

**CHAPTER-3 (Manual - 2)**  
**Powers and Duties of Officers and Employees**

3.1 The details of the powers and duties of officers and employees of the organization.

<b>Designation</b>	<b>Superintending Engineer-I</b>
<b>Powers</b>	
<b>Administrative</b>	<ol style="list-style-type: none"> <li>1. He is the Head of the Department and controlling Officer for all the Officers and staff of this Department.</li> <li>2. He is responsible for               <ol style="list-style-type: none"> <li>a) Administration and establishment matters</li> <li>b) Formulation of all schemes implemented by this Department</li> <li>c) Fixing of targets and achieving them</li> </ol> </li> <li>3. He makes arrangements for creation of new post and filling of vacant post.</li> </ol>
<b>Financial</b>	<ol style="list-style-type: none"> <li>1. Responsible for getting funds for the plan schemes and non-plan works.</li> <li>2. To review the collection of revenue of this Department with the assistant of Financial Controller and other Accounts Officers.</li> <li>3. To make necessary arrangements for availability of materials for works taking in to account the availability of funds.</li> <li>4. Responsible for all financial and accounts matter.</li> <li>5. He can sanction estimate costing Rs.2 lakhs under plan works and Rs.5 lakhs under Non Plan works and Deposit works</li> <li>6. They can issue technical sanction for estimates up to 70 lakhs.</li> <li>7. He can purchase materials worth Rs.10 lakhs for each item in a year.</li> <li>8. He can exercise powers as delegated by the Government of Puducherry under GFR and other rules.</li> </ol>
<b>Others</b>	<ol style="list-style-type: none"> <li>1. He has to furnish replies /reports to Government or any other agency as and when requested.</li> <li>2. He has to furnish replies /reports to Assembly question / PAC reports and audit paras.</li> <li>3. He has to look after any other matters not attached to other Superintending Engineers.</li> <li>4. And any other matter which crops up during the functioning</li> </ol>
<b>Duties</b>	<ol style="list-style-type: none"> <li>1. He has to issue energisation approval for the EHT &amp; HT services.</li> <li>2. He has to look after Licensing Board</li> <li>3. He has to look after all financial and accounts matters.</li> <li>4. He has to look after               <ol style="list-style-type: none"> <li>a) Division-VI (EHV works and PLCC lines.) Material</li> </ol> </li> </ol>

	<p>Management Cell-I</p> <p>b) Division-VII (Meter Relay Testing, HTM &amp; LTM, Purchasing)</p> <p>c) Division-X (General, Computer Centre)</p>
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<b>Designation</b>		<b>Superintending Engineer-II &amp; III</b>
<b>Powers</b>		
<b>Administrative</b>	<ol style="list-style-type: none"> <li>1. They are the controlling Officers for all the staff posted in the respective circles.</li> <li>2. To exercise all the administrative powers as per rules.</li> <li>3. To issue necessary guidance/instructions for the smooth functioning of their respective Circle.</li> </ol>	
<b>Financial</b>	<ol style="list-style-type: none"> <li>1. They can accord administrative approval and expenditure sanction for schemes/works under Plan Rs.1.5 lakhs. in each case. Non-Plan Rs.3.0 lakhs in each case. Deposit work: Rs.3 lakhs in each case.</li> <li>2. They can exercise financial Powers as per GFR</li> <li>3. They can purchase materials worth up to Rs.5 lakhs each item for works.</li> </ol>	
<b>Others</b>	<ol style="list-style-type: none"> <li>1. They should review progress of works in each Division under their control.</li> <li>2. They should issue in - principle approval for cancellation of policies.</li> <li>3. They can issue technical sanction for estimates up to 70 lakhs.</li> <li>4. They should send proposals to the Government for value of the estimates exceeding their sanctioning powers after getting approval from the Superintending Engineer-I.</li> <li>5. They should send replies/report to the Government or any other agencies after getting approval of SE-I in the file.</li> </ol>	
<b>Duties</b>	<p><b><u>Superintending Engineer-II</u></b></p> <p>He has to look after the following Divisions/Sub-Divisions.</p> <ol style="list-style-type: none"> <li>1. Division-II (Master Plan &amp; Cable construction &amp; Yanam).</li> <li>2. Division-III ( Buildings and special Maintenance &amp; Mahe region)</li> <li>3. Puducherry Experimental and Solar Pond Power Project.</li> <li>5. Division-V (Karaikal)</li> <li>6. Technical-II Sub-Division</li> </ol> <p><b><u>Superintending Engineer-III</u></b></p> <p>The Superintending Engineer-III will look after the following Divisions/Sub-Divisions:-</p> <ol style="list-style-type: none"> <li>1. Division-I(O&amp;M Town)</li> </ol>	

