Sub division wise Collection efficiency (FORMAT – R).
* Submission of Revenue Statements for monthly review meetings.
* Consolidation and submission of Revenue statistics to corporate office.
* Letter correspondence of all types of revenue.
* Furnishing the compliance of LA Questions.
* Submission of Electricity theft cases under LEVEL – 1.
* Refund of Revenue deposit proposals.
* Meeting proceedings in Zonal Office in respect of revenue matter.
* Revenue appeals Registers and files.
* MFF Appointment and Termination.
* Court Files/Departmental Enquires/Appeals.
* Furnishing the MFF Collection details.
* MFF and other correspondence.
* Preparation of Final Accounts Annexure.
* Copies of Corporate orders/Circulars.
* Any other works assigned by the higher authority.

**Junior Assistant:**

* Daily Consolidation of the Revenue collection and submission to corporate office.
* Annexure – 1 to 11 Consolidation.
* Assigning ‘To Number’ to the letters to be dispatched duly recording in the ‘TO Register’.
* Disbursing the letter to the concerned duly acknowledging the receipt.
* Maintenance of Stamp Register.
* Ensure that Office Copies are filed.
* Any other works assigned by the higher authority.

**Typist:**

* Receiving the letters and after recording in ‘From Register’.
* Typing of all correspondence letters.
* Any other works assigned by the higher authority.

**Daftary:**

Record maintenance, Filing, Delivery of Tappals to Post office/Courier agencies/various offices, Xerox work and any other works assigned from time to time.

**MT DIVISION**

**EXECUTIVE ENGINEER (Ele):**

* Supervision of All the works Carried out by sub-divisions.
* Inspection, and witnessing of H.T. Installation Rating and precommissioning Tests.
* Inspection, and witnessing of all the N.C.E (Non-conventional energy Projects) Precommissioning Works.
* Inspection of all the transformer Repair centers in all the Divisional centers and other centers.

**ASSISTANT EXECUTIVE ENGINEER (Ele)., HT RATING:**

* Rating, Testing and Sealing of all HT installations in the Respective circle once in 6 months.
* Precommissioning and Testing of all new H.T. Installations.
* Attending to H.T Consumer Complaints with Regard to H.T. metering Cubicle.
* Energy Meters Reading of N.C.E. Projects.

**ASSISTANT EXECUTIVE ENGINEER (Ele)., NCE PROJECTS:**

* Rating of all Non-conventional energy and Independent Power Producer Installation once in a quarter of the Calendar year.
* Commissioning and testing all wind mills/IPP’s in the BESCOM Jurisdiction.
* Attending to Complaints of NCE and IPP Projects.
* Reading of IPP/NCE Installations.

**ASSISTANT EXECUTIVE ENGINEER (Ele)., MT SUB-DIVISION:**

* Testing and Calibration of all L.T. Installations including D.T.C and Predominantly I.P.Sets.
* Commissioning of 40HP above New Installations.
* Consumer Complaints of all LT Installations.
* Testing and Sealing all out let meters.
* Monthly Reading of N.C.E. Projects.
* Testing of Distribution Transformer, after repair at the repair centers.
* The reports of defects notice at the time of rating will be sent to O&M sub-divisions for back billing Purpose.

**ASSISTANT ENGINEER/JUNIOR ENGINEER(Ele)., MT SUB-DIVISION:**

* Testing and Calibration of all single phase L.T. Installations and Including D.T.C
* Consumer Complaints of all LT Installations.
* Testing and Sealing all out let meters.
* Monthly Reading of N.C.E. Projects.
* Correspondence of Office Works.
* Testing of Released Meters from O&M
* Rating, the reports of defects notice at the time of rating will be concerned O&M sub-divisions for back billing Purpose.

**Mechanic Gr-1&2 OF MT SUB-DIVISION:**

* Work under the Supervision of AEE/AE/JE of Respective Sub-Divisions.

1. Testing and Calibration of all L.T. Installations and Including D.T.C and predominantly-Works I.P.Sets.

2. Commission of 40 HP above New Installations.

3. Consumer Complaints of all LT Installations.

4. Testing and Sealing all out let meters.

**Attendant Grade 1&2 OF MT SUB-DIVISION:**

* 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.