

Office of the Executive Directorate (Engineering)

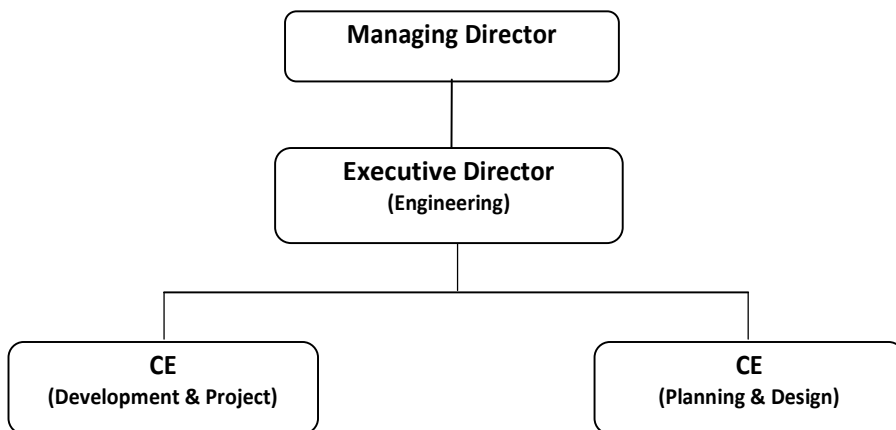
Job Description of Executive Director (Engineering)

Position Title	Executive Director (Engineering)
Reports to	Managing Director and Board of DESCO
Function	Engineering activities of system planning, design, specification, and development of the company.
Reporting official	Chief Engineer (Development & Planning) and Chief Engineer (planning & design) Personal supporting officials/staff at Executive Director's office.
Location	DESCO Head Office

Job purpose:

Executive Director (Engineering) is the member of the Executive Head of the Directorate of the company with collective responsibility for achieving objectives and targets. He is responsible for the performance of the distribution network and the achievement of the objectives for service delivery through overall direction of the company's electricity distribution planning, design and development, rehabilitation and expansion of distribution network.

Line of Reporting



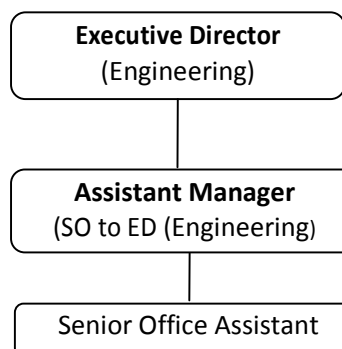
Key Duties & Responsibilities:

1. Leadership of the engineering activities of the company, formulating appropriate strategy for the development of the company's distribution network including its planning, design and construction.
2. Develop, implement and monitor cost effective standards for technical work, introducing new, more effective tools, equipment and new ways of working.
3. Ensure implementation of approved policies, procedures, guidelines etc. related to engineering activities of the Directorate.
4. Oversee and control activities under Project works.
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 the Directorate.
7. Oversee placement of issues/propositions related to Engineering Directorate through proper channel for consideration of the Board. Arrange preparation of Working Paper on related agenda item for placement before the Board for consideration.
8. Carryout any other duties as directed by the Board/Managing Director from time to time.

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

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

Line of Reporting



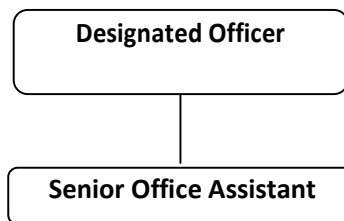
Key Duties & Responsibilities:

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 (Engineering) 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 (Engineering).

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 (Engineering)

Line of Reporting



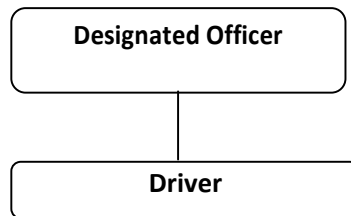
Key Duties & Responsibilities:

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 (Engineering)

Line of Reporting



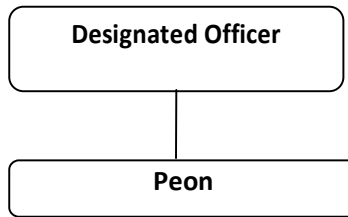
Key Duties & Responsibilities:

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 (Engineering)

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 (Development & Projects)

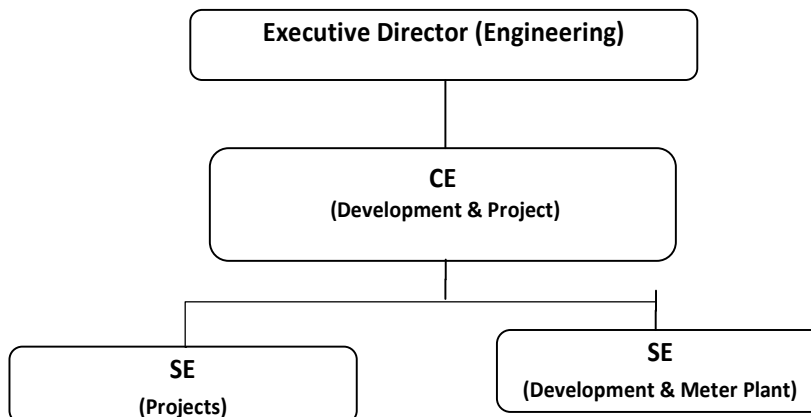
Job Description of Chief Engineer (Development & Project)

Position Title	Chief Engineer(Development & Project)
Reports to	Executive Director (Engineering)
Function	Development activities, project preparation, management, evaluation and proper monitoring.
Reporting official	Superintending Engineer (Development & Meter Plant) Superintending Engineer (Projects) Personal supporting officials/staff at Chief Engineer's office
Location	Head Office of DESCO

Job purpose:

Responsible for project formulation, evaluation of bids and system planning activities under the guidance of Executive Director (Engineering). CE must be able to conduct planning and design work for schemes and also able to undertake evaluation of tenders etc. CE is to guide for scrutinizing work of contract or purchase documents and prepare technical comments on it; review of purchase specification and standards is also to be done by the said CE.

Line of Reporting



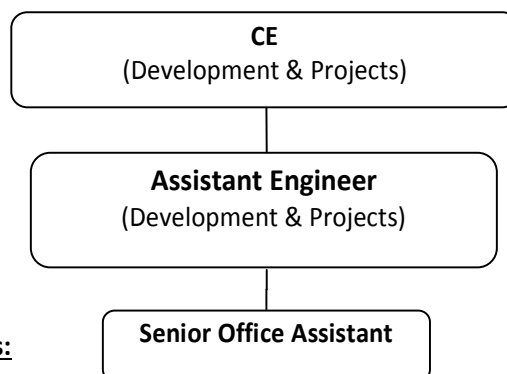
Key Duties & Responsibilities:

1. Invoke the strategy for the development and up-gradation of the DESCO's electric network, infrastructure and related civil works, distribution network including its planning, design, construction and maintenance.
2. Oversee and direct major network infrastructure projects.
3. Recommend policies pertaining to development activities of the Engineering Directorate.
4. Supervise, monitor, control and co-ordinate all activities of Development Division, Project Division and Meter Plant.
5. Review and recommend/approve plans for construction, expansion, renovation etc. of electrical network and facilities.
6. Review reports on development and project works and forward with recommendation/observation for consideration of Director (Engineering).
7. Review technical reports on distribution system and forward recommendation/observation to Executive Director (Engineering).
8. Monitor, supervise and control all activities of the Directorate of Engineering.
9. Review and recommend the Annual Budget & Annual Procurement Plan related to developmental activities.
10. Exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
11. Carryout Annual Performance Appraisal of the employees under his/her control.
12. To Assist Executive Director (Engineering) in discharging his/her duties.
13. Make propositions related to activities of Engineering Directorate for review of Director (Engineering) and consideration of the Board.
14. Prepare necessary working paper seeking approval of the Board in consultation with the concerned Director.
15. Carryout any other duties as directed by Managing Director/Executive Directors from time to time.