	<ul style="list-style-type: none"> <li>2. Division-IV (O&amp;M North)</li> <li>3. Division-VIII (230 KV Auto Sub-Station at Villianur / Bahour-SS)</li> <li>4. Division-IX (O&amp;M South).</li> <li>5. Technical-III Sub-Division.</li> </ul>
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<b>Designation</b>	<b>Executive Engineers</b>
<b>Powers</b>	
<b>Administrative</b>	<ul style="list-style-type: none"> <li>1. The Executive Engineers are the Head of Office for the respective Divisions as per service rules as other Head of Office of Government of Puducherry.</li> <li>2. They are the Controlling and leave sanctioning authority for the staff working in the respective Divisions.</li> <li>3. They can initiate any disciplinary action against any erring staff as per rules.</li> </ul>
<b>Financial</b>	<ul style="list-style-type: none"> <li>1. He can sanction estimates under Plan, Non-Plan and Deposit Works up to Rs.1lakh.</li> <li>2. He can issue Technical Sanction for works costing Rs.6,00,000/-</li> <li>3. He can issue work orders up to 1 lakh.</li> <li>4. He can purchase materials worth Rs.15,000/- at a time and aggregating Rs.1.5 lakhs per item per annum.</li> <li>5. He can exercise financial powers as per G.F.R and D.F. P.R as Head of Office.</li> </ul>
<b>Others</b>	<ul style="list-style-type: none"> <li>1. To arrange for issue of sanction, Technical sanctions and work orders.</li> <li>2. to arrange for execution of works in order of priority</li> <li>3. to arrange for shut-down approvals for carrying out maintenance/emergency works in the Distribution networks.</li> <li>4. to issue Power Feasibility Certificate</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>1. To achieve the set plan targets for the Division.</li> <li>2. To send the proposals to the Superintending Engineer-I for allotment of funds for the works.</li> <li>3. To assess the requirement of materials and send the requirement for taking procurement action to the MMC.</li> <li>4. To arrange for smooth flow of materials by issuing instruction to the Sub-Divisional Officers for the drawal of materials.</li> <li>5. To review the revenue collection of various categories of Consumers with the help of JAO/Revenue and other</li> </ul>

	<p>supplementary staff.</p> <p>6. To take proper and corrective action for reduction of line loss.</p> <p>7. To sent replies/reports in the matter relating to Assembly, Audit and PAC or any agency of the Government after getting approval from the respective Superintending Engineer.</p> <p>8. To supervise Plan, Non-Plan, Deposit Works for proper implementation.</p>
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<b>Designation</b>	<b>Assistant Executive Engineers\ Assistant Engineers</b>
<b>Powers</b>	
<b>Administrative</b>	<ol style="list-style-type: none"> <li>1. He can sanction Casual Leave \ Special Casual Leave only and for all others leaves he has to recommend and sent to the Superintending Engineer \ Executive Engineer concerned.</li> <li>2. He can initiate disciplinary action against any erring staff through the Executive Engineer concerned.</li> <li>3. He can allocate the subjects or any other works within his sub-division to any staff posted in the sub division.</li> <li>4. He can call for explanation from the sub- ordinate staff posted in his sub-division for any irregularity, misbehavior with the public \ co-worker</li> <li>5. He should write CR for the staff working in his sub-division.</li> </ol>
<b>Financial</b>	<ol style="list-style-type: none"> <li>1. He can sanction estimates costing Rs. 25,000/- under Plan, Non-Plan and Deposit works.</li> <li>2. He can issue Technical Sanction for works costing Rs.60,000/-</li> </ol>
<b>Others</b>	-
<b>Duties</b>	<ol style="list-style-type: none"> <li>1. He is responsible for all the works in the area assigned to his charge and is responsible for the efficient discharge and management of activities in the area. He is responsible for the technical standards for all works and for their methodical and economic execution.</li> <li>2. He is responsible to see that all the staff of the sub-division do all the works assigned to them properly.</li> <li>3. He is responsible for the designs and estimates prepared by himself or his subordinate Officers, whether they are sanctioned by him or sent up to the Executive Engineer \ Superintending Engineer or Government for sanction. All</li> </ol>

such estimate must be in the prescribed form and in complete shape.

