



(ABSTRACT)

Establishment – Class I to IV Services – Streamlining of posts to the existing 09 Regional Distribution Offices viz. Chennai, Kanchipuram, Villupuram, Vellore, Erode, Coimbatore, Trichy, Madurai, Tirunelveli – Orders issued.

(Administrative Branch)

(Per.) CMD TANGEDCO Proceedings No.06

Dated 10.02.2023.

Thai - 27, Subakiruthu Varudam.
Thiruvalluvar Aandu 2054.

READ:

Note Approved by the CMD/TANGEDCO on 08.02.2023

PROCEEDINGS:

The posts in Regional Distribution Offices have been streamlined and reduced to 32 posts from the existing posts as below to the 09 Regional Offices viz. Chennai, Kanchipuram, Villupuram, Vellore, Erode, Coimbatore, Trichy, Madurai and Tirunelveli and these posts only be continued in the Regional Offices hereafter.

REGIONAL OFFICE POSTS		
Sl. No.	Name of the posts	No. of posts
1	Chief Engineer/Electrical	1
2	Executive Engineer/Electrical	2
3	Executive Engineer/Civil	1
4	Assistant Executive Engineer/Elecl.	6
5	Assistant Executive Engineer/Civil	1
6	Senior Administrative Officer	1
7	Assistant Accounts Officer	1
8	Administrative Supervisor	3
9	Assistant (Adm.)	5
10	Assistant (Accounts)	1
11	Junior Assistant (Adm.)	2
12	Steno Typist	1
13	Typist	2
14	Record Clerk	1
15	Office Helper	2
16	Driver	2
	Total	32

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2) Accordingly sanction is hereby accorded for 32 posts alone be continued in the existing 09 Regional Offices and the remaining posts will be redeployed to the needy places.

3) The receipt of the Proceedings shall be acknowledged.

(By order of the Chairman-cum-Managing Director/TANGEDCO)

Encl.: Annexure (Work allocation)

K.MOZHARASI
CHIEF ENGINEER/ PERSONNEL

To

The Chief Engineer (Distribution)/Chennai Region (North).
The Chief Engineer (Distribution)/Kanchipuram Region.
The Chief Engineer (Distribution)/Villupuram Region.
The Chief Engineer (Distribution)/Vellore Region.
The Chief Engineer (Distribution)/Erode Region.
The Chief Engineer (Distribution)/Coimbatore Region.
The Chief Engineer (Distribution)/Trichy Region.
The Chief Engineer (Distribution)/Madurai Region.
The Chief Engineer (Distribution)/Tirunelveli Region.

Copy to:

The Director (Finance)/ TANGEDCO/Chennai-2.
The Director (Finance)/ TANTRANSCO/Chennai-2.
The Director (Distribution)/ TANGEDCO/Chennai-2.
The Director (Generation)/TANGEDCO/Chennai-2.
The Chief Engineer (Distribution)/Karur Region.
The Chief Engineer (Distribution)/Thanjavur Region.
The Chief Engineer (Distribution)/Thiruvannamalai Region.
The Chief Engineer/Planning/Chennai-2.
All Chief Engineers/TANGEDCO/TANTRANSCO.
The Secretary/ TANGEDCO/ Chennai-2.
The Chief Financial Controller/General/Chennai-2.
The Chief Financial Controller/Revenue/Chennai-2.
The Chief Financial Controller/TANTRANSCO /Chennai-2.
All Superintending Engineers/Electricity Distribution Circles.
All Superintending Engineers/TANGEDCO/TANTRANSCO (other than Distr. SEs)
All Deputy Secretaries/ Sectt. Branch/ Chennai-2.
(Take further necessary action immediately for Class-I Services.)
The Deputy Chief Engineer/ Admin. Branch/ Chennai-2.
All Senior Personnel Officers/ Admin. Branch/ Chennai-2.

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All Under Secretaries/ Sectt. Branch/ Chennai-2.

All Personnel Officers/Admin. Branch/ Chennai-2.

All Assistant Personnel Officers/ Admin. Branch/ Chennai-2.

A.1, A.2, A.5, A.10, A.15, A.20, A.22, A.23 & A.25 Sections/
Sectt. Branch/Chennai-2.

G.36, G.37 & G.38 Sections/Adm. Branch/Chennai -2. (each 2 copies).

G.392 Seat/Adm. Branch/Chennai -2.

G.24 Section/Adm. Branch/Chennai -2.

Stock file.

:: TRUE COPY :: FORWARDED BY ORDER ::

S. Padma
10/2/23

(S. PADMA)

PERSONNEL OFFICER/ STAFF SANCTION

ANNEXURE

WORK ALLOCATION TO (Per.) CMD TANGEDCO **Proceedings No.6 (Adm. Branch), dated 10.02.2023.**

I) CHIEF ENGINEER/DISTRIBUTION/ - 1 No.

The Chief Engineer/Distribution is the Head of the Region and he will exercise control on the technical financial and administrative functions in the office and in the circles under his control. To assist the Chief Engineer/ Distribution there will be Executive Engineer, Senior Administrative Officer, Deputy Financial Controller, Assistant Executive Engineer, Assistant Engineer, and other Officers who will be in-charge of Technical, Administration and accounts and they will be responsible for the management of the works under their jurisdiction. Maintenance of power supply of Electricity Distribution Circle's and decision making for all the major issues under his control.

II). Executive Engineer/ Electrical (General) – 1 No.