Job Description of Assistant Engineer, Office of the Chief Engineer (Development & Projects)

Position Title	Assistant Engineer
Reports to	Chief Engineer(Development & Projects)
Function	Assist Chief Engineer (Development & Projects) 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 (Development & Projects)

Line of Reporting



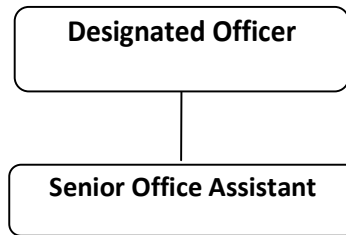
Key Duties & Responsibilities:

01. Screening telephone calls enquires and requests and handling them when CE (Development & Projects) is out of chamber.
02. Assist CE (Development & Projects) to Implement and monitor company's policies, as appropriate, on health, safety, and environment for operational activities.
03. Assist CE (Development & Projects) to compile and review the monthly energy export/import statement furnished by S&D Divisions and forward recommendation/observation to Chief Engineer (Development & Projects).
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 (Development & Projects) are 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 (Development & Projects).

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 (Development & Projects)

Line of Reporting



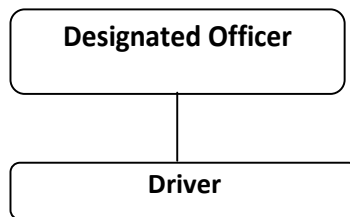
Key Duties & Responsibilities:

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 (Development & Projects)

Line of Reporting



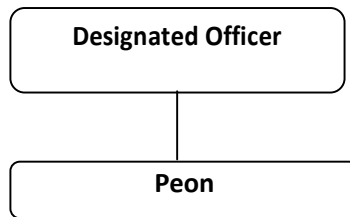
Key Duties & Responsibilities:

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 (Development & Projects)

Line of Reporting



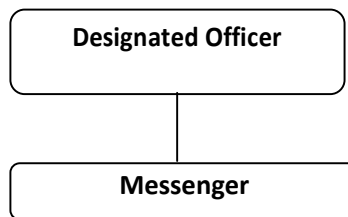
Key Duties & Responsibilities:

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 (Development & Projects)

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 (Projects)

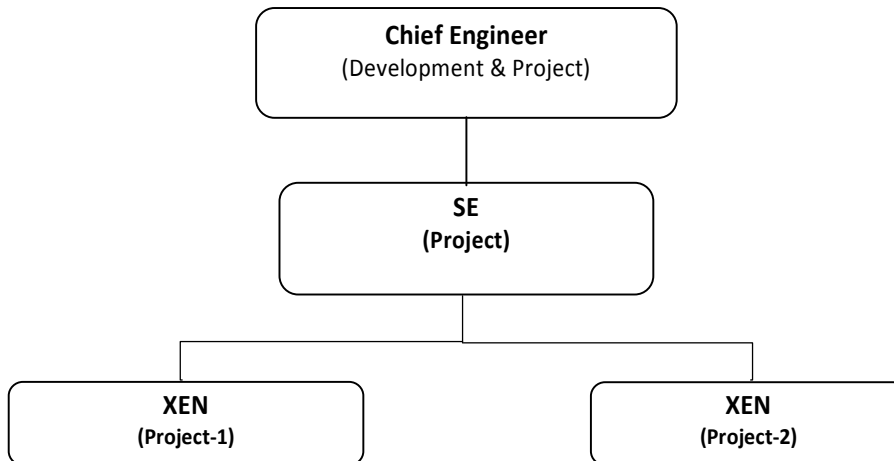
Job Description of Superintending Engineer (Project)

Position Title	Superintending Engineer (Project)
Reports to	Chief Engineer (Development & Project)
Function	Project works of all electrical and civil works
Reporting official	Executive Engineer (Project-1 & 2) Personal supporting officials/staff at Superintending Engineer's office
Location	Head Office of DESCO

Job purpose:

SE (Project), reporting to the CE (Development & Project), with collective responsible for achieving company objectives for total execution of all projects work including other contract jobs. Under the guidance of CE (Development & Project) SE must be able to undertake technical evaluation of tenders etc. SE is also responsible for scrutinizing work schedule, material flow schedule for execution work, monitor and inspection of all works related to projects, arranging feed back to procurement cell on proper verification of purchases.

Line of Reporting



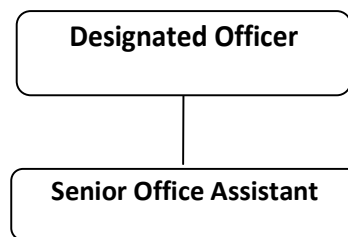
Key Duties & Responsibilities:

1. Managing the Major projects delivery function and ensure that all engineering works meet the standard requirements for technical and performance standards, safety, efficiency and value for money.
2. Prepare and recommend project proposals for consideration of the authority.
3. Plan execution work in such a way that time over run can be avoided and project can be completed in time.
4. Responsible for scrutinizing work schedule, material flow schedule for execution work, monitor and inspection of all works related to projects,
5. Ensure high standard performance related to projects works.
6. Ensure that planning, design and construction is carried out in accordance with the project proforma and terms of reference
7. Prepare progress reports on project works for review of CE (Development & Project) consideration of Executive Director (Engineering).
8. Ensure adherence to safety and security rules and procedures during execution of works.
9. Keep full account of project works and stores.
10. Prepare and recommend the Annual Budget & Annual Procurement Plan related to project works.
11. Make propositions related to project works for review and consideration of the authority.
12. Exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
13. Carryout Annual Performance Appraisal of the employees under control.
14. Carryout any other duties as directed by the Managing Director/ CE (Development & Project) 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 (Projects)

Line of Reporting



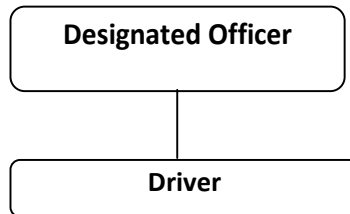
Key Duties & Responsibilities:

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 (Projects)

Line of Reporting



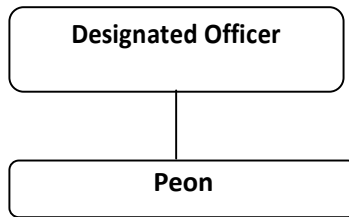
Key Duties & Responsibilities:

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 (Projects)

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.

Project

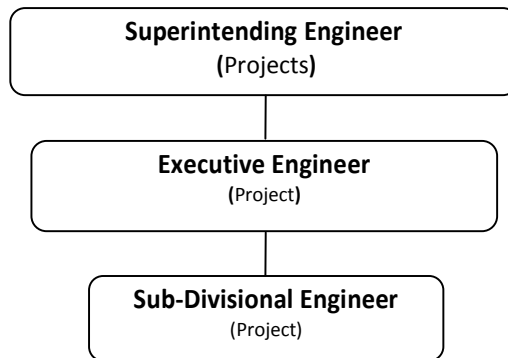
Job Description of Executive Engineer (Project)

Position Title	Executive Engineer (Project)
Reports to	Superintending Engineer (Project)
Function	Oversee construction and maintenance of DESCO's distribution line/Substation and monitor project progress.
Reporting official	Sub-Divisional Engineer (Project)
Location	Office of the Superintending Engineer (Project)

Job purpose:

XEN (Project) is to execute/ and undertake assigned development works under the guidance of SE(Project).
XEN (Project) has to co-ordinate the activities of electrical works with associated civil works.

