

**ಹುಬ್ಬಳ್ಳಿ ವಿದ್ಯುತ್ ಸರಬರಾಜು
ಕಂಪನಿ ನಿಯಮಿತ**

[ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಸಂಪೂರ್ಣ ಸ್ವಾಮ್ಯಕ್ಕೆ ಒಳಪಟ್ಟಿದೆ.]

ಕಂಪನಿ ಕಾರ್ಯಾಲಯ,

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**HUBLI ELECTRICITY
SUPPLY COMPANY LIMITED**

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ಸುತ್ತೋಲೆ ಸಂಖ್ಯೆ: ಹುವಿಸಕಂನಿ/ವ್ಯವ್ಯ(ಅ)/ಲೆ(ಅ)/ಸಲೆ(ಅ)/ಹಿಸಸ/2014-15/ಸಿವಾಯ್ ಎಸ್-2379

ದಿನಾಂಕ: 30^{ನೇ} - ಅಕ್ಟೋಬರ್-2014.

ಸುತ್ತೋಲೆ

ವಿಷಯ: ಅನಾವಶ್ಯಕವಾಗಿ ಪತ್ರದ ಪ್ರತಿಗಳನ್ನು ಕಂಪನಿ ಕಛೇರಿಗೆ ಹಾಗೂ ಇತರ ಯಾವುದೇ ಕಛೇರಿಗಳಿಗೆ ಗುರುತಿಸಿ[Mark] ಕಳುಹಿಸುತ್ತಿರುವ ಕುರಿತು.

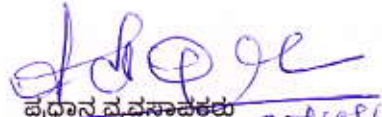
- ಉಲ್ಲೇಖ:**
1. ಈ ಕಛೇರಿಯ ಸುತ್ತೋಲೆ ಸಂಖ್ಯೆ: ಹುವಿಸಕಂನಿ/ ವ್ಯವ್ಯ/ ಅಡಳಿತ/ ಸುತ್ತೋಲೆ/ ಸಿ.ಆರ್. 17/ 2010-11/ಸಿ.ವಾಯ್.ಎಸ್.-511, ದಿನಾಂಕ 27.07.2010.
 2. ದಿನಾಂಕ: 08.09.2014 ರಂದು ಮಾನ್ಯ ವ್ಯವಸ್ಥಾಪಕ ನಿರ್ದೇಶಕರವರ ಅಧ್ಯಕ್ಷತೆಯಲ್ಲಿ ಜರುಗಿದ ಡಿ.ಎಮ್.ಎಸ್. ಸಭೆಯ ನಿರ್ದೇಶನಗಳು.
 3. ಈ ಕಛೇರಿಯ ಆಂತರಿಕ ಟಿಪ್ಪಣಿ ಅನುಮೋದನೆ ದಿನಾಂಕ: 30.10.2014

ಹುಬ್ಬಳ್ಳಿ ವಿದ್ಯುತ್ ಸರಬರಾಜು ಕಂಪನಿ ನಿಯಮಿತದ ವ್ಯಾಪ್ತಿಯಲ್ಲಿ ಬರುವ ವಿವಿಧ ಕಛೇರಿಗಳಿಂದ ಪತ್ರ ವ್ಯವಹಾರ ಮಾಡುವಾಗ, ಪ್ರಮುಖವಲ್ಲದ ಹಾಗೂ ಅವಶ್ಯಕತೆ ಇಲ್ಲದ ಪತ್ರದ ಪ್ರತಿಗಳನ್ನು ಅನಾವಶ್ಯಕವಾಗಿ ಕಂಪನಿ ಕಛೇರಿಗೆ ಗುರುತಿಸಿ[Mark] ಕಳುಹಿಸಲಾಗುತ್ತಿರುವುದನ್ನು ಹುವಿಸಕಂನಿ ಕಂಪನಿ ಕಾರ್ಯಾಲಯವು ಗಂಭೀರವಾಗಿ ಪರಿಗಣಿಸಿದೆ.