4. He should see that the Lorries and other Vehicles in the sub-division are properly maintained and put to proper and economical use. The Lorry Trip sheets and Monthly Log Books must be scrutinized and certified by him.
5. He is responsible for check measurement of all completed works whether done departmentally or through Contractor, and explain excess or technical deviations. He can approve on his responsibility, all unimportant L.T. deviations not involving extra financial commitments. All Major and H.T. Deviations must be got approved by the Executive Engineer or Higher authorities.
6. All accidents whether major or minor, whether electrical or mechanical in his area must be reported in the prescribed form to the Executive Engineer and other concerned authorities. He will further report the same to the Electrical Inspector to Government. Detailed investigation must also be done quickly.
7. He is responsible to see that all his subordinate officers keep in proper order all tools, plants, and material entrusted to them, keep proper records and send prescribed returns in time through him. The tools and plants must be inspected once a year, and action to be taken on shortages and excesses. All unserviceable materials must be survey reported and losses investigated.
8. Periodical returns prescribed must be submitted in time. Receipt of returns from the section officers must be pursued.
9. Pre-monsoon inspection of all H.T. Lines must be programmed in time and carried out. All defects must be got rectified. The patrol diaries are to be periodically reviewed by the AEE /AE
10. Major interruptions to supply and all breakdowns on H.T. Lines and equipments must receive his special attention who in addition arrange for quick restoration of affected supply. And also ensure that proper and necessary remedial and repair measures are taken up by the Junior Engineer concerned.
11. He exercise overall control of Office of the Junior Engineer under his control to ensure that all applications for supply whether involving extensions or not, receive prompt attention of the Junior Engineer who in turn should prepare necessary estimates, obtain sanction, execute the same quickly and effect supply as per citizen charter.

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|  | <ol style="list-style-type: none"><li>12. All service connection estimates costing Rs. 25,000/- or less are sanctioned and necessary work orders also issued by them.</li><li>13. He should arrange for test check of 1% of meter readings, test reports and connected load statements. Power services under special tariff are inspected more frequently. All discrepancies must be taken up with Revenue section and set right.</li><li>14. He ensures that junior Engineers control loss of revenue whether by theft of power or misuse of power, etc. The inspection of services is carried out as per directions of Central Office.</li></ol> |
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<b>Designation</b>	<b>JUNIOR ENGINEERS</b>
<b>Powers</b>	
<b>Administrative</b>	<ol style="list-style-type: none"> <li>1. He is responsible to allocate and extract work from the staff posted in the section.</li> <li>2. He has to forward the leave letters, representation, etc. received from the staff to the Asst. Exe. Engineer / Asst. Engineer concerned.</li> <li>3. He is responsible to forward the Honorarium Statement of each staff to the Asst. Exe. Engineer / Asst. Engineer every month for the duty performed during out of office hours and holidays.</li> </ol>
<b>Financial</b>	Nil
<b>Others</b>	He should take suitable action against erring staff through his higher authorities.

<b>Duties</b>	<ol style="list-style-type: none"><li>1. He is responsible for all the works entrusted in the area assigned to him. He works directly under the control of his Asst. Executive Engineer from whom he should take instructions on all important matters.</li><li>2. He should send immediate reports to his Asst. Executive Engineer of all accidents to his workmen and of all electrical accidents to non-departmental person in his area. The immediate Police report and Medical attention are his responsibility.</li><li>3. He is responsible for all the materials, tools and equipments entrusted to his charge, their proper custody, use and accounting.</li><li>4. All periodical returns and reports must be sent in time to his Asst. Executive Engineer. The registers and records prescribed must also be maintained correctly.</li><li>5. He should program pre monsoon maintenances works and carryout in time. He is also responsible for attending break down, intimation is supply and any other works relates to maintenance of supply.</li><li>6. He should register all applications of power supply in his area received from Asst. Executive Engineer officer and take appropriate urgent action like preparing necessary estimates and obtaining sanction of the Competent Authorities, obtaining work orders, collecting materials and executing the works. He should see that there is no avoidable delay in effecting the supply. Proposals for</li></ol>
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Supply should be prepared in the order of receipt of applications unless special priority is granted by the Competent Higher Authorities. The service connection or extension works should be taken up in the order of priority of sanctions provided the party is ready to avail supply, has executed necessary agreements and paid the required deposits and other charges.

