

Office of the Executive Director (Operation)

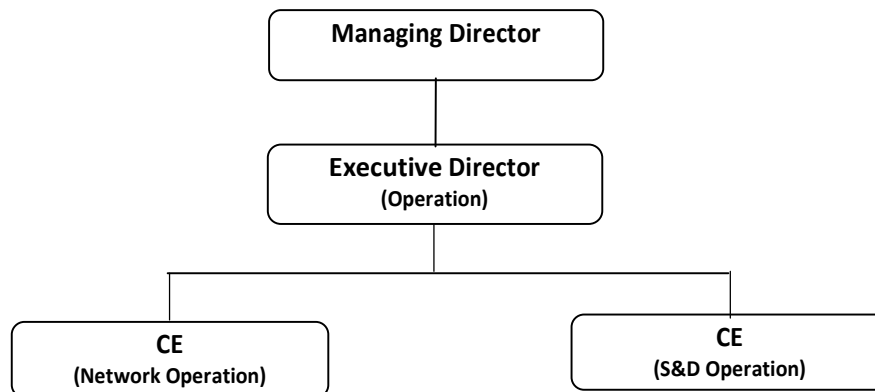
Job Description of Executive Director (Operation)

Position Title	Executive Director (Operation)
Reports to	Managing Director and Board of DESCO
Function	Operations all operational activities covering system and commercial, consumer service and load Management)
Reporting officials	Chief Engineer (Network Operation/Sales & Distribution Operation) Personal supporting officials/staff at Executive Director's office.
Location	DESCO Head Office

Job purpose:

The role of Executive Director (operation) is to manage the Operational aspects of the business in totality & ensure continuous growth with improved performance enabling the organization to meet its objectives following sound operational and commercial principles. Executive Director will be responsible for all major decisions related to operational matters. He will also be responsible for ensuring compliance of laws, rules and regulations of the Govt. and the company in order to ensure good governance including development of necessary operational manuals, procurement policies etc. of the organization.

Line of Reporting



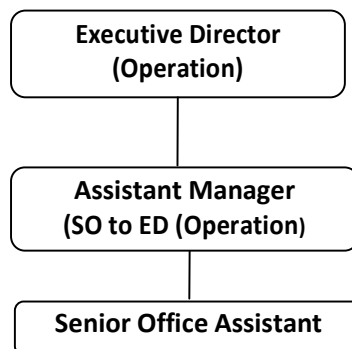
Key Duties and Responsibilities:

1. Interact with different functional heads within his jurisdiction to communicate and control, monitor and inspect performance of operation and maintenance work on distribution including revenue collection and Commercial matters. Executive Director (Operation) will also handle and advise all operational matters of the company related to planning, design, technical specification, project report, plant and machinery maintenance, project execution, tariff, matters, quality control etc.
2. Monitor, supervise and control operation and maintenance activities of the distribution network.
3. Monitor, supervise and control commercial activities of all the (S&D) Divisions.
4. Review and approve/recommend improvement plans on S&D Division's performance in providing consumer services viz. One Point Service, providing new connections, resolving service complaints etc.
5. Develop and Implement policies, procedures, guidelines etc. relevant to all functions of the Directorate.
6. Oversee availability of spares, consumable and equipment on continuous and consistent basis for smooth operation of the electric distribution network.
7. Review routine reports of CE (Network Operation/S & D Operation) and advise remedial /improvement measures as deemed necessary.
8. Review and approve load sanction above 250 KW based on technical clearance from Directorate of Engineering.
9. Oversee the activities of load management and control and keep liaison with LDC/PGCB.
10. Review and recommend the Annual Budget and Annual Procurement Plan related to operational activities.
11. Carryout Annual Performance Appraisal of the employees under the Directorate.
12. Responsible for interaction in operational matter with person/organization/ institution outside the company boundary and to build public awareness program on technical activity of the company. Discuss and communicate technical decision to concerned counterpart or authority on behalf the company.
13. Interact and communicate all operational decision on detailed discussion Executive Directors and Managing Director. Prepare agenda note on technical proposal for placing it in the Board for approval.
14. Exercise financial authority as delegated by the Board in accordance with financial procedure/policy/guidelines of the Company.
15. Organize and co-ordinate emergency works due to system failure or power disruption
16. Carryout any other duties as directed by the Board/Managing Director.

**Job Description of Assistant Manager (Staff Officer to Executive Director
(Operation)**

Position Title	Assistant Engineer (Staff Officer to Executive Director (Operation)
Reports to	Executive Director (Operation)
Function	Provide administrative and Logistics support to Executive Director (Operation)
Reporting official	Senior Office Assistant
Location	Office of the Executive Director (Operation)

Line of Reporting



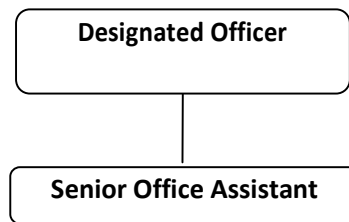
Key Duties & Responsibilities:

1. Screening telephone calls, enquires and requests and handling them when appropriate.
2. Organizing and maintaining diaries and making appointment.
3. Dealing with correspondence and writing letters, taking dictation and minutes.
4. Organizing and attending and ensuring the Executive Director (Operation) is well prepared for meetings.
5. Co-ordinate and schedule all travel arrangements.
6. Producing documents, briefing papers, reports and presentations.
7. Dealing with incoming email, faxes and post.
8. Manage all incoming and outgoing correspondence, i.e. sort and read, mail draft responses, maintain network data base, receive and send.
9. Maintain all personal and professional files.
10. Exercise financial authority (if any) as per approved financial procedure/policy/guidelines of the Company.
11. Carryout Annual Performance Appraisal of the employees under control.
12. Carry out any other duties as directed by the Executive Director (Operation).

Job Description of Senior office Assistant

Position Title	Senior Office Assistant
Reports to	Designated Officer
Function	Functions directed by the designated officer/senior officials of the department.
Reporting official	Nil
Location	Office of the Executive Director (Operation)

Line of Reporting



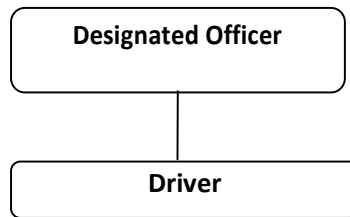
Key Duties & Responsibilities:

01. Drafting & typing day to day important official documents as per instructions by the senior official of the department.
02. Drafting & typing important correspondence letter with other organizations.
03. Maintain stock register of the department.
04. Take necessary steps for petty purchase; maintain petty cash book and arranging for reimbursement of petty cash.
05. Keep soft copies and secrecy of the confidential documents of the department.
06. Any other duties as directed by the management and other senior officials from time to time.

Job Description of Driver

Position Title	Driver
Reports to	Designated Officer
Function	Functions directed by the designated officer/senior officials / controlling officer of the respective office.
Reporting official	Nil
Location	Office of the Executive Director (Operation)

Line of Reporting



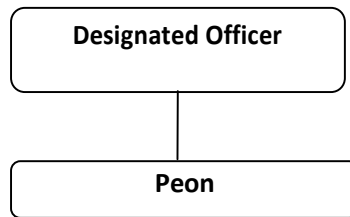
Key Duties & Responsibilities:

01. Possesses general knowledge about normal vehicle maintenance like; regular tune-ups, oil changes, fluid levels, breaks, tire treads and pressure, lights, signals and wipers etc.
02. Always keep with you updated driving license, vehicle fitness issue documents like; insurance, road permit, registration etc.
03. Wearing professional uniform (in any) and be careful about reckless/destructive/aggressive/influence by others driving specially be extra care at night.
04. Properly maintain the log book of the vehicle and be care about the fuel consumption and maintenance cost etc and keep the vehicle in designated place and clean at the end of daily duty.
05. Go out of station (On duty) with proper vehicle requisition form approved by the proper authority and in case of any problem of vehicle communicate with controlling immediately.
06. Any other duties as directed by the designated officer/ controlling officer.

Job Description of office Peon

Position Title	Peon
Reports to	Designated Officer
Function	All functions directed by the designated officer and other senior officials of the respective office.
Reporting official	Nil
Location	Office of the Executive Director (Operation)

Line of Reporting



Key Duties & Responsibilities:

01. Open and close office regularly.
02. Attending bell of the respective officer and moving files and documents with care & keep confidentiality of the files.
03. Entertain officials and visitors like serving water, tea, beverages, lunch etc with care and take extra care at the time of meeting.
04. Keep clean and hygienic of the office equipment and furniture's.
05. Wearing professional uniform (if any) in the office time.
06. Receiving telephone calls with courtesy when senior officials is out of desk/chamber.
07. Any other duties as directed by the designated officer and other senior officials of DESCO.

Office of the Chief Engineer (Network Operation)

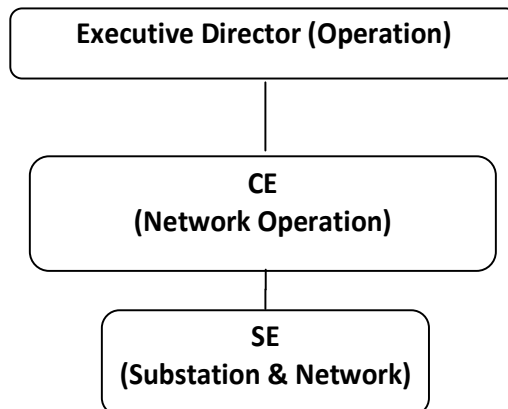
Job Description of Chief Engineer (Network Operation)

Position Title	Chief Engineer (Network Operation)
Reports to	Executive Director (Operation)
Function	Operations (day to day operations and maintenance of DESCO's distribution network)
Reporting official	Superintending Engineer (Substation & Network) Personal supporting officials/staff at Chief Engineer's office.
Location	Head Office of DESCO

Job purpose:

Responsible for organizing and coordinating network operations and maintenance to ensure optimum utilization of DESCO's network. All network maintenance and restoration of power supply to consumers. CE is to monitor works of all SE for quality and dependable power flow with proper maintenance and ensure good working relationships with the electrical interfaces and promote healthy relationship with the consumers.

Line of Reporting



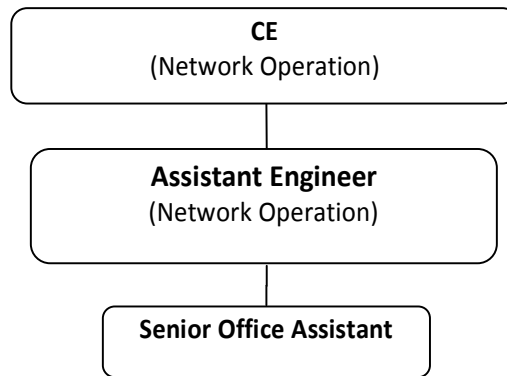
Key Duties & Responsibilities:

1. Responsible for the stewardship of company's electricity distribution assets and of improvement of system losses.
2. Participate in the development of company's strategy and business planning, ensuring that field operational opportunities and constraints are taken into account.
3. Implement and monitor company's policies, as appropriate, on health, safety, and environment for operational activities.
4. Manage the consumer service activities, ensuring a progressive improvement in key performance indicating for system losses.
5. Review system reports & place it to ED (Operation). Directives shall be given to the concern divisions, if required
6. Recommend for approval of load clearance for HT consumers to ensure safe and reliable operation of network.
7. Compile and review the monthly energy export/import statement furnished by S&D Divisions and forward recommendation/observation to Executive Director (Operation).
8. Review and recommend the Annual Budget and Annual Procurement Plan related to operational activities. Supervise, monitor and control contractor's performance.
9. Exercise financial authority as delegated in accordance with the approved financial procedure/policy/guidelines of the Company.
10. Make propositions related to activities of Operation Directorate for review of Executive Director (Operation) and consideration of the Board.
11. Supervise, monitor and control Performance of contractors engaged for carrying out outsourced work/services related to operation.
12. Supervise, monitor and control, as necessary, motivational program on conservation and efficient use of energy
13. carryout Annual Performance Appraisal of the employees under his/her control.
14. Carryout any other duties as directed by the Managing Director/Executive Directors from time to time.

Job Description of Assistant Engineer (Network Operation)

Position Title	Assistant Engineer (Network Operation)
Reports to	Chief Engineer(Network Operation)
Function	Assist Chief Engineer (Network Operation) for day to day work and help writing meeting minutes and prepare file for meeting.
Reporting official	Senior Office Assistant
Location	Office of the Chief Engineer (Network Operation)

Line of Reporting



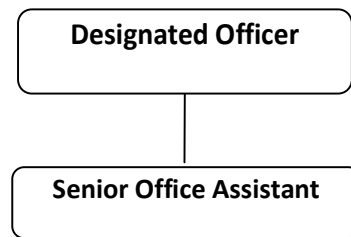
Key Duties & Responsibilities:

01. Screening telephone calls enquires and requests and handling them when CE (Network Operation) is out of chamber.
02. Assist CE (Network Operation) to Implement and monitor company's policies, as appropriate, on health, safety, and environment for operational activities.
03. Assist CE (Network Operation) to compile and review the monthly energy export/import statement furnished by S&D Divisions and forward recommendation/observation to Chief Engineer (Network Operation).
04. Organizing and maintaining diaries and making appointment.
05. Dealing with correspondence and writing letters, taking dictation and minutes.
06. Organizing and attending and ensuring the Chief Engineer (Network Operation) is well prepared for meetings.
07. Producing documents, briefing papers, reports and presentations.
08. Dealing with incoming email, faxes and post and maintain all professional files.
09. Exercise financial authority (if any) as per approved financial procedure/policy/guidelines of the Company.
10. Carryout Annual Performance Appraisal of the employees under control.
11. Carry out any other duties as directed by the Chief Engineer (Network Operation).

Job Description of Senior office Assistant

Position Title	Senior Office Assistant
Reports to	Designated Officer
Function	Functions directed by the designated officer/senior officials of the department.
Reporting official	Nil
Location	Office of the Chief Engineer (Network Operation)

Line of Reporting



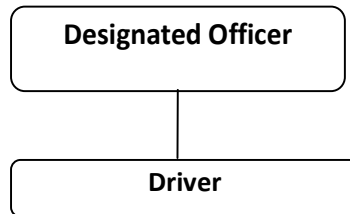
Key Duties & Responsibilities:

01. Drafting & typing day to day important official documents as per instructions by the senior official of the department.
02. Drafting & typing important correspondence letter with other organizations.
03. Maintain stock register of the department.
04. Take necessary steps for petty purchase; maintain petty cash book and arranging for reimbursement of petty cash.
05. Keep soft copies and secrecy of the confidential documents of the department.
06. Any other duties as directed by the management and other senior officials from time to time.

Job Description of Driver

Position Title	Driver
Reports to	Designated Officer
Function	Functions directed by the designated officer/senior officials / controlling officer of the respective office.
Reporting official	Nil
Location	Office of the Chief Engineer (Network Operation)

Line of Reporting



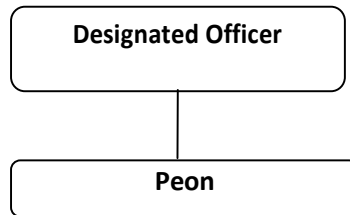
Key Duties & Responsibilities:

01. Possesses general knowledge about normal vehicle maintenance like; regular tune-ups, oil changes, fluid levels, breaks, tire treads and pressure, lights, signals and wipers etc.
02. Always keep with you updated driving license, vehicle fitness issue documents like; insurance, road permit, registration etc.
03. Wearing professional uniform (in any) and be careful about reckless/destructive/aggressive/ influence by others driving specially be extra care at night.
04. Properly maintain the log book of the vehicle and be care about the fuel consumption and maintenance cost etc and keep the vehicle in designated place and clean at the end of daily duty.
05. Go out of station (On duty) with proper vehicle requisition form approved by the proper authority and in case of any problem of vehicle communicate with controlling immediately.
06. Any other duties as directed by the designated officer/ controlling officer.

Job Description of office Peon

Position Title	Peon
Reports to	Designated Officer
Function	All functions directed by the designated officer and other senior officials of the respective office.
Reporting official	Nil
Location	Office of the Chief Engineer (Network Operation)

Line of Reporting



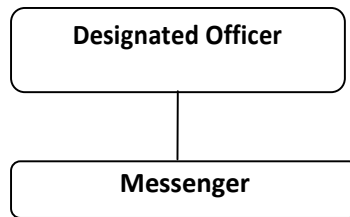
Key Duties & Responsibilities:

01. Open and close office regularly.
02. Attending bell of the respective officer and moving files and documents with care & keep confidentiality of the files.
03. Entertain officials and visitors like serving water, tea, beverages, lunch etc with care and take extra care at the time of meeting.
04. Keep clean and hygienic of the office equipment and furniture's.
05. Wearing professional uniform (if any) in the office time.
06. Receiving telephone calls with courtesy when senior officials is out of desk/chamber.
07. Any other duties as directed by the designated officer and other senior officials of DESCO.

Job Description of office Messenger

Position Title	Messenger
Reports to	Designated Officer
Function	All functions directed by the senior officials of the respective office/department.
Reporting official	Nil
Location	Office of the Chief Engineer (Network Operation)

Line of Reporting



Key Duties & Responsibilities:

01. Distribute all official documents as per instruction of the senior official and keep confidentially of the documents.
02. Post letters and correspondence by hand to hand to the outsiders.
03. Wearing professional uniform (if any) in the office time.
04. Execute instant, Quick & Emergency order of the senior officials at the office.
05. Any other duties as directed by designated officer and other senior officials of DESCO.

Office of the Superintending Engineer (Substation & Network)

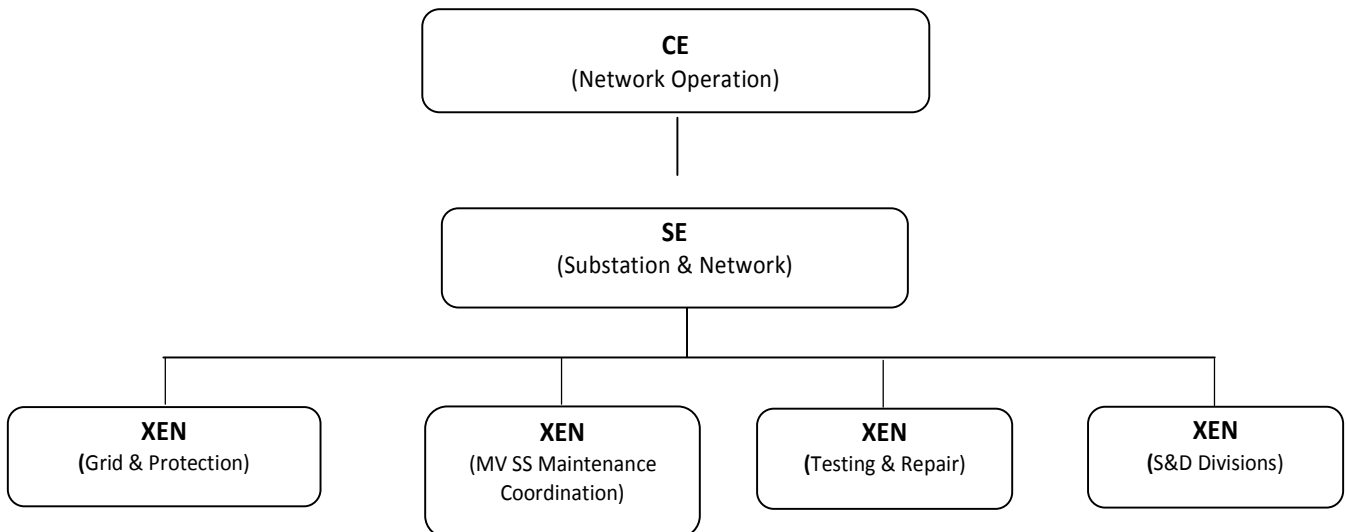
Job Description of Superintending Engineer (Substation & Network)

Position Title	Superintending Engineer (Substation & Network)
Reports to	Chief Engineer (Network Operation)
Function	Efficient operation of distribution network and maintenance
Reporting official	Executive Engineer (Grid & Protection) Executive Engineer (Testing & Repair) Executive Engineer (Medium Voltage Substation Maintenance co-ordination) for technical activities Personal supporting officials/staff at Superintending Engineer's office.
Location	Office of the Chief Engineer (Network Operation)

Job purpose:

SE (Substation & Network), reporting to the CE (Network Operation) with collective responsible for executive and operational functions of the distribution network in an efficient and effective manner, to develop and improve all functional operations, policies and systems. SE (Substation & Network) is responsible for the quality, dependable & cost-effective operation and application of network protection schemes and associated equipment in DESCO's network.

Line of Reporting



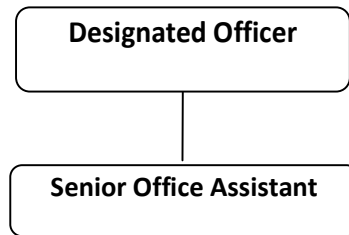
Key Duties & Responsibilities:

1. Organize and coordinate network operation and maintenance to ensure optimum utilization of the power network, maximizing supply reliability, minimizing interruptions. Ensure maintenance programs are derived.
2. Manage the efficient restoration of supplies following interruption, ensuring that resources are deployed in a way that will lead to supplies being restored quickly and cost effectively.
3. Direct the staff assures alignment with the Company's goals and objectives and maximizes efficiency of personnel and equipment.
4. Ensure DESCO's policies are appropriate for the routine maintenance of the protection scheme applied to HV and MV Substations.
5. Compile and review the monthly System Operation Data regarding Sub-stations, switching stations and 33 kV Lines furnished by S&D Divisions and forward recommendation/observation to the Controlling Officer.
6. Provide forecast and budget information for recommended system capital improvements and modifications. Review and recommend the Annual Budget & Annual Procurement Plan related to operation and maintenance of substation equipment, testing equipment, and materials for testing & repair.
7. Review routine reports of reporting officials and advice remedial/improvement measures.
8. Direct, supervise, monitor and control the maintenance activities of substations & switching stations equipment as well as MSS contractor's performance.
9. Direct, supervise, monitor and control the activities of load management within respective S & D Divisions and keep liaison with NLDC.
10. Acts as a liaison between departments and agencies concerning system growth and area development.
11. Supervise and monitor activities of Meter Testing Laboratory, Transformer Workshop and other Equipment Testing & Repair Facilities.
12. Supervise emergency operations and restoration of power supply.
13. Review requirement and ensure availability of spares, consumable and equipment on continuous and consistent basis to facilitate smooth maintenance of HV and MV substations.
14. Recommend for approval of outage due to any development/modification work in the network and of load clearance for HT consumers to ensure safe and reliable operation of network.
15. Carryout any other duties as directed by the Managing Director/ CE's from time to time

Job Description of Senior office Assistant

Position Title	Senior Office Assistant
Reports to	Designated Officer
Function	Functions directed by the designated officer/senior officials of the department.
Reporting official	Nil
Location	Office of the Superintending Engineer (Substation & Network)

Line of Reporting



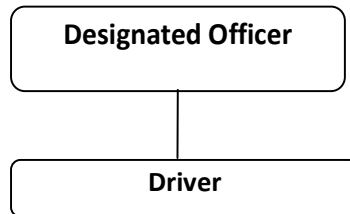
Key Duties & Responsibilities:

01. Drafting & typing day to day important official documents as per instructions by the senior official of the department.
02. Drafting & typing important correspondence letter with other organizations.
03. Maintain stock register of the department.
04. Take necessary steps for petty purchase; maintain petty cash book and arranging for reimbursement of petty cash.
05. Keep soft copies and secrecy of the confidential documents of the department.
06. Any other duties as directed by the management and other senior officials from time to time.

Job Description of Driver

Position Title	Driver
Reports to	Designated Officer
Function	Functions directed by the designated officer/senior officials / controlling officer of the respective office.
Reporting official	Nil
Location	Office of the Superintending Engineer (Substation & Network)

Line of Reporting



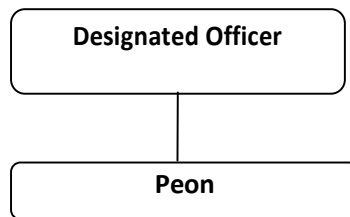
Key Duties & Responsibilities:

01. Possesses general knowledge about normal vehicle maintenance like; regular tune-ups, oil changes, fluid levels, breaks, tire treads and pressure, lights, signals and wipers etc.
02. Always keep with you updated driving license, vehicle fitness issue documents like; insurance, road permit, registration etc.
03. Wearing professional uniform (in any) and be careful about reckless/destructive/aggressive/ influence by others driving specially be extra care at night.
04. Properly maintain the log book of the vehicle and be care about the fuel consumption and maintenance cost etc and keep the vehicle in designated place and clean at the end of daily duty.
05. Go out of station (On duty) with proper vehicle requisition form approved by the proper authority and in case of any problem of vehicle communicate with controlling immediately.
06. Any other duties as directed by the designated officer/ controlling officer.

Job Description of office Peon

Position Title	Peon
Reports to	Designated Officer
Function	All functions directed by the designated officer and other senior officials of the respective office.
Reporting official	Nil
Location	Office of the Superintending Engineer (Substation & Network)

Line of Reporting



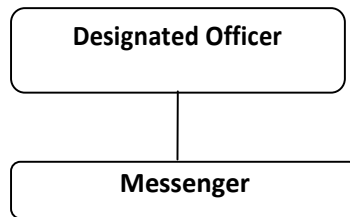
Key Duties & Responsibilities:

01. Open and close office regularly.
02. Attending bell of the respective officer and moving files and documents with care & keep confidentiality of the files.
03. Entertain officials and visitors like serving water, tea, beverages, lunch etc with care and take extra care at the time of meeting.
04. Keep clean and hygienic of the office equipment and furniture's.
05. Wearing professional uniform (if any) in the office time.
06. Receiving telephone calls with courtesy when senior officials is out of desk/chamber.
07. Any other duties as directed by the designated officer and other senior officials of DESCO.

Job Description of office Messenger

Position Title	Messenger
Reports to	Designated Officer
Function	All functions directed by the senior officials of the respective office/department.
Reporting official	Nil
Location	Office of the Superintending Engineer (Substation & Network)

Line of Reporting



Key Duties & Responsibilities:

01. Distribute all official documents as per instruction of the senior official and keep confidentially of the documents.
02. Post letters and correspondence by hand to hand to the outsiders.
03. Wearing professional uniform (if any) in the office time.
04. Execute instant, Quick & Emergency order of the senior officials at the office.
05. Any other duties as directed by designated officer and other senior officials of DESCO.

Grid & Protection

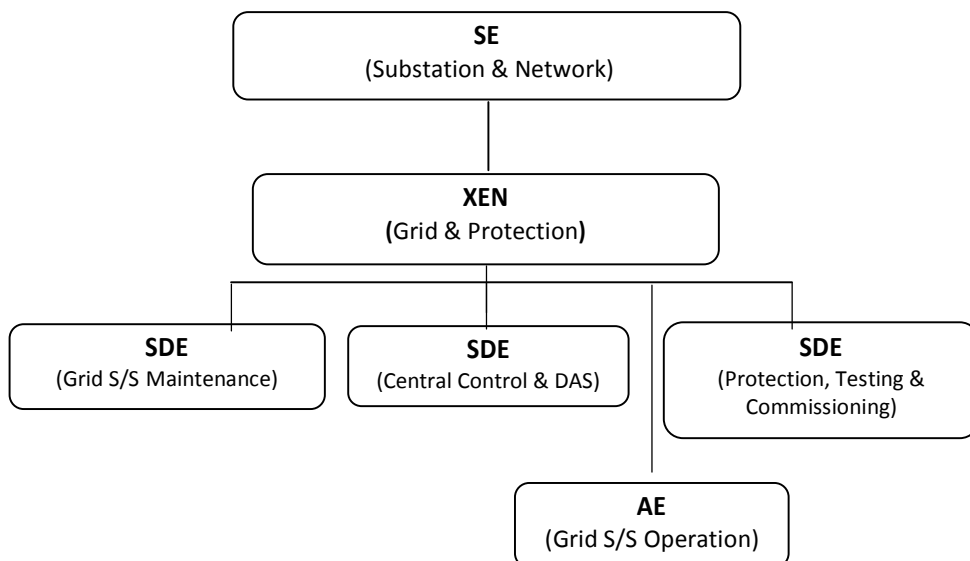
Job Description of Executive Engineer (Grid & Protection)

Position Title	Executive Engineer (Grid & Protection)
Reports to	Superintending Engineer (Substation & Network)
Function	HV substation operation & maintenance, system protection and control.
Reporting officials	Sub-Divisional Engineer (Grid S/S Maintenance) Sub-Divisional Engineer (Central Control & DAS) Sub-Divisional Engineer (Protection Testing and Commissioning) Assistant Engineer (Grid S/S Operation)
Location	Office of the Superintending Engineer (Substation & Network)

Job purpose:

XEN (Grid & Protection), reporting to the SE (Substation & Network) for organizing and coordinating HV network operations and preventive maintenance, to ensure optimum utilization of DESCO's network and Protection System. All HV network emergency maintenances and restoration of power supply are XEN's main job.

