

ಹುಬ್ಬಳ್ಳಿ ವಿದ್ಯುತ್ ಸರಬರಾಜು

ಕಂಪನಿ ನಿಯಮಿತ

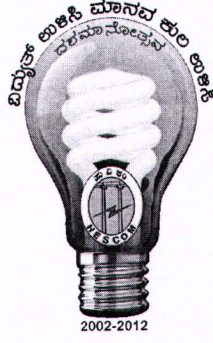
[ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಸಂಪೂರ್ಣ ಸಾಮ್ಯಕ್ಕೆ ಒಳಪಟ್ಟಿದೆ]

ನಿಗಮ ಕಛೇರಿ,

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HUBLI ELECTRICITY SUPPLY  
COMPANY LIMITED

[Wholly owned Govt. of Karnataka undertaking]

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**Subject:** Creation of New Civil posts.

**Read:** 72<sup>nd</sup> BoD Resolution No. 72/31, dated 31<sup>st</sup> March, 2016.

**Preamble:**

1. The detailed Agenda was placed before the 72<sup>nd</sup> BoD, for creation of new Executive Engineer(Civil) post at Corporate Office and Assistant Executive Engineer(Civil) post at O and M Circle, HESCOM, Haveri, Sirsi, Bagalkote and Vijayapur(One No. of Executive Engineer(Civil) post and total two No.s of Assistant Executive Engineer(Civil) posts).
2. The subject matter was debated in detail at 72<sup>nd</sup> BoD, due coverage of area and Offices both in Haveri Circle and Sirsi Circle, Bagalkote Circle and Vijayapur Circle, for proper monitoring of Civil works i.e. both for maintenance and new works, one Assistant Executive Engineer(Civil) posts for two Circles is very much essential and hence, two Assistant Executive Engineer(Civil) posts are approved as under;
  - a. One new Assistant Executive Engineer(Civil) post for O and M Circle, HESCOM, Haveri and Sirsi together.
  - b. One new Assistant Executive Engineer(Civil) post for O and M Circle, HESCOM, Bagalkote and Vijayapur together.
3. In HESCOM Corporate Office overall supervision of HESCOM Civil works involve maintenance of Corporate Office building, Official Residential building of MD, HESCOM and HESCOM guest house. It is felt very essential to create a new Executive Engineer(Civil) post to the Corporate Office, HESCOM, Hubballi.
4. The Board agreeing with the submission, it is resolved that, the General Manager (A & HRD), HESCOM is authorized to issue necessary orders for creation of new Post/s of Executive Engineer(Civil) and Assistant Executive Engineer(Civil) in HESCOM.

*Hence the following order;*

**Order No.:** HESCOM/GM(A)/AO(A)/AAO(A)/A3/72<sup>nd</sup> BM/CR-12/2012-13/CYS- 647 **Date:** 21 MAY 2016

In accordance with the preamble explained above, I am directed to convey the approval of the Board, for creation of new Civil Engineering post/s in HESCOM by sanctioning as detailed below;

[P.T.O.]



Sl. No.	Nomenclature of the post sanctioned	No. of new post created / sanctioned	Name of the establishment/Office	Remarks
1	Executive Engineer(Civil)	1	Corporate Office, HESCOM, Hubballi.	EE(Civil) shall report to the SEE(PMC) with regard to the duties and responsibilities listed in Annexure.
2	Assistant Executive Engineer(Civil)	1	O & M Circle, HESCOM, Haveri and Sirsi together.	AEE(Civil) shall report to the SEE, O&M Circle, Sirsi and head quarter at Sirsi Circle Office.*
3	Assistant Executive Engineer(Civil)	1	O & M Circle, HESCOM, Bagalkote and Vijayapur together.	AEE(Civil) shall report to the SEE, O&M Circle, Bagalkote and head quarter at Bagalkote Circle Office.**

\* In addition, he/ she has to work for Haveri, O and M Circle jurisdiction under the supervision of Superintending Engineer(Ele.), O and M Circle, HESCOM, Haveri.

