

## **Chapter -9 (Manual -8)**

### **Procedure followed in Decision Making Process**

The procedure followed in the decision making process including channels of supervision and accountability.

The following is the channel of supervision and accountability. Further the Department Organization Chart is enclosed as Annexure I:-

#### **(a) SUPERINTENDING ENGINEER (HEAD OF DEPARTMENT)**

1. All correspondence to Government and other outside Agencies/Departments should be got approved on file by the other two Superintending Engineers before issue and he should be apprised of any important communications received from time to time, orally as well as in writing. The Superintending Engineer - I is also authorized to issue re-distribution of Sub-Divisions under the control of various Circles/ Divisions. Besides, he will look after the following Divisions/subject matters.

- 1) All financial and accounts matters.
- 2) All Establishment and Administrative matters.
- 3) Licensing Board.
- 4) Division-VI (EHV works and PLCC lines)
- 5) Division-X (General, Computer Centre, Energy Auditing)
- 6) Division-VII (Meter Relay Testing), HTM & LTM. Material Management Cell-I and II,

#### **(b) SUPERINTENDING ENGINEER - II**

1. The Superintending Engineer - II will look after the following Divisions/Sub-Divisions.

- 1) Division-II (Master Plan & Cable Construction & Yanam)
- 2) Division-III (Buildings and Special Maintenance & Mahe)
- 3) Puducherry Experimental Solar Rod Project.
- 4) Division-V (Karaikal)
- 5) Technical-II Sub-Division.

### **(c) SUPERINTENDING ENGINEER – III**

1. The Superintending Engineer – III will look after the following Divisions/Sub-Divisions.

- 1) Division-I (O&M Town)
- 2) Division-IV (O&M North)
- 3) Division-VIII (230 KV Auto Sub-Station-Villianur & Bahour).
- 4) Division-IX (O&M South)
- 5) Technical-III Sub-Division.

### **(d) FINANCIAL CONTROLLER**

The following officers will function under the control of the Financial Controller.

#### **(i) SENIOR ACCOUNTS OFFICER-I (HT & REVENUE GENERAL)**

The following Sections are under the control of Senior Accounts Officer-I (HT & Revenue General).

- (a) HT & Revenue Section.
- (b) Revenue General & Internal Audit Section.

#### **(ii) SENIOR ACCOUNTS OFFICER-II (WAPS)**

1. The SAO-II will be in-charge of the matters relating to the Works Accounts and Pricing Section and Stores.

2. The Establishment and Accounts matters in respect of the following offices/sections will be looked after by the SAO-II.

- 1) The Superintending Engineer-I
- 2) The Financial Controller
- 3) The Officer on Special Duty
- 4) The Senior Accounts Officer-I
- 5) The Senior Accounts Officer-II (WAPS)
- 6) The Junior Accounts Officer (Budget & Expenditure)

- 7) The Labour Officer.
- 8) The Stores.

**(iii) JUNIOR ACCOUNTS OFFICER (BUDGET & EXPENDITURE)**

1. The Junior Accounts Officer (Budget and Expenditure) will be the Drawing and Disbursing Officer for the Division-VII and Division-X.

2. The following Sections will be under the control of Junior Accounts Officer (Budget and Expenditure).

- a) Budget and Expenditure.
- b) Central Records Branch.

**(iv) STORES SUPERINTENDENT**

The Store Superintendent will be in-charge of the Central Stores.

**(e) EXECUTIVE ENGINEER, DIVISION-I (O&M URBAN)**

The following Sub-Divisional Officers/Officers are under the control of the Division-I.

- 1) Assistant Executive Engineer/Town-I.
- 2) Assistant Engineer/Town-II.
- 3) Assistant Engineer/Marapalam 110 KV Sub-Station.
- 4) Junior Accounts Officer/Revenue-I.

**(f) EXECUTIVE ENGINEER, DIVISION-II  
(MASTER PLAN AND CABLE CONSTRUCTION AND YANAM)**

The following Sub-Divisional Officers/Officers are under the control of the Division-II.

- 1) Assistant Executive Engineer/Technical Training Centre.
- 2) Assistant Executive Engineer/Master Plan.
- 3) Assistant Engineer/RMS.
- 4) Assistant Engineer/Cable-I.
- 5) Assistant Engineer/Cable-II.
- 6) Assistant Engineer/Yanam Sub-Division.
- 7) Assistant Engineer/Yanam 130/11 KV Sub-Division.

**(g) EXECUTIVE ENGINEER, DIVISION-III**  
**(BUILDINGS, SPECIAL MAINTENANCE AND MAHE)**

The following Sub-Divisional Officers/Officers are under the control of the Division-III.

- 1) Assistant Engineer/Building Town.
- 2) Assistant Engineer/Building Rural.
- 3) Assistant Engineer/Special Maintenance.
- 4) Assistant Engineer/Civil.
- 5) Assistant Engineer/Mahe Sub-Division.