Line of Reporting



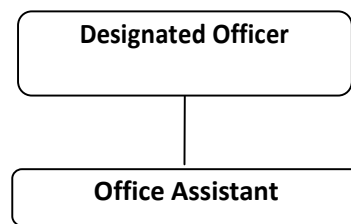
Key Duties & Responsibilities:

1. Direct, supervise, monitor & control all activities of HV S/S Operation, HV S/S maintenance, Central Control and Data Acquisition System and Protection, Testing & Commissioning of the substations.
2. Organize and coordinate network operation and maintenance to ensure optimum utilization of the power network, maximizing supply reliability, minimizing interruptions.
3. Prepare and recommend annual maintenance schedule for HV substations
4. Ensure maintenance programs of grid substations are complied with the maintenance schedule and MSS contractors engaged for maintenance of HV substations comply with all provision of respective contract agreement. Manage activities of the employees to ensure plans and targets are met.
5. Operation and maintenance of Wireless Communication system.
6. Assist in emergency operations and restoration of power supply to MV substations.
7. Prepare the routine work performance reports of MSS contractors for HV substations and forward recommendation/observation to the controlling officer.
8. Ensure availability of all logistic support including spares & consumables for operation and maintenance of Grid substation.
9. Keep liaison with National Load Dispatch Centre (NLDC, PGCB) during maintenance program as & when necessary.
10. Monitor and control load management activities and furnish load information.
11. Monitor testing and commissioning of new substations.
12. Ensure the proper functioning of protection system and review relay co-ordination.
13. Ensure adherence to safety and security rules and procedures during execution and maintenance works.
14. Prepare and recommend the annual budget related to operation & maintenance works of Grid substation for consideration of the authority.
15. Carry out any other duties as directed by the management from time to time..

Job Description of Office Assistant

Position Title	Office Assistant
Reports to	Designated Officer
Function	Functions directed by the Designated Officer/Senior Officials of the department.
Reporting official	Nil
Location	Office of the Executive Engineer (Grid & Protection)

Line of Reporting



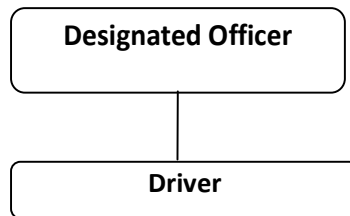
Key Duties & Responsibilities:

01. Drafting & typing day to day official documents as per instructions by the senior official of the department.
02. Drafting & typing correspondence letter with other organizations.
03. Received and dispatch of all incoming & outgoing files and documents etc and keep record in the register.
04. Keep the documents to the respective files of the department.
05. Keep soft copies and secrecy of the confidential documents of the department.
06. Any other duties as directed by the management and other senior officials from time to time.

Job Description of Driver

Position Title	Driver
Reports to	Designated Officer
Function	Functions directed by the designated officer/senior officials / controlling officer of the respective office.
Reporting official	Nil
Location	Office of the Executive Engineer (Grid & Protection)

Line of Reporting



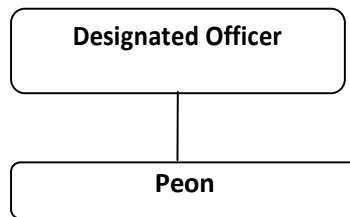
Key Duties & Responsibilities:

01. Possesses general knowledge about normal vehicle maintenance like; regular tune-ups, oil changes, fluid levels, breaks, tire treads and pressure, lights, signals and wipers etc.
02. Always keep with you updated driving license, vehicle fitness issue documents like; insurance, road permit, registration etc.
03. Wearing professional uniform (in any) and be careful about reckless/destructive/aggressive/ influence by others driving specially be extra care at night.
04. Properly maintain the log book of the vehicle and be care about the fuel consumption and maintenance cost etc and keep the vehicle in designated place and clean at the end of daily duty.
05. Go out of station (On duty) with proper vehicle requisition form approved by the proper authority and in case of any problem of vehicle communicate with controlling immediately.
06. Any other duties as directed by the designated officer/ controlling officer.

Job Description of office Peon

Position Title	Peon
Reports to	Designated Officer
Function	All functions directed by the designated officer and other senior officials of the respective office.
Reporting official	Nil
Location	Office of the Executive Engineer (Grid & Protection)

Line of Reporting



Key Duties & Responsibilities:

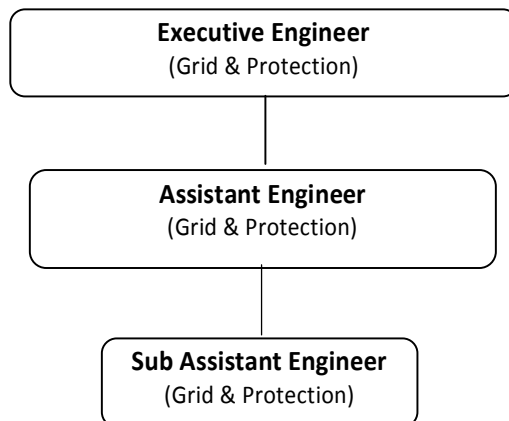
01. Open and close office regularly.
02. Attending bell of the respective officer and moving files and documents with care & keep confidentiality of the files.
03. Entertain officials and visitors like serving water, tea, beverages, lunch etc with care and take extra care at the time of meeting.
04. Keep clean and hygienic of the office equipment and furniture's.
05. Wearing professional uniform (if any) in the office time.
06. Receiving telephone calls with courtesy when senior officials is out of desk/chamber.
07. Any other duties as directed by the designated officer and other senior officials of DESCO.

Grid Substation operation

Job Description of Assistant Engineer (Grid Substation Operation)

Position Title	Assistant Engineer (Grid Substation Operation)
Reports to	Executive Engineer (Grid & Protection)
Function	All activities of Grid Substation Operation.
Reporting official	Sub-Assistant Engineer (Grid Substation Operation)
Location	Office of the Executive Engineer (Grid & Protection)

Line of Reporting



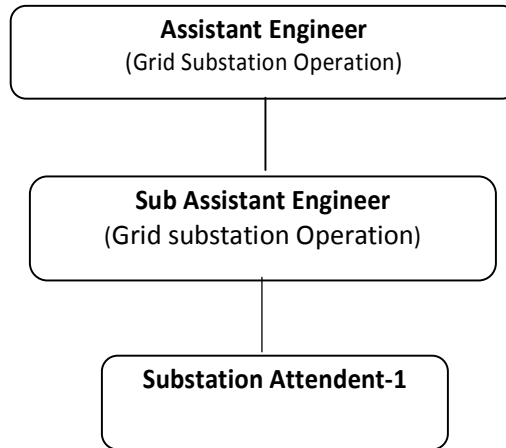
Key Duties & Responsibilities:

1. To ensure smooth operation of grid substation equipment.
2. To inspect Grid substation equipments daily, weekly and keep record.
3. To assist routine, annual and emergency maintenance of Grid substation.
4. To supervise, control and monitor activities of SAE (Grid S/S Operation) and security guards of Grid substation.
5. To plan & propose 132KV and 33KV outage as & when required.
6. To prepare monthly energy report and submit to XEN (G&P).
7. To arrange oil centrifuging machine and other major equipment required for maintenance works.
8. To arrange logistics, spares & consumables for maintenance works.
9. To maintain UHF, Telephone & other communication facilities for Grid substations.
10. To enforce safety and security rules in execution of maintenance works.
11. To assist emergency operations and restoration of power to Grid S/S.
12. To keep liaison with NLDC, PGCB during maintenance program as & when necessary.
13. To maintain assigned testing equipment.
14. To prepare and propose the Annual Budget & Annual Procurement plan for the department.
15. To carry out any other duty as directed by the authority.

Job Description of Sub Assistant Engineer (Grid Substation Operation)

Position Title	Sub-Assistant Engineer (Grid Substation Operation)
Reports to	Assistant Engineer (Grid substation Operation)
Function	
Reporting official/staff	Peon
Location	Office of the Executive Engineer (Grid & Protection)

Line of Reporting



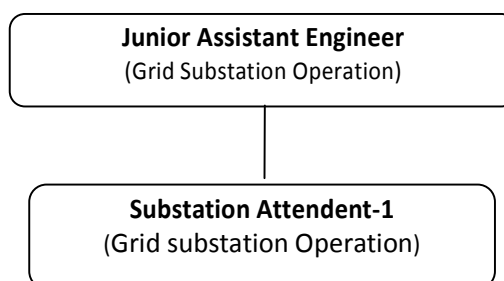
Key Duties & Responsibilities:

1. To assist AE (Grid S/S Operation) for proper operation of grid substation equipment.
2. To inspect Grid substation equipments daily, weekly and keep record.
3. To store load data and interruption information in registers.
4. To assist AE (Grid S/S Operation) and AE (Grid S/S Maintenance) for routine, annual and emergency maintenance of Grid substation.
5. To supervise and monitor activities of security guards of Grid substation.
6. To assist AE (Grid S/S Operation) for preparing monthly energy report.
7. To monitor functioning of CCTV and overall substation security system.
8. To maintain UHF, Telephone & other communication facilities for Grid substations.
9. To enforce safety and security rules in execution of maintenance works.
10. To perform emergency operations and restoration of power to Grid S/S.
11. To keep liaison with NLDC, PGCB and DESCO central control room for load management and maintenance work as & when necessary.
12. To carry out any other duty as directed by the authority.

Substation Attendant-I (SSA-I)

Position Title	Sub Station Attendant-I
Reports to	Sub Assistant Engineer (MV,SS/Sub Control)
Function	Operation & control of Substation, Switching station
Reporting official	Nil
Location	Office of the Executive Engineer (Grid & Protection)

Line of Reporting



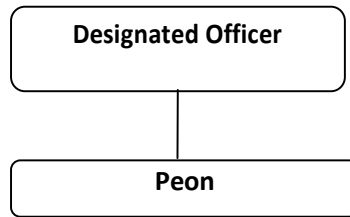
Key Duties & Responsibilities:

1. To ensure proper operational activities at substation/switching station.
2. To monitor all activities of MSS Personal.
3. Keep record all event of substation/switching station.
4. To check for keeping VHF, Telephone and other communication facilities at substation, switching station in operating condition.
5. To provide in arranging 33KV & 11 KV feeders shut down with approval of the authority.
6. To ensure adherence to safety and security rules and procedures in execution of substation & line shutdown & maintenance works.
7. To assist for substation operation and restoration of power supply.
8. To keep liaison with Central Sub-Control for load management as instruction.
9. Emergency call to fire service, police or other agency (as required) if any emergency/unwanted situation occurred.
10. To assist Sub-Assistant Engineer (S/S) in discharging his/her duties.
11. Carry out any other duties as directed by the management from time to time.

Job Description of office Peon

Position Title	Peon
Reports to	Designated Officer
Function	All functions directed by the designated officer and other senior officials of the respective office.
Reporting official	Nil
Location	Office of the Executive Engineer (Grid & Protection)

Line of Reporting



Key Duties & Responsibilities:

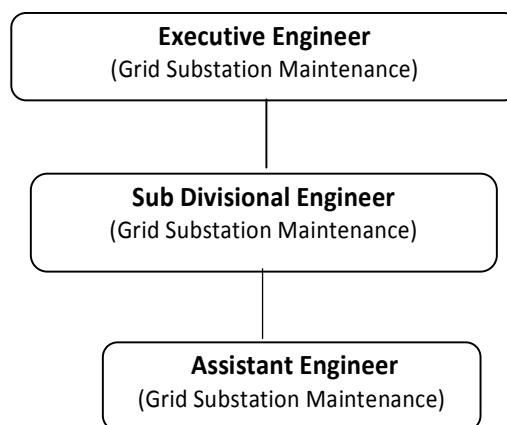
01. Open and close office regularly.
02. Attending bell of the respective officer and moving files and documents with care & keep confidentiality of the files.
03. Entertain officials and visitors like serving water, tea, beverages, lunch etc with care and take extra care at the time of meeting.
04. Keep clean and hygienic of the office equipment and furniture's.
05. Wearing professional uniform (if any) in the office time.
06. Receiving telephone calls with courtesy when senior officials is out of desk/chamber.
07. Any other duties as directed by the designated officer and other senior officials of DESCO.

Grid Substation Maintenance

Job Description of Sub-divisional Engineer (Grid Substation Maintenance)

Position Title	Sub-Divisional Engineer (Grid S/S Maintenance)
Reports to	Executive Engineer (Grid & Protection)
Function	All activities of High Voltage Substation Maintenance.
Reporting official	Assistant Engineer (High Voltage Substation Maintenance)
Location	Office of the Executive Engineer (Grid & Protection)

Line of Reporting



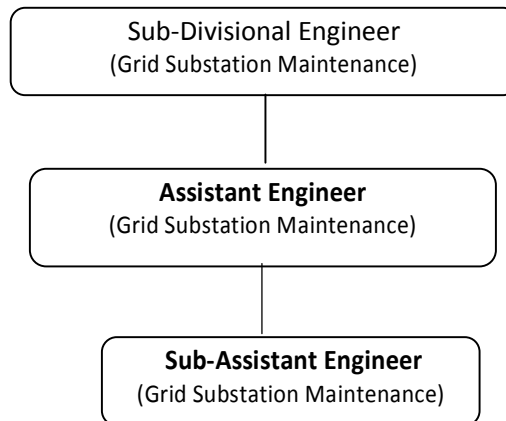
Key Duties & Responsibilities:

1. To coordinate and supervise all activities of Grid S/S Maintenance and testing.
2. To prepare & propose schedules of maintenance works for Grid S/S and to plan & propose 132KV and 33KV outage as required.
3. To arrange oil centrifuging machine and other major equipment required for maintenance works.
4. To arrange spares & consumables for maintenance works
5. To maintain UHF, Telephone & other communication facilities for Grid substations.
6. To enforce safety and security rules in execution of maintenance works.
7. To assist emergency operations and restoration of power to Grid S/S.
8. To keep liaison with LDC/PGCB during maintenance program as & when necessary.
9. To ensure deployment of MSS contractors gangs for maintenance of Grid S/S as per schedule.
10. To prepare the routine work performance reports of MSS contractors for consideration of the authority.
11. To witness testing and commissioning of substation equipment.
12. To maintain assigned testing equipment.
13. To assist S&D Divisions for 33kV cable fault detection.
14. To prepare and propose the Annual Budget & Annual Procurement plan for the department.
15. To carry out any other duty as directed by the authority.

Job Description of Assistant Engineer (Grid Substation Maintenance)

Position Title	Assistant Engineer (Grid S/S Maintenance)
Reports to	Sub-Divisional Engineer (Grid S/S Maintenance)
Function	All activities of Grid S/S Maintenance.
Reporting official	Sub-Assistant Engineer (Grid S/S Maintenance)
Location	Office of the Executive Engineer (Grid & Protection)

Line of Reporting



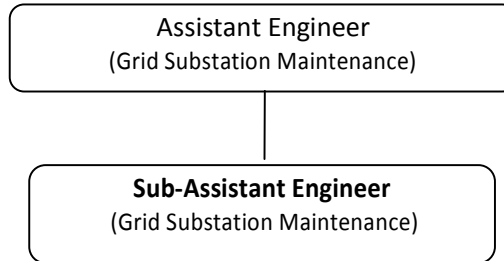
Key Duties & Responsibilities:

1. To coordinate and supervise all activities of Grid S/S Maintenance and testing.
2. To prepare & propose schedules of maintenance works for Grid S/S and to to plan & propose 132KV and 33KV outage as required.
3. To arrange oil centrifuging machine and other major equipment required for maintenance works.
4. To arrange spares & consumables for maintenance works.
5. To maintain UHF, Telephone & other communication facilities for Grid substations.
6. To enforce safety and security rules in execution of maintenance works.
7. To assist emergency operations and restoration of power to Grid S/S.
8. To keep liaison with NLDC, PGCB during maintenance program as & when necessary.
9. To ensure deployment of MSS contractors gangs for maintenance of Grid S/S as per schedule.
10. To prepare the routine work performance reports of MSS contractors for consideration of the authority.
11. To witness testing and commissioning of substation equipment.
12. To maintain assigned testing equipment.
13. To assist S&D Divisions for 33kV cable fault detection.
14. To prepare and propose the Annual Budget & Annual Procurement plan for the department.
15. To carry out any other duty as directed by the authority.

Job Description of Sub-assistant Engineer (Grid Substation Maintenance)

Position Title	Sub-assistant Engineer (Grid Substation Maintenance)
Reports to	Assistant Engineer (Grid substation Maintenance)
Function	
Reporting official/Staff	Foreman, M/C operator, Lineman, Helper (Grid S/S Maintenance)
Location	Office of the Executive Engineer (Grid & Protection)

Line of Reporting



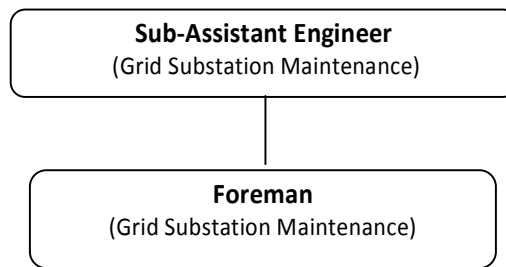
Key Duties & Responsibilities:

1. To ensure proper functioning of oil centrifuging machine and other major equipments
2. To arrange all logistic support including spares & consumables for maintenance works.
3. To assist AE (Grid S/S Operation) and AE (Grid S/S Maintenance) for maintaining UHF, Telephone & other communication facilities for Grid substations.
4. To enforce safety and security rules in execution of maintenance works.
5. To perform emergency operations and restoration of power to Grid S/S.
6. To keep liaison with NLDC, PGCB during maintenance program as & when necessary.
7. To ensure deployment of MSS contractors gangs for maintenance of Grid S/S as per schedule.
8. To prepare the routine work performance reports of MSS contractors for consideration of the authority.
9. To maintain assigned testing equipment.
10. To assist S&D Divisions for 33kV cable fault detection.
11. To carry out any other duty as directed by the authority.

Job Description of Foreman (Grid Substation Maintenance)

Position Title	Foreman (Grid Substation Maintenance)
Reports to	Sub-Assistant Engineer/ Assistant Engineer / Sub-Divisional Engineer
Function	
Reporting official/Staff	Cable Jointer, Assistant Foreman, M/c operator, Electrician, Helper
Location	Grid Substation Maintenance

Line of Reporting



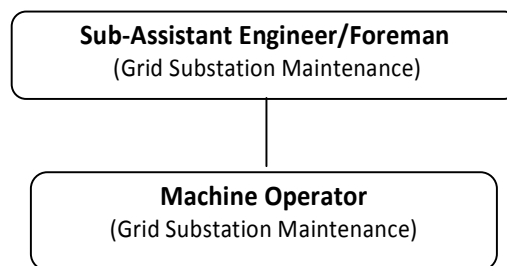
Key Duties & Responsibilities:

1. To perform maintenance work of schedule and breakdown maintenance and other related works as per instruction of controlling officer.
2. To keep all equipment workable including test equipment & communication equipment in the station and to repair them as per instruction.
3. To take necessary action to manufacture and fabricate parts of equipment as possible.
4. To monitor and supervise all works of the subordinate as per instruction and work distribution.
5. To report to the controlling officer about the condition of equipment daily.
6. To inform the controlling officer about requirement of necessary goods and to take necessary action to collect that as per instruction.
7. To follow safety and security rules in execution of maintenance works.
8. To carry out any other duty as directed by the authority.

Job Description of Machine Operator (Grid Substation Maintenance)

Position Title	Machine Operator (Grid Substation Maintenance)
Reports to	Foreman/ Sub-Assistant Engineer/ Assistant Engineer
Function	
Reporting official/Staff	Helper
Location	Office of the Executive Engineer (Grid & Protection)

Line of Reporting



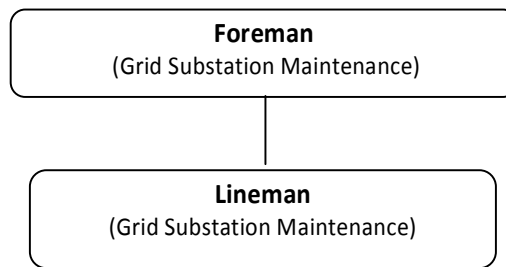
Key Duties & Responsibilities:

1. To operate centrifuging machine for transformer oil centrifuging properly and safely as per instruction of controlling officer/foreman.
2. To repair and maintenance of the centrifuging machine.
3. To inform controlling officer if any abnormalities are noticed during operation.
4. To inform foreman about requirement of necessary goods and equipment such as lubricating oil, filter, cleaning agent, etc. in advance.
5. To arrange and supervise the transportation of centrifuging machine from one station to another station and within the station.
6. To follow safety and security rules in execution of maintenance works.
7. To carry out any other duty as directed by the authority.

Job Description of Lineman (Grid Substation Maintenance)

Position Title	Lineman (Grid Substation Maintenance)
Reports to	Foreman
Function	
Reporting official/Staff	Helper
Location	Office of the Executive Engineer (Grid & Protection)

Line of Reporting



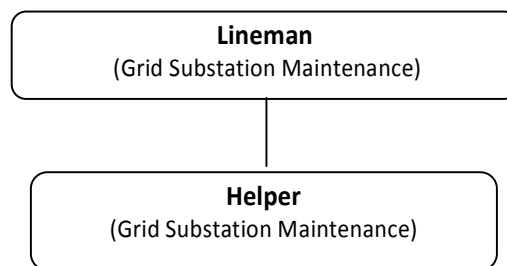
Key Duties & Responsibilities:

1. To perform maintenance work of schedule and breakdown maintenance of 132 kV and 33 kV line equipment and other related works as per instruction of foreman.
2. To keep all line equipment workable and to repair them as per instruction.
3. To report to foreman about the condition of equipment daily.
4. To inform foreman about requirement of necessary goods and equipment in advance.
5. To follow safety and security rules in execution of maintenance works.
6. To carry out any other duty as directed by the authority.

Job Description of Helper (Grid Substation Maintenance)

Position Title	Helper (Grid Substation Maintenance)
Reports to	Lineman/Machine Operator/Foreman
Function	
Reporting official/Staff	
Location	Office of the Executive Engineer (Grid & Protection)

Line of Reporting



Key Duties & Responsibilities:

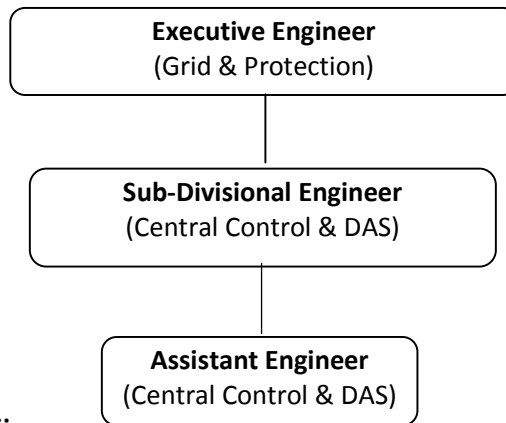
1. To assist controlling officers/ supervisors in performing maintenance within the substation.
2. To carry goods and equipment as per instruction.
3. To assist controlling officer/supervisors in testing and repairing works.
4. To inform controlling officer if any abnormalities are noticed during operation.
5. To follow safety and security rules in execution of maintenance works.
6. To carry out any other duty as directed by the authority.

Central Control & Data Acquisition System

Job Description of Sub-Divisional Engineer (Central Control & Data Acquisition System)

Position Title	Sub-Divisional Engineer (Central Control & Data Acquisition System)
Reports to	Executive Engineer (Grid & Protection)
Function	Load management & system control
Reporting official	Assistant Engineers (Central Control & DAS)
Location	Office of the Executive Engineer (Grid & Protection)

Line of Reporting



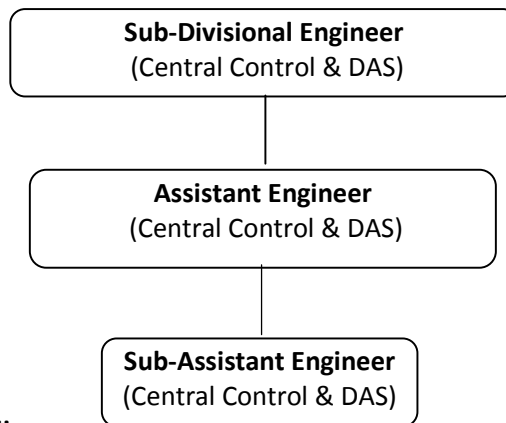
Key Duties & Responsibilities:

1. To direct, supervise, monitor & control all activities of Central Control and Data Acquisition System.
2. To keep liaison with NLDC, PGCB for load management & system control.
3. To communicate with substations & other sub control centers regarding load management.
4. To monitor & control load at substations as per allocation.
5. To prepare reports based on load data.
6. To prepare load shedding schedule if required.
7. To ensure proper functioning of UHF, Telephone and other communication facilities.
8. To monitor 132KV and 33KV shut down.
9. To monitor routine & emergency operations and restoration of power supply to 33 KV substations.
10. To monitor & analyze load data from Data Acquisition System (DAS) and report any anomaly to the controlling official.
11. To keep facilities for Data Acquisition System (DAS) in order.
12. To prepare and recommend the Annual Budget & Annual Procurement Plan for the office.
13. To carry out any other duty as directed by the authority.

Job Description of Assistant Engineer (Central Control & Data Acquisition System)

Position Title	Assistant Engineer (Central Control & Data Acquisition System)
Reports to	SDE (Central Control & DAS)
Function	Load management & system control
Reporting official	SAE (Central Control & DAS)
Location	Office of the Executive Engineer (Grid & Protection)

Line of Reporting



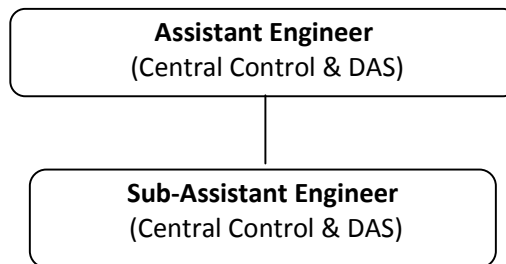
Key Duties & Responsibilities:

01. To direct, supervise, monitor & control all activities of Central Control and Data Acquisition System.
02. To keep liaison with NLDC, PGCB for load management & system control.
03. To communicate with substations & other sub control centers regarding load management.
04. To monitor & control load at substations as per allocation.
05. To prepare reports based on load data.
06. To prepare load shedding schedule if required.
07. To ensure proper functioning of UHF, Telephone and other communication facilities.
08. To monitor 132KV and 33KV shut down.
09. To monitor routine & emergency operations and restoration of power supply to 33 KV substations.
10. To monitor & analyze load data from Data Acquisition System (DAS) and report any anomaly to the controlling official.
11. To keep facilities for Data Acquisition System (DAS) in order.
12. To prepare and recommend the Annual Budget & Annual Procurement Plan for the office.
13. To carry out any other duty as directed by the authority.