Line of Reporting



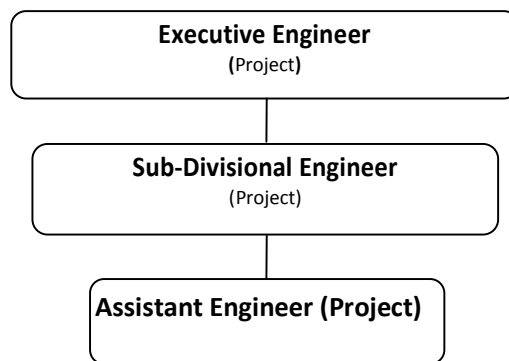
Key Duties & Responsibilities:

1. Study requirements of construction/repair & maintenance of substations, switching stations, distribution lines and other electrical related facilities and place proposal to the controlling official for consideration.
2. Study requirements of construction/repair & maintenance of civil works and place proposal to the controlling official for consideration.
3. Ensure execution of approved electrical and civil works.
4. Review and recommend works schedules for approved electrical and civil works and report to controlling officer.
5. Review work progress and performance of contractors engaged for execution of electrical and civil works
6. Ensure quality performance related to development works.
7. Liaise with consultants at each stage of work to ensure proper execution of works.
8. Ensure adherence to safety and security rules and procedures during execution of works.
9. Ensure that the departmental staffs have clear understanding of their responsibilities for which they are accountable for.
10. Assist to Review and recommend the Annual Budget & Annual Procurement Plan related to development plan/activities.
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. Carryout any other duties as directed by the management from time to time..

Job Description of Sub-Divisional Engineer (Project)

Position Title	Sub-Divisional Engineer (Project)
Reports to	Executive Engineer (Project)
Function	Construction of DESCO's distribution line/Substation and monitor and supervise works as per schedule.
Reporting official	Assistant Engineer (Project)
Location	Office of the Executive Engineer (Project)

Line of Reporting



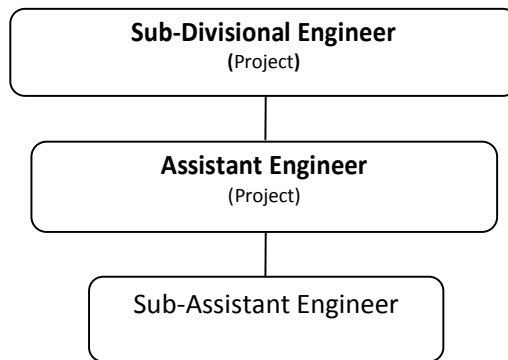
Key Duties & Responsibilities:

1. Assist to Study for requirements of construction/repair & maintenance of substations, switching stations, distribution lines and other electrical related facilities and place proposal to the controlling official for consideration.
2. Assist to Study for requirements of construction/repair & maintenance of civil works and place proposal to the controlling official for consideration.
3. Supervise and monitor the execution of approved electrical and civil works.
4. Review and recommend works schedules for approved electrical and civil works and report to controlling officer.
5. Review work progress and performance of contractors engaged in execution of electrical and civil works
6. Ensure quality performance of project related development works.
7. Ensure to close-out of the contract.
8. Liaise with consultants at each stage of work to ensure proper execution of works.
9. Ensure adherence to safety and security rules and procedures during execution of works.
10. Ensure that the departmental staffs have clear understanding of their responsibilities for which they are accountable.
11. Assist to Review and recommend the Annual Budget & Annual Procurement Plan related to development activities.
12. Exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
13. Carryout Annual Performance Appraisal of the employees under control.
14. Carryout any other duty as directed by the management from time to time.

Job Description of Assistant Engineer (Project)

Position Title	Assistant Engineer (Project)
Reports to	Sub-Divisional Engineer (Project)
Function	construction of distribution line/Substation and monitor and supervise works implementation as per schedule
Reporting official	Sub Assistant Engineer
Location	Office of the Executive Engineer (Project)

Line of Reporting



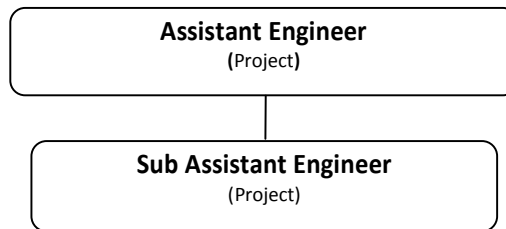
Key Duties & Responsibilities:

1. Assist to Study the requirements of construction/repair & maintenance of substations, switching stations, distribution lines and other electrical related facilities and place proposal to the controlling official for consideration.
2. Assist to Study the requirements of construction/repair & maintenance of civil works and place proposal to the controlling official for consideration.
3. Ensure execution of approved electrical and civil works.
4. Assist to Reviewing and recommend works schedules for approved electrical and civil works.
5. Review work progress and performance of contractors engaged for execution of electrical and civil works and report to controlling officer.
6. Carry out close-out of the contract.
7. Ensure quality performance related to development works schedule/specification.
8. Liaise with consultants at each stage of work to ensure proper execution of works.
9. Ensure adherence to safety and security rules and procedures during execution of works.
10. Ensure that the departmental staffs have clear understanding of their responsibilities for which they are accountable.
11. Assist to Review and recommend the Annual Budget & Annual Procurement Plan related to development plan/activities.
12. Exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
13. Carryout Annual Performance Appraisal of the employees under control.
14. Carryout any other duties as directed by the management from time to time.

Job Description of Sub-Assistant Engineer (Project)

Position Title	Sub-Assistant Engineer (Project)
Reports to	Assistant Engineer (Project)
Function	Supervise and Monitor the construction of Electrical works
Reporting official	Field Assistant
Location	Office of the Executive Engineer (Project)

Line of Reporting



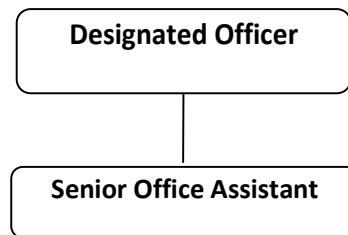
Key Duties & Responsibilities:

1. To provide support & services to Assistant Engineer (Project) in execution of electrical works at field level under the areas of assigned area of works.
2. To provide support & services to Assistant Engineer (Project) in ensuring compliance of contractors with work schedules.
3. To provide support & services to Assistant Engineer (Project) in ensuring work progress and performance of contractors engaged in execution of electrical works and submit routine reports for consideration of the authority.
4. To report to the authority any deviation/observation with respect to work progress and performance of contractors engaged in execution of electrical works at field level.
5. Carry out the Close-Out of the contract.
6. To ensure maintaining optimum level of approved engineering methodology at field level.
7. To provide support & services to Assistant Engineer (Project) in ensuring goods & materials for electrical works.
8. To provide support & services to Assistant Engineer (Project) in ensuring liaison with consultants and officials of related other Divisions/Departments at each stage of work for proper execution of electrical works.
9. To ensure adherence to safety and security rules and procedures during execution of works.
10. To assist Assistant Engineer (Project) in collecting and compiling data and information from other Divisions/Departments pertaining to necessity of electrical works
11. To assist Assistant Engineer (Project) in preparing/reviewing staking sheets for line construction works to be taken up.
12. Carry out any other duty 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 (Project)

Line of Reporting



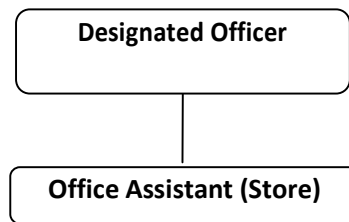
Key Duties & Responsibilities:

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 (Store)

Position Title	Office Assistant (Store)
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 (Project)