- 1) Agricultural related correspondences like monitoring the target fixed and follow up
- 2) Follow-up for all theft of energy and violation cases for speedy collection and court case reviews.
- 3) Arriving on the 24 hours demand forecast daily.
- 4) Fixing schedule for total shutdown of substations every month and monitoring of load relief due to shutdown of substations.
- 5) Load shedding schedule fixing approvals and related correspondences
- 6) Dealing with Subjects related to TNERC and Electricity Act 2003
- 7) Addressing Headquarters for suggestions and amendments in TNERC supply & Distribution Codes and other regulations.
- 8) Dealing with circle level consumer Grievance Redressal Forum (CGRF) and Electricity Ombudsman related correspondences.
- 9) Review of outages, Monitoring of forced outages on-line entry made by circles and generating reports and sending review reports to Headquarters
- 10) Monitoring Distribution standards of performance achieved by circles and sending quarterly reports to Headquarters and related correspondences.
- 11) Follow up with circles for reply to petitions received from CMD, DD and Collector offices NHRC, SHRC and other consumer organisation related to technical subject and supply interruption

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- 12) Follow up with Circles for grievances registered in FOC Centres and remedial action taken.
- 13) Follow up with Circles to reply to LAQs/Parliamentary questions
- 14) Court case related to Technical section
- 15) Scrutiny of estimates received from Circles towards, DCW, T&P, Improvement etc.,
- 16) Compiling of requirement furnished by the circle Superintending Engineers for the Particular year and making arrangement to procure the materials within the powers of Chief Engineer/Distribution
- 17) Arranging to issue allotment of materials received from Head Quarters and procured by the region Office to the EDC of this region and Diversion of materials within circles based on the requirement.
- 18) Arranging to accord rate approval to Superintending Engineers to issue LPO exceeding the power of Superintending Engineer's/EDC and approval to accept belated supply of materials exceeding the power of Superintending Engineers/EDC
- 19) Arranging to accord Rate approval for hiring of Vehicles and sanction of tentative and actual estimates towards repair of TANGEDCO Vehicle.
- 20) Arranging to accord approval for condemnation of Sub-station equipment's
- 21) Arranging to sanction estimate for Extension of supply to HT industries, Load sanction, Extension of time for payment, monitoring progress of effecting HT service connections and sending the Reduction of demand proposals to Head Quarters and according Exemption from shifting of metering point and arranging to accord Allotment of TOD meters and metering sets and Cancellation of HT applications in online portal Dealing with all technical GCC/Operation and Wing mill correspondences.
Reports on Accidents Investigation and analyzing the causes.
- 22) Follow to with circles for taking Energy conservation measures and celebration of National Energy Conservation Day and week
- 23) Under the Right to Information Act, 2005 the Executive Engineer/Elec, O/o Chief Engineer/Distribution is the public information Officer of Regional office and the Chief Engineer/ Distribution is the Appellate authority
- 24) RTI application received at the Regional office is furnished with suitable reply, if information is available in the regional office. If information is not available in the regional office, the application copy is forwarded to the concerned Public Information Officer and is followed until disposal. General petitions.
- 25) Arranging in conducting of CPC meetings every quarter with the non-governmental/voluntary consumer organizations and consumers protection council correspondence

- 26) Arranging for Disposal of Scrap through e- Tender cum Auction including the following works like processing of all tender works such as Publication of Tender, Preparation of tender schedule to obtain approval from the competent authority, up loading of e-tender in the web site Opening of tender, Processing the tender, Preparation of working sheets for presenting the tender to the Regional Level Copper Committee for the copper content items, preparation of working sheets for presenting the tender to Regional Level Tender Committee for approval, Preparing and issuing the sale order,
- 27) Reviewing and consolidating the monthly return of Inventory and the Inventory return, all stores correspondence work regarding Inventory Management System (IMS).
- 28) To coordinate in
 - a) Maintenance of LT Billing Server, Back up server
 - b) To set right issues in LT Billing Data in coordination with Computer Centre/Chennai
 - c) Taking cold Backup every week
 - d) Back end LT Billing Data Correction carried out daily
 - e) Maintenance of Network Connectivities such as VPN O BB /FTTH/RF to access the LT Billing data Centre/ region by the circles / Division /Sub Divisions Sections/Sub-stores of this Region.
 - f) Maintenance of systems and Printers of various Section and computer centre/Data centre of Regional Office
 - g) Maintenance of Automatic Data logger available at Data Centre
 - h) Maintenance of UPS available at both Data Centre and Technical, Accounts, Admin, Civil, Schemes of Regional office to set right any issues in online LT Collections

EE/Schemes – 1 No.

Schemes : The following works related to Schemes such as R-APDRP, IPDS, UDAY, RDSS and HVDS.

- 1) R-APDRP : The financial reconciliation and closure of LOAs awarded to M/s.GVPREL, M/s.Deetech ,M/s.L&T & M/s.Megawin under Distribution strengthening works part-B of R-APDRP scheme .
- 2) IPDS :
 - New Sub-stations, Enhancement of Sub-stations, Distribution strengthening works, Feeder metering, DT metering, Consumer metering, Solar panels are carried out under IPDS with 60% grant of funds from M/s.PFC.

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- IT implementation in IPDS towns – Status on installation of DCU and Modem, Follow up of Integration of DT meter with MDAS software.

3) UDAY :

- HT strengthening works such as erection of new line, strengthening of existing line with higher size conductor, bay extension, provision of DP switches, etc are being carried out under UDAY scheme.
- Follow up of progress, material requirement & allotment, and submission of re-imbursement claim formats for the fully completed schemes to M/s.REC

4) RDSS :

- The Revamped Distribution Sector Scheme has been approved by MoP with 60% financial assistance by M/s.REC.
- DPR has been submitted

The works such as Scrutinizing of estimates for sanction, follow up of tender process for works contract, consolidation and submission of material requirement, allotment of materials, follow up of work progress, reconciliation of financial claim and utilization certificate have to be carried out.