Job Description of Sub-Assistant Engineer (Central Control & Data Acquisition System)

Position Title	Sub-Assistant Engineer (Central Control & Data Acquisition System)
Reports to	Assistant Engineer (Central Control & DAS)
Function	
Reporting official	Nil
Location	Office of the Executive Engineer (Grid & Protection)

Line of Reporting



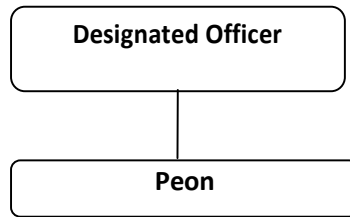
Key Duties & Responsibilities:

1. To perform activities of Central Control and Data Acquisition System.
2. To keep liaison with NLDC, PGCB for load management & system control.
3. To communicate with substations & other sub control centers regarding load management.
4. To monitor & control load at substations as per allocation.
5. To prepare reports based on load data.
6. To prepare load shedding schedule if required.
7. To ensure proper functioning of UHF, Telephone and other communication facilities.
8. To monitor 132KV and 33KV shut down.
9. To monitor routine & emergency operations and restoration of power supply to substations.
10. To assist AE (Central Control & DAS) for analyzing load data from Data Acquisition System (DAS) and report any anomaly to the controlling official.
11. To keep facilities for Data Acquisition System (DAS) in order.
12. To carry out any other duty as directed by the authority.

Job Description of office Peon

Position Title	Peon
Reports to	Designated Officer
Function	All functions directed by the designated officer and other senior officials of the respective office.
Reporting official	Nil
Location	Office of the Executive Engineer (Grid & Protection)

Line of Reporting



Key Duties & Responsibilities:

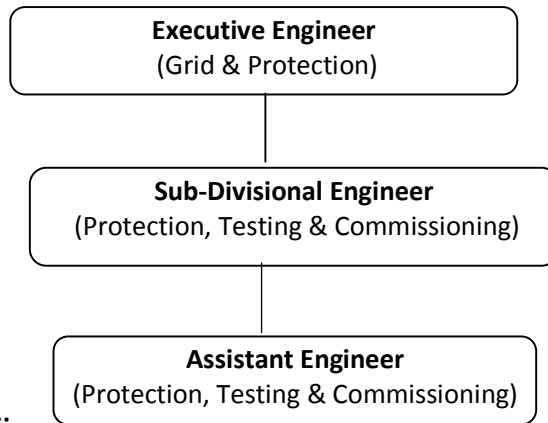
01. Open and close office regularly.
02. Attending bell of the respective officer and moving files and documents with care & keep confidentiality of the files.
03. Entertain officials and visitors like serving water, tea, beverages, lunch etc with care and take extra care at the time of meeting.
04. Keep clean and hygienic of the office equipment and furniture's.
05. Wearing professional uniform (if any) in the office time.
06. Receiving telephone calls with courtesy when senior officials is out of desk/chamber.
07. Any other duties as directed by the designated officer and other senior officials of DESCO.

Protection Testing & Commissioning

Job Description of Sub-divisional Engineer (Protection, Testing & Commissioning)

Position Title	Sub-divisional Engineer (Protection, Testing & Commissioning)
Reports to	Executive Engineer (Grid & Protection)
Function	System Protection & Testing-commissioning of substation
Reporting official	Assistant Engineer (Protection, Testing & Commissioning)
Location	Office of the Executive Engineer (Grid & Protection)

Line of Reporting



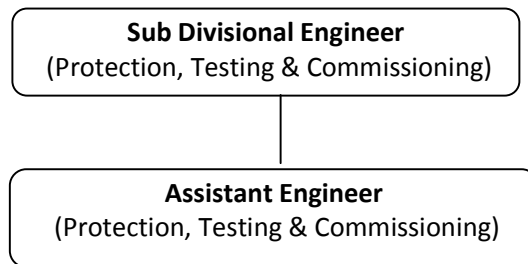
Key Duties & Responsibilities:

1. To monitor and recommend testing and commissioning of new installation and renovation of substations.
2. Trouble shooting of protection and control related problems of substations.
3. To coordinate protective relays of all substations and reviewing relay settings time to time
4. To prepare relay testing schedule and execute relay testing for all substations.
5. To enforce safety and security rules in execution of maintenance works.
6. To recommend and assist preparing annual maintenance schedule for HV & MV substations.
7. To assist in emergency operations and restoration of power supply to HV & MV substations.
8. To witness testing and commissioning of substation equipment.
9. To maintain assigned testing equipment.
10. To assist S&D Divisions for 33kV cable fault detection.
11. To prepare and recommend the annual budget related to protection & maintenance works for consideration of the authority.
12. To carry out any other duty as directed by the authority.

Job Description of Assistant Engineer (Protection, Testing & Commissioning)

Position Title	Assistant Engineer (Protection, Testing & Commissioning)
Reports to	Sub-Divisional Engineer (Protection, Testing & Commissioning)
Function	System Protection & Testing-commissioning of substation
Reporting official	Foreman
Location	Head Office of DESCO
Educational Qualification	Office of the Executive Engineer (Grid & Protection)

Line of Reporting



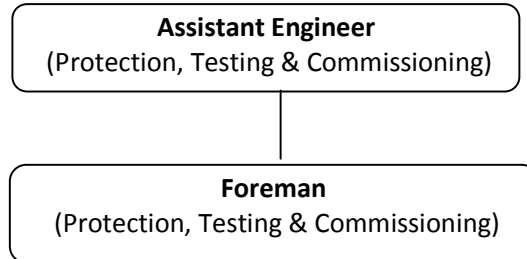
Key Duties & Responsibilities:

1. To monitor and recommend testing and commissioning of new installation and renovation of substations.
2. Trouble shooting of protection and control related problems of substations.
3. To coordinate protective relays of all substations and reviewing relay settings time to time
4. To prepare relay testing schedule and execute relay testing for all substations.
5. To enforce safety and security rules in execution of maintenance works.
6. To recommend and assist preparing annual maintenance schedule for HV & MV substations.
7. To assist in emergency operations and restoration of power supply to HV & MV substations.
8. To witness testing and commissioning of substation equipment.
9. To maintain assigned testing equipment.
10. To assist S&D Divisions for 33kV cable fault detection.
11. To prepare and recommend the annual budget related to protection & maintenance works for consideration of the authority.
12. To carry out any other duty as directed by the authority.

Job Description of Foreman (Protection, Testing & Commissioning)

Position Title	Foreman (Protection, Testing & Commissioning)
Reports to	Sub-Assistant Engineer/Assistant Engineer/Sub-Divisional Engineer
Function	
Reporting official/Staff	Cable Joints, Assistant Foreman, M/c operator, Electrician, Helper
Location	Office of the Executive Engineer (Grid & Protection)

Line of Reporting



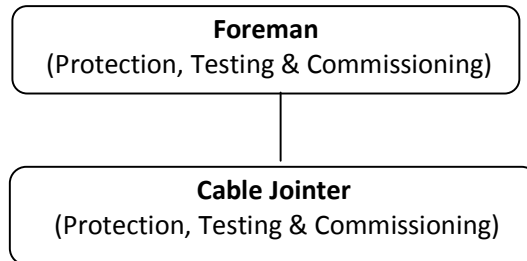
Key Duties & Responsibilities:

1. To perform maintenance work of schedule and breakdown maintenance and other related works as per instruction of controlling officer.
2. To keep all equipment workable including test equipment & communication equipment in the station and to repair them as per instruction.
3. To take necessary action to manufacture and fabricate parts of equipment as possible.
4. To monitor and supervise all works of the subordinate as per instruction and work distribution.
5. To report to the controlling officer about the condition of equipment daily.
6. To inform the controlling officer about requirement of necessary goods and to take necessary action to collect that as per instruction.
7. To follow safety and security rules in execution of maintenance works.
8. To carry out any other duty as directed by the authority.

Job Description of Cable Jointer (Protection, Testing & Commissioning)

Position Title	Cable Jointer (Protection, Testing & Commissioning)
Reports to	Foreman/AE
Function	
Reporting official/Staff	Assistant Cable Jointer
Location	Office of the Executive Engineer (Grid & Protection)

Line of Reporting



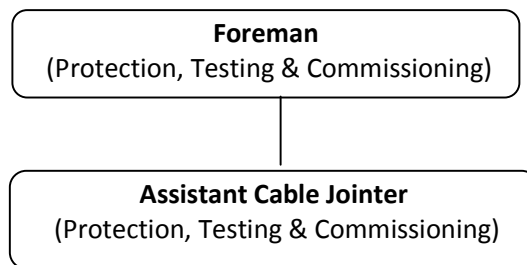
Key Duties & Responsibilities:

1. To perform cable joints of all power cables as per instruction of controlling officer.
2. To test faulty power cables to pin pointing the fault and repair as per instruction.
3. To test all power cables and inform the controlling officer about the condition of cable.
4. To monitor and supervise all works of subordinate as per instruction.
5. To inform foreman about requirement of necessary goods and equipment in advance.
6. To follow safety and security rules in execution of maintenance works.
7. To carry out any other duty as directed by the authority.

Job Description of Assistant Cable Jointer (Protection, Testing & Commissioning)

Position Title	Assistant Cable Jointer (Protection, Testing & Commissioning)
Reports to	Cable Jointer /Foreman
Function	
Reporting official/Staff	
Location	Office of the Executive Engineer (Grid & Protection)

Line of Reporting



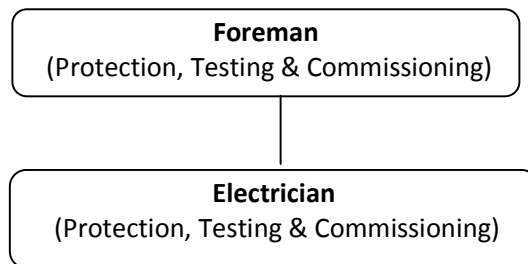
Key Duties & Responsibilities:

1. To assist cable jointer performing cable joints of all power cables as per instruction of controlling officer.
2. To assist cable jointer and foreman testing faulty power cables to pin point the fault and repair as per instruction.
3. To inform cable jointer about requirement of necessary goods and equipment in advance.
4. To follow safety and security rules in execution of maintenance works.
5. To carry out any other duty as directed by the authority.

Job Description of Electrician (Protection, Testing & Commissioning)

Position Title	Electrician (Protection, Testing & Commissioning)
Reports to	Foreman/SAE/AE
Function	
Reporting official/Staff	
Location	Office of the Executive Engineer (Grid & Protection)

Line of Reporting



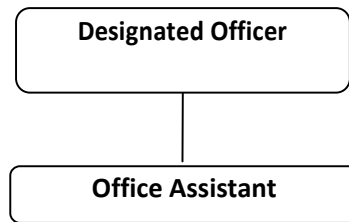
Key Duties & Responsibilities:

1. To perform maintenance work of control panels of switchgears and other switch boards within the substation.
2. To ensure electricity supply at the control room, switchyard, etc.
3. To repair and maintenance of protection system, earthing system and other electrical equipment as per instruction of the controlling officer and foreman.
4. To check the lighting, cooling system, electric motor, etc. and repair them as necessary.
5. To perform maintenance work of battery and battery chargers.
6. To inform controlling officer if any abnormalities are noticed during operation.
7. To inform foreman about requirement of necessary goods and equipment in advance.
8. To follow safety and security rules in execution of maintenance works.
9. To carry out any other duty as directed by the authority.

Job Description of Office Assistant

Position Title	Office Assistant
Reports to	Designated Officer
Function	Functions directed by the Designated Officer/Senior Officials of the department.
Reporting official	Nil
Location	Office of the Executive Engineer (Grid & Protection)

Line of Reporting



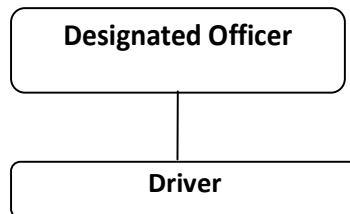
Key Duties & Responsibilities:

01. Drafting & typing day to day official documents as per instructions by the senior official of the department.
02. Drafting & typing correspondence letter with other organizations.
03. Received and dispatch of all incoming & outgoing files and documents etc and keep record in the register.
04. Keep the documents to the respective files of the department.
05. Keep soft copies and secrecy of the confidential documents of the department.
06. Any other duties as directed by the management and other senior officials from time to time.

Job Description of Driver

Position Title	Driver
Reports to	Designated Officer
Function	Functions directed by the designated officer/senior officials / controlling officer of the respective office.
Reporting official	Nil
Location	Office of the Executive Engineer (Grid & Protection)

Line of Reporting



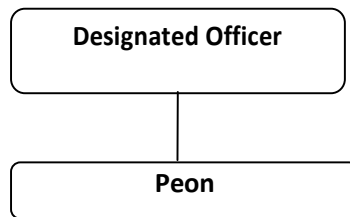
Key Duties & Responsibilities:

01. Possesses general knowledge about normal vehicle maintenance like; regular tune-ups, oil changes, fluid levels, breaks, tire treads and pressure, lights, signals and wipers etc.
02. Always keep with you updated driving license, vehicle fitness issue documents like; insurance, road permit, registration etc.
03. Wearing professional uniform (in any) and be careful about reckless/destructive/aggressive/ influence by others driving specially be extra care at night.
04. Properly maintain the log book of the vehicle and be care about the fuel consumption and maintenance cost etc and keep the vehicle in designated place and clean at the end of daily duty.
05. Go out of station (On duty) with proper vehicle requisition form approved by the proper authority and in case of any problem of vehicle communicate with controlling immediately.
06. Any other duties as directed by the designated officer/ controlling officer.

Job Description of office Peon

Position Title	Peon
Reports to	Designated Officer
Function	All functions directed by the designated officer and other senior officials of the respective office.
Reporting official	Nil
Location	Office of the Executive Engineer (Grid & Protection)

Line of Reporting



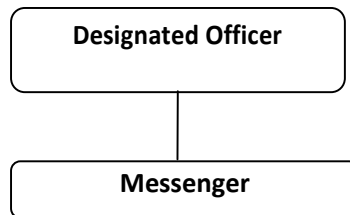
Key Duties & Responsibilities:

01. Open and close office regularly.
02. Attending bell of the respective officer and moving files and documents with care & keep confidentiality of the files.
03. Entertain officials and visitors like serving water, tea, beverages, lunch etc with care and take extra care at the time of meeting.
04. Keep clean and hygienic of the office equipment and furniture's.
05. Wearing professional uniform (if any) in the office time.
06. Receiving telephone calls with courtesy when senior officials is out of desk/chamber.
07. Any other duties as directed by the designated officer and other senior officials of DESCO.

Job Description of office Messenger

Position Title	Messenger
Reports to	Designated Officer
Function	All functions directed by the senior officials of the respective office/department.
Reporting official	Nil
Location	Office of the Executive Engineer (Grid & Protection)

Line of Reporting



Key Duties & Responsibilities:

01. Distribute all official documents as per instruction of the senior official and keep confidentially of the documents.
02. Post letters and correspondence by hand to hand to the outsiders.
03. Wearing professional uniform (if any) in the office time.
04. Execute instant, Quick & Emergency order of the senior officials at the office.
05. Any other duties as directed by designated officer and other senior officials of DESCO.

Medium Voltage Substation Maintenance Coordination

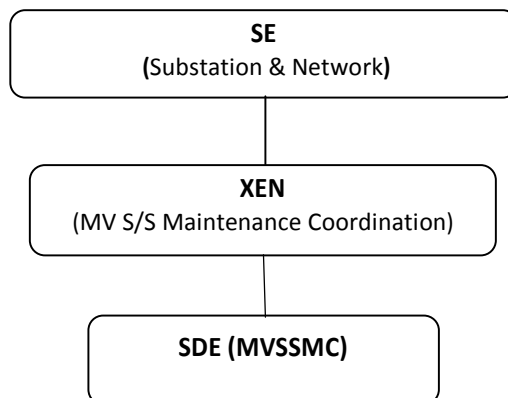
Job Description of Executive Engineer (Medium Voltage Substation Maintenance Coordination)

Position Title	Executive Engineer (Medium Voltage Substation Maintenance Coordination)
Reports to	Superintending Engineer (Substation & Network)
Function	Co-ordination of MV S/S Maintenance.
Reporting official	Sub-Divisional Engineer (Medium Voltage Substation Maintenance Coordination)
Location	Office of the Superintending Engineer (Substation & Network)

Job purpose:

XEN (MV S/S Maintenance Coordination), reporting to the SE (Substation & Network) for organizing and co-ordinating MV substation maintenance in an efficient and effective manner. All MV network emergency maintenance and restoration of power supply are XEN's main job.

Line of Reporting



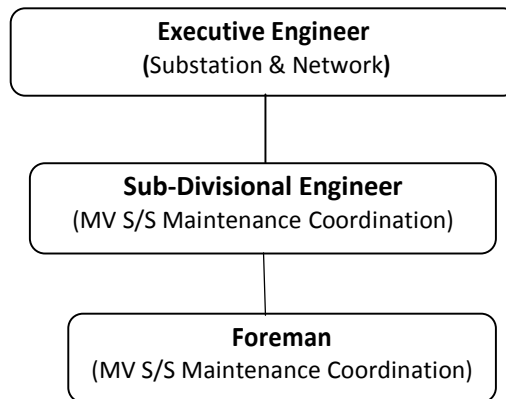
Key Duties & Responsibilities:

1. Prepare & propose maintenance schedules of 33/11KV substations and 11 kV Switching Stations for assigned groups in co-ordination with S&D divisions.
2. Coordinate maintenance activities of 33/11KV substations and 11 kV Switching
3. Ensure maintenance programs are complied with the maintenance schedule. Manage activities of the employees to ensure plans and targets are met.
4. Organize and co-ordinate MV Substation maintenance to ensure optimum utilization of the network, maximize supply reliability and minimize interruption.
5. Provide oil centrifuging machine and other major equipment required for maintenance works.
6. Recommend logistical support including spares & consumables to respective S&D Divisions for maintenance activities.
7. Plan & propose 33KV shut down with approval as required.
8. Keep liaison with NLDC prior to maintenance program as and when necessary.
9. Assist operational personnel in emergency operations and restoration of power supply to all substations.
10. Compile work performance reports of MSS contractors and forward recommendation/observation to the controlling officer.
11. Prepare and recommend the Annual Procurement plan of the department for consideration of the authority.
12. Ensure adherence to safety and security rules in maintaining the substations.
13. Prepare and recommend the Annual Budget for the office.
14. Assist S&D Division for 33 kV Cable fault detection.
15. Carry out any other duty as directed by the authority.

Job Description of Sub-Divisional Engineer (Medium Voltage Substation Maintenance Coordination)

Position Title	Sub-divisional Engineer (Medium Voltage Substation Maintenance Coordination)
Reports to	Executive Engineer (Medium Voltage Substation Maintenance Coordination)
Function	Prepare & propose maintenance schedules of 33/11KV substations and 11 kV Switching Stations
Reporting official /staff	Foreman, Assistant Foreman etc.
Location	Office of the Executive Engineer (MV S/S Maintenance Coordination)

Line of Reporting



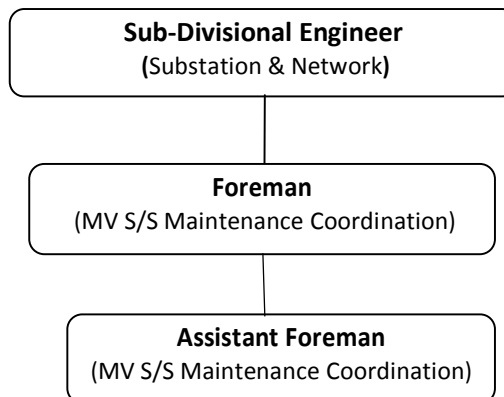
Key Duties & Responsibilities:

1. To prepare & propose maintenance schedules of 33/11KV substations, 11 kV Switching Stations & RMUs, etc for assigned groups.
2. To assist XEN (MV S/S Maintenance Coordination)) in coordinating maintenance activities of of 33/11KV substations, 11 kV Switching Stations & RMUs, etc of the respective S&D divisions.
3. To provide oil centrifuging machine and other major equipment required for maintenance works.
4. To recommend logistical support including spares & consumables to respective S&D Divisions for maintenance activities
5. To monitor MSS contractor's adherence to safety and security rules and procedures during execution of maintenance works.
6. To assist operational personnel in emergency operations and restoration of power supply to all substations.
7. To assist XEN (MV S/S Maintenance Coordination) in planning routine assignment of MSS contractor's_Gangs to S&D divisions for maintenance works.
8. To assist XEN (MV S/S Maintenance Coordination) in compiling work performance reports of MSS contractors.
9. To assist S&D Division for 33kV cable fault detection.
10. To Witness testing and commissioning of substation equipment.
11. To maintain assigned testing equipment.
12. To develop & propose Annual Budget & Annual Procurement plan for the department.
13. To carry out any other duty as directed by the authority.

Job Description of Foreman (Medium Voltage Substation Maintenance Coordination)

Position Title	Foreman (Medium Voltage Substation Maintenance Coordination)
Reports to	Sub-Assistant Engineer/Assistant Engineer/Sub-Divisional Engineer
Function	
Reporting official/Staff	Cable Jointer, Assistant Foreman, M/c operator, Electrician, Helper
Location	Office of the Executive Engineer (MV S/S Maintenance Coordination)

Line of Reporting



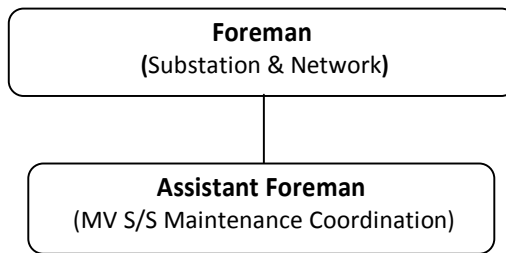
Key Duties & Responsibilities:

1. To perform maintenance work of schedule and breakdown maintenance and other related works as per instruction of controlling officer.
2. To keep all equipment workable including test equipment & communication equipment in the station and to repair them as per instruction.
3. To take necessary action to manufacture and fabricate parts of equipment as possible.
4. To monitor and supervise all works of the subordinate as per instruction and work distribution.
5. To report to the controlling officer about the condition of equipment daily.
6. To inform the controlling officer about requirement of necessary goods and to take necessary action to collect that as per instruction.
7. To follow safety and security rules in execution of maintenance works.
8. To carry out any other duty as directed by the authority.

Job Description of Assistant Foreman (Medium Voltage Substation Maintenance Coordination)

Position Title	Assistant Foreman (MV S/S Maintenance Coordination)
Reports to	Foreman
Function	
Reporting official/Staff	
Location	Office of the Executive Engineer (MV S/S Maintenance Coordination)

Line of Reporting



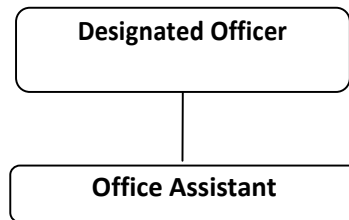
Key Duties & Responsibilities:

1. To perform maintenance work of schedule and breakdown maintenance and other related works as per instruction of foreman.
2. To assist foreman to keep all equipment workable including test equipment & communication equipment in the station and to repair them as per instruction.
3. To take necessary action to manufacture and fabricate parts of equipment as per instruction of foreman.
4. To report to foreman about the condition of equipment daily.
5. To follow safety and security rules in execution of maintenance works.
6. To carry out any other duty as directed by the authority.

Job Description of Office Assistant

Position Title	Office Assistant
Reports to	Designated Officer
Function	Functions directed by the Designated Officer/Senior Officials of the department.
Reporting official	Nil
Location	Office of the Executive Engineer (MV S/S Maintenance Coordination)

Line of Reporting



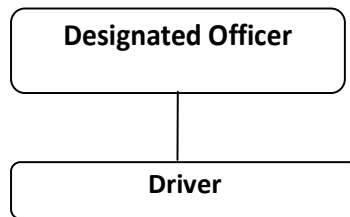
Key Duties & Responsibilities:

01. Drafting & typing day to day official documents as per instructions by the senior official of the department.
02. Drafting & typing correspondence letter with other organizations.
03. Received and dispatch of all incoming & outgoing files and documents etc and keep record in the register.
04. Keep the documents to the respective files of the department.
05. Keep soft copies and secrecy of the confidential documents of the department.
06. Any other duties as directed by the management and other senior officials from time to time.

Job Description of Driver

Position Title	Driver
Reports to	Designated Officer
Function	Functions directed by the designated officer/senior officials / controlling officer of the respective office.
Reporting official	Nil
Location	Office of the Executive Engineer (MV S/S Maintenance Coordination)

Line of Reporting



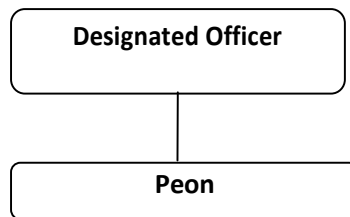
Key Duties & Responsibilities:

01. Possesses general knowledge about normal vehicle maintenance like; regular tune-ups, oil changes, fluid levels, breaks, tire treads and pressure, lights, signals and wipers etc.
02. Always keep with you updated driving license, vehicle fitness issue documents like; insurance, road permit, registration etc.
03. Wearing professional uniform (in any) and be careful about reckless/destructive/aggressive/influence by others driving specially be extra care at night.
04. Properly maintain the log book of the vehicle and be care about the fuel consumption and maintenance cost etc and keep the vehicle in designated place and clean at the end of daily duty.
05. Go out of station (On duty) with proper vehicle requisition form approved by the proper authority and in case of any problem of vehicle communicate with controlling immediately.
06. Any other duties as directed by the designated officer/ controlling officer.

Job Description of office Peon

Position Title	Peon
Reports to	Designated Officer
Function	All functions directed by the designated officer and other senior officials of the respective office.
Reporting official	Nil
Location	Office of the Executive Engineer (MV S/S Maintenance Coordination)

Line of Reporting



Key Duties & Responsibilities:

01. Open and close office regularly.
02. Attending bell of the respective officer and moving files and documents with care & keep confidentiality of the files.
03. Entertain officials and visitors like serving water, tea, beverages, lunch etc with care and take extra care at the time of meeting.
04. Keep clean and hygienic of the office equipment and furniture's.
05. Wearing professional uniform (if any) in the office time.
06. Receiving telephone calls with courtesy when senior officials is out of desk/chamber.
07. Any other duties as directed by the designated officer and other senior officials of DESCO.

Meter Testing (MTR) & Repairing

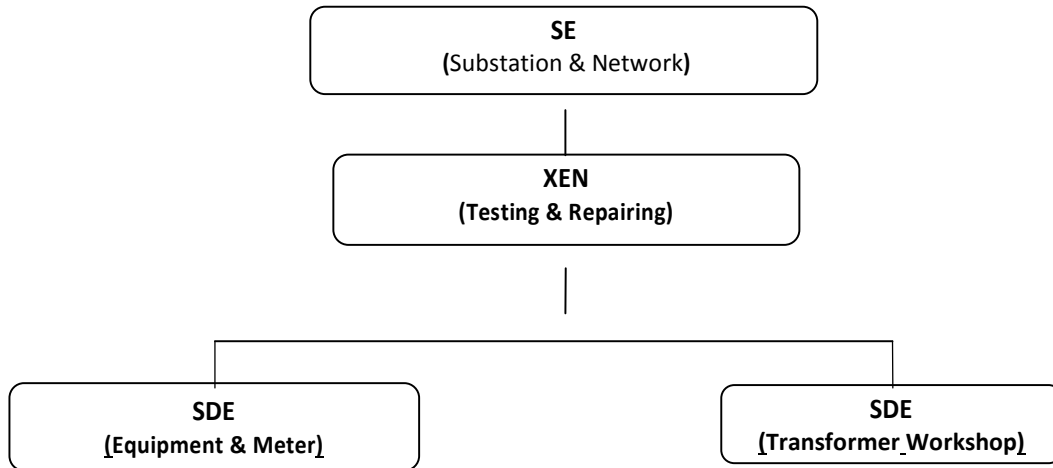
Job Description of Executive Engineer (Testing & Repairing)

Position Title	Executive Engineer (Testing & Repairing)
Reports to	Superintending Engineer (Substation & Network)
Function	Technical
Reporting Officials	Sub-Divisional Engineer (Equipment & Meter) Sub-Divisional Engineer (Transformer Workshop)
Location	Office of the Executive Engineer (Testing & Repairing)

Job purpose:

XEN (Testing & Repairing), reporting to the SE (Substation & Network) with collective responsible for setting and maintaining testing laboratories, equipment and instrument. XEN is responsible for forecasting equipment requirement, preparing specification and selecting standard equipment.