**(h) EXECUTIVE ENGINEER, DIVISION-IV (O&M NORTH)**

The following Sub-Divisional Officers/Officers are under the control of the Division-IV.

- 1) Assistant Engineer/Lawspet.
- 2) Assistant Engineer/Kurumbapet 110 KV Sub-Station.
- 3) Assistant Engineer/Boomianpet.
- 4) Assistant Engineer/Sedharapet 110 KV Sub-Station.
- 5) Assistant Engineer/Kalapet 110 KV Sub-Station.
- 6) Assistant Engineer/Thethampakkam 110 KV Sub-Station.
- 7) Junior Accounts Officer/Revenue-II.

**(i) EXECUTIVE ENGINEER, DIVISION-V, KARAIKAL**

The following Sub-Divisional Officers/Officers are under the control of the Division-V.

- 1) Assistant Executive Engineer/C&B.
- 2) Assistant Engineer/Urban.
- 3) Assistant Engineer/Rural & Sorakudy Sub-Station.
- 4) Assistant Engineer/Pillaitheruvasal 110 KV Sub-Station.
- 5) Junior Accounts Officer/Revenue-I.

**(j) EXECUTIVE ENGINEER, DIVISION-VI,**  
**(EHV WORKS AND PLCC & LINES)**

The following Sub-Divisional Officers/Officers are under the control of the Division-VI.

- 1) Assistant Executive Engineer/PLCC & Lines.
- 2) Assistant Executive Engineer/EHV.
- 3) Assistant Engineer/EHV.
- 4) Assistant Engineer/Feeder Construction & Commercial.

**(k) EXECUTIVE ENGINEER, DIVISION-VII,**  
**(METER RELAY TESTING)**

The following Sub-Divisional Officers/Officers are under the control of the Division-VII.

- 1) Assistant Engineer / HTM.
- 2) Assistant Engineer / Protection.
- 3) Assistant Engineer / LTM & Lab.
- 4) Assistant Engineer / Anti-Power Theft Squad
- 5) Assistant Engineer / MMC-I
- 6) Assistant Engineer / 100% Metering.

**(l) EXECUTIVE ENGINEER, DIVISION-VIII,**  
**(230 KV VILLIANUR/Bahour AUTO SS)**

The following Sub-Divisional Officers/Officers are under the control of the Division-VIII.

- 1) Assistant Executive Engineer/Maintenance.
- 2) Assistant Engineer/Operation.
- 3) Assistant Engineer/Villianur 230 KV Sub-Station.
- 4) Assistant Engineer/ Bahour 230/110V SS.

**(m) EXECUTIVE ENGINEER, DIVISION-IX**  
**(O&M SOUTH)**

The following Sub-Divisional Officers/Officers are under the control of the Division-IX.

- 1) Assistant Engineer/Thirubuvanai 110 KV SS.
- 2) Assistant Engineer/Bahour 110 KV SS.
- 3) Assistant Engineer/Rural South Sub-Station.
- 4) Assistant Engineer /Eripakkam Sub-Station.
- 5) Assistant Engineer/Korkadu 110 KV Sub-Station
- 6) Junior Accounts Officer / Revenue - III

**(n) EXECUTIVE ENGINEER, DIVISION-X (GENERAL,  
MATERIAL MANAGEMENT CELL, COMPUTER CENTRE,  
ENERGY AUDITING)**

The following Sub-Divisional Officers/Officers are under the control of the Division-X.

- 1) Assistant Executive Engineer/P&M
- 2) Assistant Engineer/ Tech-I.
- 3) Assistant Engineer/ Computer Center.

**(o) OFFICER ON SPECIAL DUTY**

The Officer on Special Duty will look after the Establishment and Administrative matters of the Electricity Department.

**(p) LABOUR OFFICER**

The Labour Officer will function under the direct control of Head of Department He/she will submit files directly to the Head of Department. He/She will look after the following subjects.

- a) All matters relating to the demands of various Trade unions/Associations including fixing of appointment with the S.E-I to meet the Office bearers of Trade Unions/Associations to discuss their demands/grievances.
- b) Standing Orders of Workman and related works.
- c) Workman's Compensation Act and related works.
- d) Strike and related works.

- e) Matters pertaining to Welfare/Amenities to the Employees including Worker-Teacher Training Programmers.
- f) Court cases, Writ Petitions, Suits etc. relating to the Welfare of Labours. Workman Compensation, Compensation to the Victims of Departmental / Non-Departmental Electrical Accidents, Legal heirship cases of employees.
- g) References to Labour Court/Industrial Tribunal.

Any correspondence received by the SE or any other officer of this Department will deal the matter if the subject matter is within his jurisdiction otherwise it will be transmitted to the concerned authority for disposal.

The petition / application / request / letter will be forwarded to the field officer i.e. JE concerned for field inspection verification and report.

The JE may inspect/verify the fact either personally or through his line staff likes to LT/LM/WM/Helper and the staff to whom the task is entrusted will report back to the JE within 1 day and the JE will in turn report to the higher authority.