7. He should take up with the Asst. Executive Engineer all technical difficulties in the execution of works or shortage of materials, holding up extension or maintenance works.
8. He should maintain full initial accounts for all works and prepare completion reports then and there.
9. The use of consumables, proper storage, custody and accounting of materials at site require his special control and check up. Test reports with meter reading must be immediately taken and sent on the day of effecting supply.
10. The services in the area and more especially power services must be frequently inspected to see that supply is maintained properly, correct tariff is applied, there is no misuse or theft of power; meters run alright, installations on the Department as well as consumers side are alright, cutouts and meters are properly sealed, meters are read correctly etc.
11. He should ensure that the peak load, grouping, staggering and other restrictions in force are enforced on the power consumers strictly.
12. Arranging for taking meter readings of all services every month correctly, reviewing the readings taken, and dispatching them to Central Office is the responsibility of the Junior Engineer.
13. He should take action for disconnection of services for non-payment of current consumption and other charges on instructions from the Central Office. The defaulter list for non-payment of charges due must be sent promptly to the Central Office.
14. He should ensure that all the construction works done in the Section are as per approved practices, confirm to latest

	<p>instructions issued and are free from defects</p> <p>15. All bottlenecks regarding materials, transport staff etc. must be taken up with the Asst. Executive Engineer in time, and remedies found. Up to date records of progress of works and expenditures must be kept up.</p> <p>16. He should send the completion reports for works soon after the works are completed. The materials drawn erected and devoluted must be tallied. Pole Schedules for all works must be prepared then and there.</p> <p>17. He is responsible for economic and efficient organization and programming of works. Special attention must be paid to allotment of works to all the staff, full and efficient use of vehicles allotted, programming for works, advance collection of materials by watching receipt at stores, advance survey of works, etc.</p> <p>18. He should see that as many services as possible come up on the date of energisation by pressing on the prospective consumers to install their pump sets and wire their premises, arranging with the operation and maintenance Section Office to take up service connections works in time etc.</p> <p>19. He should maintain detailed initial accounts for all the work orders issued to his section.</p> <p>20. He should take necessary action to close the work order after the completion and send a closing statement to Accounts Section.</p>
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**DUTIES AND RESPONSIBILITIES OF SUB-ORDINATE STAFF:-**

<b>(a)</b>	<p><b>Draughtsman, Tester, Foreman, Tracer, Asst. Line Inspector, Lineman, Senior Commercial Assistant,</b></p>	<p>They are sub-ordinate staff posted in the section to help the Junior Engineer in discharging his duties. They should take instruction from the Junior Engineer or from the concerned higher authorities in discharging their duties.</p> <p>They should maintain utmost discipline and should behave concisely with the co-workers and public while discharging their duties.</p>
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	<b>Commercial Assistant, Wireman, Helper</b>	
<b>(b)</b>	<b>Construction Helper/ Helper Construction</b>	They should be assigned works like excavation of pits, trenches for cable laying, erection of poles and stringing of lines, internal electrification of building, casting of poles grill manufacturing works transformer maintenance / repairs works drawal of stores materials, repairing of meters and any other work assigned to them by the Assistant Engineer / Junior Engineer concerned.
<b>(c)</b>	<b>Inspector of Bill Collector, Sub-Inspector of Bill Collector</b>	<ol style="list-style-type: none"> <li>1. They should check daily one or two bill collector counters for the correctness of the money collected.</li> <li>2. They should report to the Junior Accounts Officer/ Revenue concerned if any irregularity is detected in the collection and Accounts of the money collected by the Bill Collector.</li> <li>3. They should check the cash available in the counter with that of the receipts.</li> </ol>
<b>(d)</b>	<b>Bill Collector</b>	<ol style="list-style-type: none"> <li>1. They are responsible in collection of Current Consumption Charges as per bill issued by this Department.</li> <li>2. They are responsible for this safe custody of the money collected until it is remitted to the cashier.</li> <li>3. They should maintain proper accounts for the money collected daily and handover the statement to the Revenue Section daily.</li> <li>4. They will be held responsible for any collection of wrong money from the public.</li> </ol>

