



West Bengal State Electricity Distribution Co. Ltd.

(A Government of West Bengal Enterprise)
Recruitment & Manpower Planning Cell,
7th Floor, 'C' Block, Vidyut Bhavan

OFFICE ORDER NO. MPP/2023/03

DATE : 06-02-2023

In partial modification of O. O. No. MPP/2011/18/01 dtd. 30.04.2011 of the Director (HR), the existing Job Descriptions (JD) of different posts under Zonal Offices have been revised for better clarity of role and objective assessment of performance of employees in consideration to changes in Organization Structure and work processes in the intervening period.

Job Description (JD) of the post is expected to supplement the Delegation of Power, where applicable. Any employee will be required to perform any job not specially assigned or shown in the Job Descriptions (JD) for any position as and when directed by his/her Reporting Officer/Controlling Officer / Superior Officer.

This Office Order shall supersede the existing guidelines to the extent it has been amended and is now being circulated for performing the jobs effectively, in line with the above objective.


(A.K. Latua)
Director (HR)

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Contribution: -

1. The Adviser (S&V), WBSSEDCL.
2. The Legal Adviser, WBSSEDCL.
3. The Chief Engineer: Distribution / P&E / Dist. Project Department / Project-II / Project-III / Commercial / RE / IT&C / PTP / Regulation / Communication / Safety / EMD / CRM / PIDD / P&C / SPGD / R&EM / DTD / PSPD / TPSP / Hydel HQ, WBSSEDCL.
4. The General Manager (HR&A): Corporate / HRDD, WBSSEDCL.
5. The General Manager (F&A): Corporate / Internal Audit, WBSSEDCL.
6. The Officer-On-Special Duty, WBSSEDCL.
7. The Chief Vigilance Officer, WBSSEDCL.
8. The Company Secretary, WBSSEDCL.
9. The Chief Safety Officer, WBSSEDECL.
10. The Addl. Chief Engineer: S&LP Cell / DSM Cell, WBSSEDCL.
11. The Addl. General Manager (HR&A): SSC / CLM / Distribution / ES&ER-I / ES&ER-II / Common Service Cell / Corporate HR / Legal / Vigilance / HRDD / Board Cell / PSPD / Project-II / R&MP Cell, WBSSEDCL.
12. The Addl. General Manager (F&A): B&A / Corp.-Finance / Corp. MIS / Terminal Claims / Dist. HQ / Insurance / Risk Cell / Regulations / Hydel HQ / RE HQ / Internal Audit / Dist. Project Dept. / Project-II / Project-III / Indirect Tax Cell / SPGD / IT&C / PSPD, WBSSEDCL.
13. The Adviser & CPRO, Corporate Communications, WBSSEDCL.
14. The Chief Medical Officer, WBSSEDCL.
15. The Chief Security Officer, WBSSEDCL.
16. The Chief Land Officer, WBSSEDCL.
17. The Zonal Manager: Kolkata / Burdwan / Berhampur / Midnapur / Siliguri Zone, WBSSEDCL.
18. The P.S to Chairman & Managing Director / Director (HR) / Director (R&T) / Director (Finance) / Director (Distribution) / Director (Projects) / Director (Generation) / Financial Advisor & CFO / Executive Director (IT) / Executive Director (Commercial), WBSSEDCL.

Job Description of different posts at Zonal Office

Zonal Manager (ACE):-

- Allocating job amongst all officers and employees in Zone office.
- To oversee the overall administrative activities of ZCC & SCADA Control Centres.
- Supervise, monitor and ensure proper functioning of the units under the jurisdiction of Zone.
- Ensure that the targets are achieved by each of the units under his jurisdiction.
- Surprise audit of the files/records of each functioning unit to ensure quality output/ compliance of procedures in time.
- Focus on loss, equipment failure and accident reduction trajectory.
- Review and approve all electrical and civil proposals from the offices below are reviewed and approved (within the limits of the Delegation of Power) / upward transmission with specific comments if beyond assigned powers as per DoP.
- Review and forward annual budget / revenue target for the Zone for approval from corporate office.
- Overall monitoring of revenue activities, O&M activities, O&M construction work and IT related activities during the course of PRT meetings / Safety meeting
- Liaison with local authorities
- Coordinate with the Corporate Office/Regional Office/Division Office on day-to-day basis
- To look after compounding cases u/s 152 of the Electricity Act. 2003. To act as Head of Zonal Level Empowered Committee for settling dispute of current / arrears / supplementary bills as per relevant office order in vogue.
- Allocate materials from Zonal Stores to Divisions in time.
- Procure materials as per procurement policy and relevant office order in vogue
- Go through incoming letters from outsiders and ensure appropriate action
- Overall supervision of all ISU related activities.
- Overall supervision of all ERP related activities.