\*\* In addition, he/ she has to work for Vijayapur, O and M Circle jurisdiction under the supervision of Superintending Engineer(Ele.), O and M Circle, HESCOM, Vijayapur.

The above order shall come into force with immediate effect.

By order,

  
**General Manager**  
**(Admin & HRD)**

**Copy Submitted for kind information to:**

1. Principal Secretary to Energy Department, GoK, Vikas Soudha, Bengaluru.
2. Managing Director, KPTCL/BESCOM/MESCOM/CESC/GESCOM/PCKL.
3. Director (Admn. & HR), KPTCL, Kaveri Bhavan, Bengaluru.
4. Company Secretary & Director (RA), KPTCL, Kaveri Bhavan, Bengaluru.

**Copy to:**

1. Chief Engineer (Ele.), Belagavi/ Hubballi Zone, HESCOM, Belagavi/ Hubballi.
2. All the Superintending Engineer(Ele.), O & M Circle, HESCOM,
3. The Superintending Engineer(Ele), IT Section, Corporate Office, HESCOM, Hubballi - for hosting in the web-site.
4. All the Controller, HESCOM,
5. All the Executive Engineers(Ele.)/(Civil), HESCOM,
6. All the Deputy Controller of Accounts, HESCOM,
7. All the Assistant Executive Engineers(Ele.)/(Civil), HESCOM,
8. All the Accounts Officer, HESCOM,
9. PS to Managing Director/ Director (Technical) / Financial Adviser, Corporate Office, HESCOM, Hubballi.
10. MF.

**Copy for information to:**

1. Sri M Nagaraj, President, KPTCL Employees' Union, Bengaluru & Director, KPTCL and all ESCOMS.
2. Sri A N Jayaraj, President, KEB Engineers' Association, Bengaluru.
3. General Secretary, KPTCL Employees' Union, Bengaluru.
4. General Secretary, KEB Engineers' Association, Bengaluru.
5. General Secretary, KPTCL Accounts Officers Association, Bengaluru.
6. General Secretary, KEB SC and ST Welfare Association, Bengaluru.
7. General Secretary, KPTCL Diploma Engineers Association, Bengaluru.



# **HUBLI ELECTRICITY SUPPLY COMPANY LIMITED**


**Annexure** to order No.:HESCOM/GM(A)/AO(A)/AAO(A)/A3/72<sup>nd</sup> BM/CR-12/2012-13/CYS-~~647~~ Date:

**21 MAY 2016**

## **Duties and responsibilities of Executive Engineer(Civil), Corporate Office.**

In addition to supervision of the Civil branch and the Estate branch of Corporate Office the Executive Engineer (Civil) is entrusted with the following responsibilities.

1. Ensure high order maintenance of the Corporate Office Complex and HRD Centre.
2. Suggest cost effective measures and green design concepts for Offices, Guest Houses and residential quarters of the Company, including ways and means for providing and improving residential quarters to employees.
3. Ensure safety, proper maintenance and management of the T&P articles, Office equipment, fixtures and fittings provided in the offices in the Corporate Office Complex.
4. Ensure high order maintenance of the Records Rooms for safety of records from theft, deterioration, fire and other hazards.
5. Implement proper system of indexing, cataloguing, storage, safety, retrieval and timely disposal of records in accordance with the regulations, manuals, provisions of the RTI Act, 2005 and other procedures and orders issued by the Govt. from time to time.
6. Ensure efficient management of the current section of Corporate Office and effective deployment of maintenance/ support personnel deployed in the Corporate Office.
7. Ensure proper implementation of the relevant laws and applicable procedures on Land Acquisition to secure economic rates for the Company.
8. Implement an effective complaint handling mechanism for R&M for building and equipment in the Offices of Corporate office.
9. Suggest suitable programs for proper training and development of the personnel of Civil wing of the Company.
10. Suggest norms for space requirements for various Officers, standardization and procurement of printing, stationery and equipment supplies for Corporate Office.
11. Shamiyana and sitting arrangements for National festivals, other functions, various camps at Corporate Office.
12. Any other work assigned by the higher authorities and also liable for changes from time to time.

  
**General Manager**  
**(Admin. & HRD)**