ಕಂಪನಿ ಕಛೇರಿಗೆ ಮುಖ್ಯವಾಗಿ ಪತ್ರ ವ್ಯವಹಾರವನ್ನು ಮುಖ್ಯ ಇಂಜಿನಿಯರ್(ವಿ), ವಲಯ ಕಛೇರಿಯಿಂದ ಮಾತ್ರ ಸೂಕ್ತ ಪರಿಶೀಲನೆ/ ವರದಿ ಹಾಗೂ ಸ್ಪಷ್ಟ ಅಭಿಪ್ರಾಯದೊಂದಿಗೆ ಮಾತ್ರ ಮಾಡಬೇಕಾಗುತ್ತದೆ. ಅಧೀಕ್ಷಕ ಇಂಜಿನಿಯರ್(ವಿ)/ ಕಾರ್ಯನಿರ್ವಾಹಕ ಇಂಜಿನಿಯರ್(ವಿ) ರವರು ಅನಿವಾರ್ಯ ಮತ್ತು ತುರ್ತು ಅವಶ್ಯಕತೆಯ ಆಧಾರದ ಮೇರೆಗೆ ಮಾತ್ರ, ಕಂಪನಿ ಕಾರ್ಯಾಲಯಕ್ಕೆ ಪತ್ರ ವ್ಯವಹಾರ ಮಾಡುವುದು. ಸಂಬಂಧಿಸಿದ ವಿಷಯಕ್ಕೆ ಸುಸಾರವಾಗಿ ಬರುವ ಆಯಾ ಶಾಖೆಯ ಮುಖ್ಯಸ್ಥರಿಗೆ ಮಾತ್ರ ನೇರವಾಗಿ ಸಂಭೋದಿಸಲು ಸೂಚಿಸಿದೆ.

ಕಂಪನಿ ಕಾರ್ಯಾಲಯದ ವಿವಿಧ ಶಾಖೆಯಲ್ಲಿ ನಿರ್ವಹಿಸಲಾಗುತ್ತಿರುವ ಕೆಲಸಗಳ ವಿವರವು ಲಗತ್ತಿಸಿಲ್ಲದಂತೆ ಇರುತ್ತದೆ. ಆಯಾ ವಿಷಯಕ್ಕೆ ಸುಸಾರವಾಗಿ, ಹುವಿಸಕಂನಿ ಕಂಪನಿ ಕಾರ್ಯಾಲಯದ ಸಂಬಂಧಿಸಿದ ಶಾಖೆಯ ಮುಖ್ಯಸ್ಥರಿಗೆ ನೇರವಾಗಿ ಸೂಕ್ತ ಪರಿಶೀಲನೆ/ ವರದಿ ಹಾಗೂ ಸ್ಪಷ್ಟ ಅಭಿಪ್ರಾಯದೊಂದಿಗೆ ಬರೆದಿರುವ ಪತ್ರದ ಒಂದು ಪ್ರತಿಯನ್ನು ಮಾತ್ರ ರವಾನಿಸುವುದು. ಉಳಿದಂತೆ, ಅವಶ್ಯಕವೆನಿಸುವವರಿಗೆ ಗುರುತಿಸಿ[Mark] ದ ಪ್ರತಿಗಳಲ್ಲಿ, ಹುವಿಸಕಂನಿಯ ಸಂಬಂಧಪಟ್ಟ ಕಛೇರಿಗೆ ಕಡ್ಡಾಯವಾಗಿ ಮಿಂಚಂಚೆ[E-Mail] ಮೂಲಕ ಕಳುಹಿಸುವುದು.

ವಿಶೇಷ ಸೂಚನೆ: ಮಿಂಚಂಚೆ[E-Mail] ಮೂಲಕ ಕಳುಹಿಸುವ ಪ್ರತಿಯೊಂದು ಮಾಹಿತಿಯ ದೃಢೀಕರಿಸಿದ ಅದೇಶ/ ನಿರ್ದೇಶನಗಳು ಕಛೇರಿಯ ಪತ್ರ ವ್ಯವಹಾರವೆಂದು ಪರಿಗಣಿಸಲಾಗುವುದು.