Line of Reporting



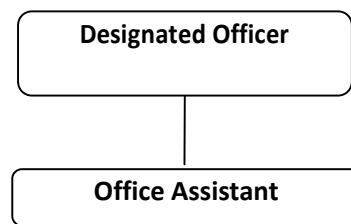
Key Duties & Responsibilities:

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 departments.
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 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 (Project)

Line of Reporting



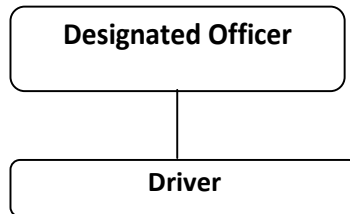
Key Duties & Responsibilities:

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 (Project)

Line of Reporting



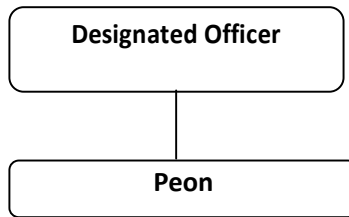
Key Duties & Responsibilities:

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 (Project)

Line of Reporting



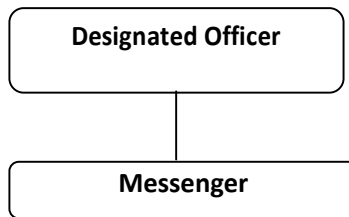
Key Duties & Responsibilities:

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 (Project)

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 (Development & Meter plant)

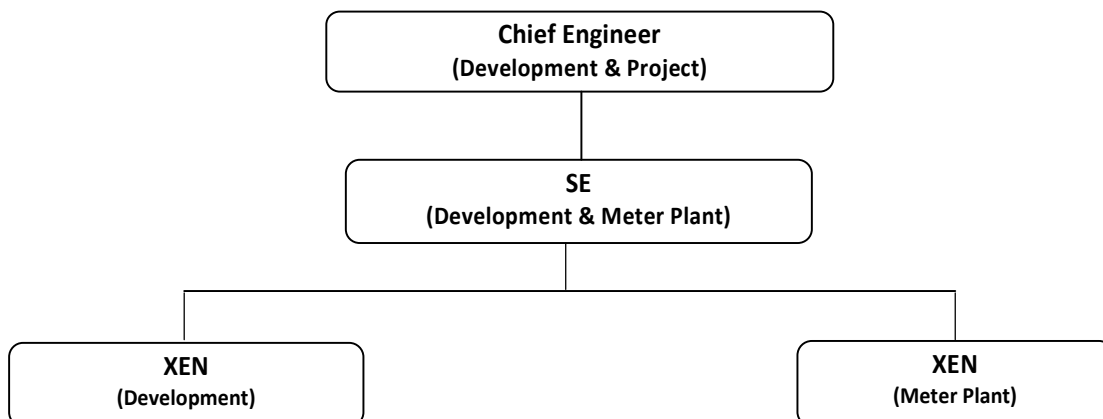
Job Description of Superintending Engineer (Development and Meter Plant)

Position Title	Superintending Engineer (Development & Meter plant)
Reports to	Chief Engineer (Development & Project)
Function	Development of all electrical and civil works, planning for development and maintenance of meter plant.
Reporting official	Executive (Development), Executive Engineer (Meter Plant) Personal supporting officials/staff at Superintending Engineer's office
Location	Head Office of DESCO

Job purpose:

SE (Development & Meter Plant), reporting to the CE (Development & Project), with collective responsible for achieving company objectives for the development of all electrical and civil works and Meter Plant. Under the guidance of CE (Development & Project) SE must be able to undertake technical evaluation of tenders etc. SE is to guide scrutinizing work of contract or purchase documents and prepare technical comments on it; review of purchase specification and standards is also to be done by SE.

Line of Reporting



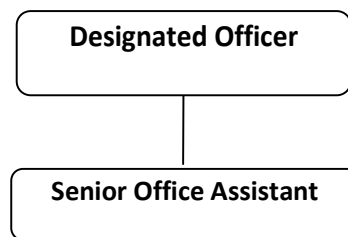
Key Duties & Responsibilities:

1. Prepare and recommend plans for development works including Meter plant, electrical works and civil works.
2. Plan execution work in such a way that time over run can be avoided and project can be completed in time.
3. Responsible for scrutinizing work schedule, material flow schedule for execution work, monitor and inspection of all works related to projects,
4. Ensure high standard performance related to development works.
5. Review requirement and ensure availability of stores on continuous and consistent basis for smooth maintenance of the electric distribution network.
6. Prepare progress reports on meter plant, development works for review of CE (Development & Planning) consideration of Executive Director (Engineering).
7. Ensure adherence to safety and security rules and procedures during execution of works.
8. Prepare and recommend the Annual Budget & Annual Procurement Plan related to development works and meter plant.
9. Make propositions related to development works for review and consideration of the authority.
10. Exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
11. Carryout Annual Performance Appraisal of the employees under control.
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 Superintending Engineer (Development & Meter plant)

Line of Reporting



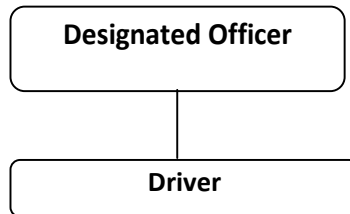
Key Duties & Responsibilities:

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 (Development & Meter plant)

Line of Reporting



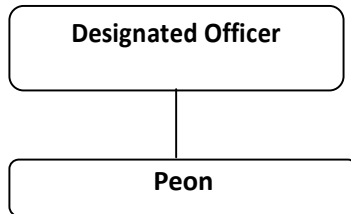
Key Duties & Responsibilities:

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 (Development & Meter plant)

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.

Development

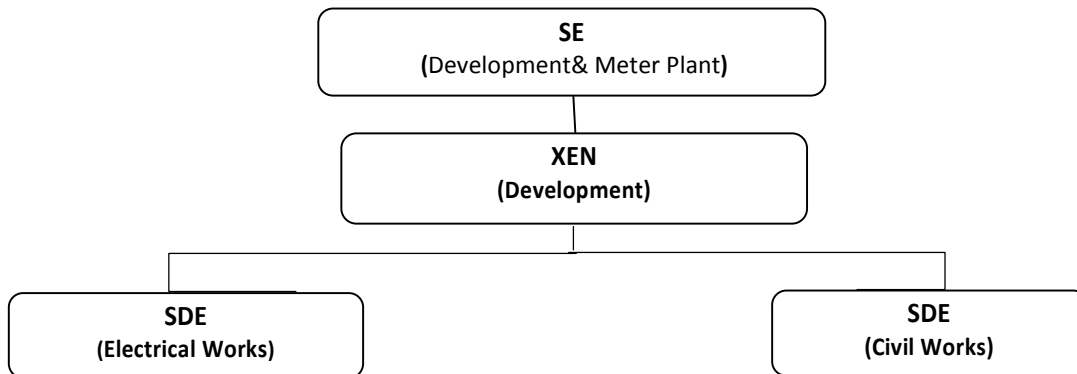
Job Description of Executive Engineer (Development)

Position Title	Executive Engineer (Development)
Reports to	Superintending Engineer (Development& Meter Plant)
Function	Execution of Development works of all electrical, civil works and planning of development activities.
Reporting officials	Sub-Divisional Engineer-1 (Electrical works) Sub-Divisional Engineer-2 (Electrical works) Sub-Divisional Engineer (Civil works)
Location	Office of the Superintending Engineer (Development& Meter Plant)

Job purpose:

Executive Engineer(Development) is to execute/ and undertake all development works under the guidance of SE(Development& Meter Plant). XEN(Development) has to co-ordinate the activities of electrical works with associated civil works.