5) HVDS :

- Implementation of HVDS under funding of loan from M/s.ADB to reduce the line loss.
- Selection of feeders for implementation of the scheme with the LT/HT ratio from GIS
- Submission of DPR for the selected feeders
- Follow up of estimate sanction, tender process, work execution and submission of claim formats have to be carried out.

I. System Development

Inspection of site for suitability for establishment of new 33/11kV Sub-station, Preparation of estimates and electrical layout for proposed new 33/11kV SS ,Floating and awarding of tenders,supervision of substation erection works commissioning of Substation, submission of work bills and REC claim co-ordination.

A) Ongoing Substation works

B) CM Announcement Substations

III GIS

Follow up, monitor and coordinate with GIS wing for proper functioning of all GIS activities such as GIS Asset/consumer mapping, Integration with HT and LT billing software for mapping of new SC ,HT/LT album generation etc.

- Preparation, Monitoring the T&D programme for New sub-station, upgrading the SS and enhancement of Power Transformer as per schedule.

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- Processing the new SS proposals and enhancement of Power Transformer Capacity to get Administrative Approval from Head Quarters.

III) Executive Engineer/Civil – 1 No.

Civil estimates, exceeding the powers of the Superintending Engineers are sent to CE's office for sanction. As the powers delegated to the SEs are very less, almost all the estimates are sent here for sanction, from seven circles. Further, in addition to the above, it has been instructed that all 33/11 KV sub stations are to be erected and commissioned by TANGEDCO hereafter. The EE/Civil at Regional office has to look after the estimates, tenders, supervision of works etc., related to new 33/11 KV SS / Enhancement/ Additional works with one AE/C/Sys. Dev & one AEE/C/Sys. Dev. As per minutes of meeting dt. 10.4.19, joint inspection & report has to be given by EE/C and EE/Schemes for new 33 KV SS. Inspection of rental buildings for RORC and pole testing are done by Executive Engineer/Civil.

IV) ASSISTANT EXECUTIVE ENGINEER /ELECTRICAL – 6 Nos.

1)ASSISTANT EXECUTIVE ENGINEER / GENERAL & EXECUTIVE ASSISTANT

AEE/General looks after the following works,

1. EE/Electrical is Nodal Officer for Court cases and is assisted by AEE/General for Technical subjects.
2. Subjects related to TNERC and Electricity Act 2003. Addressing Headquarters for suggestions and amendments in TNERC Supply & Distribution Codes and other regulations.
3. Monitoring Distribution Standards of performance achieved by circles .
4. LAQs / Parliamentary questions and replies and Court cases/Lok-Adalat related to Technical section
5. Collectorate petitions and replies.
6. Sending various time-bound returns to Head Quarters viz Daily Demand forecasting report, Distribution Standards of Performance (DSOP) returns, Level of performance (LOP), Feeder outage return
7. Agricultural target-fixing, Co-ordination, Monitoring and follow up
8. Sanctioning of DCW HT/LT Estimates.
9. Theft of Energy & Violation related correspondences. Follow-up for all theft of energy and violation cases for speedy collection and court case reviews.
10. Audit para follow –up.
11. Preparing review particulars for CE/CMD review meetings.

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12. Scrutinising and Obtaining approval for Monthly Shut down proposals of Sub stations
13. Follow up action on applications registered under National Solar Roof Top portal , processed at Circle offices
14. Follow up action on applications registered under Grid connected LT Solar Roof Top portal , processed at Division offices
15. Follow up on all Solar Correspondences
16. Follow up on measures taken to reduce Break down and Trippings
17. Verify daily entry of Circle wise Feeder Interruption details
18. Follow up on daily entry of Outages regarding Shut down and Maintenance works in the SMS software
19. Communicating instructions for maintaining Uninterrupted supply for special religious festivals / functions / all National level and State Level Exams .
20. Receipt of all Tender Documents and to hand over to the Asst. Exe. Engineer/MM, Civil and Regional Stores Officer.
21. The EA to CE will arrange to put up all the tapals including Confidential, DO letters, Registered Posts, e mails received and letters which are presented to the CE/D directly on hand daily .
22. Preparation of "20 Point" monthly return and Solar monthly return .
23. Collecting data from all the Seven circles for preparation of Salient Features Quarterly .
24. Collecting data from all the Seven circles for preparation of book "Statistics at a Glance" once in a year published by TANGEDCO and to Collector Office .
25. Preparation of Booklet for CE's conference held at Head Quarters.
26. Preparing CE's monthly Diary and preparation of CE's TA Bill every month.
27. Preparing repairing estimate for CE Vehicle
28. Maintaining CE's Inspection file, Inspection notes and follow up of action taken by the SEs on the inspection and reviews conducted by CE/D.
29. Conducting SEs monthly Review Meeting and periodical review meeting on the progress and achievements on all targeted works and implementation of various schemes.
30. Preparation of Minutes of Meeting for the meeting conducted with SEs and action taken report for the Minutes of Meeting with CE's conducted at Headquarters by DD, CMD and Honourable Minister for Electricity etc.,
31. Review of monthly Inspection reports submitted by SEs / O&M and EEs/O&M
32. Handling of Imprest works monthly twice
33. Handling of Temporary Advance
34. Follow up on certain Confidential papers and Miscellaneous papers represented to CE/D directly

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35. Managing the appointments and tour programmes of CE/D.
36. Allotment of various programmes and functions on obtaining concurrence from CE/D and maintenance of various apparatus and equipment available.
37. Maintaining closing the monthly Lorry Log Book and trip sheet
38. Co-ordination of VVIP Tour programs and visits
39. Maintaining Tools and Plants at CE's chamber.
40. Arranging vehicles to VIPs, higher officials from Head Quarters during their visit and follow up.
41. Follow up on all Collectorate correspondences

In addition to the above , coordinator of the works of Technical, Administration, Accounts Wings of the Chief Engineer's office.

