

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 on Power purchase with respect to rate, quantity, terms of payment, incentives, disincentives and other aspects of power purchase. No new power purchase agreements has been entered into by HESCOM since 10.6.2005, the date from which PPAs were vested with with ESCOMS. The PPAs in vogue are those which are entered into by KPTCL prior to 10.06.05
- ii. Regarding the powers of officers and its employees, a Manual of Delegation of Powers' which was in vogue in KPTCL has been adopted by HESCOM. The same is appended here with. The manual depicts powers vested with various officers of the company in discharge of their functions and duties.

Duties:

Unit offices.

An Operational & Maintenance Unit 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 an Assistant Engineer or a Junior Engineer. The duties of the official in charge 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 equipments to ensure

smooth and quality power supply to the consumers.

g. Attending to consumer complaints regarding power supply in terms of its quality, and other technical matters.

Duties of Sub-divisional offices:

A Sub-division consists of 3 to 5 O&M Units and headed by an officer of the rank of Assistant Executive Engineers. He oversees the functioning of O&M Units, so as to ensure smooth distribution of power in the jurisdictional area. An Assistant Accounts Officer/Senior Assistant is placed in the Sub-division to look after the Accounting and finance related functions.

Duties of Sub-divisional Officer:

- 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 the consumers in the jurisdictional area.
- h) Collection of bills from consumers as per the terms and conditions of Supply.
- i) Maintenance of Consumers 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 execution 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.

Duties of Divisional Offices:

A Division has 2 to 5 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 and assisted by sub-ordinate officers. An Accounts Officer is also placed in the Division office to look after the financial and accounting functions of the Division.

Duties:

- i. Overseeing the functioning of the sub-divisions as per specified parameters and regulations.
- ii. Sanctioning of service connections as per powers vested with him.
- iii. Approving works both in the nature of maintenance and
- iv. Capital works as per power vested with him
- v. Approval of Augmentation works within the powers vested with him.
- vi. Procurement of men and materials within the powers vested with him.
- vii. Monitoring of various works being undertaken in the jurisdictional area and ensuring timely completion of the same.
- viii. Rendering periodical statistical information to Head office and other offices.
- ix. 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.,
- x. Initiating disciplinary actions against the officials who found guilty of offence, non-performing etc., within the powers delegated.

Circle Offices:

A Circle has 3 to 6 Divisions under its jurisdiction. It is also an administrative office which doesn't work with consumers directly. It is headed by an Officer of the rank of Superintending Engineer and assisted by sub-ordinate officers. A Deputy Controller of Accounts is placed in the Circle office to look after the financial and accounting functions of the Circle.

- a. Overseeing the functioning of the jurisdictional Divisions 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 the nature of maintenance works and Capital 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 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.

Zonal Offices

A Zone has 2 Circle under its jurisdiction. It is also an administrative office which doesn't work with consumers directly. It is headed by an Officer of the rank of Chief and assisted by sub-ordinate officers. A Controller of Accounts is placed in the Circle office to look after the financial and accounting functions of the Circle.

- a) Overseeing the functioning of the jurisdictional Circle Divisions 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 the nature of maintenance works and Capital 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.
- 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.