Line of Reporting



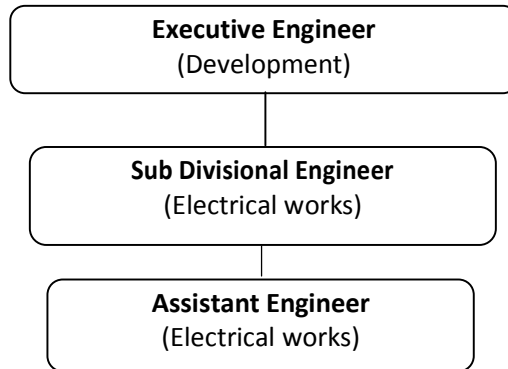
Key Duties & Responsibilities:

1. Study requirements of construction/repair & maintenance of substations, switching stations, distribution lines and other electrical related facilities and place proposal to the controlling official for consideration.
2. Study requirements of construction/repair & maintenance of civil works and place proposal to the controlling official for consideration.
3. Ensure execution of approved electrical and civil works.
4. Assist to Review and recommend works schedules for approved electrical and civil works.
5. Review work progress and performance of contractors engaged for execution of electrical and civil works and report to controlling officer.
6. Ensure quality performance related to development works.
7. Liaise with consultants at each stage of work to ensure proper execution of works.
8. Ensure adherence to safety and security rules and procedures during execution of works.
9. Ensure that the departmental staffs have clear understanding of their responsibilities for which they are accountable for.
10. Assist to Review and recommend the Annual Budget & Annual Procurement Plan related to development activities.
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. Carryout any other duties as directed by the management from time to time

Job Description of Sub-Divisional Engineer (Electrical works)

Position Title	Sub-Divisional Engineer (Electrical works)
Reports to	Executive Engineer (Development)
Function	Supervise, monitor and control the execution of Electrical works.
Reporting official	Assistant Engineer (Electrical works)
Location	Development and Meter Plant Division

Line of Reporting



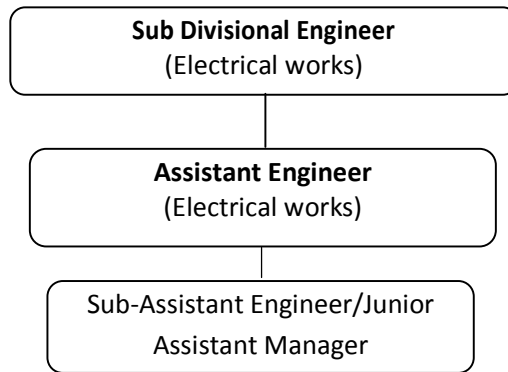
Key Duties & Responsibilities:

1. To direct, supervise, monitor and control the execution of electrical works.
2. To prepare works schedules of electrical works for consideration of the authority.
3. To monitor work progress and performance of contractors engaged in execution of electrical works and submit routine reports for consideration of the authority.
4. To ensure maintaining quality performance in execution of electrical works.
5. To ensure maintaining optimum level of approved engineering methodology.
6. Ensure the Close-Out of the contract.
7. To liaise with consultants at each stage of work to ensure proper execution of electrical works.
8. To ensure adherence to safety and security rules and procedures during execution of works.
9. To exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
10. To carryout Annual Performance Appraisal of the reporting officials.
11. Carryout any other duties as directed by the management from time to time

Job Description of Assistant Engineer (Electrical works)

Position Title	Assistant Engineer (Electrical works)
Reports to	Sub-Divisional Engineer (Electrical works)
Function	Supervise, monitor and control the execution of Electrical works.
Reporting official	Sub-Assistant Engineer/Junior Assistant Manager
Location	Office of the Development and Meter Plant Division.

Line of Reporting



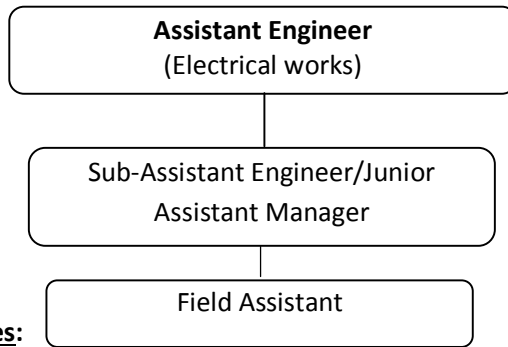
Key Duties & Responsibilities:

1. To direct, supervise, monitor and control the execution of electrical works.
2. To prepare works schedules of electrical works for consideration of the authority.
3. To monitor work progress and performance of contractors engaged in execution of electrical works and submit routine reports for consideration of the authority.
4. To ensure maintaining quality performance in execution of electrical works.
5. To ensure maintaining optimum level of approved engineering methodology.
6. Carry out close-out of the contract.
7. To liaise with consultants at each stage of work to ensure proper execution of electrical works.
8. To ensure adherence to safety and security rules and procedures during execution of works.
9. To exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
10. To carryout Annual Performance Appraisal of the reporting officials.
11. Carryout any other duty as directed by the line authority time to time.

Job Description of Sub-Assistant Engineer (Electrical Works)

Position Title	Sub-Assistant Engineer (Electrical works)
Reports to	Assistant Engineer (Electrical Works)
Function	Supervise and Monitor the construction of Electrical works
Reporting official	Field Assistant
Location	Office of the Development and Meter Plant Division.

Line of Reporting



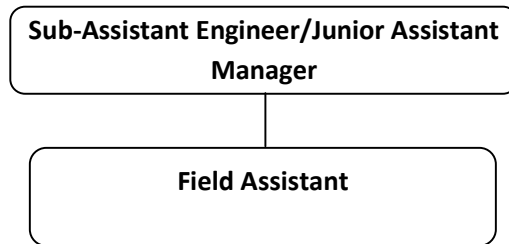
Key Duties & Responsibilities:

1. To provide support & services to Assistant Engineer (Electrical Works) in execution of electrical works at field level under the areas of assigned area of works.
2. To provide support & services to Assistant Engineer (Electrical Works) in ensuring compliance of contractors with work schedules.
3. To provide support & services to Assistant Engineer (Electrical Works) in ensuring work progress and performance of contractors engaged in execution of electrical works and submit routine reports for consideration of the authority.
4. To report to the authority any deviation/observation with respect to work progress and performance of contractors engaged in execution of electrical works at field level.
5. Carry out the Close-Out of the contract.
6. To ensure maintaining optimum level of approved engineering methodology at field level.
7. To provide support & services to Assistant Engineer (Electrical Works) in ensuring goods & materials for electrical works.
8. To provide support & services to Assistant Engineer (Electrical Works) in ensuring liaison with consultants and officials of related other Divisions/Departments at each stage of work for proper execution of electrical works.
9. To ensure adherence to safety and security rules and procedures during execution of works.
10. To assist Assistant Engineer (Electrical Works) in collecting and compiling data and information from other Divisions/Departments pertaining to necessity of electrical works
11. To assist Assistant Engineer (Electrical Works) in preparing/reviewing staking sheets for line construction works to be taken up.
12. Carryout any other duties as directed by the management from time to time

Job Description of Field Assistant (Electrical Works)

Position Title	Field Assistant (Electrical works)
Reports to	Sub Assistant Engineer (Electrical Works)
Function	Supervise and Monitor the construction of Electrical works
Reporting official	Nil
Location	Office of the Development and Meter Plant Division.