SE (E) (Coordination & Monitoring):-

- Monitoring and analyse the performance of all the Divisions.
- Present monthly reports to the Zonal Manager.
- Attending the monthly Zonal Level PRT meetings of the division.
- Attending the monthly PRT meetings of the divisions.
- Monitoring and ensuring compliance of regulations/ office orders/ Court directives.
- Monitoring the performance of Divisions in handling Assessment, Grievance and Legal cases of Divisions including power theft related criminal cases.
- Loss mitigation analysis.
- Initiation of new technical initiatives.
- Ensuring adherence to Standard of Performance.
- Responsible for rolling out Demand Side Management (DSM) activities.
- ERP related activities pertaining to the job.
- Any other matter assigned by the superior authority

SE (E) (Meter and Equipment Testing):-

- Shall function as the head of Zonal Testing Centres.
- Responsible for meter (single, three phase and CT operated) testing
- Responsible for Equipment testing and commissioning of sub-station.
- Form squads and monitor quality checks in the Zone.
- Act as head of Zonal Level Transformer Repair workshop.
- Planning scheduling and carrying out different testing related activities.
- ERP related activities pertaining to the job.
- Any other matter assigned by the superior authority

SE (E) (Planning and Projects):-

- Investment planning.
- Preparation of Detail Project Reports (DPR) projects.
- Monitoring of on-going projects in the Zone.
- Assist Zonal Manager in reviewing technical proposals from Division offices.
- To act as convenor of ZLPC
- ERP related activities pertaining to the job.
- Any other matter assigned by the superior authority

SE (E) (Stores & Purchase):-

- Liaison with Distribution HQ and Procurement & Planning department.
- Submitting weekly return to DHQ and Procurement & Planning department.
- Materials requirement planning of Zone.
- Procurement of materials from Zonal procurement list.
- Arrange testing of the same.
- Arrange proper storing and transfer to division stores.
- ERP related activities pertaining to the job.
- Any other matter assigned by the superior authority

SE (E) (Material Testing):-

- Acceptance testing of new materials at manufacturers' place.
- Stage inspection/ survey/ testing of equipments under repair at own/ repairer's place.
- ERP related activities pertaining to the job.
- Any other matter assigned by the superior authority

SE (C):-

- Make regular visits to divisions/ project sites to ensure work quality, process and timelines are maintained
- Provide technical guidance to AE (C) of the Regions and monitor their performances.
- Provide technical guidance to the draftsman.
- Liaison with Distribution Planning & Engineering wing for getting technical vetting of various proposals
- Responsible for the review of all civil proposals that are sent for approval to his office from the Division or Regional offices
- Issuance of LOI based on approved Work Order as per the powers conferred in Delegation of Power.
- Monitoring the transaction of PCC Poles i.r.o. the pole casting centres under the Zone.

- Conducts tendering related to civil work
- Execution and monitoring of various construction/civil activities carried out by divisions/sub-stations in the concerned zone, including Repair & Maintenance works; Renovation & Modernization projects; Civil maintenance activities of control room building, office building, staff quarters, etc.
- Deals with all civil related works in the new substation that have come up
- Prepare & submit reports on various works like renovation, modification, or addition to the civil structures
- Supervise the installation of civil structure by the contractor in any office or substation for the purpose of maintaining quality.
- Monitor civil related activities of substations yard and OH network like de-weeding and tree trimming
- Helps in preparing estimates for property rent
- Reporting of progress and key issues pertaining to construction/civil activities to HO
- ERP related activities pertaining to Civil wing
- Any other matter assigned by the superior authority

SE (IT&C):-

- Responsible for all ZCC, DRDC, SCADA Centre or any other IT Project, related activities i.e. monitoring performance of DCC and CCC, hardware and software related issues.
- Monitoring the availability of connectivity among CCC, DCC, ZCC and HQ server
- Liaison with network service provider and ensure SLA is complied with
- Ensure proper functioning of Zonal Call Centre including monitoring of Call Centre Executives.
- Ensure all hardware including accessories and software is working properly at all offices in the zone.
- Ensure consumer complaints logged are routed to appropriate offices
- Ensure closure of calls logged on system
- Oversee and ensure that the management of all data and information flows through an appropriate information technology application system in a comprehensive manner with high degree of accuracy.
- Ensure that all the information technology application systems, existing and to be procured in future, operate in and conform to the standards and norms of governance and security.
- Ensure that all the users of any information technology application system adhere to the basic minimum requirements with regard to information security, document control, mail usage policies etc.
- Ensure speedier trouble-shooting / redress of any faults in the information technology applications and / or its deployment environments, as reported by the users or otherwise, with minimum disruption and inconvenience.
- Ensure the network security system is implemented properly.
- Introduce all necessary security measures to ensure that data systems are secure from data loss or misuse.
- Update the latest software for enhancing the quality of the network.