**Administrative staff :-**

<b>(a)</b>	<b>Financial Controller</b>	<p>He is overall in charge of Budget, Finance, Revenue and Accounting matters and Central Stores at Puducherry, To discharge these functions, the Financial Controller is declared as the Head of Office and Controlling Officer in respect of the Officers and staff working in the following sections:</p> <p>a) Establishment Section</p>
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		<p>b) Works, Accounts and Pricing Section  c) Budget and Expenditure Section  d) H.T. Section  e) Revenue General Section  f) Central stores Section</p> <p>Two Senior Accounts Officers, one Junior Accounts Officer, One Store Superintendent, five superintendents are directly working under his control with compliment any staff in each Section.</p>
<b>(b)</b>	<b>Officer on Special Duty</b>	<p>Responsible for</p> <ol style="list-style-type: none"> <li>1. All establishment matter of the entire department</li> <li>2. Taking necessary action for filling up of vacant posts.</li> </ol>
<b>(c)</b>	<b>Labour Officer</b>	<ol style="list-style-type: none"> <li>1. Responsible for solving all Labour welfare matters.</li> <li>2. To look after the court cases relating to labour problems.</li> </ol>
<b>(d)</b>	<b>Senior Accounts Officer – I</b>	<p>The following Sections are under the control of Senior Accounts Officer-I:</p> <ol style="list-style-type: none"> <li>a) H.T. Section</li> <li>b) Revenue General Section/Internal Audit Section</li> </ol> <ol style="list-style-type: none"> <li>1. Issue of C.C. charges bills every month to all H.T industries including outlying regions within the due date. The revenue collected is remitted into Government account promptly.</li> <li>2. Proposal of name transfer of industries, extension of time limit for payment of C.C. charges, collection of security deposit, M.S.D. etc.</li> <li>3. Action for collection of arrears of revenue through Revenue Recovery Act.</li> <li>4. Consolidation and furnishing of collection revenue particulars to Government.</li> <li>5. Replies to pending audit paras, clearance of pending OBA items in respect of whole department.</li> <li>6. Internal audit of Revenue Section.</li> <li>7. Annual stock verification of stores.</li> </ol>

<b>(e)</b>	<b>Senior Accounts Officer - II</b>	<p>The following Sections are under the control of Senior Accounts Officer-II:</p> <p>a) Establishment Section</p> <p>b) Works, Accounts and Pricing Section</p> <ol style="list-style-type: none"> <li>1. The service matters of staff members in the sections under the control of Financial Controller are looked after.</li> <li>2. All bills viz. pay bills, TA bills, MR bills etc. in respect of staff members are prepared, presented and paid to the concerned staff members.</li> <li>3. Grant of advances, ACP etc.</li> <li>4. Issue and closing of work orders for all Divisions of this Department.</li> <li>5. Receipt of Fixed Deposit Receipts from other Divisions of this release.</li> <li>6. Issue of work adjustment bills for booking of expenditure under Plan and Non- Plan.</li> <li>7. Issue of bills to other Departments for supply of store materials.</li> </ol>
<b>(f)</b>	<b>Junior Accounts Officer (Budget &amp; Expenditure)</b>	<ol style="list-style-type: none"> <li>1. The budget proposal, R.E. proposals, request for modification of funds of the whole Department is looked after.</li> <li>2. Furnishing of replies to C &amp; AG's Report, P.A.C., Action Taken notes etc.</li> <li>3. Preparation and presentation of power bills including advance bills for payment to various agencies in time to avoid payment of BPSC.</li> <li>4. Preparation and payment of bills towards supply of materials to various firms.</li> <li>5. Booking of expenditure under Plan and Non-Plan head of accounts by presenting works adjustment bills.</li> <li>6. Maintenance of Central BCR and reconciliation of expenditure and receipt figures for the whole Department.</li> <li>7. Furnishing of expenditure statement every month under Plan and Non-Plan</li> </ol>