ಪ್ರಧಾನ ವ್ಯವಸ್ಥಾಪಕರು
(ಅಡಳಿತ ಮತ್ತು ಮಾ.ಸಂ.ಅ) 20/10/14

ಪ್ರತಿ:

1. ನಿರ್ದೇಶಕರು(ತಾಂತ್ರಿಕ), ಕಂಪನಿ ಕಾರ್ಯಾಲಯ, ಹುವಿಸಕಂನಿ, ಹುಬ್ಬಳ್ಳಿ.
2. ಪ್ರಧಾನ ವ್ಯವಸ್ಥಾಪಕ(ಅಡಳಿತ ಮತ್ತು ಮಾ. ಸಂ. ಅ.), ಕಂಪನಿ ಕಾರ್ಯಾಲಯ, ಹುವಿಸಕಂನಿ, ಹುಬ್ಬಳ್ಳಿ.
3. ಪ್ರಧಾನ ವ್ಯವಸ್ಥಾಪಕ(ತಾಂತ್ರಿಕ), ಕಂಪನಿ ಕಾರ್ಯಾಲಯ, ಹುವಿಸಕಂನಿ, ಹುಬ್ಬಳ್ಳಿ.
4. ಆರ್ಥಿಕ ಸಲಹೆಗಾರರು, ಕಂಪನಿ ಕಾರ್ಯಾಲಯ, ಹುವಿಸಕಂನಿ, ಹುಬ್ಬಳ್ಳಿ.
5. ಅಧೀಕ್ಷಕ ಇಂಜಿನಿಯರ್(ವಿ)(ಟಿ ಮತ್ತು ಪಿ. ಡಿ.ಎಮ್.ಸಿ), ಕಂಪನಿ ಕಾರ್ಯಾಲಯ, ಹುವಿಸಕಂನಿ, ಹುಬ್ಬಳ್ಳಿ.
6. ನಿಯಂತ್ರಣಾಧಿಕಾರಿಗಳು(ಆಂತರಿಕ ಪರಿಶೋಧನೆ), ಕಂಪನಿ ಕಾರ್ಯಾಲಯ, ಹುವಿಸಕಂನಿ, ಹುಬ್ಬಳ್ಳಿ.
7. ಕಂಪನಿ ಕಾರ್ಯಾಲಯದ ಎಲ್ಲಾ ಅಧಿಕಾರಿಗಳಿಗೆ.,
8. ಕಛೇರಿ ಪ್ರತಿ/ ಮಹಾ ಕಡತ.

ಪ್ರತಿ ಮಾಹಿತಿಗಾಗಿ ಮತ್ತು ಸಂಬಂಧ ಪಟ್ಟ ಆಯಾ ಶಾಖೆಯ ಮುಖ್ಯಸ್ಥರಿಗೆ ಮಾತ್ರ ವಿಷಯಕ್ಕೆ ಸುಸಾರವಾಗಿ ಹಾಗೂ ತುರ್ತು ಅವಶ್ಯಕತೆ ಅನುಸಾರ ಕಾನೂನು ಸಲಹೆಗಾರರು ರವರಿಗೆ ನೇರವಾಗಿ ಪತ್ರ ವ್ಯವಹಾರ ಮಾಡಲು ಮಾತ್ರ ನಿಯಮಾವಳಿಗಳ ಸುಸಾರ ಕ್ರಮ ಕೈಗುಳ್ಳಲು ಸೂಚಿಸಿದೆ.

1. ಮುಖ್ಯ ಇಂಜಿನಿಯರ್(ವಿ), ವಲಯ ಕಛೇರಿ, ವಲಯ, ಹುವಿಸಕಂನಿ, ಹುಬ್ಬಳ್ಳಿ/ ಬೆಳಗಾವಿ.
2. ಅಧೀಕ್ಷಕ ಇಂಜಿನಿಯರ್(ವಿ), ಕಾರ್ಯ ಮತ್ತು ಪಾಲನೆ ವ್ಯಕ್ತ, ಹುವಿಸಕಂನಿ, ಹುಬ್ಬಳ್ಳಿ/ ಶಿರಸಿ/ ತಾವೇರಿ/ ಬೆಳಗಾವಿ/ ವಿಜಾಪುರ/ ಬಾಗಲಕೋಟೆ/ ಚಿಕ್ಕೋಡಿ.

[ಪು.ತಿ.ನೋ.]