The **Annexure-II** to this manual is guidance to the public whom they had to contact in respect of the matter indicated therein.

The decisions on various matters will be dealt with as per the procedure prescribed in the office manual for administrative matters, Indian Electricity Act 2003 and terms and conditions of Electricity supply for Technical mater or any other Government Order / instructions issued on the subject mater.

The decision taken in the petition/ correspondence received from the public will be intimated by letter sent by post.

If, no intimation is received then the public can approach the SE concerned for redressal of their guidance's and the address are given in manual -I chapter-II of this book let.

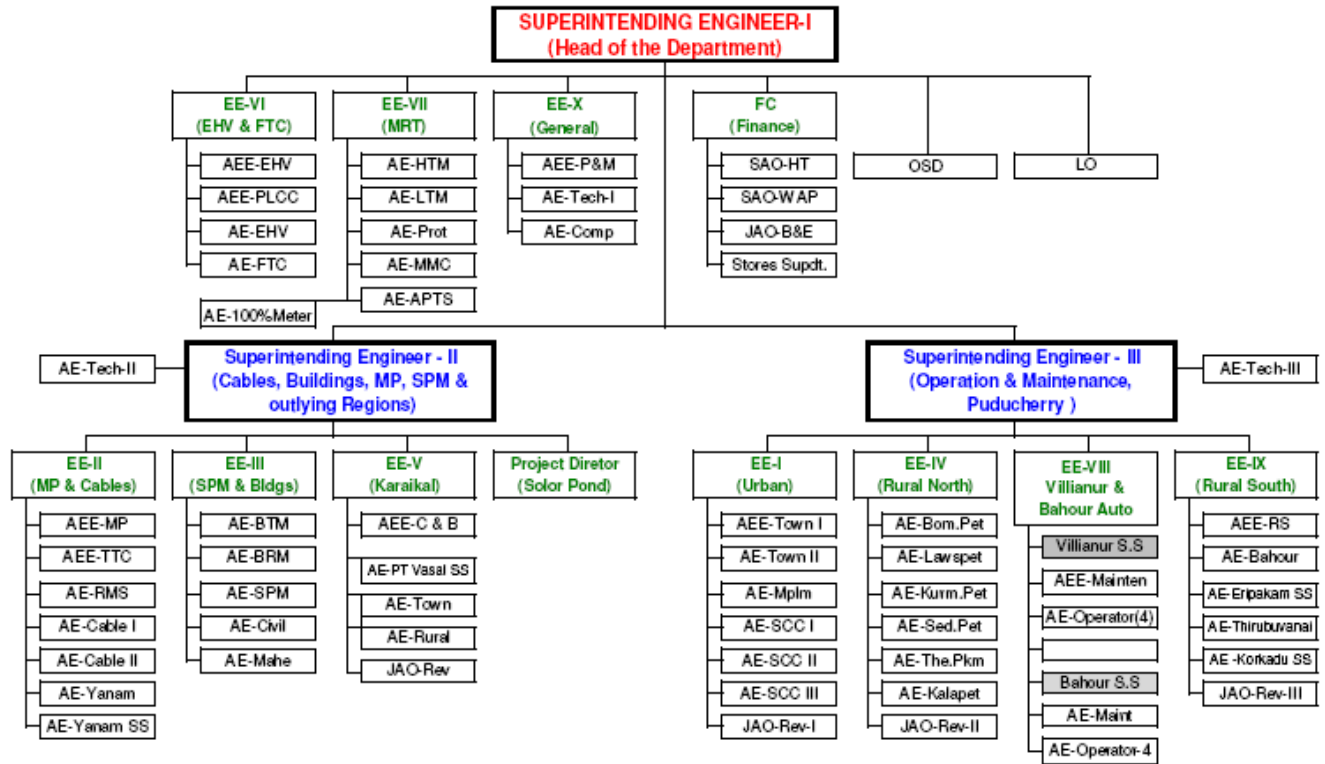
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## ANNEXURE - I

### DEPARTMENTAL ORGANISATION CHART

Date: 31/10/2008

(Upto Sub-Divisional level)



**Annexure - II**

<b>Sl.No.</b>	<b>Nature of Work</b>	<b>Official to be contacted</b>
1	Getting new service connection	Assistant Executive Engineer / Assistant Engineer of the respective Sub-Division
2	Getting additional new service connection	
3	Enhancement of load in existing service connection	
4	Reduction of load in existing service Connection	
5	Cancellation of existing service connection	
6	Termination disconnection of service Connection	
7	Name Transfer of existing service connection	
8	Getting new temporary service connection	
9	Extension of period of existing temporary service connection	
10	Termination of existing temporary service connection	
11	Shifting of Poles and Lines	
12	Shifting of Meter Board/Meters	
13	Change of tariff	
14	Fuse call complaints	Concerned O/o the JE-O&M
15	Power supply interruptions and related Complaints	
16	Verification of working of meter	Junior Engineer of the respective Section