- Define the IT specification to enable the preparation of quality programmes & packages.
- Ensure successful implementation of all the schemes with emphasis on operation of units through SCADA mechanism
- Keep abreast of new trends and developments in the area of information technology, in general, and application of information systems in electricity utilities, in specific.
- Monitoring IT related issues pertaining to ERP activities
- Any other matter assigned by the superior authority

SE (E) (DSM Cell):-

- Any job as assigned by superior authority; presently no specific job being assigned in the related field.

Sr. Manager (HR&A):-

- To act as Head of HR&A wing of the Zone.
- Ensure compliance to HR policies.
- Ensure compliance of Policies / Procedures i.r.o Contract Labour.
- Ensure compliance of safety laws & initiate administrative action for non-compliance of safety laws
- Maintain performance appraisal reports of all employees under the Zone except Class-I officers.
- Ensure and monitor discipline, attendance etc. i.r.o. offices under the Zone.
- Initiating disciplinary proceeding of employees i.r.o employees under the Zone.
- Oversee and monitoring the legal activities and court cases/litigation under various offices under the Zone.
- To redress the Employee complaint / grievance.
- Ensure free flow of communication upward to resolve employee grievances at the earliest opportunity
- Conduct survey on employee engagement employee satisfaction
- Participate in the welfare activities for the employees.
- Coordinate and support all meetings including PRT.
- Oversee compilation all inputs / reports of the PRT meetings and submit the same to Corporate Office.
- Look into security matters, office maintenance, office furniture maintenance, allotment of staff quarters and fleet of vehicles of the Zone.
- To maintain congenial atmosphere/Industrial Relations within the command area of the Zone.
- Monitoring and supervision of HR activities of all the offices under the Zone.
- Training Need Analysis (TNA) and recommendation of training module.
- To act as Nodal Officer in chalking out areas and implementing CSR initiatives of Company under Zone.
- To act as coordinator in TQM activities under Zone.
- To discuss/negotiate with Unions/Associations on local issues to settle the dispute.
- To monitor and ensure Raid Programmes i.r.t. Pilferage of Revenue.
- To maintain Public Relations/Positive Media Coverage on Zonal Office.
- Monitoring of overall activities of the HR wing under its jurisdiction (Region / Division).

- Monitoring ERP related activities in HCM Module and other related modules.
- Supervision of the Audit Module, Safety Module.
- Supervision of the Theft Module in ERP and ensuring Insurance Claim.
- Play an active role in Zonal Empowered Committee.
- Any other matter assigned by the superior authority

Sr. Manager (F&A):-

- To act as head of F&A Wing.
- To function as DDO. The function may be delegated to any officer not below the rank of Class-I Officer of the Finance Wing of the unit, if necessary.
- Prepare annual budgets
- Examine and accord financial vetting for proposals having financial implications
- Ensure compliance of financial audit along with functionaries of other discipline.
- Drawing and disbursement for works (supplier, service providers, vehicles) administration, staff, over time, establishment, telephone etc.
- Responsible for all financial accounting and supervises compilation for units below zonal office
- Play an active role in Zonal Empowered Committee.
- Supervises inter unit account settlements
- Supervises maintenance of various accounts & registers
- Settlement of all staff claims, external claims, time bound tax related claims
- Deal with re-conciliation of outsourced agency at Zonal Office
- Supervises financial vetting for all offices below
- Attending PRT meetings of Zone
- Monitor compilation of MIS, PRT & other reports.
- Passing of Bills.
- Financial Vetting.
- Monitoring of overall activities of the Finance wing under its jurisdiction (Region / Division).
- Monitoring ERP related activities in FICO, MM modules.
- Supervision of the Audit Module and related Audit activities of the units under its jurisdiction.
- Any other matter assigned by the superior authority

DE (E) (Monitoring):-

- Assist in monitoring the profitability of the Division Offices and analyse the performance of all the Division Office and present monthly reports to the ACE/ Zonal Manager.
- Assist in monitoring and ensuring regulatory compliance
- Assist SE (E) (Coordination & Monitoring) to attend various grievance cases that come from Division Offices
- Assist in implementation of various Total Quality Management activities
- Assist in Initiation of new technical initiatives
- Assist in Performing loss mitigation analysis
- Assist in Preparing load forecast
- Provide necessary support to ensuring adherence to SoP and internal targets assist in.