Line of Reporting



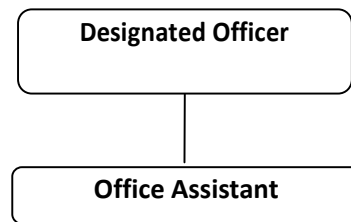
Key Duties & Responsibilities:

1. Monitor and supervise testing of meters & repairing of X-formers and reports on them also other electrical equipments related to Central Meter Testing Laboratory and Transformer Workshop facilities.
2. Ensure availability of goods spares & consumable on continuous and consistent basis in order to facilitate repair/maintenance works in workshop & laboratory.
3. Ensure and maintain tools & facilities necessary for testing, repair and maintenance works at workshop & laboratory.
4. Prepare routine reports and advice remedial/improvement measures for consideration of the authority.
5. Monitor and control the schedules of testing, repairing & maintenance activities and keep proper records.
6. Review and recommend the Annual Budget & Annual Procurement Plan related to Central Meter Testing Laboratory and Transformer Workshop also with division office.
7. Ensure that the departmental staffs have clear understanding of their responsibilities for which they are accountable for.
8. Prepare and recommend the Annual Budget for the department.
9. Exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
10. Carryout Annual Performance Appraisal of the employees under control.
11. Assist SE (Substation & Network) in discharging his/her duties.
12. Carryout any other duty as directed by the authority time to time.

Job Description of Office Assistant

Position Title	Office Assistant
Reports to	Designated Officer
Function	Functions directed by the Designated Officer/Senior Officials of the department.
Reporting official	Nil
Location	Office of the Executive Engineer (Testing & Repairing)

Line of Reporting



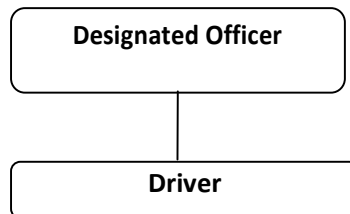
Key Duties & Responsibilities:

01. Drafting & typing day to day official documents as per instructions by the senior official of the department.
02. Drafting & typing correspondence letter with other organizations.
03. Received and dispatch of all incoming & outgoing files and documents etc and keep record in the register.
04. Keep the documents to the respective files of the department.
05. Keep soft copies and secrecy of the confidential documents of the department.
06. Any other duties as directed by the management and other senior officials from time to time.

Job Description of Driver

Position Title	Driver
Reports to	Designated Officer
Function	Functions directed by the designated officer/senior officials / controlling officer of the respective office.
Reporting official	Nil
Location	Office of the Executive Engineer (Testing & Repairing)

Line of Reporting



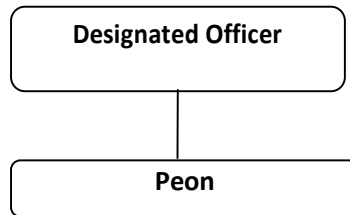
Key Duties & Responsibilities:

01. Possesses general knowledge about normal vehicle maintenance like; regular tune-ups, oil changes, fluid levels, breaks, tire treads and pressure, lights, signals and wipers etc.
02. Always keep with you updated driving license, vehicle fitness issue documents like; insurance, road permit, registration etc.
03. Wearing professional uniform (in any) and be careful about reckless/destructive/aggressive/ influence by others driving specially be extra care at night.
04. Properly maintain the log book of the vehicle and be care about the fuel consumption and maintenance cost etc and keep the vehicle in designated place and clean at the end of daily duty.
05. Go out of station (On duty) with proper vehicle requisition form approved by the proper authority and in case of any problem of vehicle communicate with controlling immediately.
06. Any other duties as directed by the designated officer/ controlling officer.

Job Description of office Peon

Position Title	Peon
Reports to	Designated Officer
Function	All functions directed by the designated officer and other senior officials of the respective office.
Reporting official	Nil
Location	Office of the Executive Engineer (Testing & Repairing)

Line of Reporting



Key Duties & Responsibilities:

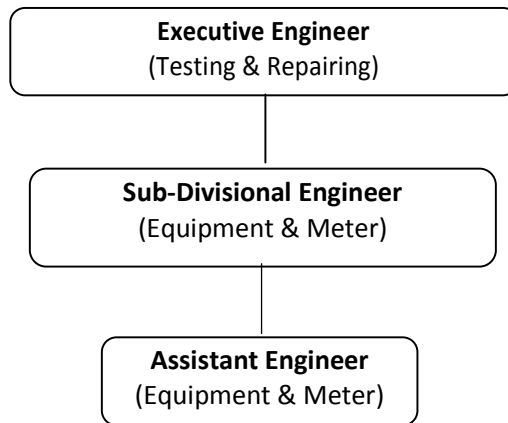
01. Open and close office regularly.
02. Attending bell of the respective officer and moving files and documents with care & keep confidentiality of the files.
03. Entertain officials and visitors like serving water, tea, beverages, lunch etc with care and take extra care at the time of meeting.
04. Keep clean and hygienic of the office equipment and furniture's.
05. Wearing professional uniform (if any) in the office time.
06. Receiving telephone calls with courtesy when senior officials is out of desk/chamber.
07. Any other duties as directed by the designated officer and other senior officials of DESCO.

Equipment & Meter

Job Description of Sub-Divisional Engineer (Equipment & Meter)

Position Title	Sub-Divisional Engineer (Equipment & Meter)
Reports to	Executive Engineer (Testing & Repairing)
Function	Technical
Reporting official	Assistant Engineer (Equipment & Meter)
Location	Office of the Executive Engineer (Testing & Repairing)

Line of Reporting



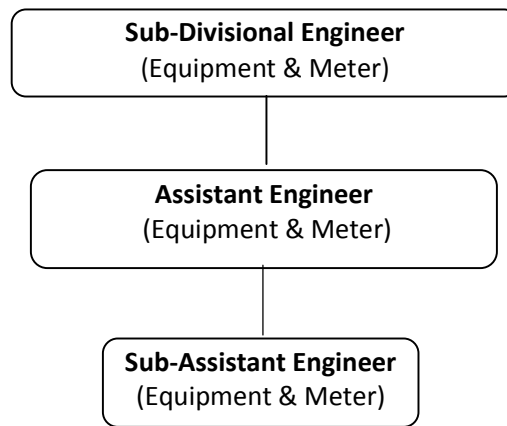
Key Duties & Responsibilities:

1. To ensure proper testing & reporting of Meter, CT, PT and other Equipments.
2. To arrange goods, spares & consumables for testing and reporting work.
3. To arrange tools & facilities necessary for testing and reporting works.
4. To maintain high standards & efficiency in testing and reporting works.
5. To ensure safe & good operating condition of all testing tools & equipments.
6. To ensure proper calibration of measuring equipments if requires.
7. To prepare schedules of testing & reporting activities also keep proper records.
8. To prepare routine reports of departmental activities.
9. Prepare the Annual Budget & Annual Procurement Plan for the department for consideration of the authority.
10. Exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
11. To carryout Annual Performance Appraisal of the employees under control.
12. To assist XEN (Testing & Repairing) in discharging his/her duties.
13. To carry out any other duty as directed by the authority time to time.

Job Description of Assistant Engineer (Equipment & Meter)

Position Title	Assistant Engineer (Equipment & Meter)
Reports to	Sub-Divisional Engineer (Equipment & Meter)
Function	Technical
Reporting official	Sub-Assistant Engineer (Equipment & Meter)
Location	Office of the Executive Engineer (Testing & Repairing)

Line of Reporting



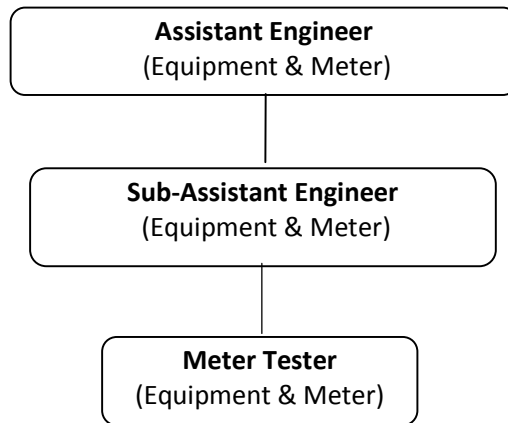
Key Duties & Responsibilities:

01. Assist SDE (E&M) to ensure proper testing & reporting of Meter, CT, PT and other Equipments.
02. Assist SDE (E&M) to arrange goods, spares & consumables for testing and reporting work.
03. Assist SDE (E&M) to arrange tools & facilities necessary for testing and reporting works.
04. Assist SDE (E&M) to maintain high standards & efficiency in testing and repair works.
05. To ensure safe & good operating condition of all testing tools & equipments.
06. To ensure proper calibration of all measuring equipments if requires.
07. To prepare schedules of testing & repair activities and keep proper records.
08. To prepare routine reports of departmental activities.
09. Assist SDE (E&M) to prepare the Annual Budget & Annual Procurement Plan for the department for consideration of the authority.
10. To exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
11. To carryout Annual Performance Appraisal of the employees under control.
12. To assist SDE (E&M) in discharging his/her duties.
13. To carry out any other duty as directed by the authority time to time.

Job Description of Sub-Assistant Engineer (Equipment & Meter)

Position Title	Sub-Assistant Engineer (Equipment & Meter)
Reports to	Assistant Engineer (Equipment & Meter)
Function	Technical
Reporting official	Meter Tester(MT), Asst. Meter Tester, Helper
Location	Office of the Executive Engineer (Testing & Repairing)

Line of Reporting



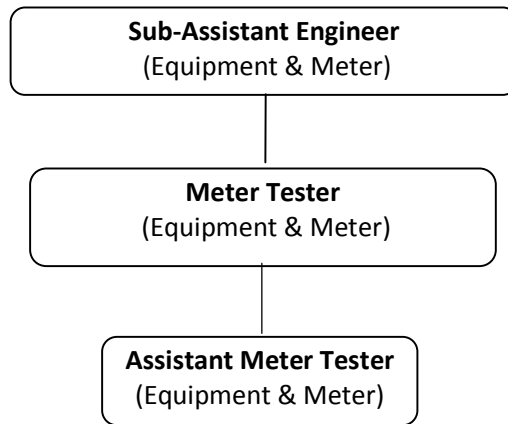
Key Duties & Responsibilities:

01. To carry out proper testing & reporting of Meter, CT, PT and other Equipments.
02. To check requirements of goods spares & consumables for testing and reporting works and place requisition.
03. To check proper functioning of tools & facilities necessary for testing and reporting works.
04. Assist AE (E&M) to maintain high standards & efficiency in testing and repair works.
05. Assist AE (E&M) to perform proper calibration of all measuring equipments.
06. To provide data & information to AE (E&M) in preparing routine & other reports.
07. To assist AE (E&M) in discharging his/her duties.
08. To carry out any other duty as directed by the authority time to time.

Job Description of Meter Tester (Equipment & Meter)

Position Title	Meter Tester (Equipment & Meter)
Reports to	Sub-Assistant Engineer (Equipment & Meter)
Function	Technical
Reporting official	Asst. Meter Tester
Location	Office of the Executive Engineer (Testing & Repairing)

Line of Reporting



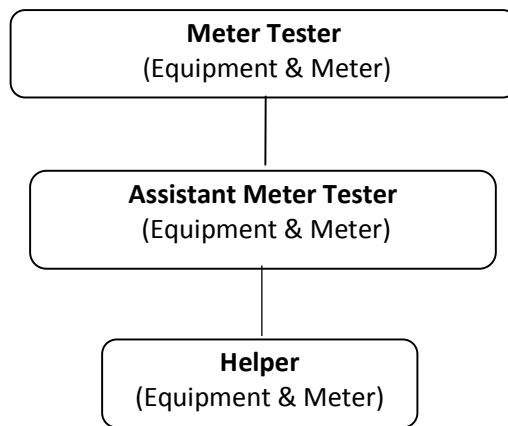
Key Duties & Responsibilities:

01. To carry out proper testing & reporting of Meter, CT, PT and other Equipments.
02. Assist SAE (E&M) to check requirements of goods spares & consumables for testing and reporting works and place requisition.
03. Check proper functioning of tools & facilities necessary for testing and reporting works.
04. Assist SAE (E&M) to maintain high standards & efficiency in testing and reporting works.
05. Assist SAE (E&M) to perform proper calibration of all measuring equipments.
06. Provide data & information to SAE (E&M) in preparing routine & other reports.
07. Assist SAE (E&M) in discharging his/her duties.
08. Carry out any other duty as directed by the authority time to time.

Job Description of Assistant Meter Tester (Equipment & Meter)

Position Title	Assistant Meter Tester (Equipment & Meter)
Reports to	Meter Tester (Equipment & Meter)
Function	Technical
Reporting official	Helper
Location	Office of the Executive Engineer (Testing & Repairing)

Line of Reporting



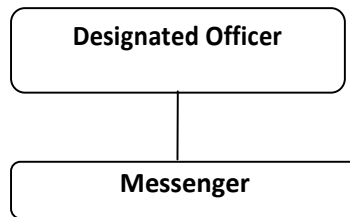
Key Duties & Responsibilities:

01. Assist MT (E&M) to carry out proper testing & reporting of Meter, CT, PT and other Equipments.
02. Assist MT (E&M) to check requirements of goods spares & consumables for testing and reporting works.
03. Assist MT (E&M) to check proper functioning of tools & facilities necessary for testing and reporting works.
04. Assist MT (E&M) to maintain high standards & efficiency in testing and reporting works.
05. Assist MT (E&M) in discharging his/her duties.
06. Carry out any other duty as directed by the authority time to time.

Job Description of office Messenger

Position Title	Messenger
Reports to	Designated Officer
Function	All functions directed by the senior officials of the respective office/department.
Reporting official	Nil
Location	Office of the Executive Engineer (Testing & Repairing)

Line of Reporting



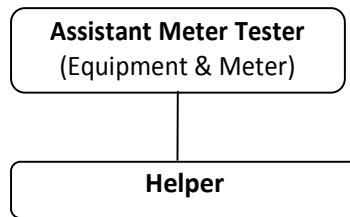
Key Duties & Responsibilities:

01. Distribute all official documents as per instruction of the senior official and keep confidentially of the documents.
02. Post letters and correspondence by hand to hand to the outsiders.
03. Wearing professional uniform (if any) in the office time.
04. Execute instant, Quick & Emergency order of the senior officials at the office.
05. Any other duties as directed by designated officer and other senior officials of DESCO.

Job Description of Helper (Equipment & Meter)

Position Title	Helper (Equipment & Meter)
Reports to	Assistant Meter Tester (Equipment & Meter)
Function	Technical
Reporting official	None
Location	Office of the Executive Engineer (Testing & Repairing)

Line of Reporting



Key Duties & Responsibilities:

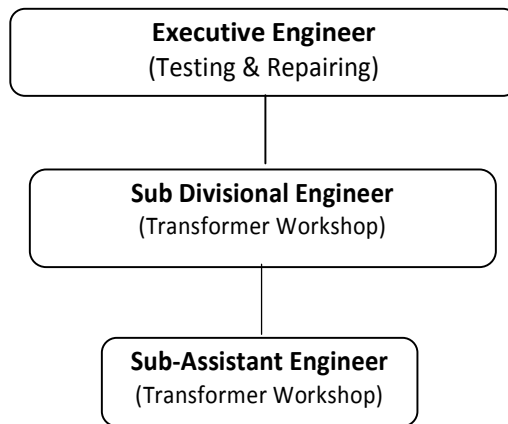
01. Assist AMT (E&M) to carry out proper testing & reporting of Meter, CT, PT and other Equipments.
02. Assist AMT (E&M) to check requirements of goods spares & consumables for testing and reporting works.
03. Assist AMT (E&M) to maintain high standards & efficiency in testing and reporting works.
04. Carry out any other duty as directed by the authority time to time.

Transformer Workshop

Job Description of Sub-Divisional Engineer (Transformer Workshop)

Position Title	Sub-Divisional Engineer (Transformer Workshop)
Reports to	Executive Engineer (Testing & Repair)
Function	Technical
Reporting official	Assistant Engineer (Transformer Workshop)
Location	Office of the Executive Engineer (Testing & Repairing)

Line of Reporting



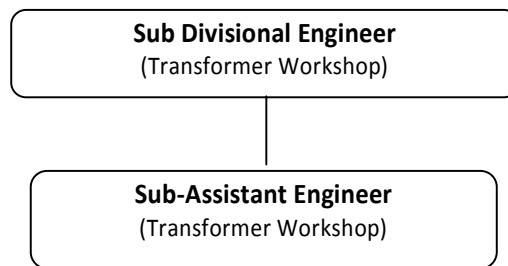
Key Duties & Responsibilities:

01. To ensure proper testing & repairing of Transformers.
02. To arrange goods, spares & consumables for testing and repairing work.
03. To arrange tools & facilities necessary for testing and repairing works.
04. To maintain high standards & efficiency in testing and repairing works.
05. To ensure safe & good operating condition of all testing tools & equipments.
06. To supervise, control & evaluate performance of contractor's activities and submit report for consideration of the authority.
07. To prepare schedules of testing & repairing activities and keep proper records.
08. To prepare routine reports of departmental activities.
09. To make the Workshop as a cost effective center.
10. To prepare & propose the Annual Budget & Annual Procurement Plan for the department for consideration of the authority.
11. To exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
12. To carryout Annual Performance Appraisal of the employees under control.
13. To assist XEN (Testing & Repairing) in discharging his/her duties.
14. To carry out any other duty as directed by the authority time to time.

Job Description of Sub-Assistant Engineer (Transformer & Workshop)

Position Title	Sub-Assistant Engineer (Transformer & Workshop)
Reports to	Assistant Engineer (Transformer Workshop)
Function	Technical
Reporting official	Contractor
Location	Office of the SDE (Workshop)

Line of Reporting



Key Duties & Responsibilities:

01. To carry out proper testing & repairing of Transformers.
02. Check requirements of goods spares & consumables for testing and repair works and place requisition.
03. Check proper functioning of tools & facilities necessary for testing and repair works.
04. Assist AE (WS) to maintain high standards & efficiency in testing and repair works.
05. Supervise & control of contractor's activities at field level and submit report for consideration of the authority.
06. Assist SDE (Workshop) in maintaining records of all testing & repair works.
07. Assist SDE (Workshop) in preparing routine & other reports for consideration of the authority.
08. Assist SDE (Workshop) in making the Workshop a cost effective center.
09. Assist SDE (Workshop) in discharging his/her duties.
10. Carryout any other duty as directed by the authority time to time.

Office of the General Manager /Chief Engineer (Commercial Operation)

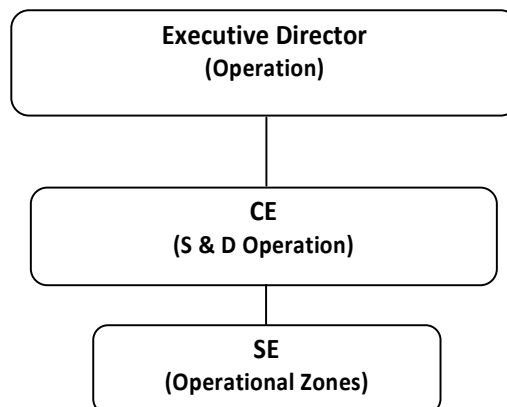
Job Description of General Manager/Chief Engineer (Commercial Operation)

Position Title	General Manager/Chief Engineer (Commercial Operation)
Reports to	Executive Director (Operation)
Function	Supervision and monitoring of all Sales & Distribution activities.
Reporting official	Superintending Engineer (Sales & Distribution Operation) Personal supporting officials/staff at Chief Engineer's office.
Location	Head Office of DESCO

Job purpose:

Responsible for all Operational activities of the business to meet its objectives following operational and commercial activities of the Sales and distribution Divisions. Lead and assist in taking all major related to operational matters.

Line of Reporting



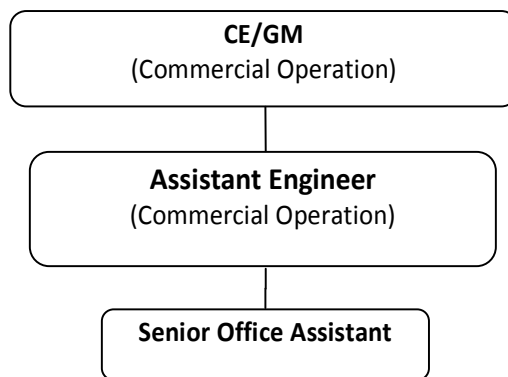
Key Duties & Responsibilities:

1. Leadership of the operational activities of DESCO's system planning and technical teams, ensuring their progressive transformation into an efficient, self-sustaining and compliant function.
2. Recommend policies, procedures, guidelines, etc. related to commercial activities of S & D Divisions.
3. Review and recommend all commercial activities plan of Sales & Distribution Divisions.
4. Recommend improvement plans on consumer services viz. One Point Service, providing new connections, resolving service complaints etc.
5. Exercise financial authority as delegated by the Board in accordance with financial procedure/policy/guidelines of the Company.
6. Carryout Annual Performance Appraisal of the employees under control.
7. Oversee availability of spares, consumable and equipment on continuous and consistent basis for operational activities of S & D Divisions.
8. Review and recommend the Annual Procurement Plan related to operational activities of S & D Divisions and Finance Directorate.
9. Carryout any other duties as directed by Managing Director/Executive Directors from time to time.

Job Description of Assistant Engineer (Commercial Operation)

Position Title	Assistant Engineer (Commercial Operation)
Reports to	Chief Engineer (Commercial Operation)
Function	Assist Chief Engineer (Commercial Operation) for day to day work and help writing meeting minutes and prepare file for meeting.
Reporting official	Senior Office Assistant
Location	Office of the Chief Engineer/General (Commercial Operation)

Line of Reporting



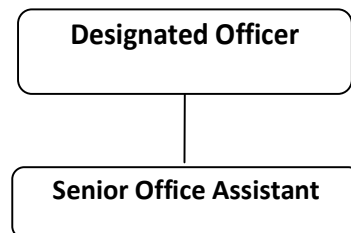
Key Duties & Responsibilities:

01. Screening telephone calls enquires and requests and handling them when CE/GM (Commercial Operation) is out of chamber.
02. Assist CE/GM (Commercial Operation) to recommend policies, procedures, guidelines, etc. related to commercial activities of S & D Divisions.
03. Organizing and maintaining diaries and making appointment.
04. Dealing with correspondence and writing letters, taking dictation and minutes.
05. Organizing and attending and ensuring the Chief Engineer/General Manager (Commercial Operation) are well prepared for meetings.
06. Producing documents, briefing papers, reports and presentations.
07. Dealing with incoming email, faxes and post and maintain all professional files.
08. Exercise financial authority (if any) as per approved financial procedure/policy/guidelines of the Company.
09. Carryout Annual Performance Appraisal of the employees under control.
10. Carry out any other duties as directed by the Chief Engineer/General Manager (Commercial Operation).

Job Description of Senior office Assistant

Position Title	Senior Office Assistant
Reports to	Designated Officer
Function	Functions directed by the designated officer/senior officials of the department.
Reporting official	Nil
Location	Office of the General Manager/Chief Engineer (Commercial Operation)

Line of Reporting



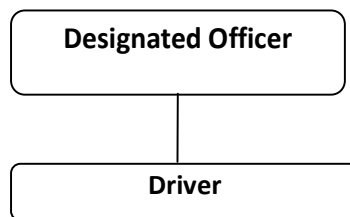
Key Duties & Responsibilities:

01. Drafting & typing day to day important official documents as per instructions by the senior official of the department.
02. Drafting & typing important correspondence letter with other organizations.
03. Maintain stock register of the department.
04. Take necessary steps for petty purchase; maintain petty cash book and arranging for reimbursement of petty cash.
05. Keep soft copies and secrecy of the confidential documents of the department.
06. Any other duties as directed by the management and other senior officials from time to time.

Job Description of Driver

Position Title	Driver
Reports to	Designated Officer
Function	Functions directed by the designated officer/senior officials / controlling officer of the respective office.
Reporting official	Nil
Location	Office of the General Manager/Chief Engineer (Commercial Operation)

Line of Reporting



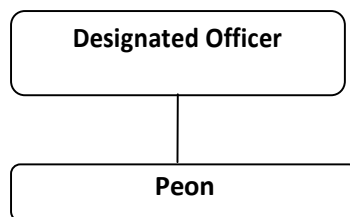
Key Duties & Responsibilities:

01. Possesses general knowledge about normal vehicle maintenance like; regular tune-ups, oil changes, fluid levels, breaks, tire treads and pressure, lights, signals and wipers etc.
02. Always keep with you updated driving license, vehicle fitness issue documents like; insurance, road permit, registration etc.
03. Wearing professional uniform (in any) and be careful about reckless/destructive/aggressive/ influence by others driving specially be extra care at night.
04. Properly maintain the log book of the vehicle and be care about the fuel consumption and maintenance cost etc and keep the vehicle in designated place and clean at the end of daily duty.
05. Go out of station (On duty) with proper vehicle requisition form approved by the proper authority and in case of any problem of vehicle communicate with controlling immediately.
06. Any other duties as directed by the designated officer/ controlling officer.

Job Description of office Peon

Position Title	Peon
Reports to	Designated Officer
Function	All functions directed by the designated officer and other senior officials of the respective office.
Reporting official	Nil
Location	Office of the General Manager/Chief Engineer (Commercial Operation)

Line of Reporting



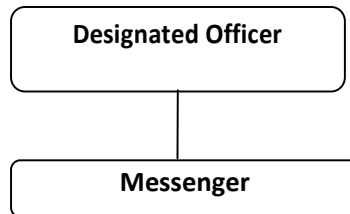
Key Duties & Responsibilities:

01. Open and close office regularly.
02. Attending bell of the respective officer and moving files and documents with care & keep confidentiality of the files.
03. Entertain officials and visitors like serving water, tea, beverages, lunch etc with care and take extra care at the time of meeting.
04. Keep clean and hygienic of the office equipment and furniture's.
05. Wearing professional uniform (if any) in the office time.
06. Receiving telephone calls with courtesy when senior officials is out of desk/chamber.
07. Any other duties as directed by the designated officer and other senior officials of DESCO.

Job Description of office Messenger

Position Title	Messenger
Reports to	Designated Officer
Function	All functions directed by the senior officials of the respective office/department.
Reporting official	Nil
Location	Office of the General Manager/Chief Engineer (Commercial Operation)

Line of Reporting



Key Duties & Responsibilities:

01. Distribute all official documents as per instruction of the senior official and keep confidentially of the documents.
02. Post letters and correspondence by hand to hand to the outsiders.
03. Wearing professional uniform (if any) in the office time.
04. Execute instant, Quick & Emergency order of the senior officials at the office.
05. Any other duties as directed by designated officer and other senior officials of DESCO.

