

ಹುಬ್ಬಳ್ಳಿ ವಿದ್ಯುತ್ ಸರಬರಾಜು

ಕಂಪನಿ ನಿಯಮಿತ

[ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಸಂಪೂರ್ಣ ಸಾಮ್ಯಕ್ಕೆ ಒಳಪಟ್ಟಿದೆ]

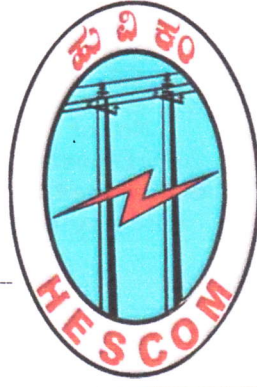
ಕಂಪನಿ ಕಾರ್ಯಾಲಯ,

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HUBLI ELECTRICITY SUPPLY
COMPANY LIMITED

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Sub.: Restructuring of Administration and Internal Management Sections as Administration, Personnel and Internal Management Sections-Regarding.

- Read:**
1. HESCOM Order No.:HESCOM/HC-12/2169/03-04, dated: 05-04-2003.
 2. This Office OM No.:ಹೆನ್ಸಾಂ/ಪ್ರ.ವ್ಯ.(ತಾ)/ಲೆ(ಆ)/ಸಲೆ/ಇತರೆ/ಸಿ.ಆರ್.-18/2009-10, dated: 26.06.2009.
 3. Board resolution Subject No. 71/25.

Proposal:

1. The existing Administration Section carried out mainly transfer issues, adoption/framing of Regulations, direct recruitments, delegation powers, deputations, suspensions, sanctioning of various leaves, creation of Offices, enquiry matters, complaint issues, according administrative approvals and many more works. Due to this, the Administrative Section is overburdened.
2. In a way to adopt its own Regulations, HESCOM was adopted and amended the KPTCL Regulations. HESCOM has necessitated amending its own regulations from time to time.
3. In future, HESCOM needs to deal with employees' seniority and promotion issues and, other allied policy matters pertains to administration.
4. So, to have a more effectiveness in work and good control in all aspects. It is very much essential and felt necessary that to create a Personnel Section duly bifurcating Administration Section.
5. Hence, in this regard a detailed proposal/file was placed before the Hon'ble Managing Director, HESCOM for approval.
6. Duly considering the significance of proposal, Hon'ble Managing Director, HESCOM has approved the inter Office note on 08-08-2016 vide para no. 8.

Hence, the following Order.

Order No.:HESCOM/GM(A)/AO(A)/AAO(A)/2016-17/CYS- 1656

Date:

11 AUG 2016

In accordance with the preamble explained above, approval is hereby accorded to restructuring of Administration and Internal Management Sections as Administration, Personnel and Internal Management Sections duly sanctioning the posts as detailed below.

[P.T.O.]

(i) Administration Section posts pattern.

Sl. No.	Name of the post	No. of post/posts sanctioned by redeploying	Remarks
1	Accounts Officer	1	Redeployed from Corporate Office sanction.
2	Assistant Accounts Officer	1	Redeployed from Corporate Office sanction.
3	Senior Assistant	2	1. One (1) No. of Senior Assistant post redeployed to Admin. Section from O & M Sub-Division, HESCOM, Basavan Bagewadi by shifting. 2. One (1) No. of Senior Assistant post redeployed to Admin. Section from O & M Sub-Division, HESCOM, Haveri by shifting.
4	Assistant	3	1. One (1) of Assistant post redeployed to Admin. Section from O & M Urban Division, HESCOM, Belagavi by shifting. 2. One (1) of Assistant post redeployed to Admin. Section from O & M City Sub-division-2, HESCOM, Belagavi by shifting. 3. One (1) of Assistant Post redeployed to Admin. Section from O & M Division Office, HESCOM, Indi by shifting.
5	Junior Assistant	2	Two (2) No. of Jr. Assistant posts are redeployed to Admin. Section from O & M City Sub-division-2, HESCOM, Belagavi by shifting.
6	Office Attendant Gr.-1	1	Redeployed from Corporate Office sanction.

(ii) Personnel Section posts pattern.

Sl. No.	Name of the post	No. of post/posts sanctioned by redeploying	Remarks
1	Accounts Officer	1	AO post redeployed to Personnel Section from R-APDRP Section, Corporate Office by shifting as proposed in ICT & Smart Grid Agenda.
2	Assistant Accounts Officer	1	AAO post redeployed to Personnel Section from R-APDRP Section, Corporate Office by shifting as proposed in ICT & Smart Grid Agenda.

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Sl. No.	Name of the post	No. of post/posts sanctioned by redeploying	Remarks
3	Senior Assistant	2	1. One (1) No. of Senior Assistant post redeployed to Personnel Section from O & M Division Office, HESCOM, Bagalkote by shifting. 2. One (1) No. of Senior Assistant post redeployed to Personnel Section from O & M Sub-Division-1, HESCOM, Ranebennur by shifting.
4	Assistant	3	Three (3) No. of Assistant posts are redeployed to Personnel Section from Corporate Office sanction.
5	Junior Assistant	2	Two (2) No. of Jr. Assistant posts are redeployed to Personnel Section from O & M City Sub-division-1, HESCOM, Belagavi by shifting.
6	Office Attendant Gr.-2	1	One (1) No. of O.A. Grade-2 post redeployed to Personnel Section from O & M Division Office, HESCOM, Bagalkote by shifting.

(iii) Internal Management Section posts pattern.