- Provide necessary support in rolling out DSM activities
- Assist in monitoring the activities of the SE (E) -- Division Monitoring.
- ERP related activities pertaining to the job.
- Any other matter assigned by the superior authority

DE (E) (Meter and Equipment Testing):-

- Responsible for outdoor testing and metering of network.
- Responsible for testing sub-station equipment and boundary metering etc.
- Performing DTR testing / inspection at repair shop
- Performing Indoor Meter testing, DTR testing and relay testing
- Form team and monitor quality checks in the Region.
- Assist in substation commissioning
- Perform Equipment testing
- Responsible for conducting periodic testing of equipments
- ERP related activities pertaining to the job.
- Any other matter assigned by the superior authority

DE (E) (Planning and Projects):-

- Assist in preparation of investment planning
- Assist in preparation of DPRs for projects.
- Assist in monitoring of on-going projects in the entire Zone.
- Calculate NPV and IRR to check cost benefit as per established methodology
- Plan for new lines and substations to cater to load growth/ relieve network congestion
- Liaison with DP&E wing
- ERP related activities pertaining to the job.
- Any other matter assigned by the superior authority

DE (E) (Stores & Purchase):-

- Materials requirement planning of Zone.
- Procurement of materials from Zonal procurement list.
- Arrange testing of the same.
- Arrange proper storing and transfer to division stores.
- Liaison with Distribution HQ and Procurement & Planning department.
- Submitting weekly return to DHQ and Procurement & Planning department.
- Assist in monitoring the activities of the SE (E)-Stores & Purchase.
- ERP related activities pertaining to the job.
- Any other matter assigned by the superior authority

DE (E) (Material Testing):-

- Acceptance testing of new materials at manufacturers place.
- Stage inspection / survey / testing of equipments under repair at own / repairer's place.
- Assist in monitoring the activities of the SE (E) - Material Testing.
- ERP related activities pertaining to the job.
- Any other matter assigned by the superior authority

DE (IT&C):-

- Responsible for monitoring ZCC activities in the shift assigned to him.
- Responsible for monitoring the network availability in his shift.

- Responsible for liaison with service provider to ensure above
- Logging of consumer complaints and transmitting them to appropriate offices
- To monitor calls logged on system
- Check whether the security system is being implemented properly.
- Introduce all necessary security measures to ensure that data systems are secure from data loss or misuse.
- To deal with all trouble shooting activities.
- Check on regular basis the security system in the entire zone.
- Update the latest software for enhancing the quality of the network.
- Define the IT specification to enable the preparation of quality program & packages.
- Assist the SE in maintenance for all IT infrastructures.
- Arranging for replacement equipment and ensuring that tools and required instruments are available
- Ensuring that up-to-date reference manuals, diagnostic utilities and history files are available
- Ensuring that equipment is tested and in good working order
- Monitoring end user satisfaction with the service offered and taking action as required. This includes monitoring performance against service level agreements
- Assist Zonal Manager in preparation of the IT budget for the zone.
- Keeping up-to-date with appropriate new developments in hardware and ensuring that a complete and up-dated library of end user support systems hardware is maintained
- ERP related activities pertaining to the job.
- Monitoring IT related issues pertaining to ERP activities
- Any other matter assigned by the superior authority

DE (E) (CRM):-

- Responsible for ensuring compliance of Standard Operating Procedures (SoP) by divisions and CCCs
- Monitoring performance of DE / AE (Grievance / Litigation / Assessment) and to ensure strict compliance of Acts, regulations and office orders in vogue
- Act as single window for handling consumer grievance and complaints that are received at Zonal office
- Deal with all complaints which are routed / logged at ZCC - CRM system
- Attend to all consumer complaints against internal employees in offices below Zone and recommend necessary disciplinary action to the appropriate authority
- Conduct regular meetings with consumers groups/ chambers of commerce/ peoples' representatives at Zonal/ divisional levels
- ERP related activities pertaining to the job.
- Monitoring IT related issues pertaining to ERP activities
- Any other matter assigned by the superior authority

DE /AE (E) (DSM Cell):-

- Any job as assigned by superior authority; presently no specific job being assigned in the related field.

Manager (F&A):-

- Assist in annual budgets preparation
- Ensure compliance of financial audit along with SM
- Responsible for all financial accounting and compilation for units below zonal office
- Deals with inter unit account settlements
- Maintains various accounts & registers
- Settlement of all staff claims, external claims, time bound tax related claims
- Deal with re-conciliation of outsourced agency at Zonal Office
- Assist in financial vetting.
- Compilation of MIS, PRT & other reports.
- Monitoring ERP related activities in FICO / MM Module and other related modules.
- Assist in supervision of the Audit Module and related Audit activities of the units under its jurisdiction.
- To function as a DDO, if necessary.
- Any other matter assigned by the superior authority

Manager (HR&A):-

- To ensure all legal provisions are correctly implemented
- Evaluation of accident report and process for grant of solatium, if applicable.
- Examine all cases related to compounding and place before Zonal Manager.
- Examine all cases related to out of court settlement and place before Zonal Manager.
- Examine all cases related to write-off as non-collectible dues and place before Zonal Manager.
- Examine all orders passes by the Appellate Authority and place before Zonal Manager, before passing on any relief to the consumer.
- Examine all orders passes by the Ombudsman and place before Zonal Manager before passing on any relief to the consumer.
- Ensure timely compliance of all court orders.
- Ensure proper persuasion of all civil cases against WBSEDCL through empanelled lawyer.
- Ensure timely submission of charge sheets of all criminal cases relating to power theft local Police Station and Public Prosecutor.
- Coordinating and interacting with advocates at different courts and legal establishments for Zone and offices below it.
- Monitoring ERP related activities in HCM Module.
- Assist in supervision of the Audit Module & Safety Module.
- Any other matter assigned by the superior authority