Line of Reporting



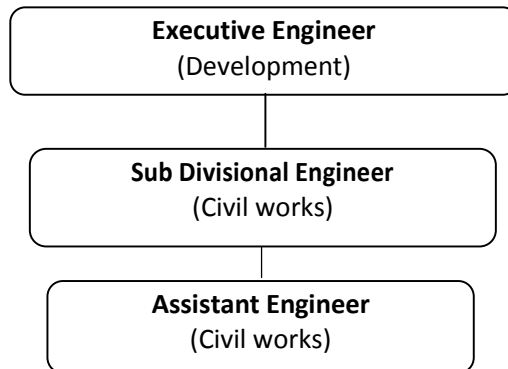
Key Duties & Responsibilities:

1. To assist SAE/JAM to provide support & services in execution of electrical works at field level under the areas of assigned area of works.
2. To assist SAE/JAM in ensuring compliance of contractors with work schedules.
3. To report to the authority any deviation/observation with respect to work progress and performance of contractors engaged in execution of electrical works at field level.
4. To ensure maintaining optimum level of approved engineering methodology at field level.
5. To assist SAE/JAM in ensuring liaison with consultants and officials of related other Divisions/Departments at each stage of work for proper execution of electrical works.
6. To assist To assist SAE/JAM in collecting and compiling data and information from other Divisions/Departments pertaining to necessity of electrical works
7. To assist SAE/JAM in preparing/reviewing staking sheets for line construction works to be taken up.
8. Carryout any other duties as directed by the management from time to time

Job Description of Sub-Division Engineer (Civil Works)

Position Title	Sub-Divisional Engineer (Civil Works)
Reports to	Executive Engineer (Development)
Function	Supervise, monitor and control the execution of civil works.
Reporting official	Assistant Engineer (Civil)
Location	Development and Meter Plant

Line of Reporting



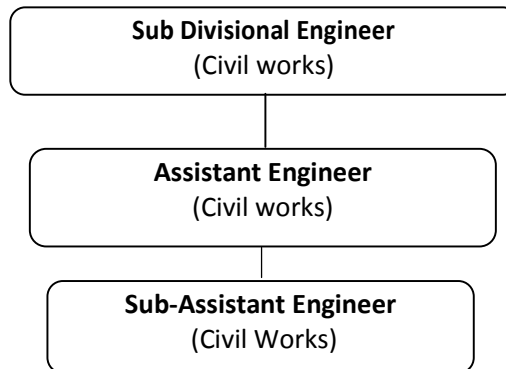
Key Duties & Responsibilities:

1. To direct, supervise, monitor and control the execution of civil works.
2. To prepare works schedules of civil works for consideration of the authority.
3. To monitor work progress and performance of contractors engaged in execution of civil works and submit routine reports for consideration of the authority.
4. To ensure maintaining quality performance in execution of civil works.
5. To ensure maintaining optimum level of approved engineering methodology.
6. Ensure the Close-Out of the contract.
7. To liaise with consultants at each stage of work to ensure proper execution of civil works.
8. To ensure adherence to safety and security rules and procedures during execution of works.
9. To exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
10. To carryout Annual Performance Appraisal of the reporting officials.
11. Carryout any other duties as directed by the management from time to time.

Job Description of Assistant Engineer (Civil Works)

Position Title	Assistant Engineer (Civil Works)
Reports to	Sub Divisional Engineer(Civil Works)
Function	Supervise, monitor and control the execution of civil works.
Reporting official	Sub-Assistant Engineer
Location	Office of the Development and Meter Plant

Line of Reporting



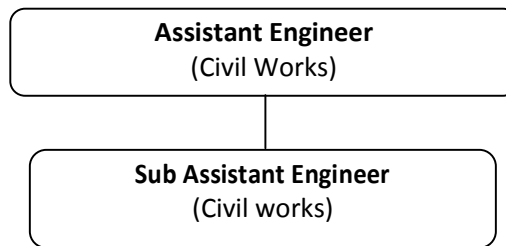
Key Duties & Responsibilities:

1. To direct, supervise, monitor and control the execution of civil works.
2. To prepare works schedules of civil works for consideration of the authority.
3. To monitor work progress and performance of contractors engaged in execution of civil works and submit routine reports for consideration of the authority.
4. To ensure maintaining quality performance in execution of civil works.
5. To ensure maintaining optimum level of approved engineering methodology.
6. Carry out the Close-Out of the contract.
7. To liaise with consultants at each stage of work to ensure proper execution of civil works.
8. To ensure adherence to safety and security rules and procedures during execution of works.
9. To exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
10. To carryout Annual Performance Appraisal of the reporting officials.
11. Carryout any other duties as directed by the management from time to time

Job Description of Sub-Assistant Engineer (Civil Works)

Position Title	Sub-Assistant Engineer (Civil works)
Reports to	Assistant Engineer (Civil Works)
Function	Supervise and Monitor the construction of Civil works
Reporting official	
Location	Office of the SE (Development)

Line of Reporting



Key Duties & Responsibilities:

1. To provide support & services to Assistant Engineer (Civil Works) in execution of Civil works at field level under the areas of assigned area of works.
2. To provide support & services to Assistant Engineer (civil Works) in ensuring compliance of contractors with work schedules.
3. To provide support & services to Assistant Engineer (civil Works) in ensuring work progress and performance of contractors engaged in execution of Civil works and submit routine reports for consideration of the authority.
4. To report to the authority any deviation/observation with respect to work progress and performance of contractors engaged in execution of Civil works at field level.
5. Carry out the Close-Out of the contract.
6. To ensure maintaining optimum level of approved engineering methodology at field level.
7. To provide support & services to Assistant Engineer (civil Works) in ensuring goods & materials for Civil works.
8. To provide support & services to Assistant Engineer (civil Works) in ensuring liaison with consultants and officials of related other Divisions/Departments at each stage of work for proper execution of Civil works.
9. To ensure adherence to safety and security rules and procedures during execution of works.
10. To assist Assistant Engineer (civil Works) in collecting and compiling data and information from other Divisions/Departments pertaining to necessity of Civil works
11. To assist Assistant Engineer (civil Works) in preparing/reviewing drawings for line construction works to be taken up.
12. Carryout any other duties as directed by the management from time to time.

Meter Plant

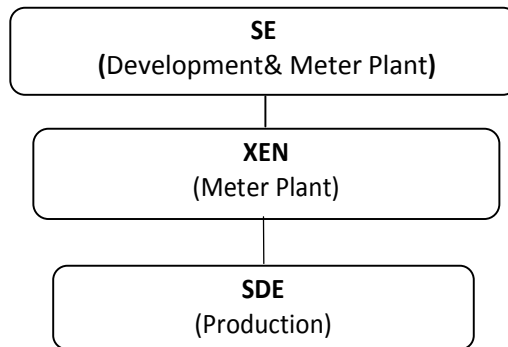
Job Description of Executive Engineer (Meter Plant)

Position Title	Executive Engineer(Meter Plant)
Reports to	Superintending Engineer (Development & Meter Plant)
Function	Production, Repair, Maintenance of meters under meter production unit
Reporting official	Sub-Divisional Engineer (Production)
Location	Meter Plant

Job purpose:

XEN (Meter Plant) deals with setting and maintaining Meter Plant, its equipment and instrument. XEN is responsible for forecasting equipment requirement, proposing specification of equipment and related software.

Line of Reporting



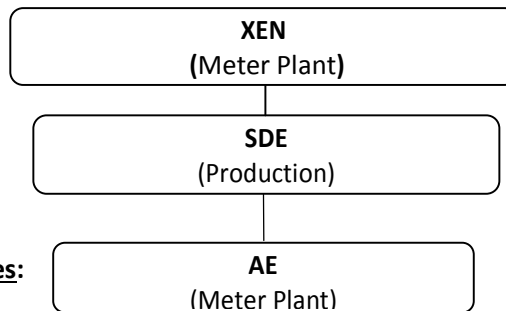
Key Duties & Responsibilities:

1. Execute the strategy for the development and operation of the DESCO meter plant, focused on its technical planning and design aspects, ensure related software and its development.
2. Ensure overall management of the meter plant including administration, engineering, production, testing and quality control.
3. Prepare and recommend annual production target of meters.
4. Prepare and recommend procurement proposals for meter components, consumable, etc.
6. Assist to prepare of technical specifications of goods and consumables.
7. Prepare annual budget for the meter plant and submit for consideration of the authority.
8. Ensure adherence to safety and security rules in running the plant.
9. Ensure quality performance in production of meters.
10. Ensure that the departmental staffs have clear understanding of their responsibilities for which they are accountable for.
11. Prepare production schedules, maintenance/repair schedules.
12. Monitor and supervise daily production of meters.
13. Prepare and submit for review progress reports on production and maintenance of meters.
14. Exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
15. Carryout Annual Performance Appraisal of the employees under control.
16. Carryout any other duties as directed by the management from time to time.