Sl. No.	Name of the post	No. of post/posts sanctioned by redeploying	Remarks
1	Accounts Officer	1	Redeployed from Corporate Office sanction.
2	Assistant Accounts Officer	1	Redeployed from Corporate Office sanction.
4	Assistant	4	1. One (1) No. of Assistant post redeployed to IM Section from O & M Division Office, HESCOM, Chikkodi by shifting. 2. One (1) of Assistant post redeployed to IM Section from O & M Division Office, HESCOM, Athani by shifting. 3. Two (2) No. of Assistant posts are redeployed from Corporate Office sanction.
5	Junior Assistant	2	Two (2) No. of Jr. Assistant posts are redeployed to IM Section from O & M City Sub-division-2, HESCOM, Belagavi by shifting.
6	Daftary	1	One (1) No. of Daftary post redeployed to IM Section from Corporate Office sanction.

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Consequent to restructuring of the above sections, the nature of works to be carried out by the concerned sections are annexed to this order.

These sections are headed by the General Manager (Admin. & HRD), HESCOM, Hubballi.

The above order shall come in to force with immediate effect.


General Manager
(Admin. & HRD)

Copies to:

1. Director (Admn. & HR), KPTCL, Kaveri Bhavan, Bengaluru.
2. Chief Engineer(Elec.), Belagavi/ Hubballi Zone, HESCOM, Belagavi/ Hubballi.
3. Chief Financial Officer, Corporate Office, HESCOM, Hubballi.
4. General Manager(Tech.), Corporate Office, HESCOM, Hubballi.
5. Superintending Engineer(Elec.), T&P/PMC/IT/, Corporate Office, HESCOM, Hubballi.
6. All the Superintending Engineers (Elec.), O & M Circles, HESCOM.
7. Superintendent of Police, Vigilance, HESCOM, Hubballi.
8. Controller(I/A)/(A&R), Corporate Office, HESCOM, Hubballi.
9. All the Executive Engineers (Elec.), O & M Divisions, HESCOM.
10. All the Assistant Executive Engineers (Elec.), O & M Sub-Divisions, HESCOM.
11. All the Accounts Officers (Internal Audit), O & M Divisions, HESCOM.
12. Manager(Est-2), Corporate Office, KPTCL, Kaveri Bhavan, Bengaluru.
13. PS to MD/DT, Corporate Office, HESCOM, Hubballi-to place before the chair.
14. Concerned Sections.
15. MF

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Annexure to order No.:HESCOM/GM(A)/AO(A)/AAO(A)/2016-17/CYS-1656, dated:11-08-2016.

(i) Following works will be carried out by Administration Section.

1. All Administrative matters.
2. Creation of Section/ Sub-Division/ Division/ Circle/ Zone and preparation of Board Agendas.
3. Creation/ up-gradation/ Shifting of Posts within HESCOM and preparation of Board Agendas.
4. Transfers/Re-posting of Officers/Officials within HESCOM.
5. Preparation of quarterly Vacancy Position and related correspondence.
6. Leave Sanction/ Permissions and related matters.
7. Recruitment of various posts in HESCOM.
8. BOD Agendas pertains to the Administrative Matters.
9. RTI pertains to the Administrative Matters.
10. Approval for 10% in Service Quota.
11. Para wise comments to legal cases pertain to Administrative matters.
12. AG Para's pertains to Administrative matters.
13. Proceedings of meeting pertain to Administrative Matters.
14. Issuing Amendments to HESCOM's R&P Regulations.
15. Issuing Amendments to HESCOM's Delegation of Powers.
16. Officers/Officials Seniority Issues.
17. Promotion Issues.
18. Deputations.
19. Hyderabad-Karnataka related matters.
20. Formation of various Committees.
21. Work Load Norms.
22. Pay Scale Matters.
23. House orderly matters.
24. Compensatory appointments.
25. Probationary declaration matters.
26. Change of Cadres.
27. Resignation/VRS matters.
28. Sanctioning of various grants.

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(ii) Following works will be carried out by Personnel Section.

1. All Personnel matters.
2. Sanction/Correspondence of Mobile/Landlines connections and, various schemes like CUG and others.
3. Group Personal Accidents Insurance Policy to all regular Officers/ Officials in HESCOM.
4. Outsource/Consultant matters regarding all men services.
5. Grievances/ Complaints on Departmental Officer/ Employees.
6. Departmental Enquiry matters and issuing final Orders in respect of minor/major penalties.
7. BOD Agendas pertain to the Personnel Matters.
8. RTI pertain to the Personnel Matters.
9. Medical reimbursement of Officers/Official of HESCOM.
10. Step-up proposals of Officers/Officials of KPTCL/HESCOM.
11. Passport and NOC to travel abroad in the personal capacity approvals..
12. AG Para's pertain to Personnel matters.
13. Proceedings of meeting pertain to Personnel Matters.
14. Issuing Amendments/Clarifications to HESCOM's CD&CA Regulations.
15. Provident Fund matters.
16. Performance Reports of Officers of HESCOM.
17. Assets and Liabilities of Officers of HESCOM.

(iii) Following works will be carried out by Internal Management Section.

1. All Internal matters of Corporate Office.
2. Establishment Matters of Corporate Office/Vigilance Office.
3. All Bills pertaining to Corporate Office.
4. Maintaining Accounts of IM Section.
5. Cash accounts relating to Corporate Office.
6. AG Para's pertains to IM Section.
7. RTI pertain to the IM Section.


General Manager
(Admin. & HRD)