3. ಎಲ್ಲಾ ಕಾರ್ಯ ನಿರ್ವಾಹಕ ಇಂಜಿನಿಯರ್(ಡಿ), ಕಾರ್ಯ ಮತ್ತು ಪಾಲನೆ ವಿಭಾಗ, ಹುದ್ದೆಸಹಕಂನಿ.,
4. ಎಲ್ಲಾ ಸಹಾಯಕ ಕಾರ್ಯ ನಿರ್ವಾಹಕ ಇಂಜಿನಿಯರ್(ಡಿ), ಕಾರ್ಯ ಮತ್ತು ಪಾಲನೆ ವಿಭಾಗ, ಹುದ್ದೆಸಹಕಂನಿ.,
5. ಕಛೇರಿ ಪ್ರತಿ/ ಮಹಾ ಕದತ





WORKS CARRIED OUT BY CORPORATE OFFICE CONCERNED SECTIONS

❖ **General Manager(Admin & HRD)**

- Administrative matters.
- Creation of Section/ Sub-Division/ Division/ Circle/ Zone.
- Creation/ upgradation/ Shifting of Posts within HESCOM.
- Transfer/ Re-posting of Group A & B Officers within HESCOM.
- BSNL CUG Sims.
- Group Personal Accidents Insurance Policy to all regular Officers/ Officials in HESCOM.
- Preparation of Vacancy Position.
- Leave Sanction/ Permissions and related matters.
- Out source matters regarding purely men services.
- Recruitment of various posts in HESCOM.
- Grievance/ Complaints regarding departmental Officer/ Employees.
- Departmental Enquiry matters.
- Every month Send-off function at Corporate Office for Officers/ Officials in HESCOM
- Vigilance/ M.T./ TAQC Progress reports.
- Conducting Trainings to Officers/ Officials in HESCOM.
- Deputing Officers/ Officials in HESCOM to Trainings which are conducted by Government/ Private Sector.
- Letter correspondence and other related works with regards to Human Rights Commission and other Commissions – Other related matters.
- Internal Management – Salary/ Other allowances/ Medical Reimbursement and other bills relating to Corporate Office.
- Bills from Out-Source Agencies for contract, Advertisement bills and other related works pertains' to Corporate Office.
- Medical Reimbursement and other related bills more than Rs. 2,000/-.
- Preliminary arrangements for BOD/ KERC/ CPC/ COPU
- Sanction of landlines.
- Hand-sets/ Mobile sets.
- Paper Notifications from HESCOM.

- **Regarding Law matters.**
- **Assigning legal cases to Advocates.**
- **Works related to Court Matters.**
- **BOD Agendas pertains to the section.**
- **RTI Matters of Corporate Office and Consolidation.**
- **Approval for 10% in Service Quota**
- **Approval for Step-up and Step-down cases**
- **Para wise comments to legal cases pertains to Adminstrative matters**
- **AG Para's pertains to Adminstrative matters**
- **Proceedings of meteing pertains to Admin Section**
- **RTI Matters pertains to Adminstrative matters**
- **Any subjects not covered shall be entrusted to the Sub-ordinate as directed.**





WORKS CARRIED OUT BY CORPORATE OFFICE CONCERNED SECTIONS

❖ General Manager(Technical)

- Preparing of DPR for the proposals and obtaining statutory approvals. Approvals for Pre drawings, concerned sections shall Co - Ordinate with SIC.
- Financial tie up for the proposals with help of projects/ purchase Sections. Concerned sections should Co-ordinate for this work.
- MIS & IT issues and Company related technical informations and Consolidation, updation in Sakala, E - Janaspandan website. Any complaints/ grievances.
- Monitoring of call centre and related correspondance.
- TAC/ TCCM related issues.
- Power Purchase Bills/ aggrements.
- "Chukke Gurutina", Legeslative Assembly Questions and other related correspondance.
- HT Bills, HT Pending Applications, HT Metering related letter correspondance.
- KERC/ CERC, CGRF and Sakala appeals and other related correspondances.
- Commission filing/ Proceedings of meeting and other related correspondances.
- Capital Budget preparation and other related correspondances.
- Releasing of Budget and other related correspondances.
- More than 2000 KVA power supply applications processing.
- Correspondence regarding Electrical Accidents/ Compensation and other related correspondances.
- Correspondence regarding Industrial disputes/ Pollution Control Board and other related correspondances.
- Energy Audit of DTC, Feeder, Section, Sub Division and Division, etc. reports and other related correspondances.
- Submission of reports to KERC as regards S.O.P., Regulatory affairs.
- Energy re-conciliation and other related correspondances.
- Inter state ABT bills and other related correspondances.
- Maintenance of DCC load and other related correspondances.
- Energy input and output.