Office of the Superintending Engineer (Zones)

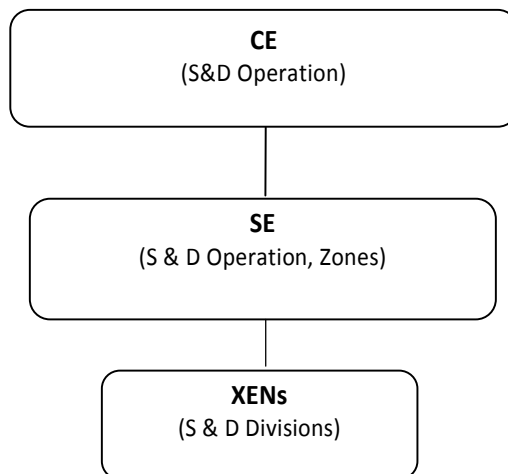
Job Description of Superintending Engineer (Sales & Distribution Operation)

Position Title	Superintending Engineer (Sales & Distribution Operation, Zones)
Reports to	Chief Engineer (Sales & Distribution Operation)
Function	Operational activities of concerned Sales & Distribution Divisions.
Reporting official	Executive Engineers (Sales & Distribution Divisions) of Concerned Zone Personal supporting officials/staff at SE's office.
Location	Office of the Chief Engineer (Sales & Distribution Operation)

Job purpose:

SE (S&D Operation), reporting to the CE (S &D operation) with collective responsible for Executive and operational functions of the S&D Divisions in on efficient and effective manner. To develop and improve all functional operations, policies and system under his jurisdiction

Line of Reporting



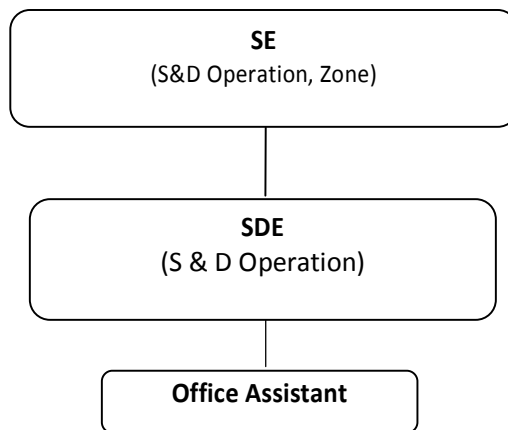
Key Duties and Responsibilities:

1. Interact with XENs (S & D Divisions) within his jurisdiction to communication and control, monitor performance of operation and maintenance work including commercial functions.
2. Develop scheme for improving revenue collection & reduction of system loss in S&D Divisions under guidance of CE (S & D Operation) for DESCO, for approval by the Managing Director/Board. Ensure company policy and practice meets or exceeds standards set by the Government. Put in place monitoring and control mechanisms.
3. Directs the staff, assures alignment with the Company's goals and objectives and maximizes efficiency of personnel and equipment.
4. Recommend policies, procedures, guidelines, etc. related to commercial activities of concerned S & D Divisions.
5. Monitor operational functions of S&D divisions under him.
6. Review performance of LEM and COSS contractors of concerned S&D divisions.
7. Review technical data and recommend for local clearance.
8. Monitor the activities of local management and control.
9. Review routine reports of XEN (S&D Operation) and advice remedial/improvement measure.
10. Review requirement in preparing Annual Budget related to commercial activities of concerned S&D divisions.
11. Exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
12. Carryout Annual Performance Appraisal of the employees under control.
13. Assist CE (S & D Operation) in discharging his/her duties.
14. To Ensure safe, hygienic and friendly working environment.
15. Carryout any other duty as directed by the authority.

Job Description of Sub-Divisional Engineer (Zone)

Position Title	Sub-Divisional Engineer (Zone)
Reports to	Zonal Superintending Engineer (Zonal Office)
Function	Coordinate different activities related to continuous improvement of services to consumers.
Reporting official	Assistant Engineer (Zone)
Location	Office of the Superintending Engineer (Zone)

Line of Reporting



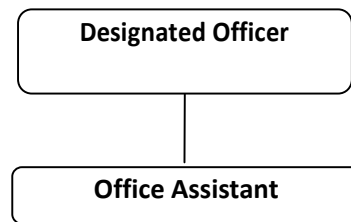
Key Duties & Responsibilities:

1. To liaise with Central Control in organizing load management within the respective S&D Division.
2. To monitor and supervise proper attendance to service complaints.
3. To co-ordinate and monitor activities related to different S&D division under his jurisdiction
4. Collect and compile all reports from S&D Divisions.
5. Sample checking against commercial Operation and System Operation activities, as assigned by SE (S&D Operation).
6. Ensure safe, hygienic and friendly working environment.
7. To carry out any other duty as directed by the authority time to time.

Job Description of Office Assistant

Position Title	Office Assistant
Reports to	Designated Officer
Function	Functions directed by the Designated Officer/Senior Officials of the department.
Reporting official	Nil
Location	Office of the Superintending Engineer (Zone)

Line of Reporting



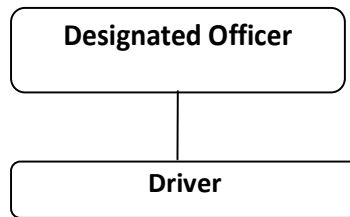
Key Duties & Responsibilities:

01. Drafting & typing day to day official documents as per instructions by the senior official of the department.
02. Drafting & typing correspondence letter with other organizations.
03. Received and dispatch of all incoming & outgoing files and documents etc and keep record in the register.
04. Keep the documents to the respective files of the department.
05. Keep soft copies and secrecy of the confidential documents of the department.
06. Any other duties as directed by the management and other senior officials from time to time.

Job Description of Driver

Position Title	Driver
Reports to	Designated Officer
Function	Functions directed by the designated officer/senior officials / controlling officer of the respective office.
Reporting official	Nil
Location	Office of the Superintending Engineer (Zone)

Line of Reporting



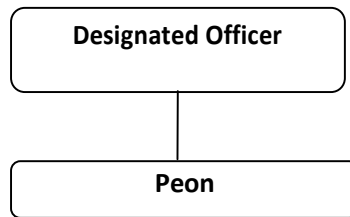
Key Duties & Responsibilities:

01. Possesses general knowledge about normal vehicle maintenance like; regular tune-ups, oil changes, fluid levels, breaks, tire treads and pressure, lights, signals and wipers etc.
02. Always keep with you updated driving license, vehicle fitness issue documents like; insurance, road permit, registration etc.
03. Wearing professional uniform (in any) and be careful about reckless/destructive/aggressive/influence by others driving specially be extra care at night.
04. Properly maintain the log book of the vehicle and be care about the fuel consumption and maintenance cost etc and keep the vehicle in designated place and clean at the end of daily duty.
05. Go out of station (On duty) with proper vehicle requisition form approved by the proper authority and in case of any problem of vehicle communicate with controlling immediately.
06. Any other duties as directed by the designated officer/ controlling officer.

Job Description of office Peon

Position Title	Peon
Reports to	Designated Officer
Function	All functions directed by the designated officer and other senior officials of the respective office.
Reporting official	Nil
Location	Office of the Superintending Engineer (Zone)

Line of Reporting



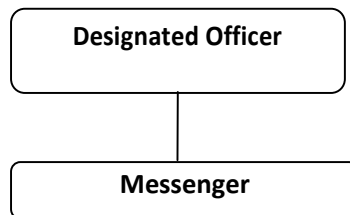
Key Duties & Responsibilities:

01. Open and close office regularly.
02. Attending bell of the respective officer and moving files and documents with care & keep confidentiality of the files.
03. Entertain officials and visitors like serving water, tea, beverages, lunch etc with care and take extra care at the time of meeting.
04. Keep clean and hygienic of the office equipment and furniture's.
05. Wearing professional uniform (if any) in the office time.
06. Receiving telephone calls with courtesy when senior officials is out of desk/chamber.
07. Any other duties as directed by the designated officer and other senior officials of DESCO.

Job Description of office Messenger

Position Title	Messenger
Reports to	Designated Officer
Function	All functions directed by the senior officials of the respective office/department.
Reporting official	Nil
Location	Office of the Superintending Engineer (Zone)

Line of Reporting



Key Duties & Responsibilities:

01. Distribute all official documents as per instruction of the senior official and keep confidentially of the documents.
02. Post letters and correspondence by hand to hand to the outsiders.
03. Wearing professional uniform (if any) in the office time.
04. Execute instant, Quick & Emergency order of the senior officials at the office.
05. Any other duties as directed by designated officer and other senior officials of DESCO.

Sales & Distribution Division

Office of the Executive Engineer (Sales & Distributions Division)

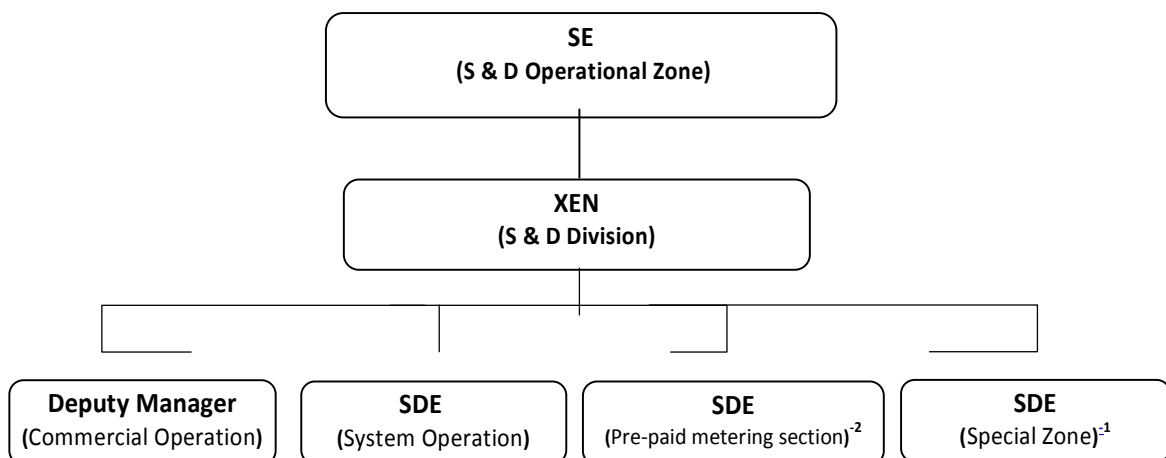
Job Description of Executive Engineer/Manager (Sales & Distribution Division)

Position Title	Executive Engineer/Manager (Sales & Distribution Division)
Reports to	Superintending Engineer (S & D Operation Zone)
Function	Planning and design of DESCO's distribution line/Substation supervision functional activities of S&D Division.
Reporting officials	Deputy Manager/SDE (Commercial Operation) Sub-Divisional Engineer (System Operation) Sub-Divisional Engineer (Pre-paid metering section) Deputy Manager/ Sub-Divisional Engineer (<u>Special Zone</u>)
Location	Office of the Executive Engineer (Sales & Distribution Division)

Job purpose:

XEN (Sales & Distribution Division), reporting to the SE (S & D Operation Zone) with collective responsible for all commercial activity, improving revenue collection & reduction of system loss in S&D Divisions. XEN will also assist CE (Network Operation) for proper maintenances of all network, restoration of power supply to consumers and commercial activity related to consumer. XEN will need to ensure good working relationships with the electrical interfaces and customers.

Line of Reporting



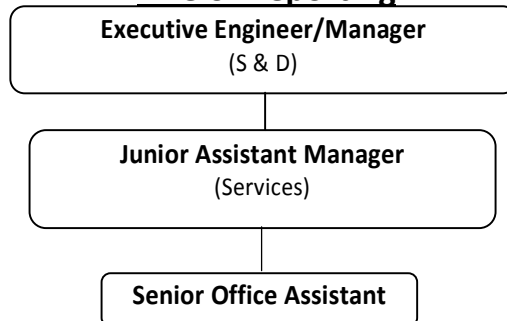
Key Duties & Responsibilities:

1. Assist SE (S & D operation) to develop scheme for improving revenue collection & reduction of system loss in S&D Divisions.
2. Oversee and administer day to day functions of all customer service, system operation & commercial operation in respective S&D divisions.
3. Plan, organize, direct, coordinate and control activities related to continuous improvement of services to consumers.
4. Make the S&D division a financially viable unit.
5. Prepare routine reports and advice remedial/improvement measures for consideration of the authority.
6. Ensure timely recording, preparation & dispatch of electric & other bills to consumers / applicants.
7. Assign Deputy Manager's/SDE's and Assistant Manager's/AE's of S&D Division the task of taking H.T Meter Reading at consumer premises on rotational basis.
8. Approve shutdown of 11KV feeders as & when necessary.
9. Oversee the maintenance and operational activities of source distribution lines/cables, 33/11KV and below substations and related accessories.
10. Take up motivational program for safe use and conservation of energy.
11. Oversee the performance of LEM & COSS contractors.
12. Maintain & control use of office vehicles.
13. Review and recommend the Annual Procurement Plan for respective S&D division.
14. Prepare and recommend the Annual Budget for the department.
15. Exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
16. Carryout Annual Performance Appraisal of the employees under control.
17. Take initiatives to achieve, KPI targets as set the authority.
18. Ensure safe, hygienic and friendly working environment.
19. Carryout any other duties as directed by the management from time to time.

Job Description of Junior Assistant Manager (Services)

Position Title	Junior Assistant Manager (Services)
Reports to	Executive Engineer/Manager (Divisional Head)
Function	
Reporting official	<ul style="list-style-type: none"> • Employees below the rank of JAM at the office of Manager S&D Division • Peon, Helper, Cook & Cleaner at Meter Plant.
Location	Office of the Executive Engineer /Manager S&D Division

Line of Reporting



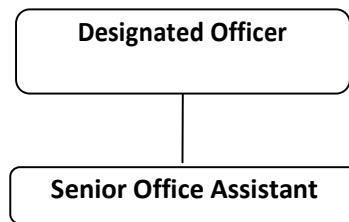
Key Duties & Responsibilities:

1. To provide support and services to the officials of the department for procurement of goods/works/services, as approved by the authority.
2. To provide support and services to officials of the department for regular maintenance / overhauling of vehicles and other office equipment.
3. To provide support and services to the officials of the department in arranging office furniture & fixtures, office equipments & stationary, consumables, etc.
4. To collect and scrutinize documents, data and information required for office purposes, as directed by the authority.
5. To assist officials of the department in keeping office files and records updated.
6. To carry out any field level work as directed by the controlling official.
7. To assist controlling officials in discharging his/her duties.
8. To carry out any other duty as assigned by the authority time to time.
9. To ensure faster & quality consumer service.
10. To ensure safe, hygienic and friendly working environment.
11. Guide and train up the subordinates to discharge their duties properly.
12. Carryout any other duties as directed by the management from time to time.

Job Description of Senior office Assistant

Position Title	Senior Office Assistant
Reports to	Designated Officer
Function	Functions directed by the designated officer/senior officials of the department.
Reporting official	Nil
Location	Office of the Executive Engineer/ Manager (S & D Division)

Line of Reporting



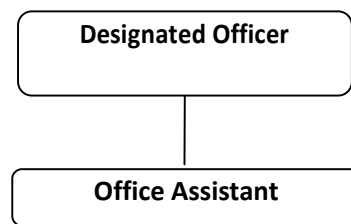
Key Duties & Responsibilities:

01. Drafting & typing day to day important official documents as per instructions by the senior official of the department.
02. Drafting & typing important correspondence letter with other organizations.
03. Maintain stock register of the department.
04. Take necessary steps for petty purchase; maintain petty cash book and arranging for reimbursement of petty cash.
05. Keep soft copies and secrecy of the confidential documents of the department.
06. Any other duties as directed by the management and other senior officials from time to time.

Job Description of Office Assistant

Position Title	Office Assistant
Reports to	Designated Officer
Function	Functions directed by the Designated Officer/Senior Officials of the department.
Reporting official	Nil
Location	Office of the Executive Engineer/ Manager (S & D Division)

Line of Reporting



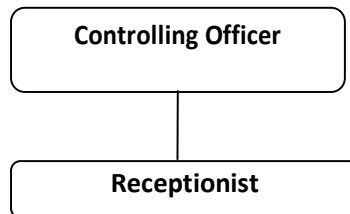
Key Duties & Responsibilities:

01. Drafting & typing day to day official documents as per instructions by the senior official of the department.
02. Drafting & typing correspondence letter with other organizations.
03. Received and dispatch of all incoming & outgoing files and documents etc and keep record in the register.
04. Keep the documents to the respective files of the department.
05. Keep soft copies and secrecy of the confidential documents of the department.
06. Any other duties as directed by the management and other senior officials from time to time.

Job Description of office Receptionist

Position Title	Receptionist
Reports to	Controlling Officer
Function	All functions directed by the senior officials of the respective office relating to the position.
Reporting official	Nil
Location	Office of the Executive Engineer/ Manager (S & D Division)

Line of Reporting



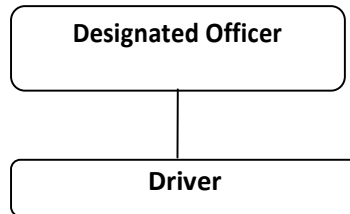
Key Duties & Responsibilities:

1. Answer telephones and directs the caller to the appropriate associate.
2. Greets with smiling and directs visitors to the company.
3. Takes and retrieves messages for various personnel.
4. Provides callers with general information (company address, directions of the company location, fax number, website etc.) of the company.
5. Any other duties as directed by the authority from time to time.

Job Description of Driver

Position Title	Driver
Reports to	Designated Officer
Function	Functions directed by the designated officer/senior officials / controlling officer of the respective office.
Reporting official	Nil
Location	Office of the Executive Engineer/ Manager (S & D Division)

Line of Reporting



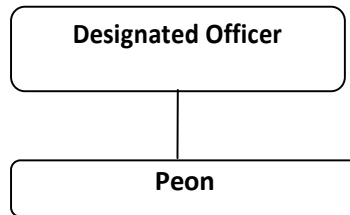
Key Duties & Responsibilities:

01. Possesses general knowledge about normal vehicle maintenance like; regular tune-ups, oil changes, fluid levels, breaks, tire treads and pressure, lights, signals and wipers etc.
02. Always keep with you updated driving license, vehicle fitness issue documents like; insurance, road permit, registration etc.
03. Wearing professional uniform (in any) and be careful about reckless/destructive/aggressive/ influence by others driving specially be extra care at night.
04. Properly maintain the log book of the vehicle and be care about the fuel consumption and maintenance cost etc and keep the vehicle in designated place and clean at the end of daily duty.
05. Go out of station (On duty) with proper vehicle requisition form approved by the proper authority and in case of any problem of vehicle communicate with controlling immediately.
06. Any other duties as directed by the designated officer/ controlling officer.

Job Description of office Peon

Position Title	Peon
Reports to	Designated Officer
Function	All functions directed by the designated officer and other senior officials of the respective office.
Reporting official	Nil
Location	Office of the Deputy General Manager (Administration)

Line of Reporting



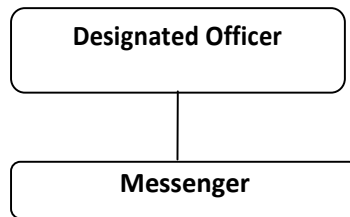
Key Duties & Responsibilities:

01. Open and close office regularly.
02. Attending bell of the respective officer and moving files and documents with care & keep confidentiality of the files.
03. Entertain officials and visitors like serving water, tea, beverages, lunch etc with care and take extra care at the time of meeting.
04. Keep clean and hygienic of the office equipment and furniture's.
05. Wearing professional uniform (if any) in the office time.
06. Receiving telephone calls with courtesy when senior officials is out of desk/chamber.
07. Any other duties as directed by the designated officer and other senior officials of DESCO.

Job Description of office Messenger

Position Title	Messenger
Reports to	Designated Officer
Function	All functions directed by the senior officials of the respective office/department.
Reporting official	Nil
Location	Office of the Executive Engineer/ Manager (S & D Division)

Line of Reporting



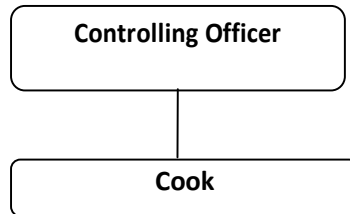
Key Duties & Responsibilities:

01. Distribute all official documents as per instruction of the senior official and keep confidentially of the documents.
02. Post letters and correspondence by hand to hand to the outsiders.
03. Wearing professional uniform (if any) in the office time.
04. Execute instant, Quick & Emergency order of the senior officials at the office.
05. Any other duties as directed by designated officer and other senior officials of DESCO.

Job Description of office Cook

Position Title	Cook
Reports to	Controlling Officer
Function	All functions directed by the senior officials of the respective office relating to the position.
Reporting official	Nil
Location	Office of the Deputy General Manager (Administration)

Line of Reporting



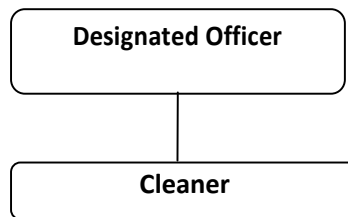
Key Duties & Responsibilities:

1. Purchase and prepares foods as per requirement of the officials.
2. Take care about the nutrition and hygiene of the foods.
3. Care about the supply of food and maintenance of all food service equipments.
4. Any other duties as directed by the authority/controlling officer from time to time.

Job Description of office Cleaner

Position Title	Cleaner
Reports to	Designated Officer
Function	All functions directed by Designated Officer /senior officials of the respective office relating to the position.
Reporting official	Nil
Location	Office of the Deputy General Manager (Administration)

Line of Reporting



Key Duties & Responsibilities:

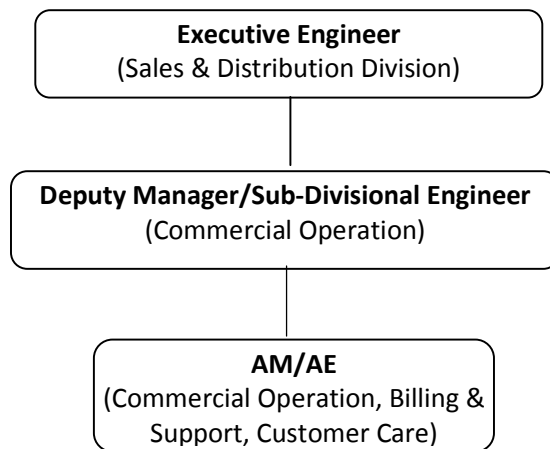
1. Dust/polish all surfaces and desk of all offices and corridors.
2. Wipe, Sweep and mop all surfaces of office, kitchen and toilets etc.
3. Any other duties as directed by the controlling/senior officials from time to time.

Commercial Operation (S & D Division)

Job Description of Deputy Manager/Sub Divisional Engineer (Commercial Operation)

Position Title	Deputy Manager/Sub-Divisional Engineer (Commercial Operation)
Reports to	Executive Engineer (Sales & Distribution Division)
Function	Monitor and control day to day functions of commercial services of S&D divisions.
Reporting official	Assistant Engineer (HT Metering), AM/AE (Commercial Operation), Billing & Support, Customer Care
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



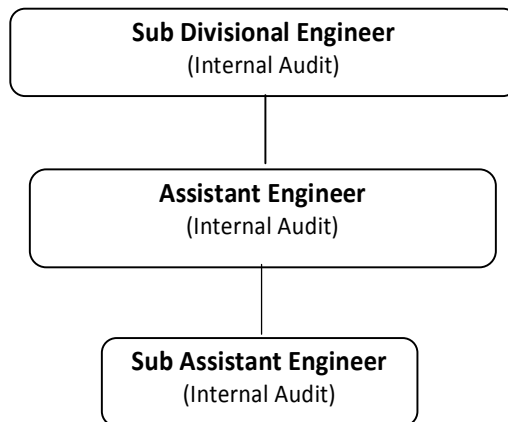
Key Duties & Responsibilities:

1. To monitor and control day to day functions of commercial services of S&D divisions
2. To ensure activities related to continuous improvement of services to consumers and also ensure faster & quality consumer service.
3. To direct and control proper and timely collection of meter reading data and dispatch of bills.
4. To direct and control activities related to reduction of non-technical system loss.
5. To direct and control routine inspection of HT meters at consumer premises.
6. To provide information to concerned departments in preparation of monthly commercial operation data and other routine reports.
7. To personally visit consumer premises to check and take H.T Meter Reading, as assigned by XEN/Manager S&D division.
8. To assist XEN (Sales & Distribution Division) in sharing views and holding meeting with consumers to improve customer service.
9. To ensure timely receipt of BRS, Collection data, Bank statement etc from bill collecting Banks.
10. To ensure proper work performance of COSS contractors.
11. To assist XEN (S&D) in preparing Annual Budget & Annual Procurement Plan.
12. To assist XEN (S&D) in discharging his/her duties.
13. Guide and train up the subordinates to discharge their duties properly.
14. To ensure achievement of KPI given by Authority.
15. Ensuring proper actions against meter reports submitted by COSS contractors.
16. To ensure proper functioning IT section by preparing of bills, corrected bills as necessary and related works.
17. To carry out any other duty as directed by the authority.

Job Description of Assistant Manager/Assistant Engineer (Commercial Operation)

Position Title	Assistant Manager /Assistant Engineer (Commercial Operation)
Reports to	Sub-Divisional Engineer/Deputy Manager (Commercial Operation)
Function	Monitor and control day to day functions of commercial services of S&D divisions.
Reporting official	Sub-Assistant Engineer (HT Metering) Junior Assistant Manager/Sub-Assistant Engineer (Commercial Operation), OA (CO)
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



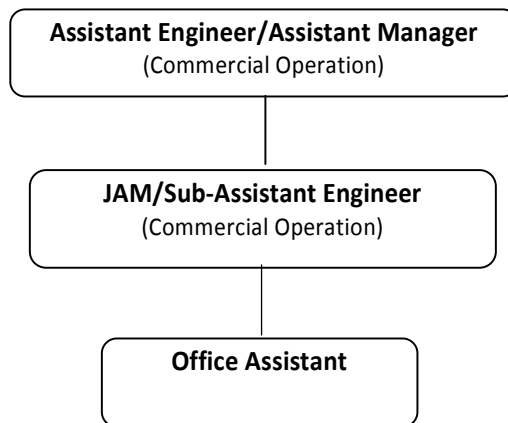
Key Duties & Responsibilities:

1. To direct and control preparation of meter reading schedule and bill delivery schedule.
2. To direct and control proper and timely collection of meter reading.
3. Supervise the instructed activities related to reduction of non-technical system loss.
4. To make routine inspection of HT meters at consumer premises.
5. To ensure visit/inspection of consumer premises to attend to service related, bill related and any other consumer complaints.
6. To personally visit consumer premises to check and take H.T Meter Reading, as assigned by XEN S&D division.
7. Ensure keeping consumers files & related records updated.
8. To ensure proper work performance of COSS contractors.
9. To liaise with other departments of S&D Division for prompt and satisfactory customer services.
10. To carry out any other duty as directed by the authority time to time.
11. To ensure visit/inspection of consumer premises to attend to service & bill related consumer complaints.
12. Ensure faster & quality consumer service.
13. To identify illegal uses of electricity and taking action against them.
14. Take initiatives to achieve, targets of SL, Bill collection, CI Ratio, Accounts receivable equivalent month as set by the authority.
15. Guide and train up the subordinates to discharge their duties properly.
16. To assist SDE (Commercial Operation) in discharging his/her duties.