Job Description of Sub-Division Engineer (Production)

Position Title	Sub-Divisional Engineer (Production)
Reports to	Executive Engineer (Meter Plant)
Function	Production, Repair, Maintenance of meter under Meter Production Unit.
Reporting official	Assistant Engineer
Location	Meter Plant

Line of Reporting



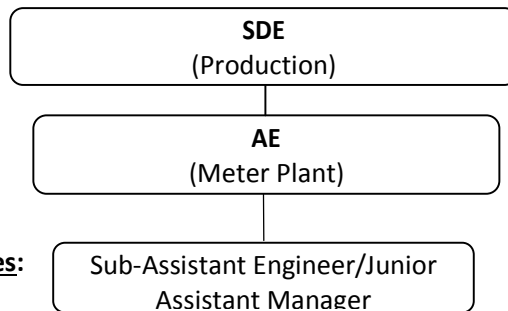
Key Duties & Responsibilities:

1. To carry out day to day management of the meter plant including administration, engineering, production and testing.
2. To assist XEN (Meter Plant) in preparing proposal of annual production target.
3. To assist XEN (Meter Plant) in preparing procurement proposals for meter components, consumable, spare parts etc.
4. To assist XEN (Meter Plant) in preparing annual budget for the meter plant and submit for consideration of the authority.
5. To assist XEN (Meter Plant) in recommending revision/improvement in design of meters, as deemed necessary.
6. To assist XEN (Meter Plant) in securing timely procurement of approved meter components, consumable and other stores to maintain continuous production flow.
7. To guide employees in maintaining quality performance in production of meters.
8. To guide employees for continuous and consistent production process.
9. To guide employees in maintaining optimum level of approved engineering methodology.
10. To maintain records of storage of goods, equipment and accessories.
11. To review and propose revision in production flow-charts.
12. Assist to prepare technical specifications of goods and consumables.
13. To monitor and supervise the activities of production lines in the plant.
14. To ensure adherence to safety & security rules and procedures during production of meters.
15. To exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
16. To carryout Annual Performance Appraisal of the reporting officials.
17. Carryout any other duties as directed by the management from time to time

Job Description of Assistant Engineer (Meter Plant)

Position Title	Assistant Engineer (Meter Plant)
Reports to	Sub-Divisional Engineer (Production)
Function	The meter plant including engineering, production, testing and administration,
Reporting official	Sub-Assistant Engineer/Junior Assistant Manager
Location	Meter Plant

Line of Reporting



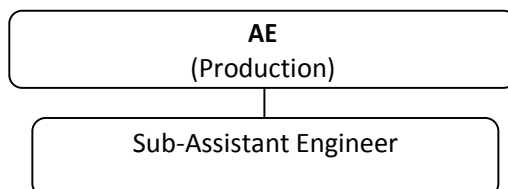
Key Duties & Responsibilities:

1. To carry out day to day management of the meter plant including administration, engineering, production and testing.
2. To assist SDE (Production) in preparing proposal of annual production target.
3. To assist SDE (Production) in preparing procurement proposals for meter components, consumable, etc.
4. To assist SDE (Production) in preparing annual budget for the meter plant and submit for consideration of the authority.
5. To assist SDE (Production) in recommending revision/improvement in design of meters, as deemed necessary.
6. To guide employees in maintaining quality performance in production of meters.
7. To guide employees for continuous and consistent production process.
8. To guide employees in maintaining optimum level of approved engineering methodology.
9. To review and propose revision in production flow-charts.
10. Assist To prepares technical specifications of goods and consumables.
11. To keep necessary production and testing equipment in order.
12. To monitor and supervise the activities of production lines in the plant.
13. To ensure adherence to safety & security rules and procedures during production of meters.
14. To exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
15. To carryout Annual Performance Appraisal of the reporting officials.
16. Carryout any other duties as directed by the management from time to time

Job Description of Sub-Assistant Engineer (Production)

Position Title	Sub-Assistant Engineer (Production)
Reports to	Assistant Engineer (Meter Plant)
Function	Production, Repair, Maintenance of meter under Meter Production Unit.
Reporting official	
Location	Meter Plant

Line of Reporting



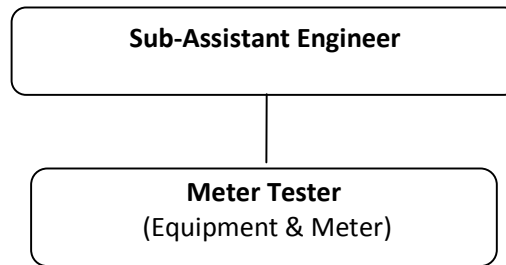
Key Duties & Responsibilities:

1. To carry out day to day production and testing activities of Meters.
2. To guide employees in maintaining quality performance in production of meters.
3. To guide employees for continuous and consistent production process.
4. To guide employees in maintaining optimum level of approved engineering methodology.
5. To maintain records of storage of goods, equipment and accessories.
6. To review and propose revision in production flow-charts.
7. To monitor and supervise the activities of production lines in the plant.
8. To ensure adherence to safety & security rules and procedures during production of meters.
9. To assist Assistant Engineer (Meter Plant) in discharging his/her duties.
10. Carryout any other duties as directed by the management from time to time.

Job Description of Meter Tester (Meter Plant)

Position Title	Meter Tester (Meter Plant)
Reports to	Sub-Assistant Engineer (Meter Plant)
Function	Technical
Reporting official	Nil
Location	Office of the Executive Engineer (Meter Plant)

Line of Reporting



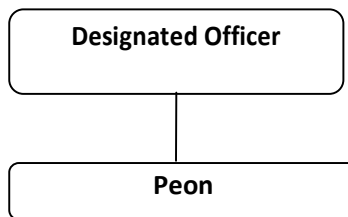
Key Duties & Responsibilities:

01. To carry out proper testing & reporting of Meter, CT, PT and other Equipments.
02. Assist SAE (Meter Plant) 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 (Meter Plant) to maintain high standards & efficiency in testing and reporting works.
05. Assist SAE (Meter Plant) to perform proper calibration of all measuring equipments.
06. Provide data & information to SAE (E&M) in preparing routine & other reports.
07. Assist SAE (Meter Plant) in discharging his/her duties.
08. 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 (Meter Plant)

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 (Planning & Design)

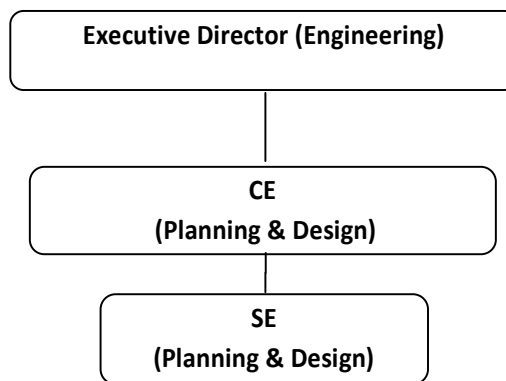
Job Description of Chief Engineer (Planning & Design)

Position Title	Chief Engineer (Planning & design)
Reports to	Executive Director (Engineering)
Function	Planning and design of DESCO's system network /Substation and monitor proper power flow maintenance.
Reporting official	Superintending Engineer (Planning & Design) Personal supporting officials/staff at Chief Engineer's office
Location	Head Office of DESCO.