- **Disaster Management:** common issue for all sections: GMT & CA[A & R] shall be Nodal Officers to assign the requirements of occasion.
- **Matters regarding Single Window Clearance and other related correspondences.**
- **Grievance/ Complaints from public and Others regarding Power Supply, Technical issues.. etc.,**
- **Solar projects related correspondance.**
- **Safety issues & Accidents and Compensation related issues.**
- **Any clarifications regarding Supply Conditions and Technical issues and any correspondences.**
- **Delay condonation regarding works and bills pertaining to the sections related issues as well as O&M Offices.**
- **Delay condonation regarding works and bills pertaining to the sections related with EERA/ EESIC/ EEIT/ EEPTC well as O&M Offices.**
- **CPC, BOD Agendas pertains to their sections.**
- **ALDC, Power cuts, SCADA Load monitoring and Power Supply.**
- **Supervision of Policy matters with respect to the technical matters of Vigilance**
- **TAQC Section.**
 - Inspection of HESCOM Offices/ Stores/ Store Material/ 33 KV Stations and Materials/ RGGVY Materials.
 - Inspection of Materials within the factory premises/ RCC and PCC pole Manufacturing Units/ units of Material suppliers.
 - Inspection of Distribution Transformer repair Centre/ Purifying of Transformer Oil.
 - Inspection of MSB, LT and HT installations.
 - Inspection of Departmental/ Self-Excution works.
 - Investigation of Complaints
- **RTI Matters related to above.**
- **Any subjects not covered shall be entrusted to the Sub-ordinate as directed.**



WORKS CARRIED OUT BY CORPORATE OFFICE CONCERNED SECTIONS

❖ **Superintending Engineer(Ele)(PMC)**

- The project starts with the approval DPRs.
- Calling tenders till Awarding in respect of the above DPRs.
- Monitoring upto the closure of ongoing works, RGGVY, R-APDRP, NJY, G.K., DWS, electrification under DDG, HVDS, Belaku Yojane, BJ/ KJ metering, AGDSM, EESL And new projects.
- Correspondence and monitoring in respect of SCP & TSP, electrification of Harijan Bastis and Tandas and other related works in respect of replacement of failed/ faulty distribution transformers.
- RMDTC works.
- Out source approvals/ Tendering/ Continuation for men with vehicles and other related correspondences.
- Tendering Process regarding 33 KV new sub-stations & lines, evacuation of lines and reading, etc.
- RLMS works and other related correspondences in respect of technical matters.
- Replacement of meters which are aged more than ten years.
- Lettler correspondence regarding 5 MVA failed transformers, replacements, approvals for additional.
- PMRA works and other related correspondences.
- Any type of civil works in respect of Capital & maintenance, building rent ...etc.,
- Guest House maintenance and other related correspondences.
- Regulasation of Un-authorized IP Sets and other related correspondences.
- Bill desk for on-line payment and other related correspondences.
- Infosis related letter correspondence.
- General IP sets and also any Circular issued by Government / corporate Office.
- Delay condonation regarding works and bills pertaining to the sections related issues as well as O&M Offices.
- Commission of Over Head lines by U G Cable.
- Renovating and strengthening of 33 KV lines / Stations.

- DTC metering and related correspondence.
- Any appeals, arbitration, Court, etc pertains to the above.
- Progress shall be furnished to Finance section for claiming the loans, etc.
- 'C' forms pertain to old cases prior to 2011.
- Meetings at Corporate Office or for Co-Ordination and presentation and progress, etc.
- The proposals for Budget and Loans & follow up of the all projects carried in the section
- Monitoring of BG register at the concern section in this regard and Custodian at cash chest of AO(I/M) section.
- CPC, BOD Agendas pertains to their sections
- Any subjects not covered shall be entrusted to the Sub-ordinate as directed.
- RTI Matters related to above.





WORKS CARRIED OUT BY CORPORATE OFFICE CONCERNED SECTIONES

❖ **Superintending Engineer(Ele)(T&P)**

- Collection of details of material requirement from O&M Divisions.
- Collection of utilization details of materials from O&M Divisions.
- Processing of tender activities & Correspondence for the procurement of materials.
- Processing of tender activities & Correspondence for new approvals and extension of hiring of all type of vehicles.
- Authorizing/Arranging for inspection of materials / plant.
- Issuing dispatch instructions for supply of materials.
- Allocation of materials to O&M Divisions.
- Issuing of Completion Certificate for having completed supplies.
- Calculation of Price Variation for the concerned materials.
- Processing & Communication of Vendor approvals for fresh & renewal proposals for supply of materials to Hescm.
- Submission of information pertaining to AG Audit.
- Attending to Appeal, Arbitration & Court cases & submission of information's pertains to T&P section.
- Attending to Legislative/Parliamentary questions (LA /LS) pertains to T&P section.
- CPC, BOD Agendas pertains to T&P section.
- Hiring of Computers and any other materials.
- Supervision of Policy matters with respect to the technical matters of MRT.
- RTI Matters related to above.
- Any subjects not covered shall be entrusted to the Sub-ordinate as directed.