Sr. Manager / Manager (Store):-

- Overall in charge of Zonal Store.
- Verify purchase requisitions and stock replenishment.
- Handle issue & receipt section & keep track of materials for Zone and offices below it.
- Physical verification of inventory, reconciliation of shortage & excesses for zone and offices below it
- Ensure adequate inventory of materials for Zone and offices below it.

- Accounting of stores and inventory control.
- Responsible for spare parts management activities for Zone and offices below it.
- Carrying out activities as member of the scrap disposal and survey committee for Zonal office and offices below it.
- Identification of non-moving, slow moving, obsolete, surplus items.
- Proper storage of items and monitoring of Zonal Store activities.
- All coordination activities with the various stores in the Division and consolidation of store related papers.
- Prepare and maintain various MIS reports
- ERP related activities in MM Module.
- Supervision of the Theft Module in ERP and ensuring Insurance Claim.
- Any other matter assigned by the superior authority

Sr. Safety Officer:-

- Ensure strict compliance of safety policy and regulations so that they are being adhered to by Divisions and CCCs
- Propose for updation of safety manuals
- Ensure strict compliance with approved safety practices & procedures including use of PPP by personnel
- Conduct regular field visits to conduct instantaneous safety audit for men at work and also for WIP projects
- Initiate disciplinary action in case of noncompliance through Zonal Manager and AGM (Safety)
- Conduct field visit immediately after any major accident to collect first hand evidence/ conduct causal analysis
- Conduct periodical safety meetings under his jurisdiction.
- Shall be the member of the Zonal Safety Committee and attend its proceedings
- Shall head the Zonal Accident Enquiry Committee and hold regular meetings particularly after any major accident or revision of safety manual,
- Design safety awareness programmes, conduct safety training, etc. in Zone and other offices below it for WBSEDCL employees and contractors.
- Conduct safety training of staff and crew to enhance safety awareness and introduce new procedures and methodologies.
- Responsible for distribution of safety pocket book incorporating the rules & regulations in Bengali for the technical employees, distribution of safety posters published by National Safety Council and handbooks regarding safety rules and instructions to WBSEDCL employees.
- To review safe working practices and safety equipment, together with the ACE, to ensure that the company meets the requirements of insurers and other relevant bodies
- Responsible for the carrying out the root cause analysis for accidents and identify noncompliance issue if any.
- Preparing plan of action to prevent recurrence of accidents occurred due to fault in the distribution network.
- Supervise preparation of accident reports, conduct evaluation of the same & suggest the

- precautionary measures to prevent further occurrence of such
- Report to the Zonal Manager and initiate disciplinary action in case of dereliction of duty.
 - Assist the ZM in finalizing the safety budget in coordination with Corporate Safety Cell.
 - Conduct safety audits (planned and surprise audits) to offices below Zone and submit report on the same.
 - Maintain an awareness of developments in the field of health and safety to ensure that the Company continues to comply with best practice and legal requirements.
 - Liaison with Corporate Safety Cell
 - To assist its higher authority in all activities of the unit.
 - Any other matter assigned by the superior authority

Dy. Chief Security Officer:-

- He will operate from the Office of Zonal Manager, Siliguri Zone.
- To oversee the overall activities of the S&LP wings of the Distribution units of the organization spanning across all the districts of North Bengal
- To oversee the activities of the Security wings of the Hydel Project offices of the organization spanning across all the districts of North Bengal.
- To make periodic visits to all units or site offices for necessary inputs/guidance, as and when necessary.
- To keep close liaison with Local / District Police authorities and Civil Administration of the different Sites for necessary assistance as and when necessary.
- He shall coordinate with the Chief Security Officer on issues related to security of offices of WBSEDCL in North Bengal.
- He shall be functioning under guidance of the Office of Advisor (S & V) for conducting his day-to-day activities.
- Any other job assigned by superior authority

AE (E) (Monitoring):-

- Assist in monitoring the activities of the DE (E) / SE (E) (Coordination & Monitoring)
- ERP related activities pertaining to the job.
- Any other matter assigned by the superior authority

AE (E) (Meter and Equipment Testing) :-

- Assist in monitoring the activities of the DE (E) / SE (E) - Meter and Equipment Testing.
- ERP related activities pertaining to the job.
- Any other matter assigned by the superior authority

AE (E) (Planning and Projects):-

- Assist in monitoring the activities of the DE (E) / SE (E) - Planning and Projects.
- ERP related activities pertaining to the job.
- Any other matter assigned by the superior authority

AE (E) (Stores & Purchase):-

- Assist in monitoring the activities of the DE (E) / SE (E) - Zonal Store.
- ERP related activities pertaining to the job.
- Any other matter assigned by the superior authority

AE (E) (Material Testing):-

- Assist in monitoring the activities of the DE (E) / SE (E) - Material testing.