2) Assistant Executive Engineer / Safety,

The duties of safety Engineers shall be to suggest and assist the Superintending Engineers in fulfillment of the obligations statutory or otherwise under relevant sections of (I.E. Act 1910 and Rules 1956 thereon) concerning prevention of Personal injuries and accidents and maintaining a working environment. These duties shall include the following through they are only illustrative and not exhaustive.

1. To advise the concerned wings like distribution lines and Sub-Station etc, in planning and organizing measures necessary for the effective control of personal injuries and accidents.
2. To advise on safety aspects in all job studies and to carry out detailed job safety studies of various O&M jobs in the distribution systems.
3. To check and evaluate the effectiveness of the action taken or proposed to be taken to prevent personal injuries and accidents.
4. To advise the purchasing and stores department in ensuring high quality and availability of personal protective equipment and accessories like gloves, safety belts, ladders and other requisite T&P.
5. To advise on matters relating to equipment safety inspections and overview and revamp the safety classes now being conducted in the various offices of the systems.
6. To carry out equipment safety inspection in order to observe the physical conditions of work and the work practices and procedures followed by workers / staff and to render advice on measures to be adopted for removing the unsafe physical conditions and preventing unsafe action by workers and staff.
7. To render advice on matters relating to reporting and investigation of accidents.

8. To investigate all accidents from the point of view of eliminating causes and to avoid recurrence.
 9. To arrange the collection and maintenance of such records as are necessary relating to accidents and conduct Data Analysis, interpretation on accident reports to be put up to Superintending Engineers
 10. To promote safety consciousness and awareness through safety committees and act as adviser and catalyst to such committees comprising representatives of workers /Management at section / Sub – Division / Division / System levels.
 11. To organize in association with the concerned sections/ Sub – Division/ Divisions campaigns, competitions, contests and other activities which will develop and maintain the interest of the workers in establishing and maintaining safe conditions of work and procedure.
 12. To conduct safety campaigns/weeks etc., to educate the lay public on safety aspects relating to the electricity.
 13. To design and conduct either independently or in collaboration with the TTC suitable training and educational programmes for the prevention of personal injuries and accidents.
- ❖ Petitions : General petition, Petitions related to Service Connection, Minnagam complaints, CM cell Petitions Petitions are dealt in this section.
 - ❖ RTI applications pertaining to this region should be replied within the RTI time schedule .
 - ❖ Consumer Protection Council meeting – Every quarterly - District.
 - ❖ Sanctioning of Improvement estimates.
 - ❖ Natural calamities report.

3) ASST. EXECUTIVE ENGINEER / Materials Management

AEE/MM looks the following works,

1. Assess the annual requirement of critical materials and furnish the requirements to H.Q. Chennai. Assess the requirement of material to be ordered by the C.E/Distribution and to take necessary action for the procurement and allotment to circles.
2. Allotment of materials received from H.Q. Purchase order to the Distribution Circles. Diversion of materials to other region /Circles on the request.
3. Approval to be given to the Distribution circles issue L.P.O for the procurement of materials for which the total exceeds their monetary powers.
4. Approval to be given for the belated supply of materials on S.E. P.Os received of EDCs which exceeds the powers of Superintending Engineers.
5. Closure of purchase orders placed by CE/D.

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6. Preparation of replies to the audit remarks of B.O.A.B. A.Gs. audit and Chairman office audit.
8. For all the enquires samples are being sent to sample committee to obtain suitability.
9. According approval for condemnation of vehicles and the excess expenditure towards hiring of vehicles.
10. Sanction of Tentative and actual estimate towards repair of corporation vehicles.
11. Preparation of various returns.

4) ASSISTANT EXECUTIVE ENGINEER/PLANNING:

Sub- Station Correspondences:

01. Master Plan for T&D programme & Announcements from the Government: Preparation, Monitoring the programmes - New sub-station, upgrading the SS and enhancement of Power Transformer as per schedule.
02. Establishment of new Sub-station.
Processing the SS proposals to get Administrative Approval from Head Quarters.
03. Processing the proposals for enhancement of Power transformer capacity in various sub-stations to get administrative approval from Head Quarters.
04. Requirement / Allotment / Diversion of SS equipments / Power Transformers etc.
05. Improvement in existing sub-stations/repairing/reconditioning of existing equipments.
06. Sanctioning Improvement schemes in HT network for reducing the line loss and improving Voltage regulation
07. Funded schemes under various category – Estimate sanction
08. Condemnation of Sub-station equipments.
09. Failure of Sub-station equipments.
10. Capacitor banks in sub-stations and switched capacitors in feeders.

High Tension Services:

01. Extension of HT supply to HT industries - Estimate sanction, Load sanction, Extension of time for payment, monitoring progress of effecting HT service connections.
02. Load sanction above 5MVA up to 10MVA (New & Additional demand)
03. Above 10MVA Proposal to be sent to Head Quarters (New & Additional demand)
04. Reduction of demand proposals to be sent to Head Quarters
05. According approval for Exemption from shifting of metering point.