<b>(g)</b>	<b>Stores Superintendent</b>	<ol style="list-style-type: none"> <li>1. Central stores which contain 10 Sub-stores is under the control of Stores Superintendent.</li> <li>2. Receipt of stores materials purchased through LPO and DGS&amp;D and its accounting.</li> <li>3. Issue of materials to all Divisions based on their requisition.</li> <li>4. Transport of materials to outlying regions.</li> <li>5. Disposal of condemned materials through public auction.</li> <li>6. To get the approval of Quality Control Committee for taking into stock the materials received.</li> </ol>
<b>(h)</b>	<b>Stock Verifier</b>	<ol style="list-style-type: none"> <li>1. The Physical Verification of the Departments Store is the main duty of the Stock Verifier. He has to conduct Annual Physical Verification of the department's Stores in each Financial year.</li> <li>2. It is the Duty of the Stock Verifier to give the certificate of physical verification to the Directorate of Accounts and Treasuries after completion of the verification of the Stores.</li> <li>3. It is Duty of the Stock Verifier to list out the obsolete and immovable items and recommend for necessary action. He has to give replies for the remarks raised by the Audit in respect of Stores.</li> <li>4. He is responsible that the day to day transactions are not disrupted and stagnated while conducting the Physical Verification.</li> </ol>
<b>(i)</b>	<b>Store Keeper</b>	<p><b><u>Duties :-</u></b></p> <ol style="list-style-type: none"> <li>1. The Duties of the Store Keeper are to receive the materials according to the specifications, enlisted in the supply Order.</li> <li>2. It is his duty to report any breakage, damages and shortages in receipt of the materials received.</li> <li>3. He has to get the certificate of quality from the Technical officer before accepting the materials received. After obtaining the Technical opinion it is the duty of the Store Keeper to take them into Stores Received Book and Check measured or countersigned by the Controlling Officer of the Stores.</li> <li>4. It is the Duty of the Storekeeper to classify the materials and give the codification number and</li> </ol>

		<p>keep them in the stores at an appropriate place after making necessary entries in the Bin cards and Stock Registers. He should also be well versed with the location of all the classified materials.</p> <ol style="list-style-type: none"> <li>5. It is also the Duty of the Storekeeper to issue materials according to the indents raised by the Sections. He should check properly that the indents are countersigned by the indenting and Controlling Officers and with estimates, Job orders/work orders etc., before accepting the indent. A proper authorization has to be received before delivering the materials from the indenter.</li> <li>6. The timely replenishment of materials by fixing Maximum level, Minimum level, Order level, and Danger level of the Stocks to be on hand is also the duty of the Store Keeper.</li> <li>7. He has to send the periodical statements of consumption of materials, requirements of materials, obsolete items and unserviceable items for taking appropriate action.</li> </ol> <p><b>Responsibilities:-</b></p> <ol style="list-style-type: none"> <li>1. The Storekeeper is solely responsible for the materials which are under his custody for loss, damages, spoilage, theft, etc.,</li> <li>2. It is his responsibility to preserve the materials which are under his custody without spoil and damage. He should also take precautions against fire, theft and other natural calamities.</li> <li>3. He is individually responsible for issuing the materials as per the specifications of the indenting Officer.</li> <li>4. It is also the responsibility of the Store Keeper to keep all the records up to date and keep the closing balances correctly.</li> <li>5. The Store Keeper is responsible to keep the required inventory and making right issues at right time for the Department's smooth running and for the economy in procurement.</li> <li>6. In general the Storekeeper only are responsible for any lapses in the Stores for receipts, issues and in accounting.</li> </ol>

<b>j)</b>	<b>Junior Accounts Officer Revenue-I, II &amp; III</b>	They are responsible for 1. Collection of Revenue to this Department. 2. Preparation and issue of Current Consumption bills to the consumers. 3. Proper accounting /checking & verification of the amount collected and remitting the amount to Government account. 4. Maintaining of policy files & other related Documents.
<b>(k)</b>	<b>Superintendent</b>	Section Head and has to extract work from the subordinate staff posted in the section and if any problem arises in discharging the duties he has to report to the J.A.O. or higher authorities.
<b>(l)</b>	<b>Assistant / U.D.C. / L.D.C.</b>	They are sub-ordinate staff and they have to take instructions from the Superintendent or higher authorities. They have to discharge the duties as per official manual.
<b>(m)</b>	<b>Attendar, Peon</b>	