- ERP related activities pertaining to the job.
- Any other matter assigned by the superior authority

AM (F&A):-

- Assist in settlement of claims.
- Assist in leave accounting.
- Assist in salary processing for employees.
- Assist in financial vetting.
- Assist in accounts preparation and compilation.
- Assist in preparation of MIS, PRT & other reports.
- Assist in all ERP related activities in FICO/MM Module and other related modules.
- Assist in supervision of the Audit Module and related Audit activities of the units under its jurisdiction.
- To function as a DDO, if necessary.
- Any other matter assigned by the superior authority

Jr. Executive (Finance):-

- Assist in settlement of claims.
- Assist in leave accounting.
- Assist in salary processing for employees.
- Assist in financial vetting.
- Assist in accounts preparation and compilation.
- Assist in preparation of MIS, PRT & other reports Responsible for store accounting
- Assist in all ERP related activities in FICO/MM Module and other related modules.
- Assist in supervision of the Audit Module.
- Any other matter assigned by the superior authority

Jr. Manager (F&A) / Jr. Manager (Office Operation):-

- Preparation of various financial reports
- Provide assistance for timely deposit of taxes.
- Filing of returns, proper documentation and maintenance of tax records and supporting documents and its accounting aspects.
- Receipt & Disbursement of payment of Bill.
- Maintaining various journals and ledgers.
- Compilation of accounts - monthly / yearly.
- Bill passing
- Assist in all activities related to terminal benefits, payroll processing, bill processing etc.
- Assist in all ERP related activities in FICO Module and other related modules.
- Maintain leave accounts of the employees of Zonal Office in HCM Module.
- Assist in supervision of the Audit Module.
- Any other matter assigned by the superior authority

NB: - Official in the rank of AM (Office Operation) deployed in this wing shall discharge the aforesaid job responsibility.

Jr. Manager (HR&A) / Jr. Manager (Office Operation):-

- Maintain leave accounts of the employees of Zonal Office in HCM Module.
- Initiating transfer of employees.

- Assist in Job Description and TNA record maintenance.
- Maintaining stationery stock for the Zone.
- Preparation of establishment return for all employees of the zone.
- Record administrative & office expenses.
- Check updating of service books.
- Prepare reports on public grievance
- Booking of inspection bungalow, allotment of staff quarters
- Looking into security matters, office maintenance, office furniture maintenance, accident cases
- Responsible for procurement of the stationeries and other related materials.
- Collection of telephone bills, energy bill, and house rent
- Preparation of papers for claims of retired employees
- Assist Monitoring ERP related activities in HCM Module.
- Assist in supervision of the Audit Module & Safety Module.
- Any other matter assigned by the superior authority

NB: - Official in the rank of AM (Office Operation) deployed in this wing shall discharge the aforesaid job responsibility.

Jr. Manager (HR&A) (CRM) / Jr. Manager (Office Operation):-

- Assist DE (CRM) in various CRM and complaint redress activities
- Any other matter assigned by the superior authority

NB: - Official in the rank of AM (Office Operation) deployed in this wing shall discharge the aforesaid job responsibility.

Jr. Manager (Store)/ Jr. Manager (Office Operation):-

- Assisting in store functions including documentation.
- Undertake regular physical stock verification.
- Maintain up to date records of all stock movements and prepare stock position report.
- Compilation of weekly, monthly stock statement.
- Assist in handling inventory management.
- Update the MIS and prepare necessary reports.
- Assist in disposal of scrap and obsolete materials.
- Check appropriate storing facility for materials
- To supervise proper storage of items.
- Handle issue & receipt of items & keep track of materials for Zone and offices below it.
- Handle the courier and dispatch services.
- ERP related activities in MM Module
- Any other matter assigned by the superior authority

NB: - Official in the rank of AM (Office Operation) deployed in this wing shall discharge the aforesaid job responsibility.

Assistant Statistical Officer:-

- Archiving various reports generated
- Preparation of various reports from raw data as sought for by the Zonal Manager/ Corporate office
- Gather necessary information regarding various projects in progress, movement of loss

figures and other techno-commercial figures.