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06. Approval to make through connection (upto 7 days) in case of metering set failure.
07. Allotment of TOD meters and metering sets.
08. Cancellation of HT applications in online portal

Returns:-

Monthly return:

- 1) Progress – Provision of ABT meters in HT services, feeders, generators, DTs.
- 2) Progress – Provision of ABT meters in HT services for OA and Non OA consumers.

Quarterly return:

- 1) Failure of SS equipments.
- 2) Provision of Bellows in selected Power Transformers under TANII scheme

Other works:

- 01) All technical GCC/Operation correspondences
- 02) Wind Mill related correspondences
- 03) According NOC for Quarrying operation.
- 04) Processing approval for Declassification of existing feeder status

5) AEE/System Development –I & II

allocation of works

CM Announced 33/11kV substation Works

The following works in above SS

- 1) Inspection of site for suitability for establishment of new 33/11kV Sub-station and extension of bay work.
- 2) Preparation of electrical layout for proposed new 33/11kV SS
- 3) Co-ordination in preparation of electrical technical estimate for proposed new 33/11kV SS
- 4) Floating of tender and awarding tender for establishment of new 33/11kV SS
- 5) Inspection of Site marking for 33kV Incoming, strung bus, breaker and transformers and 11kV LV breakers, strung bus, station transformer and feeder outgoing breakers.
- 6) Supervising the SSE-electrical works
- 7) Inspection of Erection and Commissioning Co-ordination and supervising of 33/11kV SS control room panels, batteries, battery chargers and Power Transformers.
- 8) Co-ordination of Commissioning of new 33/11kV SS
- 9) Checking of Preparation of bills for SSE-electrical works.
- 10) Monthly progress return.
- 11) REC claim co-ordination.

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AEE/System Development –2 allocation of works

CM Announced 33/11kV Following substation Works

The following works in above SS

- 1) Inspection of site for suitability for establishment of new 33/11kV Sub-station and extension of bay work.
- 2) Preparation of electrical layout for proposed new 33/11kV SS
- 3) Co-ordination in preparation of electrical technical estimate for proposed new 33/11kV SS
- 4) Floating of tender and awarding tender for establishment of new 33/11kV SS
- 5) Inspection of Site marking for 33kV Incoming, strung bus, breaker and transformers and 11kV LV breakers, strung bus, station transformer and feeder outgoing breakers.
- 6) Supervising the SSE-electrical works
- 7) Inspection of Erection and Commissioning Co-ordination and supervising of 33/11kV SS control room panels, batteries, battery chargers and Power Transformers.
- 8) Co-ordination of Commissioning of new 33/11kV SS
- 9) Checking of Preparation of bills for SSE-electrical works.
- 10) REC claim co-ordination.

The following works in above SS

- 1) Inspection of site for suitability for establishment of new 33/11kV Sub-station and extension of bay work.
- 2) Preparation of electrical layout for proposed new 33/11kV SS
- 3) Preparation of electrical technical estimate for proposed new 33/11kV SS
- 4) Floating of tender and awarding tender for establishment of new 33/11kV SS
- 5) Site marking for 33kV Incoming, strung bus, breaker and transformers and 11kV LV breakers, strung bus, station transformer and feeder outgoing breakers.
- 6) Supervising the SSE-electrical works
- 7) Erection and Commissioning Co-ordination and supervising of 33/11kV SS control room panels, batteries, battery chargers and Power Transformers.
- 8) Co-ordination of Commissioning of new 33/11kV SS
- 9) Handing over of new 33/11kV SS
- 10) Preparation of bills for SSE-electrical works.
- 11) Monthly progress return.
REC claim co-ordination

6) AEE/SCHEMES & GIS

1) R-APDRP :

- Distribution strengthening works were under part-B of R-APDRP scheme to 10nos. The financial reconciliation have been submitted to the above towns. The special equipment performance bank Guarantee is being monitored and returned on request from TKC.
- The works of project town had been awarded to M/s.Deetech. The TKC had not completed the awarded works. Hence, financial reconciliation had been submitted for short closure of the LOA and being followed.
- Reconciliation of LD statement and recovery regarding Supply, erection, testing and commissioning of RMU and Sectionalizers by TKC M/s.L&T & M/s.Megawin respectively under R-APDRP.
- IT enablement, feeder metering and Dt metering were carried out under part-A of R-APDRP scheme.

2) IPDS :

- New Sub-stations, Enhancement of Sub-stations, Distribution strengthening works, Feeder metering, DT metering, Consumer metering, Solar panels are carried out under Integrated Power Development Scheme with 60% grant of funds from M/s.PFC.
- The works were carried out in 50nos. towns at Coimbatore region. Submission of DPR, Follow up of estimates sanction, Consolidation of material requirement and allotment of materials, Follow up of work progress, Reconciliation of final executed BoQ, Submission of Utilization certificate for the fund claimed and submission of final Closure were carried out.
- IT implementation in IPDS towns – Status on installation of DCU and Modem, Follow up of Integration of DT meter with MDAS software.

3) UDAY :

- HT strengthening works such as erection of new line, strengthening of existing line with higher size conductor, bay extension, provision of DP switches, etc are being carried out under UDAY scheme.
- Follow up of fortnight work progress of the scheme
- Furnishing the balance material requirement
- Re-allotment of material to Circles
- Follow up of submission of re-imbursement claim formats for the fully completed schemes to M/s.REC

4) RDSS :

- The Revamped Distribution Sector Scheme has been approved by MoP with 60% financial assistance by M/s.REC.
- The works involve part-A component-I :smart metering, component-II : upgradation of distribution infrastructure works and part-B: capacity building and supporting activities
 - New Sub-stations/ Augmentation of existing Sub-stations
 - Proposed new lines/ Augmentation of existing lines
 - Cabling works
 - Provision of sectionalizers
 - Erection of new Distribution Transformers to avoid overload/under voltage
 - Bifurcation of long feeders
 - Separation of double DTs (with/ without HVDS)
 - Implementation of HVDS
 - Segregation of agriculture loads
- The DPR had been approved by M/s.REC for loss reduction works category i.e. Agriculture segregation, Implementation of HVDS, Separation of double DTs with HVDS and Augmentation of 33KV lines.
The works such as Scrutinizing of estimates for sanction, follow up of tender process for works contract, consolidation and submission of material requirement, allotment of materials, follow up of work progress, reconciliation of financial claim and utilization certificate have to be carried out.