**Job Description of Junior Assistant Manager/Sub-Assistant Engineer
(Commercial Operation)**

Position Title	Junior Assistant Manager/ Sub-Assistant Engineer (Commercial Operation)
Reports to	Assistant Engineer/Assistant Manager (Commercial Operation)
Function	Commercial Operation
Reporting official	Nil
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



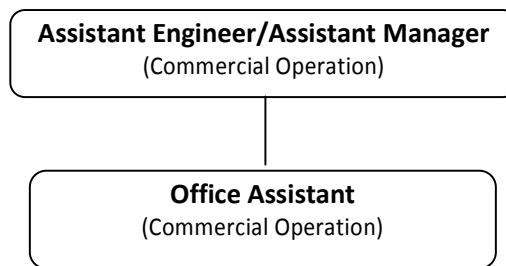
Key Duties & Responsibilities:

1. To assist AE (Commercial Operation) in preparing meter reading schedule and bill delivery schedule.
2. To assist and control meter readers and bill servers for timely collection of meter reading data and dispatch of bills.
3. To conduct field visit programs for reduction of non-technical system loss.
4. To personally visit consumer premises to check and take H.T Meter Reading, as assigned by XEN S&D division.
5. To provide support and services to Assistant Engineer in providing information to concerned departments in preparation of monthly commercial operation data and other routine reports.
6. To conduct field inspection against service related, bill related and other complaints of consumer.
7. To receive and scrutinize applications for reconnection/disconnection/consumer complaints etc. and initiate actions.
8. To provide support and services to Assistant Engineer (Commercial Operation) in organizing meetings with consumers.
9. To carry out field level monitoring of COSS contractor's works.
10. To contract other departments for prompt and satisfactory customer services as per direction of the authority.
11. To assist Assistant Engineer (Commercial Operation) in discharging his/her duties.
12. To carry out any other duty as directed by the authority time to time.
13. To ensure faster & quality consumer service.
14. Guide and train up the subordinates to discharge their duties properly.

Job Description of Office Assistant (Commercial Operation)

Position Title	Office Assistant (Commercial Operation)
Reports to	Assistant Engineer/Assistant Manager/Sub-Assistant Engineer Junior Assistant Manager
Function	Providing general Commercial support of the department
Reporting official	Nil
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



Key Duties & Responsibilities:

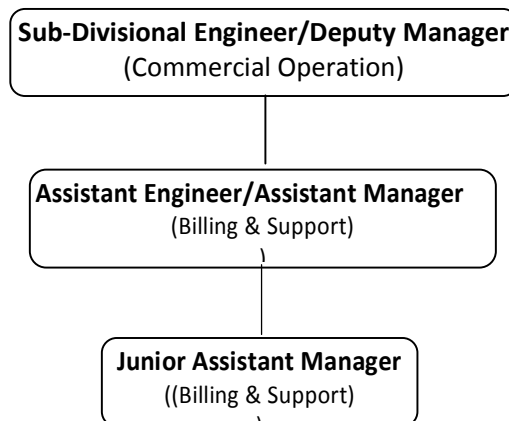
1. Ordering, stocking, and distributing office supplies;
2. Making photocopies, sending faxes, shredding documents;
3. Assist planning and scheduling meetings and appointments for officials;
4. Organizing and maintaining paper and electronic files;
5. Maintaining general office tidiness;
6. Providing direct administrative support to reported official;
7. Helping with public presentations;
8. Attending and assisting with community events;
9. Assisting with field visit assign by superior;
10. Running errands and performing miscellaneous job-related duties as assigned
11. Provide direct support in field work of reported officials;
12. Prepare and typing official letters, notes, reports etc.
13. Provide data entry services
14. Keeping petty cash, maintain book keeping, prepare report and related bill and vouchers.
15. To carry out any other duty as directed by the authority time to time.

Billing & Support

Job Description of Assistant Manager/Assistant Engineer (Billing & Support)

Position Title	Assistant Manager/Assistant Engineer (Billing & Support)
Reports to	Sub-Divisional Engineer/Deputy Manager(Commercial Operation)
Function	Prepare monthly bill, Supervise collection reconcile process, maintain & secure Consumer Database and network.
Reporting official	Junior Assistant Manager (Revenue), Sr. Office Assistant (Billing), Sr. Office Assistant (Revenue), Office Assistant (Billing), Office Assistant (Revenue).
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



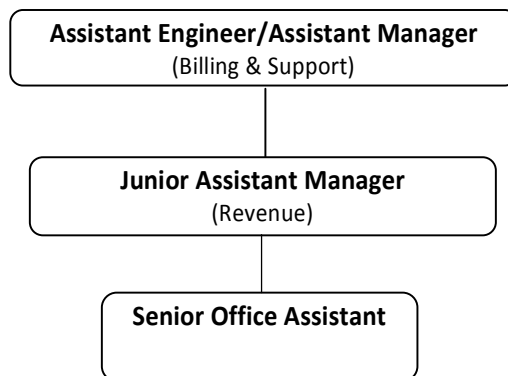
Key Duties & Responsibilities:

01. To prepare a monthly bill processing and bill collection entry schedule.
02. Assign specific job & responsibilities to office assistant (Billing).
03. Process & print monthly electricity bill of the consumers.
04. Prepare and supply various meter/ Consumer related report (i.e., Damage meter, Not found, Disconnect above 3 months, Lock above 3 months) to commercial operation.
05. Prepare Monthly operational data (MOD).
06. Initiate to manage various IT-section related facilities and logistics.
07. Prepare various types of IT and database related report.
08. keeping daily backup and secure the database.
09. Trained under command personals.
10. Maintain and service hardware, software and networking equipments.
11. To assist Divisional XEN to reduce system loss and increase collection providing various types of data and information.
12. Supervise the reconcile process between IT-section and Revenue Section.
13. Manage software and network users.
14. Any other duties assigned by the Authority.
15. To Ensure faster & quality consumer service.
16. Guide and train up the subordinates to discharge their duties properly.

Job Description of Junior Assistant Manager (Revenue)

Position Title	Junior Assistant Manager (Revenue)
Reports to	Assistant Engineer/Assistant Manager (Billing & Support)
Function	
Reporting official	Sr. Office Assistant (Revenue), Office Assistant (Revenue)
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



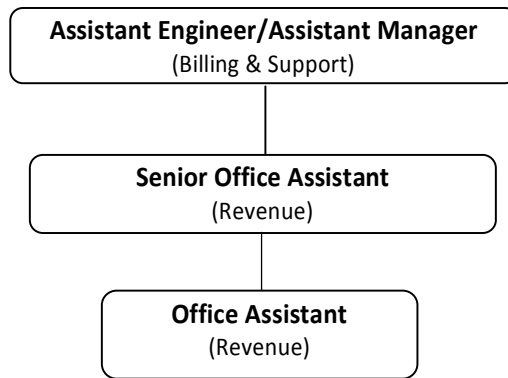
Key Duties & Responsibilities:

1. To keep day-to-day records of electric & other bills received.
2. To carry out reconciliation of revenue collection with Bank statement.
3. To contact banks for timely receipt of Bank statement from bill collecting Banks.
4. To prepare reports on revenue collection, discrepancies with bank statement etc.
5. To assist AE (Billing & Support) in discharging his/her duties.
6. To carry out any other duty as directed by the authority time to time.
7. Any other job as assigned by the Authority.
8. Ensure faster and quality consumer service.
9. Take initiatives to achieve, targets of SL, Bill collection, CI Ratio, Accounts receivable equivalent month as set by the authority.
10. Guide and train up the subordinates to discharge their duties properly.

Job Description of Senior Office Assistant (Revenue)

Position Title	Senior Office Assistant (Revenue)
Reports to	Assistant Engineer/Assistant Manager (Billing & Support) / Sub-Assistant Engineer/Junior Assistant Manager
Function	
Reporting official	Nil
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



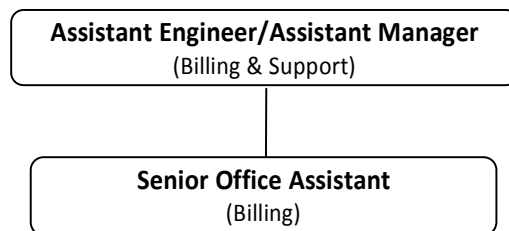
Key Duties & Responsibilities:

1. To keep day-to-day records of electric & other bills received.
2. To carry out reconciliation of revenue collection with Bank statement.
3. To contact banks for timely receipt of Bank statement from bill collecting Banks.
4. To prepare reports on revenue collection, discrepancies with bank statement etc.
5. To assist AE (Billing & Support) & SAE/JAM in discharging his/her duties.
6. To carry out any other duty as directed by the authority time to time.

Job Description of Senior Office Assistant (Billing)

Position Title	Senior Office Assistant (Billing)
Reports to	Assistant Engineer/Assistant Manager (Billing & Support) / Sub-Assistant Engineer/Junior Assistant Manager
Function	
Reporting official	Nil
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



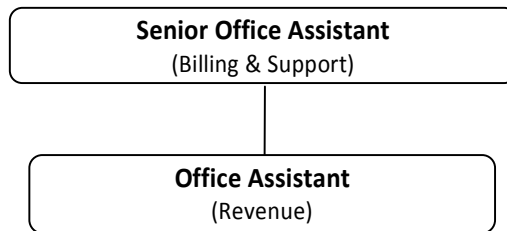
Key Duties & Responsibilities:

1. Prepare and typing official letters, notes, reports etc.
2. Organizing and maintaining paper and electronic files;
3. To prepare reports on revenue collection, discrepancies with bank statement etc.
4. To assist AE (Billing & Support) & SAE/JAM in discharging his/her duties.
5. To carry out any other duty as directed by the authority time to time.

Job Description of Office Assistant (Revenue)

Position Title	Office Assistant (Revenue)
Reports to	Assistant Engineer/Assistant Manager (Billing & Support) / Sub-Assistant Engineer/Junior Assistant Manager
Function	Providing Data entry service
Reporting official	Nil
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



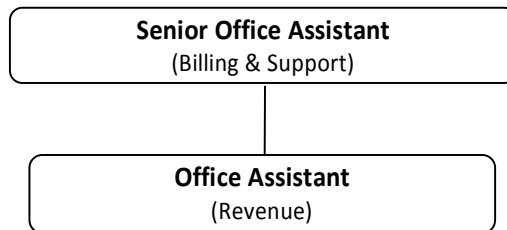
Key Duties & Responsibilities:

1. Provide data entry services.
2. Making reconciliation with bank statement to Individual bill,
3. Organizing and maintaining paper and electronic files;
4. Prepare and typing official letters, notes, reports etc.
5. To carry out any other duty as directed by the authority time to time.

Job Description of Office Assistant (Billing)

Position Title	Office Assistant (Billing)
Reports to	AE/AM/SAE/JAM
Function	Providing Data entry service
Reporting official	Nil
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



Key Duties & Responsibilities:

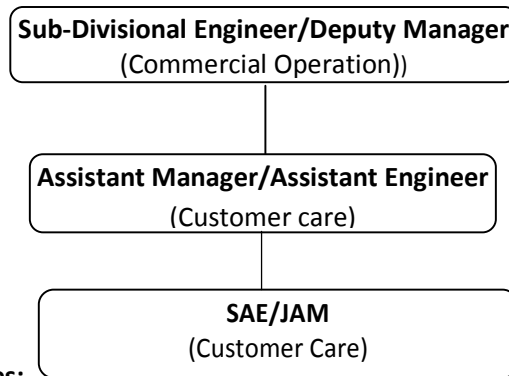
1. Provide data entry services
2. Organizing and maintaining paper and electronic files;
3. Prepare and typing official letters, notes, reports etc.
4. To carry out any other duty as directed by the authority time to time.

Customer Care

Job Description of Assistant Manager/Assistant Engineer (Customer Care)

Position Title	Assistant Manager/Assistant Engineer (Customer care)
Reports to	Sub-Divisional Engineer/Deputy Manager(Commercial Operation)
Function	Monitoring consumer complain in One point service centre
Reporting official	Sub-Assistant Engineer/Junior Assistant Manager(One Point Services)
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



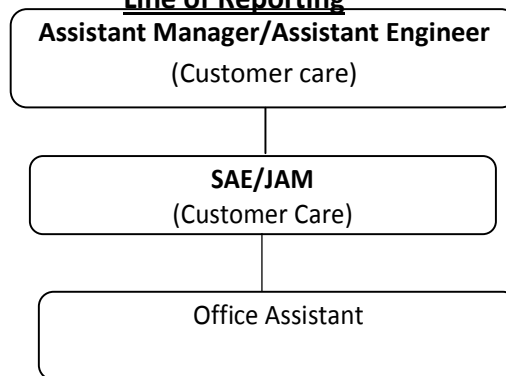
Key Duties & Responsibilities:

1. Monitoring and ensure execution of consumers/ applicants at One Point Service center.
2. To provide support & services in issuance/ correction/ modification of electric & other bills.
3. Follow-up keeping & updating consumer's files & records.
4. To liaise with other section of S&D division for prompt and satisfactory customer services.
5. Monitoring the proper execution of tariff rules and time to time office order regarding electric bill
6. To communicate with consumers / applicants in providing necessary information.
7. Prepare necessary bill for providing instant support to consumers/applicants
8. To assist XEN/SDE (CO) in discharging his/her duties.
9. To carry out any other duty as directed by the authority.
10. To maintenance proper records of consumer complaints

**Job Description of Junior Assistant Manager/Sub-Assistant Engineer
(Customer Care)**

Position Title	Sub-Assistant Engineer/Jr. Assistant Manager (Customer care)
Reports to	AM/Assistant Engineer (Customer care)
Function	Attend the consumer at One point service centre
Reporting official	OA
Location	Office of the XEN (Sales & Distribution Division)

Line of Reporting



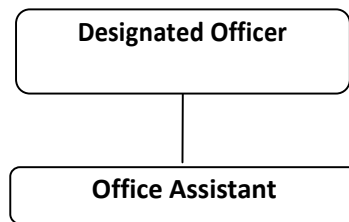
Key Duties & Responsibilities:

1. To attend to consumers/ applicants at One Point Service center.
2. To assist the applicants in filing applications related to new electric service connection, load extension and related others service.
3. To provide support & services in issuance/ correction/ modification of electric & other bills.
4. To provide information to officials in keeping & updating consumers files & records.
5. To liaise with other section of S&D division for prompt and satisfactory customer services.
6. To communicate with consumers / applicants in providing necessary information.
7. Prepare necessary bill for providing instant support to consumers/applicants.
8. To assist Assistant Engineer (Customer care) in discharging his/her duties.
9. To carry out any other duty as directed by the authority.
10. To maintenance proper records of consumer complaints.
11. To ensure faster & quality consumer service.
12. Take initiatives to achieve, targets of SL, Bill collection, CI Ratio, accounts receivable equivalent month as set by the authority.
13. Guide and train up the subordinates to discharge their duties properly.

Job Description of Office Assistant

Position Title	Office Assistant
Reports to	Designated Officer
Function	Functions directed by the Designated Officer/Senior Officials of the department.
Reporting official	Nil
Location	Office of the Executive Engineer (S & D Division)

Line of Reporting



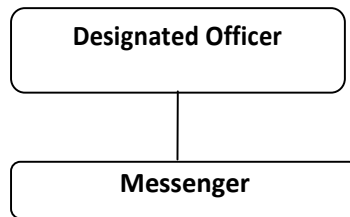
Key Duties & Responsibilities:

01. Drafting & typing day to day official documents as per instructions by the senior official of the department.
02. Drafting & typing correspondence letter with other organizations.
03. Received and dispatch of all incoming & outgoing files and documents etc and keep record in the register.
04. Keep the documents to the respective files of the department.
05. Keep soft copies and secrecy of the confidential documents of the department.
06. Any other duties as directed by the management and other senior officials from time to time.

Job Description of office Messenger

Position Title	Messenger
Reports to	Designated Officer
Function	All functions directed by the senior officials of the respective office/department.
Reporting official	Nil
Location	Office of the Executive Engineer (S & D Division)

Line of Reporting



Key Duties & Responsibilities:

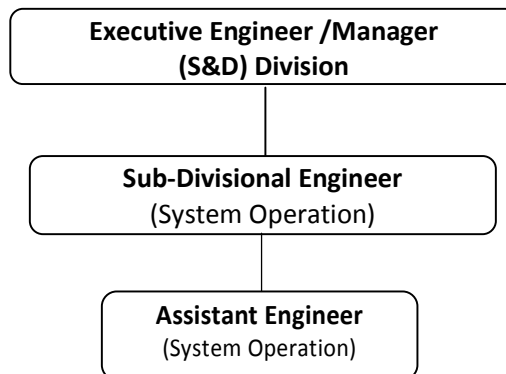
01. Distribute all official documents as per instruction of the senior official and keep confidentially of the documents.
02. Post letters and correspondence by hand to hand to the outsiders.
03. Wearing professional uniform (if any) in the office time.
04. Execute instant, Quick & Emergency order of the senior officials at the office.
05. Any other duties as directed by designated officer and other senior officials of DESCO.

System Operation (S & D Division)

Job Description of Sub-Divisional Engineer (System Operation)

Position Title	Sub-Divisional Engineer(System Operation)
Reports to	Executive Engineer(Sales & Distribution Division)
Function	Monitor and Control day to day function of system operation of S&D.
Reporting official	<ul style="list-style-type: none">• Assistant Engineer (Service Connection)• Assistant Engineer (Line Maintenance)• Assistant Engineer (Substation Maintenance)• Sub-Assistant Engineer(Sub Control Center), Junior Assistant Manager (S&D Store)• Asstt. Meter Tester, Lineman (Remote complain center), Office Assistant, Driver (Heavy Vehicle), Complaint Supervisor
Location	Office of the Executive Engineer /Manager (S&D) Division.

Line of Reporting



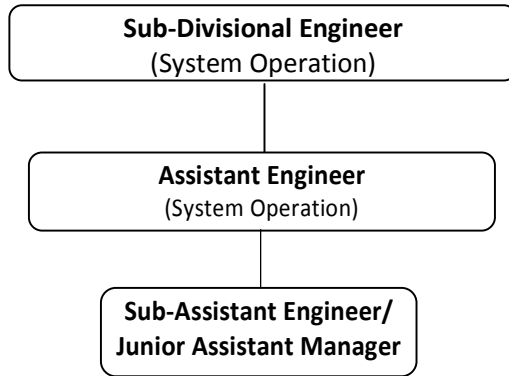
Key Duties & Responsibilities:

1. To oversee and administer day to day system operation related activities.
2. To plan, organize, direct, coordinate and control activities related to continuous improvement of services to consumers.
3. To take measures in reduction of technical system loss.
4. To take measures in reduction of technical system loss.
5. To monitor and supervise schedules of maintenance works for distribution lines. To minimizing power interruption.
6. To monitor and supervise operation & maintenance works of 33/11KV and below substations in coordination with XEN/ Manager/SDE (MVSS).
7. To personally visit consumer premises to check and take H.T Meter Reading, as assigned by XEN S&D division.
8. To assist XEN (MVSS) in emergency operation and restoration of power supply to all substation of DESCO.
9. To ensure installation, testing, repair & maintenance of full range of tools and equipment required in operation and maintenance of distribution network.
10. To keep record and furnish reports on system operation data including monthly energy export/import at 33/11KV substation as well as S&D Division.
11. To take measures for improvement of Power Factor at feeder & 33/11KV substation end.
12. To monitor and control LEM contractor's work performance.
13. To prepare Annual Procurement Plan and Annual Budget for consideration of the authority.
14. To assist XEN (Sales & Distribution Division) in discharging his/her duties.
15. To ensure the achievement of KPI given by the Authority.
16. To ensure proper function of local Store & meter testing lab.
17. To ensure safe, hygienic and friendly working environment.
18. To carry out any other duty as directed by the authority.

Job Description of Assistant Engineer (Service Connection)

Position Title	Assistant Engineer (Service Connection)
Reports to	Sub-Divisional Engineer (System Operation)
Function	Construction of substations, switching stations, etc
Reporting official	Sub-Assistant Engineer/Junior Assistant Manager
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



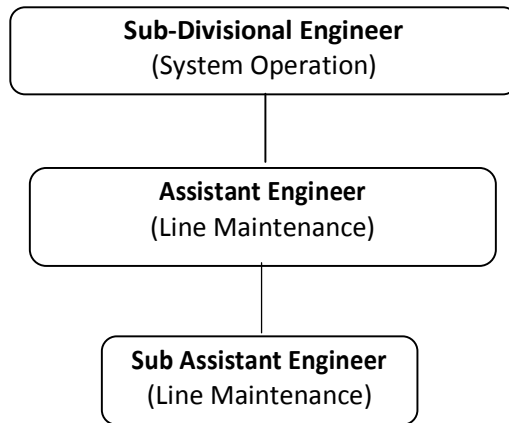
Key Duties & Responsibilities:

1. To oversee and administer day to day system new connection related functions.
2. Calculate the Voltage drop of load sanction
3. To monitor and supervise field level survey for load clearance etc.
4. To take measures in reduction of technical system loss.
5. To take steps in minimizing power interruption during HT connection.
6. To personally visit consumer premises to check and take H.T Meter Reading, as assigned by XEN S&D division.
7. To monitor adherence to safety & security rules and procedures in service connection.
8. To assist XEN (33/11 KV S/S Maintenance) in emergency operation and restoration of power supply to all substation of DESCO.
9. To keep record and furnish reports on new connection and load sanction
10. Visit & Report Solar system installed on consumer site
11. To prepare Annual Procurement Plan and Annual Budget for consideration of the authority.
12. To carryout Annual Performance Appraisal of the employees under control.
13. To assist XEN (Sales & Distribution Division) in discharging his/her duties.
14. To ensure faster & quality consumer service.
15. To Ensure safe, hygienic and friendly working environment.
16. To carry out any other duty as directed by the authority time to time.

Job Description of Assistant Engineer (Line Maintenance)

Position Title	Assistant Engineer (Line Maintenance)
Reports to	Sub-Divisional Engineer (System Operation)
Function	Design, Installation & Maintenance of distribution Line & Equipment
Reporting official	Sub-Assistant Engineer/Junior Assistant Manager's
Location	Office of the Executive Engineer/Manager (Sales & Distribution Division)

Line of Reporting



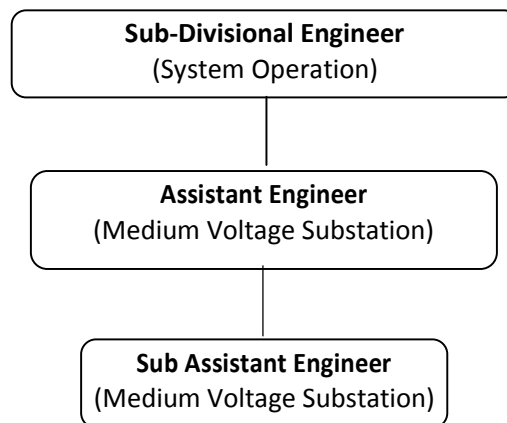
Key Duties & Responsibilities:

1. To oversee and administer day to day system operation related functions.
2. To plan, organize, direct, coordinate and control activities related to continuous improvement of services to consumers.
3. To monitor and supervise field level survey for line pole shifting, relocating & push pole installation.
4. To take measures in reduction of technical system loss.
5. To monitor and supervise schedules of maintenance works for distribution lines.
6. To monitor and control shutdown of 11KV feeders as per approval.
7. To take steps in minimizing power interruption.
8. To assist XEN/SDE (33/11 KV S/S Maintenance) in emergency operation and restoration of power supply to all substation of DESCO.
9. To ensure installation, testing, repair & maintenance of full range of tools and equipment required in operation and maintenance of distribution network.
10. To keep record and furnish reports on system operation data or System data
11. To take measures for improvement of Power Factor at 11KV feeder .
12. To monitor and control LEM contractor's work performance.
13. To provide assistance to SDE (System Protection & Fault Management) in repair works of U/G cables, as necessary.
14. To prepare Annual Procurement Plan and Annual Budget for consideration of the authority.
15. To carryout Annual Performance Appraisal of the employees under control.
16. To assist SDE (Sales & Distribution Division) in discharging his/her duties.
17. To Ensure safe, hygienic and friendly working environment.
18. To carry out any other duty as directed by the authority time to time.

Job Description of Assistant Engineer (Medium Voltage Substation)

Position Title	Assistant Engineer (Medium Voltage Substation)
Reports to	Sub-Divisional Engineer (System Operation)
Function	Operation & Maintenance of Substation (SS), Switching stations (SwS), Ring Main Unit (RMU) etc.
Reporting official	Sub Assistant Engineer (Substation)
Location	Office of the Executive Engineer/Manager (Sales & Distribution Division)

Line of Reporting



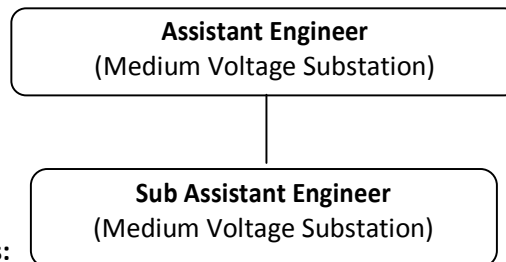
Key Duties & Responsibilities:

1. To oversee and administer day to day Substation, SwS, RMU operation & maintenance related functions.
2. To monitor and supervise proper recording of Substation, SwS & RMU operational & maintenance related data.
3. To take measures in reduction of technical system loss.
4. To monitor and supervise maintenance works of 33/11KV and below substations in coordination with SDE (Grid S/S Maintenance).
5. To monitor and control shutdown of 11KV feeders as per approval.
6. To take steps in minimizing power interruption.
7. To liaise with Central Control in organizing load management within the respective S&D Division.
8. To monitor adherence to safety & security rules and procedures in operation and maintenance Substation works.
9. To assist SDE (33/11 KV S/S Maintenance) in emergency operation and restoration of power supply to all substation of DESCO.
10. To ensure installation, testing, repair & maintenance of full range of tools and equipment required in operation and maintenance of substation.
11. To keep record and furnish reports on system operation data including monthly energy export/import at 33/11KV substation.
12. To take measures for improvement of Power Factor at 33/11KV substation.
13. To provide assistance to SDE (System Protection & Fault Management) in repair works of U/G cables, as necessary.
14. To prepare Annual Procurement Plan and Annual Budget for consideration of the authority.
15. To assist SDE (Sales & Distribution Division) in discharging his/her duties.
16. To carry out any other duty as directed by the authority time to time.

Job Description of Sub- Assistant Engineer (Medium Voltage Substation)

Position Title	Sub-Assistant Engineer (Medium Voltage Substation)
Reports to	Assistant Engineer (Medium Voltage Substation)
Function	
Reporting official	Nil
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



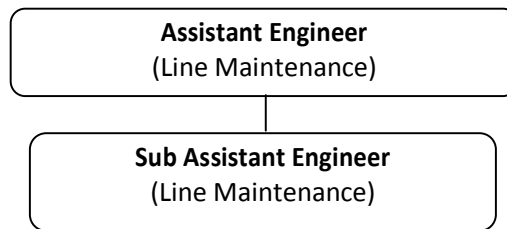
Key Duties & Responsibilities:

1. To ensure proper operational activities at MV S/S.
2. To supervise all activities of MSS Contractors.
3. To monitor duty of MV S/S Operators as per approved roster.
4. To check for keeping VHF, Telephone and other communication facilities at MV S/S in operating condition.
1. To provide field level support to XEN (MV S/S Maintenance Coordination) in arranging oil centrifuging machine and other major equipment required for maintenance works.
2. To provide support and services to Assistant Engineer (MV S/S) in arranging all logistic support including spares & consumables for maintenance works.
3. To provide support and services to Assistant Engineer (MV S/S) in arranging 33KV feeder shut down with approval of the authority.
4. To ensure adherence to safety and security rules and procedures in execution of maintenance works.
5. To assist other departments, on emergency call, for substation operation and restoration of power supply.
6. To keep liaison with Central Control & DAS for load management.
7. To supervise field level work performance of MSS contractors.
8. To collect and provide data of energy export/import at MV substations.
9. To assist Assistant Engineer (MV S/S) in discharging his/her duties.
10. To carry out any other duty as directed by the authority time to time.