- Regularly update and maintain the database namely commercial, technical and project/customer related.
- Provide input to the management for effective decision making by analyzing huge volumes of network and billing data on a monthly basis.
- Maintain and analyze information trends related to consumers
- Highlight data inconsistency if found during analysis to the Zonal Manager.
- Perform analysis and prepare different reports to be submitted to Corporate Office.
- Forecasting on various parameters
- Any other matter assigned by the superior authority

Jr. Engineer Gr.-I (E):-

- Assist in preparation of investment plans for various projects
- Assist in preparation of DPR for various projects
- Assist in monitoring the progress of on-going projects in various Divisions
- Assist in preparation of various reports related to new/ on-going projects
- ERP related activities pertaining to the job.
- Any other matter assigned by the superior authority

Foreman Gr.-I:-

- Assist in equipment and meter testing both at lab/ workshop and at substations / consumer's place / store.
- Overhauling of and testing of relays and instruments.
- Any other matter assigned by the superior authority

Jr. Engineer Gr.-II (E):-

- Assist to carry out Survey, Testing and repairing of distribution transformer and new Transformer Testing Program
- Carry out Meter related activities such as physical inspection/sealing/maintaining seal no. of each meter and make entry into records
- Assists in new connection checking and routine checking
- Participate to carry out preventive maintenance on distribution voltage equipment
- Assist to investigate abnormalities and illegal electricity connections and suggests remedy measures
- ERP related activities pertaining to the job.
- Any other matter assigned by the superior authority

Jr. Engineer Gr.-II (E) (DSM Cell):-

- Any job as assigned by superior authority; presently no specific job being assigned in the related field.

JTA/STA:-

- Assist in carrying out survey, testing and repairs & maintenance of distribution transformers
- Help in disassembling & assembling as well as replacement
- Comply strictly with approved safety practices & procedures of work when testing transformers in factory as well as store
- Learn & help to keep track of necessary line materials-poles, wire, hardware and

insulators

- Assist to ensure that worksite is kept in clean and orderly state
- Assist in New transformer testing program
- Physical inspection/sealing/maintaining seal no. of each meter which enter the system.
- Inspect condition of meters & report any tampering with meters or other complaint matters
- Prepare daily meter reading schedules for the meter readers
- Assist to assign route plans for meter reading by studying geographical boundaries
- Take action on remarks made by the meter readers
- Carry out rubber hand gloves testing on 33/11kv Substation equipments
- Overhauling of and testing of relays and instruments
- Any other matter assigned by the superior authority

Hd. Assistant / Sr. Office Executive (F&A):-

- Compile all the materials that need to be documented
- Prepare the desired format required for documentation
- Convert all the raw data to a soft copy
- Maintain various databases
- Maintain all the relevant files and documents
- Responsible for proofreading new entries into database for accuracy
- Responsible for preparing materials for printing on need basis
- Responsible for handling records, stamping and distributing all incoming mails.
- Process outgoing mails
- Responsible for typing letters on the computer as and when required.
- Responsible for typing quotations for dealing with purchase related activities.
- Receive and dispatch establishment note sheets and letters
- Handle the courier and dispatch services
- Performing pertinent to ERP related activities in this domain.
- Assist in supervision of the Audit Module
- Any other matter assigned by the superior authority

Head Assistant / Sr. Office Executive (HR&A):-

- Compile all the materials that need to be documented
- Prepare the desired format required for documentation
- Convert all the raw data to a soft copy
- Maintain various databases
- Maintain all the relevant files and documents
- Responsible for proofreading new entries into database for accuracy
- Responsible for preparing materials for printing on need basis
- Responsible for handling records, stamping and distributing all incoming mails.
- Process outgoing mails
- Responsible for typing letters on the computer as and when required.
- Responsible for dealing with purchase related activities.
- Receive and dispatch establishment note sheets and letters
- Handle the courier and dispatch services

- Performing pertinent to ERP related activities in this domain.
- Assist in supervision of the Audit Module & Safety Module.
- Any other matter assigned by the superior authority

Head Assistant / Sr. Office Executive (Store)

- Compile all the materials that need to be documented
- Prepare the desired format required for documentation
- Convert all the raw data to a soft copy
- Maintain various databases
- Maintain all the relevant files and documents
- Responsible for proofreading new entries into database for accuracy
- Responsible for preparing materials for printing on need basis
- Responsible for handling records, stamping and distributing all incoming mails.
- Process outgoing mails
- Responsible for typing letters on the computer as and when required.
- Responsible for typing quotations for dealing with purchase related activities.
- Receive and dispatch establishment note sheets and letters
- Handle the courier and dispatch services
- Assist Junior Manager –Store in his activities.
- ERP related activities in MM Module
- Any other matter assigned by the superior authority

Hd. Assistant / Sr. Office Executive (Cash):-

- Assist AM (F&A) in account reconciliation.
- Responsible for maintaining and updating cash books
- Responsible for reconciling bank statement and purchase draft on a daily basis
- Responsible for preparing cash abstract
- Monitor accounts to ensure that payments are up to date
- Maintain petty cash accounts & register
- Keep track of the memos
- Handle encashment of cheques
- Handle works related to cash payment of employees.
- Carry out physical verification of cash at regular intervals
- Facilitate the process of receiving pending accounts to be paid
- Systematic maintenance & preservation of bills & receipts
- Responsible for payment to statutory authority
- Payment to Contractors, Suppliers, Vendors, Service providers
- Responsible for smooth functioning of the cash counters
- ERP related activities in FICO Module
- Any other job assigned by superior authority

Sr. Assistant / Assistant / Office Executive (F&A):-

- Convert all the raw data to a soft copy.
- Maintain various databases.
- Maintain all the relevant files and documents
- Responsible for preparing materials for printing on need basis.