5) HVDS :

- Implementation of HVDS under funding of loan from M/s.ADB to reduce the line loss.
- Selection of feeders for implementation of the scheme with the LT/HT ratio from GIS
- Submission of DPR for the selected feeders
- Follow up of estimate sanction, tender process, work execution and submission of claim formats have to be carried out.

Considering the above and the post of Assistant Executive Engineer/
SCHEMES is justified

1. Maintaining of Regional GIS database server and hardware maintenance at Regional office.
- 2.Co-ordinating and follow up with circle AE/GIS and other Officials towards 100% GIS Asset/Consumer mapping and indexing and maintenance of updated data in regional GIS database server.

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3. Monitoring of daily auto scheduled database jobs towards DB backups(daily), synchronization with LT billing (Consumer indexing updates), data updates (Feeder wise consumer count) etc and resolving issues on noticing errors.
4. Maintaining of DB backups on weekly basis in separate system.
5. Mapping of new substation and its internal assets (Power transformer, Breakers, CTs,PT, Feeder Meter etc) and ensuring proper updates of other assets by instructing circle AE/GIS to add new feeders and follow up.
6. Co-ordination with HQ GIS wing for GIS application and regional database related issues.
7. Providing training to Circle AE/GIS in GIS software/application for utilisation of GIS data available in GIS platform for improvement/scheme works.
8. Field verification of asset entries (checking Geo location/Attribute correctness) such as feeder length in GIS, Feeder wise DT consumer indexing, consumer location etc).
9. Maintenance of table structures including data type, trigger functions, types, views, foreign tables etc., without alteration.
10. Running queries, updating new columns and submitting report as and when requested by HQ/GIS.
11. Resolving issues reported by circle AE/GIS on online addition of new assets like New DT Addition, consumer and other OH and UG Assets.
12. Facilitating CE/Distribution and other officers by providing query based asset/consumer report as and when requested by them.
13. Sharing Asset information for preparation of improvement/ RDSS scheme works for utilisation of GIS data available in GIS platform.
14. Feeder Deletion
15. Circle to circle asset transfer. Updation works of consumer sc no related to section to section transfer.
16. Energy loss reports computation for feeders in voltage level 11/22/33 KV in Energy accounting portal
17. Energy accounting study of feeders having abnormal line loss.
18. Preparation of Energy accounting reports for HQrs and Regional level meetings.
19. Substation and feeder fault status on real time.
20. Present Power Generation status in TANGEDCO.
21. Consumer indexing synchronisation with LT billing module with GIS data.
22. GIS - Integration with LT application tracking software for mapping of new LT service connection from 01.07.2022.
23. GIS - Integration with HT Billing software for mapping of new HT service connection from 15.07.2022.
24. Defaulters location indication in GIS map.

25. HT/LT network album Generation for preparation of Estimate sketch, planning purpose etc.
26. Various reports like LT/HT ratio, DTs having Agri Load more than 30 % in feeders etc, are being generated through GIS for preparation of RDSS scheme.
27. Verification of Energy accounting line loss by validating consumer mapping in GIS.

V) ASSISTANT EXECUTIVE ENGINEER/CIVIL - 1 No.

1. Imprest account
2. Temporary advance for VVIP vehicle during the visit of VIPs and Higher officials .
3. Subject related to labour license for civil works.
4. New 33/11 KV SS / Enhancement/ Additional works with one AE/C/Sys. Dev & one AEE/C/Sys. Dev. As per minutes of meeting dt. 10.4.19, joint inspection & report has to be given by EE/C and EE/Schemes for new 33 KV SS. Inspection of rental buildings for RORC and pole testing are done by Assistant Executive Engineer/Civil.

VI) SENIOR ADMINISTRATIVE OFFICER – 1 No.

1. Overall Controlling of the following administrative works
2. Temporary Advance sanction bills, Leave / SLS sanctioned
3. Passing of TA Bills, Tour advance, passing of bills
4. Promotions and Transfers of Class II, III service within regional level
5. petitions D P Appeal cases, Compensation sanctioned etc..
6. Collection of Audit amount for the officer / employees based in Audit slips
7. Pending D.P & Petitions closed and court cases.
8. Class II, III service transfer order issued
9. Revised pension sanction in class II service
10. Assistant Public Information Officer (APIO) Of Regional office for RTI Act.

VII) ASSISTANT ACCOUNTS OFFICER – 1 No.

1. Compilation of all returns received from the circle and a consolidated report sent to Head Quarters every month.
2. All correspondences relating to HT services and LT services and also all clarifications regarding revenue matters.
3. Replies for the Audit comments both A.G. Audit and BOAB obtained from the circles and addressed then and there.
4. Clarification regarding tariff revision terms and conditions of supply/Supply Code etc, can be dealt with.

