

**Item No. 2**

**Powers and Duties of  
Officers and Employees**

\*\*\*\*

## **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 of power Purchase with respect to rate, quantity, terms of payments, incentive, disincentives and other aspects of power purchase.
- II. Regarding the powers of Officers and its Employees, a manual pertaining to “Delegation of powers” which was in vogue in KPTCL has been adopted by MESCOM. The same is appended herewith. The manual depicts powers vested with various officers of the company in discharges of their functions and duties.

### **Duties:**

#### **Unit Offices**

An Operational & Maintenance Units 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 Assistant Engineer (AE) or Junior Engineer (JE). The duties of the official in charges of an O&M Unit are as follows:

- a) Receiving applications of 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 equipment to ensure smooth and quality power supply to the consumers.
- g) Attending the consumer complaints regarding power supply in terms of its quality and other technical matters.

#### **Sub-Divisional Offices**

A Sub-Division consists of three to five O & M Units and headed by an Officer of the rank of Assistant Executive Engineer (AEE). He oversees the functioning of O&M Units, so as to ensure smooth distribution of power in the jurisdictional area and accounts. An Assistant Accounts Officer (AAO) / Senior Assistant (SA) are

placed in the Sub-Division to look after the Accounting and Finance related functions and report the same to Assistant Executive Engineer (AEE). The duties of Sub-Divisional Officer are as follows:

- a) Sanctioning of service connections as per Powers vested with him.
- b) Approving works mainly in the nature of maintenance works as per power vested with him.
- 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) Proposition of Augmentation works to cater to the needs of public.
- f) Monitoring of works.
- g) Raising bills in respect of all consumers in the jurisdictional area.
- h) Collection of bills from consumers as per the terms and conditions of supply.
- i) Maintenance of Consumer 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 executive of certain works which required 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.

### **Divisional Offices**

A Division has two or five 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 (EE) and assisted by sub-ordinate Officers. An Accounts Officer (AO) is also placed in the Division Office to look after the Financial and Accounting functions of the Division. The duties of Divisional Officer are as follows:

- a) Overseeing the functioning of the sub-division as per specified parameters and regulations.
- b) Sanctioning of service connections as per powers vested with him.
- c) Approving works both in nature of maintenance and Capital works as per power vested with him.
- d) Approval of Augmentation works within the powers vested with him.
- e) Procurement of men and materials within the powers vested with him.
- f) Monitoring of various works being undertaken in the jurisdictional area and ensuring timely completion of the same.
- g) Rendering periodical statistical information of 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 actions against the officials who found guilty of offence, non-performing etc., within the powers delegated.

**Circle Offices:**

A Circle has three to four Divisions under its jurisdiction. It is also an administrative office which doesn't interact with consumers directly. It is headed by an Officer of the rank of Superintending Engineer (SE) and assisted by subordinate Officers. A Deputy Controller of Accounts (DCA) is placed in the Circle Office to look after the Financial and Accounting functions of the Circle. The duties of Circle Officer are as follows:

- a) Overseeing the functioning of the jurisdictional Divisions and Sub-Divisions as per specified parameters and regulations.
- b) Sanctioning of services connections as per power vested with him
- c) Approving works both in nature of maintenance and Capital works as per power vested with him.
- d) Approval of Augmentation works within the powers vested with him.
- e) Procurement of men and materials within the powers vested with him.
- 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 power theft, realization of revenue, redressal of Consumers grievances etc.
- i) Initiating disciplinary actions against the officials who found guilty of offence, non-performing etc., within the powers delegated.

**Zonal Office:**

A Zone has two Circle Offices under its jurisdiction. It is also an administrative office which doesn't interact with consumers directly. It is headed by an Officer of the rank of Chief Engineer (CE) and assisted by sub-ordinate officers. A Controller of Accounts (CA) is placed in the Zonal Office to look after the Financial and Accounting functions of the Zone.

- a) Overseeing the functioning of the jurisdictional Circle, Division and Sub-Divisions as per specified parameters and regulations.
- b) Sanctioning of service connections as per powers vested with him.
- c) Approving works both in nature of maintenance works and Capital works as per power vested with him.

- d) Approval of Augmentation works within the powers vested with him.
- e) Procurement of men and materials within the powers vested with him.
- 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 power theft, realization of revenue, redressal of Consumers grievances etc.
- i) Initiating disciplinary actions against the official who found guilty of offence, non-performing etc., within the powers delegated.