- Responsible for handling records distributing all incoming mails & Process outgoing mails.
- Responsible for typing letters on the computer as and when required.
- Receive and dispatch establishment note sheets and letters.
- Assist Head Assistant
- Performing pertinent to ERP related activities in this domain.
- Assist in supervision of the Audit Module
- Any other matter assigned by the superior authority

Sr. Assistant / Assistant / Office Executive (HR&A):-

- Receive & dispatch letters/note sheets/ documents etc.
- Track movement of files / documents to ensure that borrowed files are returned
- Ensure adequate inventory of materials for Zone and offices below it
- Handle issue & receipt section & keep track of documents
- Assist in performing pertinent to ERP related activities in this domain.
- Assist in supervision of the Audit Module & Safety Module.
- Any other matter assigned by the superior authority

Sr. Assistant / Assistant / Office Executive (Store):-

- Compile all the materials that need to be documented
- Prepare the desired format required for documentation
- Convert all the raw data to a soft copy
- Maintain various databases
- Maintain all the relevant files and documents
- Responsible for proofreading new entries into database for accuracy
- Responsible for preparing materials for printing on need basis
- Responsible for handling records, stamping and distributing all incoming mails.
- Process outgoing mails
- Responsible for typing letters on the computer as and when required.
- Responsible for typing quotations for dealing with purchase related activities.
- Receive and dispatch establishment note sheets and letters
- Handle the courier and dispatch services
- Assist Junior Manager –Store in his activities.
- ERP related activities in MM Module
- Any other matter assigned by the superior authority

Draftsman:-

- Prepare plans, drawings, sketches and models as required to support design
- Carry out site inspections as required ensuring the effective production of plans, drawings, and sketches.
- Review completed construction drawings and cost estimates for accuracy and conformity to standards and regulations.
- Reproduce and distribute plans, drawings etc. as required.
- Maintain all necessary records relating to plans, drawings etc.
- Use computer-aided drafting equipment and /or conventional drafting stations, technical handbooks, tables, calculators, and traditional drafting tools such as boards, pencils,

protractors, and T-squares.

- Any other matter assigned by the superior authority

Record Supplier:-

- Systematic maintenance and preservation of all files, personal files, records and all documents and maintenance of list of all files.
- Delivery of day-to-day letters and other official documents to various offices including outside offices.
- To present documents, files, records etc. as and when required for work, photocopying paper, collection of paper from Fax machine, Faxing document.
- To visit offices outside for official duty as and when required.
- Attending the call of the officers and perform the job as per his instruction.
- Displaying Notice/Circular in Notice Board.
- To assist in upkeepment of the office, furniture and other office equipment in clean and hygienic condition.
- Lifting of forms, stationeries and other office consumable and supply.
- Supply of water/tea.
- Maintaining of Guard file.
- Assist in despatching of letters, documents etc.
- Attending phone call.
- Any other work as may be assigned by the senior officials commensurate to the designation.
- Any other matter assigned by the superior authority

Technical Support Hand:-

- Field inspection in teams and assists in carrying testing of equipments
- Assists in testing of energy meters (Routine Test, Type Test Fault analysis) by Microprocessor based software operated test bench with high accuracy standards
- Assist in all kinds of works related to new commissioning
- Help in carrying and arranging equipments for conducting the job
- Any other matter assigned by the superior authority

Office Support Hand:-

- Delivery of day-to-day letters and other official documents to various offices including outside offices.
- To present documents, files, records etc. as and when required for work, photocopying paper, collection of paper from Fax machine, Faxing document.
- As and when instructed to visit offices outside for official duty.
- Attending the call of the officers and perform the job as per his instruction.
- Maintaining files, records, papers, documents of the office.
- Displaying Notice/Circular in Notice Board.
- To assist in upkeepment of the office, furniture and other office equipment in clean and hygienic condition.
- Lifting of forms, stationeries and other office consumable and supply.
- Supply of water/tea.
- Maintaining of Guard file.

- Assist in despatching of letters, documents etc.
- Attending phone call.
- Any other work as may be assigned by the senior officials commensurate to the designation.

N.B: -

1. Office personnel officiating against multiple posts shall be required to discharge their job responsibilities as per the Job Description allotted against the posts.
2. The SAP-ISU/ERP activities, as applicable, shall be performed by the official at different wings of various establishments based upon the level of authorization.