5. Issuing of reconnection orders for HT services before and after termination of agreement as per Tamilnadu Supply Code.
6. Correspondences relating to opening of Bank account, Bank reconciliation statement (Drawing and Collection Account).
7. Watching of due dates for sending MSA, Balance Sheet figures to the Head Quarters by Circle Offices.
8. Compilation of TDA/TCA returns and review the pendency.
9. Consolidation of PO Closure return
10. GST/ Service Tax correspondence
11. Consolidation of report of Misappropriation/Defalcation of Board's Money every month.
12. Furnishing of Local Body /TWAD Board/Govt. Department arrears every month to the Spl. Officer/Local Body.
13. HT CC Charges Time extension approval.
14. Revenue Maximization Region wise - ABR Analysis.
15. Capital Investment Plan consolidation.
16. Budget Consolidation (Revenue & Capital) (Revised Estimate & Budget Estimate).
17. Monitoring the TDS Default progress of circles.
18. Scrutinizing and forward the pendency reports in the LT billing package received from circle offices to Regional Data Centre for correction.
19. Consolidation and preparation of Chief Engineer's review meeting particulars. Considering the above the post of Assistant Accounts Officer is justified.

VIII) Administrative Supervisor - 3 Nos.

The Administrative Supervisor is in charge of Adm.A/Section.

All the subjects relating to Admn. pertaining to the Regional Office and for the Two Circles and one Operation Circle of this Region are being scrutinized by Administrative Supervisor and submitted to the Senior Administrative Officer. He is responsible for files relating to the subjects allotted to the Assistants under her. He must guide Assistant subjects relation to Administration matters of this region. The works in the Admn. matters are being followed by here and the Administrative Supervisor post are essential.

IX) ASSISTANT (ADMIN.) – 5 Nos.

1. Transfer and Postings of Class II officers of this Regional level .
2. Maintain of Incumbency Register and Superannuation. Region level.
3. Leave Sanction of Class I & II Officers exceeding 30 days - Region level and Regional Office.
4. Maintenance of Service Books of Class I & II of Region Office and allied works.
5. Training subject Class I & II Officers. Nomination for Training etc. Region level.
6. Selection grade sanction - Region level & Regional Office.
7. Vacancy return sent to Head quarters office.
8. Class II promotion and issuing posting orders above AEE in Regional level.
9. Forwarding pay anomaly proposals to Chief Engineer/Personal/Chennai for class I&II officer Region level.
10. Class I Officers leave application forwarding.
11. CM cell petition
12. Post Sanction
13. Loans and Advances
14. Higher Study approval
15. Festival Advance sanction
16. Formation of New sections.
17. Maintenance of Service Books in respect of Class III and IV Service of Regional office. (Provincial of Regional Office and all establishment work)

Suitability, Request transfer application and Performance report Sent to head quarter in respect of Class III and IV service provincial staffs of regional office. Leave sanction, Periodical annual Increment, sanction and necessary entries to be made in the individual service books.
18. Correspondence relating to Provincial Establishment of Class III and IV Service Personnel in respect of two Circles of this Region and the Regional Office.

In this subject faced that Class III and IV Service Transfer and promotion reposting orders modification in respect of two Circles. Forward the Transfer representations to the head quarter in respect of Class III and IV Service provincial staffs and other representation any received in the office.

19. Conduct Regulation Approval - Class II Officers - Region level and Regional Office.

In this subject proposal received seeking permission under Conduct regulation have to be properly scrutinized and submitted to the Chief Engineer/ Distribution after approval of Office Note the draft for approval has to be put up to the Chief Engineer/ Distribution and to communicate the orders.

20. D.P. and allied Correspondences & Conference Particulars.

Maintain the D.P watch register. Disciplinary Proceedings have to be in respect of Class I & IV as suggested by Vigilance Cell/ by the Superintending Engineer's for the lapses having committed by them being to be finalized within as prescribed time limit and to handled with much care. Administrative Transfer (on Advers Remarks) and issuing suspension, Revocation of Suspension orders to the erroring staffs and officers in respect of region have to handled with more care.

21. Filing of IT.

Verification IT Statements and filing of IT IQ, 2Q, 3Q and 4Q staffs and officers of Regional office and issuing form 16

22. Appeal in respect of Region.

Maintain the appeal watch register. The appeal files against the Disciplinary Proceeding final orders issued by concern SE's received from the two circles and Scrutinising the appeal file and put up Office Note to the Chief Engineer/ Distribution for orders and orders after approved has to put up to the Chief Engineer/ Distribution and to communicate the orders. And also confirmation report of Service Book entry of appeal orders have be received to place in the Appeal file.

23. Court cases related with D.P. and Appeals

Maintain the Court case register. Handle the Court case related with Disciplinary proceedings and Appeal and establishment matter, updating LCMS of Regional office and respective two circles, taking action vakalathfilomg, filing of Counter and follow up the action until finalisation of court case.

24. Preparation of pay bill and allied works

Preparation of pay bill officers/ staffsof regional office. Taking schedule, FCR entries. Preparation of TA Bills officers/ staffsof regional office and other bills

25. Allegation Petitions in respect of Region.

Allegation petitions received from Head quarter like Director (Distribution)/ ADGP (Vigilance)/ Chief Engineer/ Personnel/ Public petitions has to put up for appointment of enquiry officers and get the inquiry report from the inquiry officer and put up enquiry report to the Chief Engineer after careful scrutinization after orders of Chief Engineer action have to be taken accordingly

26. Maintaining of circular file and communication copy of circulars.

Maintain the circular file for instruction, guidelines and orders issued by the Head quarter.

27. Maintenance of Record room.

Maintain the record room and then and there when the records are received to be placed and whenever record are required by the section head the same to be given to them for taking immediate actions.