Job Description of Sub-Assistant Engineer (Line Maintenance)

Position Title	Sub-Assistant Engineer (Line Maintenance)
Reports to	Assistant Engineer (Line Maintenance)
Function	
Reporting official	Nil
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



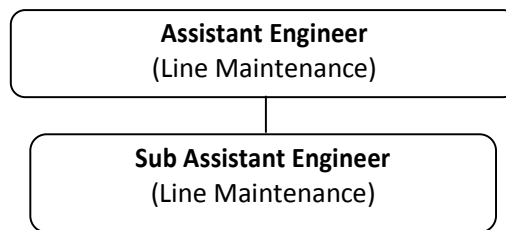
Key Duties & Responsibilities:

1. To supervise day to day Line Maintenance works including Right-of-Way.
2. To ensure routine inspection of distribution lines as per schedule.
3. To assist Assistant Engineer (Line Maintenance) in maintaining updated single line diagram of distribution network.
4. To take up field level survey for appropriate measures in reduction of technical system loss in distribution lines.
5. To supervise shutdown of 11KV feeders and withdrawal as per approval.
6. To keep records of power interruption and assess reasons thereof.
7. To supervise attendance to service complaints.
8. To ensure adherence to safety & security rules and procedures in line maintenance works.
9. To arrange logistical support including spares and consumables for line maintenance works.
10. To assist 33/11 KV S/S Maintenance Department in emergency restoration of power supply to substations of DESCO.
11. To keep record and furnish routine reports on line maintenance works.
12. To supervise field level work performance of LEM contractors.
13. To assists System Protection & Fault Management Department in repair works of U/G cables, as necessary.
14. To assist Assistant Engineer (Line Maintenance) in discharging his/her duties.
15. To carry out any other duty as directed by the authority time to time.

Job Description of Sub-Assistant Engineer (Service Connection)

Position Title	Sub-Assistant Engineer (Service Connection)
Reports to	Assistant Engineer (Service Connection)
Function	
Reporting official	Office Assistant (Field Service)
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



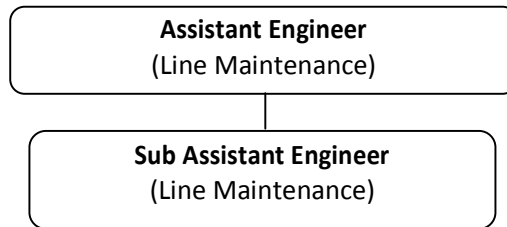
Key Duties & Responsibilities:

1. To provide support and services to Assistant Engineer (Service Connection) in implementation of policies, guidelines related to load estimation and load sanction.
2. To provide support and services to Assistant Engineer (Service Connection) in implementation of policies, guidelines for providing service connection.
3. To provide support and services to Assistant Engineer (Service Connection) in Deputy Manager (System Operation) for improvement of services to consumers.
4. To organize and direct field level survey for service connection.
5. To provide support and services to Assistant Engineer (Service Connection) in monitoring and supervising wiring inspector's performance at field level.
6. To provide support and services to Assistant Engineer (Service Connection) in taking measures for reduction of technical system loss.
7. To furnish data and information to Assistant Engineer (Service Connection) on new service connections, disconnection etc.
8. To provide support and services to Assistant Engineer (Service Connection) in arranging energy meter, service cable and other accessories for providing service connection.
9. To provide support and services to Assistant Engineer (Service Connection) in monitoring and controlling COSS contractor's work performance related to meter installation, disconnection, etc.
10. To assist Assistant Engineer (Service Connection) in discharging his/her duties.
11. To carry out any other duty as directed by the authority time to time.

Job Description of Sub- Assistant Engineer (Store)

Position Title	Sub-Assistant Engineer (Store)
Reports to	Sub-Divisional Engineer (System Operation)
Function	To order, receive, store, and issue materials, supplies, tools, and parts; to input and track data; and to maintain computerized inventory control records.
Reporting official	Nil
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



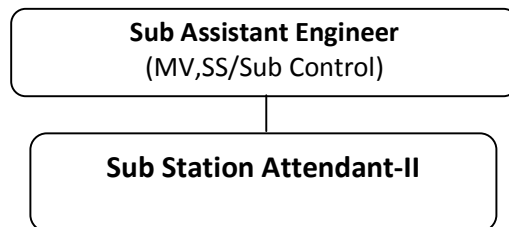
Key Duties & Responsibilities:

1. Requisition, receive, stock and issue materials, supplies, tools, parts and equipment utilizing
2. By proper inventory control system.
3. Select proper storage areas and store articles in bins, racks, shelves, floor or yard areas.
4. Issue materials, supplies, tools, parts and equipment, obtaining proper records and requisitions.
5. Assist in reconciling work issue quantities with inventory records.
6. Perform weekly cycle counts, monthly statement and year-end inventory.
7. Store surplus materials and equipment prior to disposal.
8. To maintain stock of spare ensure proper operational activities at MV S/S.
9. To supervise field level work performance of MSS contractors.
10. To collect and provide data of energy export/import at MV substations.
11. To assist Assistant Engineer (MV S/S) in discharging his/her duties.
12. To carry out any other duty as directed by the authority time to time.

Substation Attendant-II (SSA-II)

Position Title	Sub Station Attendant-II
Reports to	Sub Assistant Engineer (MV,SS/Sub Control)
Function	Operation & control of Substation, Switching station
Reporting official	Nil
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



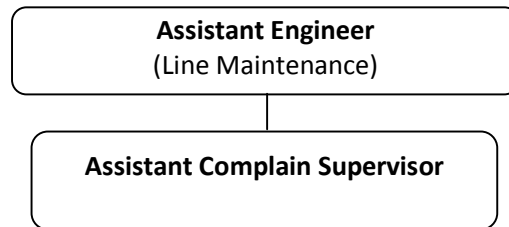
Key Duties & Responsibilities:

1. To ensure proper operational activities at substation/switching station.
2. To monitor all activities of MSS Personal.
3. Keep record all event of substation/switching station.
4. To check for keeping VHF, Telephone and other communication facilities at substation, switching station in operating condition.
5. To provide in arranging 33KV & 11 KV feeders shut down with approval of the authority.
6. To ensure adherence to safety and security rules and procedures in execution of substation & line shutdown & maintenance works.
7. To assist for substation operation and restoration of power supply.
8. To keep liaison with Central Sub-Control for load management as instruction.
9. Emergency call to fire service, police or other agency (as required) if any emergency/unwanted situation occurred.
10. To assist Sub-Assistant Engineer (S/S) in discharging his/her duties.
11. Carry out any other duties as directed by the management from time to time.

Job Description of Assistant Complain Supervisor

Position Title	Assistant Complain Supervisor
Reports to	Assistant Engineer (Line Maintenance)
Function	To attend daily complain timely with the help of LEM Gang
Reporting official	
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



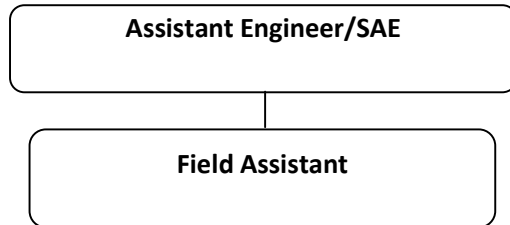
Key Duties & Responsibilities:

1. To attend emergency line problem (11KV or 33KV Overhead feeder) with the help of LEM GANG,
2. To attend consumer complain over the phone or directly timely.
3. To monitor and supervise LEM GANG properly as instruct by AE (LM).
4. To keep record and furnish reports related to consumer complain.
5. Give different types of necessary material to LEM Contractor and prepare statement every week related to material issue.
6. To assist AE (LM) in discharge his/her duties.
7. To ensure faster & quality consumer service.
8. To carry out any other duties directed by the authority time to time.

Job Description of Field Assistant

Position Title	Field Assistant
Reports to	Assistant Engineer/Sub-Assistant Engineer
Function	
Reporting official	
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



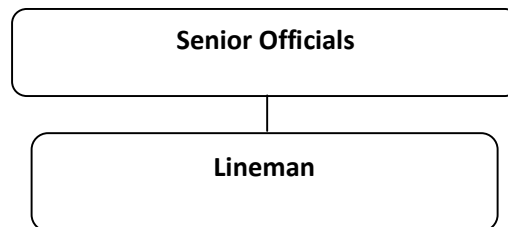
Key Duties & Responsibilities:

1. Assist AE/SAE by drafting & typing for monitor, Visit and field level supervise report.
2. Assist AE/SAE by drafting & typing visit report of consumer premises to check and take as assigned by XEN S&D division.
3. Assist AE/SAE by drafting & typing to keep record and furnish reports on new connection.
4. Assist AE/SAE to ensure faster & quality consumer service.
5. To carry out any other duties as directed by the authority from time to time.

Job Description of Lineman

Position Title	Lineman
Reports to	Senior Officials
Function	
Reporting official/Staff	
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



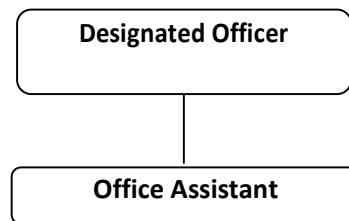
Key Duties & Responsibilities:

1. To perform maintenance work of schedule and breakdown maintenance of 132 kV and 33 kV line equipment and other related works as per instruction of foreman.
2. To keep all line equipment workable and to repair them as per instruction.
3. To report to foreman about the condition of equipment daily.
4. To inform foreman about requirement of necessary goods and equipment in advance.
5. To follow safety and security rules in execution of maintenance works.
6. To carry out any other duty as directed by the authority.

Job Description of Office Assistant

Position Title	Office Assistant
Reports to	Designated Officer
Function	Functions directed by the Designated Officer/Senior Officials of the department.
Reporting official	Nil
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



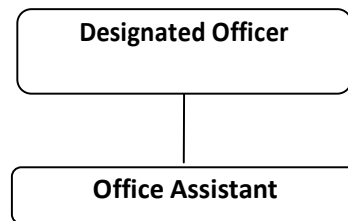
Key Duties & Responsibilities:

01. Drafting & typing day to day official documents as per instructions by the senior official of the department.
02. Drafting & typing correspondence letter with other organizations.
03. Received and dispatch of all incoming & outgoing files and documents etc and keep record in the register.
04. Keep the documents to the respective files of the department.
05. Keep soft copies and secrecy of the confidential documents of the department.
06. Any other duties as directed by the management and other senior officials from time to time.

Job Description of Assistant Lineman

Position Title	Assistant Lineman
Reports to	Senior Officials
Function	
Reporting official/Staff	Lineman
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



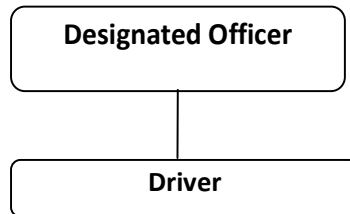
Key Duties & Responsibilities:

1. To perform maintenance work of schedule and breakdown maintenance of 132 kV and 33 kV line equipment and other related works as per instruction of foreman.
2. To keep all line equipment workable and to repair them as per instruction.
3. To report to foreman about the condition of equipment daily.
4. To inform foreman about requirement of necessary goods and equipment in advance.
5. To follow safety and security rules in execution of maintenance works.
6. To carry out any other duty as directed by the authority.

Job Description of Driver (Heavy)

Position Title	Driver (Heavy)
Reports to	Designated Officer
Function	Functions directed by the designated officer/senior officials / controlling officer of the respective office.
Reporting official	Nil
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



Key Duties & Responsibilities:

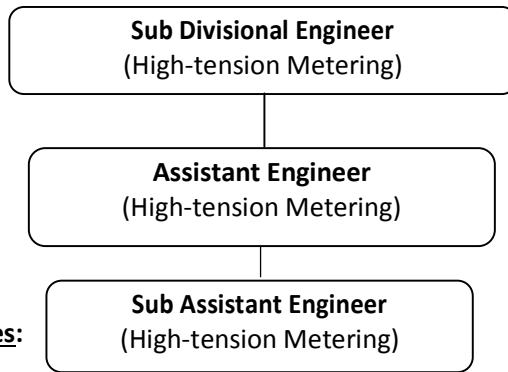
01. Possesses general knowledge about normal vehicle maintenance like; regular tune-ups, oil changes, fluid levels, breaks, tire treads and pressure, lights, signals and wipers etc.
02. Always keep with you updated driving license, vehicle fitness issue documents like; insurance, road permit, registration etc.
03. Wearing professional uniform (in any) and be careful about reckless/destructive/aggressive/ influence by others driving specially be extra care at night.
04. Properly maintain the log book of the vehicle and be care about the fuel consumption and maintenance cost etc and keep the vehicle in designated place and clean at the end of daily duty.
05. Go out of station (On duty) with proper vehicle requisition form approved by the proper authority and in case of any problem of vehicle communicate with controlling immediately.
06. Any other duties as directed by the designated officer/ controlling officer.

H. T Metering

Job Description of Assistant Engineer (High-tension Metering)

Position Title	Assistant Engineer (High-tension Metering)
Reports to	Sub-Divisional Engineer (System Operation)
Function	Installation, Reporting, Checking, Maintenance & Trouble shooting of HT Metering Unit
Reporting official	Sub-Assistant Engineer (HT Metering)
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



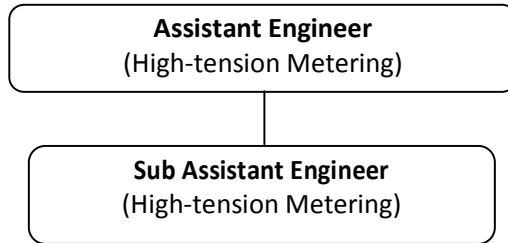
Key Duties & Responsibilities:

1. Report on inspection of HT Meters at consumer premises as per schedule.
2. To provide support and services to consumers in installation and commissioning of HT meters.
3. Read & record the monthly HT Meter Reading
4. Analysis the causes of monthly variation of energy sales through HT Meter
5. To keep routine contract with HT consumers in proper maintenance of substation & Metering unit.
6. To make field level visits to check irregularity in HT connection and report to the authority.
7. To carry out filed level checking of consumer owned substation/HT meter against complaints related to bills for HT connection.
8. Monitoring of Current Transformer & Potential Transformer Changing if required in case of HT Meter
9. To keep contract with other departments of S&D Division as per direction of the authority.
10. To assist Assistant Engineer (HT metering) in discharging his/her duties.
11. To carry out any other duty as directed by the authority time to time.

Job Description of Sub-Assistant Engineer (High-tension Metering)

Position Title	Sub Assistant Engineer (High-tension Metering)
Reports to	Assistant Engineer (HT metering)
Function	
Reporting official	Nil
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



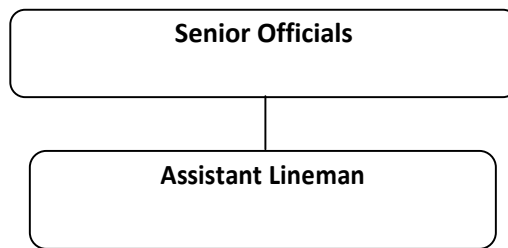
Key Duties & Responsibilities:

1. To conduct routine inspection of HT Meters at consumer premises as per schedule.
2. To provide support and services to consumers in installation of HT Meters.
3. To keep routine contract with HT consumers in proper maintenance of substations.
4. To keep record of stock and issuance of LA, DOFC, etc. required for HT connection.
5. To make field level visits to check irregularity in HT connection and report to the authority.
6. To carry out field level checking of consumer owned substation/HT meter against complaints related to bills for HT connection.
7. To keep contract with other departments of S&D Division as per direction of the authority.
8. To assist Assistant Engineer (HT metering) in discharging his/her duties.
9. To carry out any other duty as directed by the authority time to time.

Job Description of Assistant Lineman

Position Title	Assistant Lineman
Reports to	Senior Officials
Function	
Reporting official/Staff	Lineman
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



Key Duties & Responsibilities:

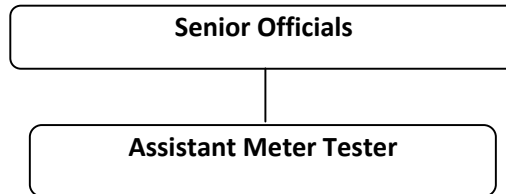
1. To perform maintenance work of schedule and breakdown maintenance of 132 kV and 33 kV line equipment and other related works as per instruction of foreman.
2. To keep all line equipment workable and to repair them as per instruction.
3. To report to foreman about the condition of equipment daily.
4. To inform foreman about requirement of necessary goods and equipment in advance.
5. To follow safety and security rules in execution of maintenance works.
6. To carry out any other duty as directed by the authority.

Meter Lab

Job Description of Assistant Meter Tester

Position Title	Assistant Meter Tester
Reports to	Meter Tester
Function	Testing & Sealing of High Tension/LTCT/LT meter
Reporting official	
Location	Office of the Executive Engineer (Testing & repairing workshop/Sales & Distribution Division)

Line of Reporting



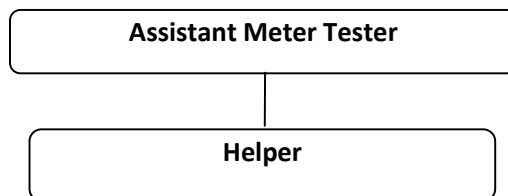
Key Duties & Responsibilities:

1. To test all type of meter for new consumer
2. To test all type of meter of existing consumer for replacement of faulty meter.
3. To keep records of each and daily test report of tested meter.
4. To keep records of meters back from field for permanent DC or for any other issue.
5. To receive meters from internal/external sources and keep record.
6. To prepare CMO for new connection/disconnection.
7. To maintain proper stock of office stationary, consumables etc.
8. To keep files & related records in order.
9. To issue meter according to account no.
10. To check and test each meter back from field for permanent DC or for any other issue.
11. To assist Meter Tester in discharging his/her duties.
12. To carry out any other duty as directed by the authority time to time.
13. Ensure safe, hygienic and friendly working environment.

Job Description of Helper

Position Title	Helper
Reports to	Assistant Meter Tester
Function	
Reporting official/Staff	
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



Key Duties & Responsibilities:

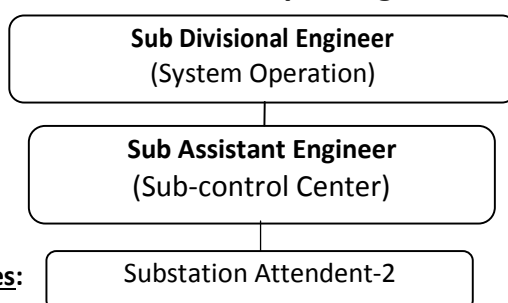
1. To assist controlling officers/ supervisors in performing maintenance within the substation.
2. To carry goods and equipment as per instruction.
3. To assist controlling officer/supervisors in testing and repairing works.
4. To inform controlling officer if any abnormalities are noticed during operation.
5. To follow safety and security rules in execution of maintenance works.
6. To carry out any other duty as directed by the authority.

Sub-Control Center

Job Description of Sub- Assistant Engineer (Sub-control Center)

Position Title	Sub-Assistant Engineer (Sub-control Center)
Reports to	Sub-Divisional Engineer (System Operation)
Function	Operation & control of Substation, Switching station & RMU
Reporting official	Substation Attendent-2
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



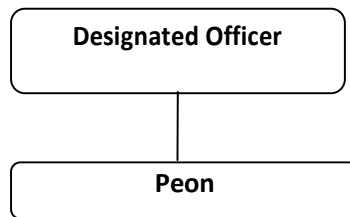
Key Duties & Responsibilities:

1. To ensure proper operational activities at substation, switching station and RMU.
2. To monitor all activities of MSS Contractors.
3. To monitor duty of SSA-2 as per approved roster.
4. Keep record all event of substation and switching station under his jurisdiction.
5. To check for keeping VHF, Telephone and other communication facilities at substation, switching station in operating condition.
6. To provide field level support to LEM Gang to execute proper feeder maintenance works.
7. To provide in arranging 33KV & 11 KV feeders shut down with approval of the authority.
8. To ensure adherence to safety and security rules and procedures in execution of substation & line shutdown & maintenance works.
9. To assist other departments, on emergency call, for substation operation and restoration of power supply.
10. To keep liaison with Central Control for load management as instruction.
11. Emergency call to fire service, police or other agency (as required) if any emergency/unwanted situation occurred.
12. To reporting field level work performance of MSS contractors.
13. To collect and provide monthly data of energy export/import at MV substations.
14. To assist Assistant Engineer (S/S) in discharging his/her duties.
15. To carry out any other duty as directed by the authority time to time.

Job Description of office Peon

Position Title	Peon
Reports to	Designated Officer
Function	All functions directed by the designated officer and other senior officials of the respective office.
Reporting official	Nil
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



Key Duties & Responsibilities:

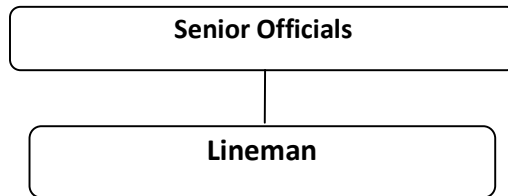
01. Open and close office regularly.
02. Attending bell of the respective officer and moving files and documents with care & keep confidentiality of the files.
03. Entertain officials and visitors like serving water, tea, beverages, lunch etc with care and take extra care at the time of meeting.
04. Keep clean and hygienic of the office equipment and furniture's.
05. Wearing professional uniform (if any) in the office time.
06. Receiving telephone calls with courtesy when senior officials is out of desk/chamber.
07. Any other duties as directed by the designated officer and other senior officials of DESCO.

Remote Control Center

Job Description of Lineman

Position Title	Lineman
Reports to	Senior Officials
Function	
Reporting official/Staff	
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



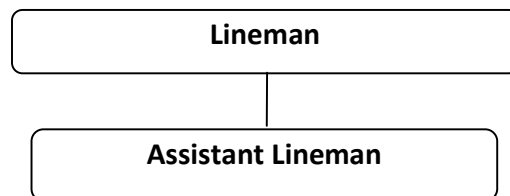
Key Duties & Responsibilities:

1. To perform maintenance work of schedule and breakdown maintenance of 132 kV and 33 kV line equipment and other related works as per instruction of foreman.
2. To keep all line equipment workable and to repair them as per instruction.
3. To report to foreman about the condition of equipment daily.
4. To inform foreman about requirement of necessary goods and equipment in advance.
5. To follow safety and security rules in execution of maintenance works.
6. To carry out any other duty as directed by the authority.

Job Description of Assistant Lineman

Position Title	Assistant Lineman
Reports to	Lineman
Function	
Reporting official/Staff	
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



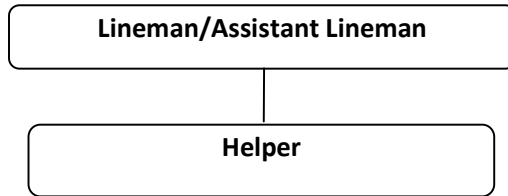
Key Duties & Responsibilities:

1. To perform maintenance work of schedule and breakdown maintenance of 132 kV and 33 kV line equipment and other related works as per instruction of foreman.
2. To keep all line equipment workable and to repair them as per instruction.
3. To report to foreman about the condition of equipment daily.
4. To inform foreman about requirement of necessary goods and equipment in advance.
5. To follow safety and security rules in execution of maintenance works.
6. To carry out any other duty as directed by the authority.

Job Description of Helper

Position Title	Helper
Reports to	Lineman/Assistant Lineman
Function	
Reporting official/Staff	
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



Key Duties & Responsibilities:

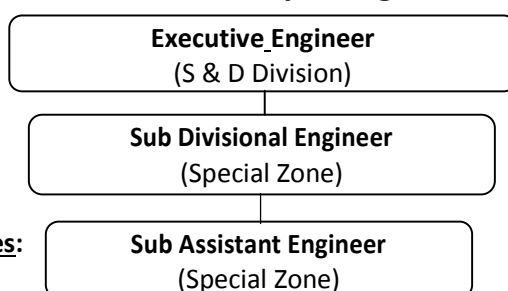
1. To assist controlling officers/ supervisors in performing maintenance within the substation.
2. To carry goods and equipment as per instruction.
3. To assist controlling officer/supervisors in testing and repairing works.
4. To inform controlling officer if any abnormalities are noticed during operation.
5. To follow safety and security rules in execution of maintenance works.
6. To carry out any other duty as directed by the authority.

Special Zone

Job Description of Sub-Divisional Engineer (special Zone)

Position Title	Sub-Divisional Engineer (Special Zone)
Reports to	Executive Engineer (Sales & Distribution Division)
Function	Commercial services of Special Zone.
Reporting official	Sub-Assistant Engineer
Location	Office of the Executive Engineer (Sales & Distribution Division), Special Zone

Line of Reporting



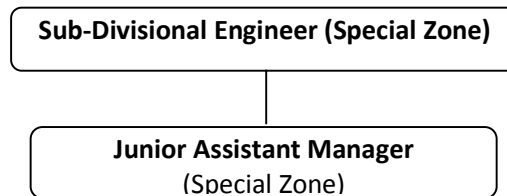
Key Duties & Responsibilities:

1. To monitor and control day to day functions of commercial services of that Special Zone.
2. To ensure activities related to continuous improvement of services to consumers.
3. To direct and control preparation of meter reading schedule and bill delivery schedule.
4. To direct and control proper and timely collection of meter reading data and dispatch of bills.
5. To direct and control activities related to reduction of non-technical/technical system loss.
6. To direct and control installation and routine inspection of HT meters at consumer premises.
7. To provide information to concerned departments in preparation of monthly commercial operation data and other routine reports.
8. To ensure proper stock of office stationary, consumables etc.
9. To ensure visit/inspection of consumer premises to attend to service related, bill related and any other consumer complaints as per direction of the S&D head.
10. To personally visit consumer premises to check and take H.T & LTCT Meter Reading, as assigned by the S&D head.
11. To keep consumers files & related records updated.
12. To assist the S&D head in sharing views and holding meeting with consumers to improve customer service.
13. To assist the S&D head in taking up motivational program for safe use and conservation of energy.
14. To liaise with other departments of S&D Division for prompt and satisfactory customer services.
15. To exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
16. To carry out any other duty as directed by the authority time to time.

Job Description for the post of Junior Assistant Manager, Special Zone

Position Title	Junior Assistant Manager (Special Zone)
Reports to	Sub-Divisional Engineer (Special Zone)
Functions	Billing & Servicing
Reporting official	Special Zone
Location	Office of the Executive Engineer (Sales & Distribution Division), Special Zone

Line of Reporting



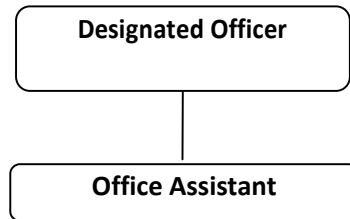
Key Duties & Responsibilities:

1. To Prepare Meter Reading & Bill Distribution Schedule of LT Consumers.
2. To supervise of taken meter reading of LT Consumers & Bill Distribution of LT, LTI, HT Consumers.
3. Time to time inspection of abnormal meter reading taken by the Meter Reader.
4. Taken LTI Meter reading as per Schedule.
5. Day by day Monitor & Checked report of Meter reading & Bill distribution.
6. Time to time work done given by the Authority.

Job Description of Office Assistant, Special Zone

Position Title	Office Assistant
Reports to	Designated Officer
Function	Functions directed by the Designated Officer/Senior Officials of the department.
Reporting official	Nil
Location	Office of the XEN/Manager (Sales & Distribution Division, Special Zone)

Line of Reporting



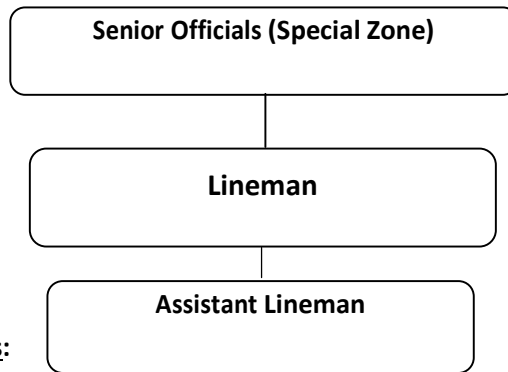
Key Duties & Responsibilities:

01. Drafting & typing day to day official documents as per instructions by the senior official of the department.
02. Drafting & typing correspondence letter with other organizations.
03. Received and dispatch of all incoming & outgoing files and documents etc and keep record in the register.
04. Keep the documents to the respective files of the department.
05. Keep soft copies and secrecy of the confidential documents of the department.
06. Any other duties as directed by the management and other senior officials from time to time.