WORKS CARRIED OUT BY CORPORATE OFFICE CONCERNED SECTIONES

❖ **Controller of Accounts(Internal Audit)**

- Verification of Tender proposals/ Evaluation reports.
- Verification of DWA for materials/ Procurement/ works and other related correspondences.
- Voucher audits/ cash audit/ store audit in HESCOM jurisdiction and other related correspondences.
- Revenue audit in HESCOM jurisdiction and other related correspondences.
- Verification of Revenue Withdrawal proposal and other related correspondences.
- Verification of progress of revenue auditing and other related correspondences.
- Action plan for auditing process.
- Verification of Division wise monthly/ quarterly progress report.
- Verification of revenue shortage/ excess payment/ irregular payments/ regulasation and other related correspondences.
- Out source of retired senior assistance of revenue auditing and other related correspondences.
- Special audits for Sections/ Sub-Divisions/ Divisions/ Circles/ Zones for cash misappropriation and other related correspondences.
- Verification of fund requisition for Power purchase.
- Power purchase auditing with respective other ESCOMs.
- Corporate Office Internal Management vouchers/ Salaries/ Bill auditing.
- Verification of pension papers.
- Any subjects not covered shall be entrusted to the Sub-ordinate as directed.



WORKS CARRIED OUT BY CORPORATE OFFICE CONCERNED SECTIONES

❖ **Financial Advisor**

- Verification of DCB and consolidation and other related correspondences.
- Capital Expenditure and other related correspondences.
- AG paras and other related correspondences.
- Verification of Monthly Trial Balance of Accounting units and consolidation and other related correspondences.
- Preparation and Finalization of Annual Report of HESCOM.
- Providing information to Tax consultants regarding filing of Income Tax returns, Income Tax Audit and appeal correspondence relating to Income Tax.
- Providing information on scrutiny Assessment proceeding issued by Income Tax authorities.
- Electricity Tax Correspondence.
- Providing Accounts related information to Energy Department, KERC, and other Department (i.e Small Scale Industries Dept ,COPU etc.,)
- Preparation of Annual Plan Documents.
- Providing Accounts related information on LA questions and information sought under RTI Act 2005.
- Providing information to Cost Auditor for issuing Cost Audit Report.
- Daily Revenue Collection Monitoring and other related correspondences.
- GVPs and other related correspondences.
- Releasing of funds from ULB/ RLB grants and other related correspondences.
- Works related to Government grants with respect to Nekar special package scheme and other related correspondences.
- Bank reconciliation of Operative/ Non Operative accounts of HESCOM jurisdiction and other related correspondences.
- Releasing of funds with respect to fund requisition from accounting units.
- Payment of bills more than 3 lakhs and other related correspondences.
- Pension and Gradutiy Trust and NDCPS bills.
- Purchase grants and related letter correspondence.
- Verification of Pension/ Family Pension papers and authorization of pensions of Group- C& D.
- NDCPS consolidation and other related correspondences.

- All kinds of loans and claims of all type of works of Corporate Office/ Subordinate Offices.
- Any claims from GOK and GOI related correspondence and other related works.
- Sale tax/ entry tax other related tax and other related correspondences.
- Tax matters and Tax Consultancy issues of Corporate Office/ Subordinate Offices.
- GVP PF cases and other related correspondences.
- 'C' Forms and related correspondence after 2011.
- Bank Guarantee and other related correspondences.
- BOD, Agendas etc.,
- Attending Revenue Appeals and court cases regarding above issues.
- Any Meeting Calls/ Agendas/ Proceedings/ Reports regarding the Revenue matters.
- RTI Matters related Revenue matter.
- Attending LA Questions related Revenue Section.
- Furnishing KERC information related to Revenue matter.
- Any subjects not covered shall be entrusted to the Sub-ordinate as directed.