28. Additional Charge Arrangement Approval

Proposal seeking Approval and ratification in respect of officials placed additional charge to the post leave vacancy and vacant on transfer etc., received from the SEs concerned has to be putup and after approved by the Chief Engineer, have to be communicated to the SEs

29. Additional Charge Allowance sanction

Proposals received in respect of the officials held additional charge of the post seeking allowance sanction have to be properly scrutinized and have to be put up to the Chief Engineer and after approved has to be communicated to the SEs.

X) ASSISTANT (ACCOUNTS) – 1 No.

The following works are dealt in the Accounts section in Office of the Chief Engineer/ Distribution.

1. Tariff matters in respect of L.T. and H.T. TNERC Supply & Distn. Codes
2. Getting approval from Headquarters for Time Extension in respect of LT & HT Services.
3. Misappropriation of Boards' Money – Return submitted to HQs.
4. C.C. arrears from Local Body, Police Dept. and Govt. Depts., etc., - Return submitted to HQs
5. Clearance of pending AG and BOAB Audit Paras - Monitoring work.
6. Progress of collection of ACCD for LT. and HT. SCs.
7. Monthly review of Revenue Matters.
8. BOAB and AG Audit return received from all circles and submitted to HQs.
- 9..TNERC matters and correspondences.
10. Monthly Booklet preparation for CE's and Chairman's Review.
11. Review of LT Billing Package and report.
12. Processing the Telephone Bills & CUG bills of the CE's Office for making payment.
13. According Approval for enhancement of Imprest received from circles in the Region
14. Preparation of Budget Quarterly Return and submitted to HQs.
15. Expenditure matters (viz) Capital Expenditure of the region with reference to cash flow basis, requirement of funds to Electricity Distribution Circles.
16. Review on the closing of Work orders of Elec. Distn. Circles, Clearance of inter-unit account and progress of the Elec. Distn. Circles.

17. Assigning of Account No. for the estimate sanctioned by Maintaining a register for the same.
18. Review of Bank reconciliation work. Review of the Elec. Distn. Circles of this region items pending under IA, IB and IC are reviewed and regular report submitted to Headquarter
19. MIS Return on Revenue Expenses and Capital Expenses to Head Qrs.
20. Consolidation of Capital and Revenue Budget preparation and report to Headquarters.
21. Day to day review of Defective Meters, Defaulters , Non-Assessment etc., reports in LT billing software and submitting the same to the Chief Engineer/Distribution.
22. Review of various reports in LT billing and communicating the discrepancies to field then and there for rectification.
23. Consolidation of various reports related to revenue augmentation and regular follow up with the circles.
24. Analysing the Demand collection balance of every circle during every month and the steps to be taken to improve the revenue.
25. Addressing the Head Quarters in all LT & HT related issues referred by the Circles.
26. Conducting periodical review meeting with the circle's DFCs, AOs, ATOS, AAOs etc., Whenever required.
27. Now a days all day to day subject matters are communicated through mail and any data called for by the head quarters are collected , consolidated at region office and submitted to the HQ within the stipulated time.
28. Any doubts and clarifications sought by the circles regarding LT revenue and other subject matters are attended then and there.
29. Coordinating with Regional DFC for field inspection and inspection related works.
30. Submitting the proposal to HQ for opening of new collection account received from the circles.
31. Over all supervision of the Accounts section for the smooth conducting of day to day works.

32. Transmission & other charges return& Revenue Augmentation (Fixed charges) Return submitted to H.Qs.
33. Attending Consumer Petition relating to HT & LT
34. Authentication of Vakalat in respect of Court Case. (CE sign)
35. Preparation & Consolidation of Booklet for DFC Review meeting and forwarded to H.Qs.
36. Preparation of Capital Investment Plan Budget for the control period 2022-2025.
37. Any Accounts related work seeking from H.Qs are monitored and followed.

XI) JUNIOR ASSISTANT (ADM.) – 2 Nos.

Opening of all Tapals & Distribution to all Sections, Maintenance of T & P Account, Receipt issue of TNEB Gazette, Stationery to all sections, Local purchase & Receipt of Journals books etc.

Dispatch, of all sections outgoing tapals , Preparing of Telephone Bills & CUG Bills and courier bills, Maintenance of Library Books ,Record room maintenance work.

Correspondences related to Right to Information act. Preparation of RTI Monthly Return and Annual return. Permission on conduct Regulations to Class II Officers of this Region. CM Cell Petitions of all circles.

XII) STENO TYPIST – 1 No.

The works related to Tapals Section of Regional Office / Villupuram such as sorting of Tapals and Distribution of tapals are being done by the Steno. The post May be filed for continuous of the Steno post is concern.

XIII) TYPIST – 2 Nos.

To type notes and drafts and to fair copy related to Adm, Technical and Civil section of all communications to be dispatched.

XIV) RECORD CLERK – 1 No.

- 1) Receiving, Numbering and Distributions of all tapals and maintaining of all connected Registers.
- 2) Maintaining and keepup of Record Room.

XV) OFFICE HELPER – 2 Nos.

Delivering all the action taken files by the staffs and officers for their immediate superior officers and then submitted to Chief Engineer. Delivering the Tapals from current section to the respective sections. Delivering all the files signed by Chief Engineer/Distribution to the respective staffs and officers. Making photocopies for office related works. Taking all the bills to the cash section. Making arrangements for the occasional meetings conducted in this office and completed the other works given by staffs / Officers then and there.

XVI) DRIVER – 2 Nos.

For all official duty purposes driving the car for Chief Engineer /Distribution/ to all places he visits. And Responsibility for maintaining the vehicle.


(S. PADMA)

PERSONNEL OFFICER/ STAFF SANCTION