Job Description of Lineman, Special Zone

Position Title	Lineman
Reports to	Assistant Engineer/Assistant Manager/Sub-Assistant Engineer/Junior Assistant Manager/Sub-Divisional Engineer/Foreman
Function	Electrical Power-Line Installers and Repairers
Reporting official	Assistant Lineman
Location	Office of the XEN (Sales & Distribution Division), Special Zone

Line of Reporting



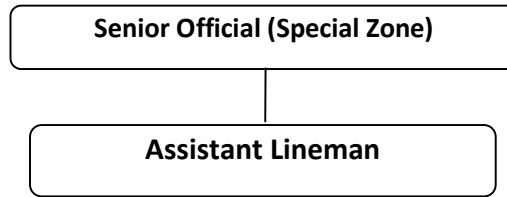
Key Duties & Responsibilities:

1. Adhere to safety practices and procedures, such as checking equipment regularly and erecting barriers around work areas.
2. Install, maintain, and repair or replace electrical distribution line and related equipment, including conduits, cables, wires, and related equipment, such as transformers, circuit breakers, and switches etc.
3. Splice or solder cables together or to overhead distribution lines, customer service lines, using hand tools, epoxies, or specialized equipment.
4. Identify defective sectionalizing devices, circuit breakers, fuses, voltage regulators, transformers, switches, relays, or wiring, using wiring diagrams and electrical-testing instruments.
5. Dig holes, using augers, and set poles, using cranes and power equipment.
6. String wire conductors and cables between poles, towers, trenches, pylons, and buildings, setting lines in place and using winches to adjust tension.
7. Install watt-hour meters and connect service drops between power lines and consumers' facilities.
8. Trim trees that could be hazardous to the functioning of cables or wires.
9. Coordinate work assignment preparation and completion with other workers.
10. Inspect and test power lines and auxiliary equipment to locate and identify problems, using reading and testing instruments.
11. Cut trenches for laying underground cables, using trenchers and cable plows.
12. Cut and peel lead sheathing and insulation from defective or newly installed cables and conduits prior to splicing.
13. To carry out any other duty as directed by the authority time to time.

Job Description of Assistant Lineman (Special Zone)

Position Title	Assistant Lineman
Reports to	Assistant Engineer/Assistant Manager/Sub-Assistant Engineer/Junior Assistant Manager/Sub-Divisional Engineer/Foreman
Function	Electrical Power-Line Installers and Repairers
Reporting official	Nil
Location	Office of the Executive Engineer (Sales & Distribution Division), Special Zone

Line of Reporting



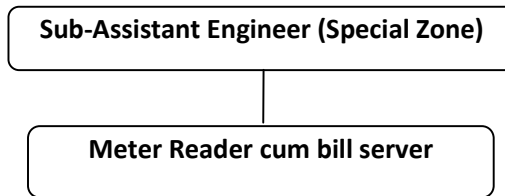
Key Duties & Responsibilities:

1. Adhere to safety practices and procedures, such as checking equipment regularly and erecting barriers around work areas.
2. Install, maintain, and repair or replace electrical distribution line and related equipment, including conduits, cables, wires, and related equipment, such as transformers, circuit breakers, and switches etc.
3. Splice or solder cables together or to overhead distribution lines, customer service lines, using hand tools, epoxies, or specialized equipment.
4. Identify defective sectionalizing devices, circuit breakers, fuses, voltage regulators, transformers, switches, relays, or wiring, using wiring diagrams and electrical-testing instruments.
5. Dig holes, using augers, and set poles, using cranes and power equipment.
6. String wire conductors and cables between poles, towers, trenches, pylons, and buildings, setting lines in place and using winches to adjust tension.
7. Install watt-hour meters and connect service drops between power lines and consumers' facilities.
8. Trim trees that could be hazardous to the functioning of cables or wires.
9. Cut trenches for laying underground cables, using trenchers and cable plows.
10. Cut and peel lead sheathing and insulation from defective or newly installed cables and conduits prior to splicing.
11. To carry out any other duty as directed by the authority time to time.

Job Description for the post of Meter reader cum bill server

Position Title	Meter Reader cum bill server
Reports to	Sub-Assistant Engineer (Special Zone)
Functions	Billing & Servicing
Reporting official	Special Zone
Location	Office of the Executive Engineer (Sales & Distribution Division), Special Zone

Line of Reporting



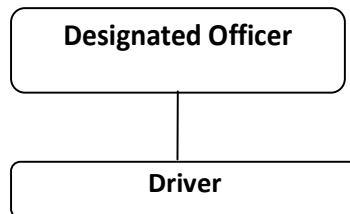
Key Duties & Responsibilities:

1. To Taking meter reading from consumer premises.
2. To Distributed printed bill and related letters, notice etc to the respective consumer premises.
3. To prepare report of any irregularities seen at the time visit.
4. To detect and identify all kinds of problem as primary report.
5. Time to time work done given by the Authority.

Job Description of Driver

Position Title	Driver
Reports to	Designated Officer
Function	Functions directed by the designated officer/senior officials / controlling officer of the respective office.
Reporting official	Nil
Location	Office of the XEN (Sales & Distribution Division), Special Zone

Line of Reporting



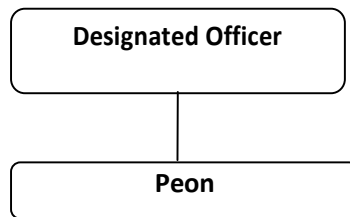
Key Duties & Responsibilities:

01. Possesses general knowledge about normal vehicle maintenance like; regular tune-ups, oil changes, fluid levels, breaks, tire treads and pressure, lights, signals and wipers etc.
02. Always keep with you updated driving license, vehicle fitness issue documents like; insurance, road permit, registration etc.
03. Wearing professional uniform (in any) and be careful about reckless/destructive/aggressive/ influence by others driving specially be extra care at night.
04. Properly maintain the log book of the vehicle and be care about the fuel consumption and maintenance cost etc and keep the vehicle in designated place and clean at the end of daily duty.
05. Go out of station (On duty) with proper vehicle requisition form approved by the proper authority and in case of any problem of vehicle communicate with controlling immediately.
06. Any other duties as directed by the designated officer/ controlling officer.

Job Description of office Peon

Position Title	Peon
Reports to	Designated Officer
Function	All functions directed by the designated officer and other senior officials of the respective office.
Reporting official	Nil
Location	Office of the XEN (Sales & Distribution Division), Special Zone

Line of Reporting



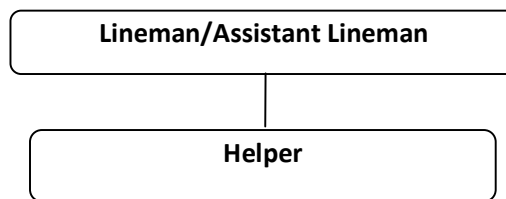
Key Duties & Responsibilities:

01. Open and close office regularly.
02. Attending bell of the respective officer and moving files and documents with care & keep confidentiality of the files.
03. Entertain officials and visitors like serving water, tea, beverages, lunch etc with care and take extra care at the time of meeting.
04. Keep clean and hygienic of the office equipment and furniture's.
05. Wearing professional uniform (if any) in the office time.
06. Receiving telephone calls with courtesy when senior officials is out of desk/chamber.
07. Any other duties as directed by the designated officer and other senior officials of DESCO.

Job Description of Helper

Position Title	Helper
Reports to	Lineman/Assistant Lineman
Function	
Reporting official/Staff	
Location	Office of the XEN (Sales & Distribution Division), Special Zone

Line of Reporting



Key Duties & Responsibilities:

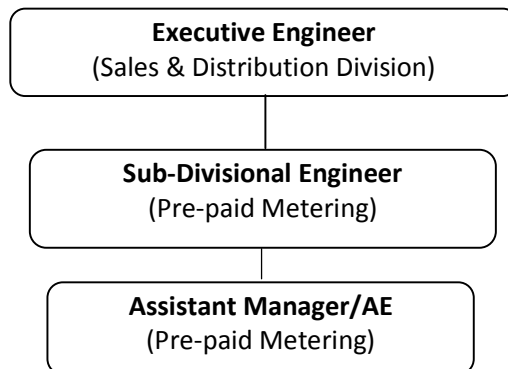
1. To assist controlling officers/ supervisors in performing maintenance within the substation.
2. To carry goods and equipment as per instruction.
3. To assist controlling officer/supervisors in testing and repairing works.
4. To inform controlling officer if any abnormalities are noticed during operation.
5. To follow safety and security rules in execution of maintenance works.
6. To carry out any other duty as directed by the authority.

Prepaid Metering Section

Job Description of Sub-Divisional Engineer (Pre-paid Metering)

Position Title	Sub-Divisional Engineer (Pre-paid Metering)
Reports to	Executive Engineer (Sales & Distribution Division)
Function	Operation of Pre-paid Metering section.
Reporting official	Assistant Manager (PPM, Vending), Assistant Engineer (Pre-paid Metering, Installation & Maintenance) Assistant Engineer (Pre-paid Metering, Software & Hardware)
Location	Office of the Executive Engineer/Manager (Sales & Distribution Division)

Line of Reporting



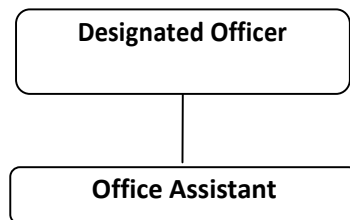
Key Duties & Responsibilities:

1. To oversee day to day functions of Pre-paid metering section.
2. To ensure activities related to continuous improvement of services to consumers.
3. To ensure operation of vending stations for pre-paid meters on shift basis.
4. To monitor and oversee activities related to installation of pre-paid meters at consumer premises.
5. To provide information to concerned departments in preparation of monthly commercial operation data and other routine reports.
6. To personally visit consumer premises to check and take H.T Meter Reading, as assigned by XEN S&D division.
7. To monitor and oversee maintaining proper stock of office stationary, consumables etc.
8. To monitor and oversee visit/inspection program at consumer premises to attend to service related consumer complaints.
9. To assist XEN (Sales & Distribution Division) in sharing views and holding meeting with consumers to improve customer service.
10. To assist XEN (Sales & Distribution Division) in promoting use of pre-paid meter and conservation of energy.
11. To monitor and oversee installation, repair & maintenance of vending machine, pre-paid meters, service cable and accessories and other office equipment.
12. To liaise with meter production unit&other departments of S&D Division for prompt and satisfactory customer services.
13. To assist XEN (S&D) in preparing Annual Budget & Annual Procurement Plan.
14. To carryout Annual Performance Appraisal of the employees under control.
15. Ensure faster & quality consumer service.
16. Ensure safe, hygienic and friendly working environment.
17. Carryout any other duties as directed by the Management from time to time..

Job Description of Office Assistant, Prepaid Metering Section

Position Title	Office Assistant
Reports to	Designated Officer
Function	Functions directed by the Designated Officer/Senior Officials of the department.
Reporting official	Nil
Location	Office of the XEN/Manager (Sales & Distribution Division, Prepaid Metering Section)

Line of Reporting



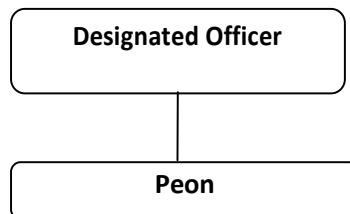
Key Duties & Responsibilities:

01. Drafting & typing day to day official documents as per instructions by the senior official of the department.
02. Drafting & typing correspondence letter with other organizations.
03. Received and dispatch of all incoming & outgoing files and documents etc and keep record in the register.
04. Keep the documents to the respective files of the department.
05. Keep soft copies and secrecy of the confidential documents of the department.
06. Any other duties as directed by the management and other senior officials from time to time.

Job Description of office Peon, Prepaid Metering Section

Position Title	Peon
Reports to	Designated Officer
Function	All functions directed by the designated officer and other senior officials of the respective office.
Reporting official	Nil
Location	Office of the XEN/Manager (Sales & Distribution Division, Prepaid Metering Section)

Line of Reporting



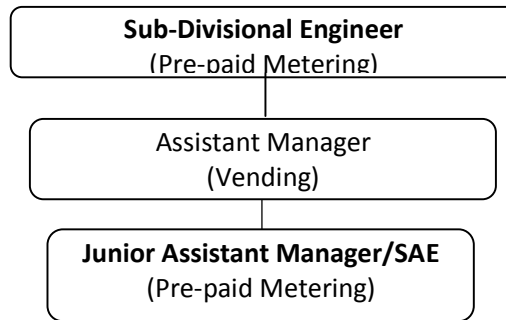
Key Duties & Responsibilities:

01. Open and close office regularly.
02. Attending bell of the respective officer and moving files and documents with care & keep confidentiality of the files.
03. Entertain officials and visitors like serving water, tea, beverages, lunch etc with care and take extra care at the time of meeting.
04. Keep clean and hygienic of the office equipment and furniture's.
05. Wearing professional uniform (if any) in the office time.
06. Receiving telephone calls with courtesy when senior officials is out of desk/chamber.
07. Any other duties as directed by the designated officer and other senior officials of DESCO.

Job Description of Assistant Manager (Pre-paid Metering Section)

Position Title	Assistant Manager (Vending)
Reports to	Sub-Divisional Engineer (Pre-paid Metering)
Function	Operation of vending station of Pre-paid Metering section.
Reporting official	Junior Assistant Manager (Vending)/Office Assistant (Vending)
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



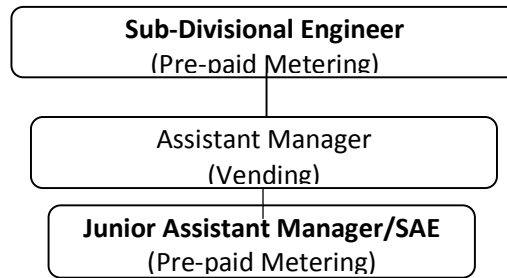
Key Duties & Responsibilities:

1. To oversee day to day functions of Pre-paid metering section.
2. To ensure activities related to continuous improvement of services to consumers.
3. To ensure operation of vending stations for pre-paid meters on shift basis.
4. To provide information to concerned departments in preparation of monthly commercial operation data and other routine reports.
5. To personally visit consumer premises to check and take H.T & LTI Meter Reading, as assigned by XEN S&D division.
6. To monitor and oversee maintaining proper stock of office stationary, consumables etc.
7. To monitor and oversee visit/inspection program at consumer premises to attend service related consumer complaints.
8. To assist SDE (Pre-paid Metering) & XEN (Sales & Distribution Division) in sharing views and holding meeting with consumers to improve customer service.
9. To assist SDE (Pre-paid Metering) & XEN (Sales & Distribution Division) in promoting use of pre-paid meter and conservation of energy.
10. To monitor and oversee installation, repair & maintenance of vending machine, accessories and other office equipment.
11. To liaise with other departments of S&D Division for prompt and satisfactory customer services.
12. To assist SDE (Pre-paid Metering) & XEN (S&D) in preparing Annual Budget & Annual Procurement Plan.
13. To assist SDE (Pre-paid Metering) in discharging his/her duties.
14. To carry out any other duty as directed by the authority time to time.

Job Description of Assistant Engineer (Pre-paid Metering Section)

Position Title	Assistant Engineer (Installation & Maintenance)
Reports to	SDE (Pre-paid Metering)
Function	Installation & Maintenance of Pre-paid meter
Reporting official	SAE (Maintenance), SAE (Installation)
Location	Office of the XEN (Sales & Distribution Division)

Line of Reporting



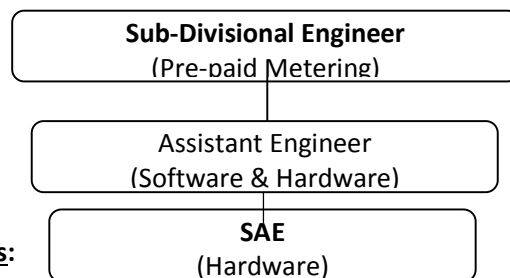
Key Duties & Responsibilities:

1. To oversee day to day functions of Pre-paid metering section.
2. To ensure activities related to continuous improvement of services to consumers.
3. To monitor and oversee activities related to installation of pre-paid meters at consumer premises.
4. To provide information to concerned departments in preparation of monthly commercial operation data and other routine reports.
5. To personally visit consumer premises to check and take H.T & LTI Meter Reading, as assigned by XEN S&D division.
6. To monitor and oversee maintaining proper stock of office stationary, consumables etc.
7. To attend, monitor and oversee consumer complaints and routine field visit.
8. To monitor and oversee visit/inspection program at consumer premises to attend service related consumer complaints.
9. To assist SDE (Pre-paid Metering) & XEN (Sales & Distribution Division) in sharing views and holding meeting with consumers to improve customer service.
10. To assist SDE (Pre-paid Metering) & XEN (Sales & Distribution Division) in promoting use of pre-paid meter and conservation of energy.
11. To monitor and oversee installation, repair & maintenance of pre-paid meters, service cable and accessories and other office equipment.
12. To liaise with other departments of S&D Division for prompt and satisfactory customer services.
13. To assist SDE (Pre-paid Metering) & XEN (S&D) in preparing Annual Budget & Annual Procurement Plan.
14. To assist SDE (Pre-paid Metering) in discharging his/her duties.
15. To carry out any other duty as directed by the authority time to time.

Job Description of Assistant Engineer (Pre-paid Metering)

Position Title	Assistant Engineer (Software & Hardware)
Reports to	Sub-Divisional Engineer (Pre-paid Metering)
Function	Monitoring & maintenance of software and hardware of Pre-paid Metering section.
Reporting official	Sub Assistant Engineer (Hardware)
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



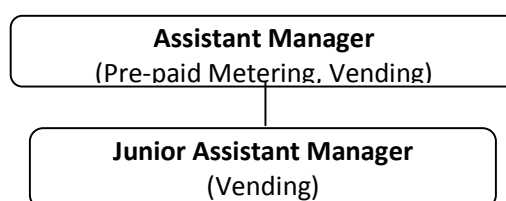
Key Duties & Responsibilities:

1. To oversee day to day functions of Pre-paid metering section.
2. To ensure activities related to continuous improvement of services to consumers.
3. To monitor and oversee activities related to installation of software, database, hardware, network of pre-paid meters at consumer premises.
4. To monitor and oversee activities related to server of pre-paid metering section.
5. To provide information to concerned departments in preparation of monthly commercial operation data and other routine reports.
6. To attend and monitor routine field visit.
7. To personally visit consumer premises to check and take H.T & LTI Meter Reading, as assigned by XEN S&D division.
8. To monitor and oversee maintaining proper stock of office stationary, consumables etc.
9. To assist SDE (Pre-paid Metering) & XEN (Sales & Distribution Division) in sharing views and holding meeting with consumers to improve customer service.
10. To assist SDE (Pre-paid Metering) & XEN (Sales & Distribution Division) in promoting use of pre-paid meter and conservation of energy.
11. To monitor and oversee installation, repair & maintenance of vending machine, accessories and other office equipment.
12. To liaise with other departments of S&D Division for prompt and satisfactory customer services.
13. To assist SDE (Pre-paid Metering) & XEN (S&D) in preparing Annual Budget & Annual Procurement Plan.
14. To carryout Annual Performance Appraisal of the employees under control.

Job Description of Junior Assistant Manager (Pre-paid Metering, Vending)

Position Title	Junior Assistant Manager (Pre-paid Metering, Vending)
Reports to	Assistant Manager (Pre-paid Metering, Vending)
Function	Operation of vending station
Reporting official	Vending Operator
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



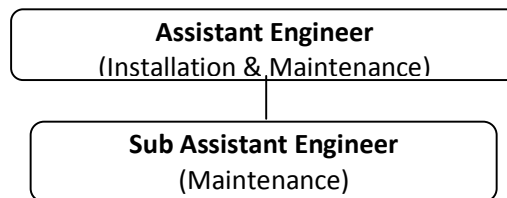
Key Duties & Responsibilities:

1. To prepare statement on daily and monthly vending.
2. To keep records of sufficient credit in stock and monitor daily vending operation.
3. To maintain proper stock of office stationary, consumables etc.
4. To keep files & related records in order.
5. To monitor and analyze energy consumption pattern and report severe in consistency, if any.
6. To keep daily cash collection in safe custody and make regular deposit to Bank Account.
7. To assist Assistant Manager (Pre-paid Metering, Vending) in discharging his/her duties.
8. To receive consumers complains if necessary and convey to appropriate departments.
9. To attend consumer complaints and perform routine field visit.
10. To carry out any other duties as directed by the authority time to time.

Job Description of Sub-Assistant Engineer (Pre-paid Metering, Maintenance)

Position Title	Sub Assistant Engineer (Pre-paid Metering, Maintenance)
Reports to	Assistant Engineer (Installation & Maintenance)
Function	Maintenance of Pre-paid meter
Reporting official	Foreman/Lineman/Asst. Lineman
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



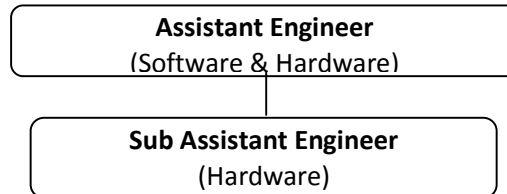
Key Duties & Responsibilities:

1. To monitor and oversee installation, repair & maintenance of pre-paid meters, service cable and accessories at consumer premises.
2. To prepare CMO for related works.
3. To carryout order for prompt and satisfactory customer services.
4. To ensure routine inspection of pre-paid meter at consumer premises.
5. To maintain proper stock of office stationary, consumables etc.
6. To attend consumer complaints and perform routine field visit.
7. To keep files & related records in order.
8. To provide support and services to Assistant Engineer (Installation & Maintenance) in monitoring and controlling COSS contractor's work performance related to meter installation, replacement, etc.
9. To conduct field visit programs for reduction of non-technical system loss.
10. To contract other departments for prompt and satisfactory customer services as per direction of the authority.
11. To assist Assistant Engineer (Installation & Maintenance) in discharging his/her duties.
12. To carry out any other duties as directed by the authority time to time.

Job Description of Sub Assistant Engineer (Pre-paid Metering, Hardware)

Position Title	Sub Assistant Engineer (Pre-paid Metering, Hardware)
Reports to	Assistant Engineer (Software & Hardware)
Function	Installation of Pre-paid meter
Reporting official	Foreman/Lineman/Asst. Lineman
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



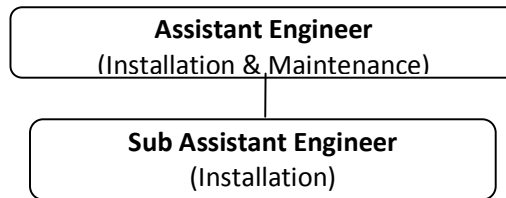
Key Duties & Responsibilities:

1. To monitor and oversee activities related to hardware of pre-paid metering section.
2. To monitor and oversee activities related to network/server of pre-paid metering section.
3. To print smart card
4. To maintain proper stock of office stationary, consumables etc.
5. To perform routine field visit.
6. To keep files & related records in order.
7. To ensure all hardware and network resources used in pre-paid metering section are performing well.
8. To monitor and oversee installation, repair & maintenance of vending machine, accessories and other office equipment.
9. To assist Assistant Engineer (Software & Hardware) in discharging his/her duties.
10. To carry out any other duty as directed by the authority time to time.

Job Description of Sub Assistant Engineer (Pre-paid Metering, Installation)

Position Title	Sub Assistant Engineer (Pre-paid Metering, Installation)
Reports to	Assistant Engineer (Installation & Maintenance)
Function	Installation of Pre-paid meter
Reporting official	Foreman/Lineman/Asst. Lineman
Location	Office of the XEN (Sales & Distribution Division)

Line of Reporting



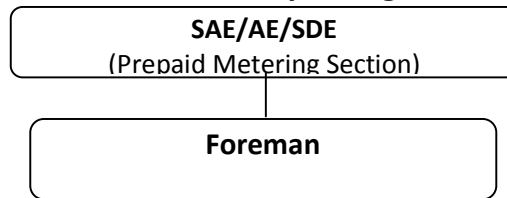
Key Duties & Responsibilities:

1. To customize pre-paid meter for new consumer with smart card.
2. To customize pre-paid meter of existing consumer for replacement of faulty meter/card.
3. To keep records of each and daily customization of pre-paid meter.
4. To keep records of pre-paid meters back from field for permanent DC or for any other issue.
5. To receive pre-paid meters from internal/external sources and keep record.
6. To prepare CMO for new connection/disconnection.
7. To maintain proper stock of office stationary, consumables etc.
8. To keep files & related records in order.
9. To initialize smart card according to account no.
10. To check and test each pre-paid meter.
11. To perform routine field visit.
12. Ensure safe, hygienic and friendly working environment
13. To carry out any other duty as directed by the authority time to time.

Job Description of Foreman, Prepaid Metering Section

Position Title	Foreman
Reports to	SAE/AE/SDE
Function	
Reporting official/Staff	Cable Jointer, Assistant Foreman, M/c operator, Electrician, Helper
Location	Office of the XEN (sales and Distribution Division, Prepaid Metering Section)

Line of Reporting



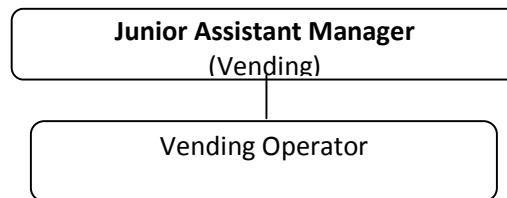
Key Duties & Responsibilities:

1. To perform maintenance work of schedule and breakdown maintenance and other related works as per instruction of controlling officer.
2. To keep all equipment workable including test equipment & communication equipment in the station and to repair them as per instruction.
3. To take necessary action to manufacture and fabricate parts of equipment as possible.
4. To monitor and supervise all works of the subordinate as per instruction and work distribution.
5. To report to the controlling officer about the condition of equipment daily.
6. To inform the controlling officer about requirement of necessary goods and to take necessary action to collect that as per instruction.
7. To follow safety and security rules in execution of maintenance works.
8. To carry out any other duty as directed by the authority.

Job Description of Vending Operator, Prepaid Metering Section

Position Title	Vending Operator (Pre-paid Metering, Vending)
Reports to	Junior Assistant Manager (Pre-paid Metering, Vending)
Function	Operation of vending station
Reporting official	
Location	Office of the Executive Engineer (Sales & Distribution Division)

Line of Reporting



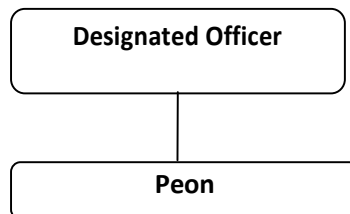
Key Duties & Responsibilities:

1. To operate daily credit functions of vending station.
2. To help JAM to maintain proper stock of office stationary, consumables etc.
3. To keep files & related records in order.
4. Daily cash collections and help JAM to make regular deposit to Bank Account.
5. To assist Junior Assistant Manager (Pre-paid Metering, Vending) in discharging his/her duties.
6. To receive consumers complains if necessary and convey to appropriate departments.
7. Assist JAM (Vending) to attend consumer complaints and perform routine field visit.
8. To carry out any other duties as directed by the authority from time to time.

Job Description of office Peon, Prepaid Metering Section

Position Title	Peon
Reports to	Designated Officer
Function	All functions directed by the designated officer and other senior officials of the respective office.
Reporting official	Nil
Location	Office of the XEN/Manager (Sales & Distribution Division, Prepaid Metering Section)

Line of Reporting



Key Duties & Responsibilities:

01. Open and close office regularly.
02. Attending bell of the respective officer and moving files and documents with care & keep confidentiality of the files.
03. Entertain officials and visitors like serving water, tea, beverages, lunch etc with care and take extra care at the time of meeting.
04. Keep clean and hygienic of the office equipment and furniture's.
05. Wearing professional uniform (if any) in the office time.
06. Receiving telephone calls with courtesy when senior officials is out of desk/chamber.
07. Any other duties as directed by the designated officer and other senior officials of DESCO.