Job purpose:

Head of the systems planning and design function, reporting to the Executive Director (Engineering), with collective responsibilities for achieving company objectives and targets. Personal responsibility for ensuring that the management of all technical planning and design activities are carried out cost effectively, to time and to budget and also able to undertake technical evaluation of tenders etc. CE is to guide scrutinizing work of contract or purchase documents and prepare technical comments on it; review of purchase specification and standards is also to be done by him.

Line of Reporting



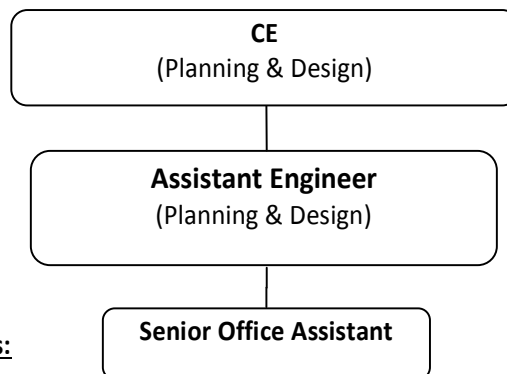
Key duties & Responsibilities:

1. Invoke the strategy for the development and up-gradation of the DESCO's electric network, infrastructure and related civil work distribution network focused on its technical planning and design aspects.
2. While planning and designing the system, to ensure that voltage drop, loss and power factor at different voltages are maintained within the limits.
3. Ensure that construction and renovation works of the distribution system and substations are carried out strictly in accordance with the plan & design carried by CE's office.
4. Ensure site visit for compliance of the concerned items.
5. After approval of Director (Engineering), to decide on planning and designing of the distribution system and also to approve or otherwise of those prepared by others, including consultants, whether local or foreign.
6. Review reports on development and project works and forward with recommendation/observation for consideration of Executive Director (Engineering).
7. Review technical reports on distribution system and forward recommendation/observation to Executive Director (Engineering).
8. Monitor, supervise and control all activities of the Directorate of Engineering.
9. Review and recommend the Annual Budget & Annual Procurement Plan related to Planning & Design activities.
10. Exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
11. Carryout Annual Performance Appraisal of the employees under control.
12. Make propositions related to activities of Engineering Directorate for review of Director (Engineering) and consideration of the Board.
13. Carryout any other duties as directed by Managing Director/Executive Directors from time to time.

Job Description of Assistant Engineer, Office of the Chief Engineer (Planning & Design)

Position Title	Assistant Engineer
Reports to	Chief Engineer(Planning & Design)
Function	Assist Chief Engineer (Planning & Design) 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 (Planning & Design)

Line of Reporting



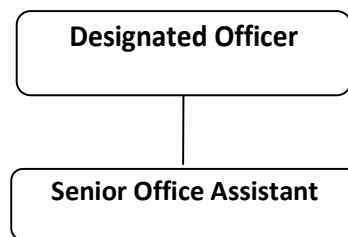
Key Duties and responsibilities:

01. Screening telephone calls enquires and requests and handling them when CE (Planning & Design) is out of chamber.
02. Assist CE (Planning & Design) to Implement and monitor company's policies, as appropriate, on health, safety, and environment for operational activities.
03. Assist CE (Planning & Design) to compile and review the monthly energy export/import statement furnished by S&D Divisions and forward recommendation/observation to Chief Engineer (Planning & Design).
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 (Planning & Design) are 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 (Planning & Design).

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 (Planning & Design)

Line of Reporting



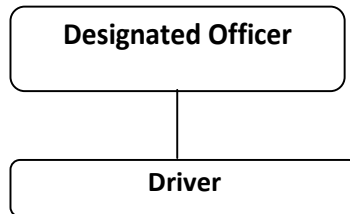
Key Duties & Responsibilities:

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 (Planning & Design)

Line of Reporting



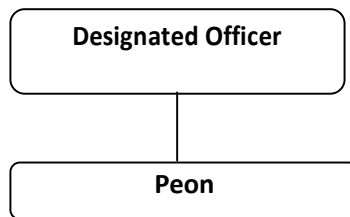
Key Duties & Responsibilities:

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 (Planning & Design)

Line of Reporting



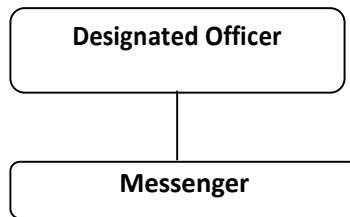
Key Duties & Responsibilities:

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 (Planning & Design)

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 (Planning & Design)

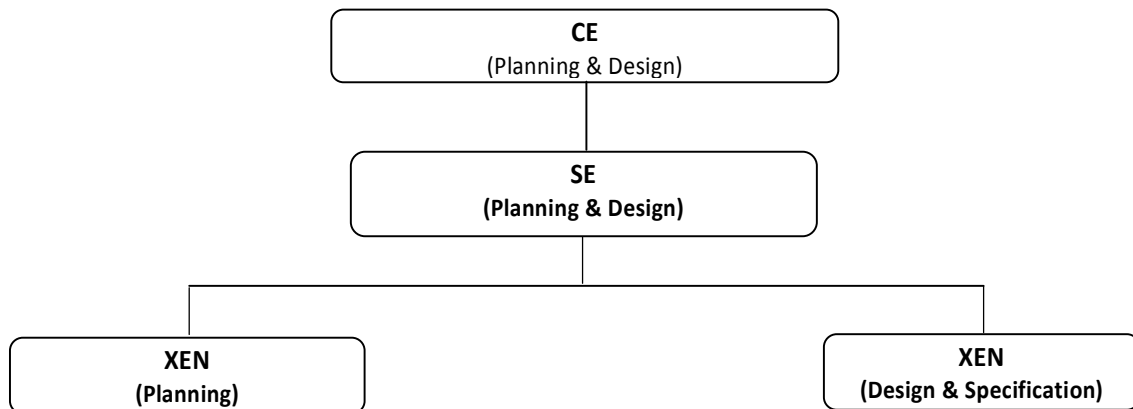
Job Description of Superintending Engineer (Planning & Design)

Position Title	Superintending Engineer (Planning & Design)
Reports to	Chief Engineer (Planning & design)
Function	Planning and design, augmentation of existing distribution network, substations, switching stations, etc.
Reporting official	Executive Engineer (Planning) Executive Engineer (Design & Specifications) Personal supporting officials/staff at Superintending Engineer's office.
Location	Head Office of DESCO

Job purpose:

SE (Planning & Design), reporting to the CE (Planning & Design), with collective responsible for achieving company objectives and targets. Personal responsibility for ensuring that the management of all technical planning and design activities are carried out cost effectively, to time and to budget. Under the guidance of CE (Planning & Design) SE must be able to undertake technical evaluation of tenders etc.

Line of Reporting



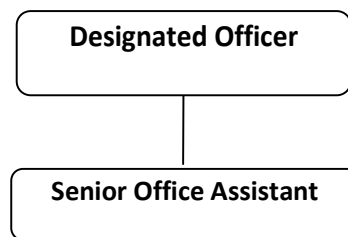
Key Duties and responsibilities:

1. Must be able to conduct planning and design work for schemes and meets the standard requirements for technical and performance standards, safety, efficiency and value for money.
2. Review the existing distribution network and take up technical studies for appropriate distribution planning.
3. Determine the requirement for augmentation and/or construction of substations, switching stations, etc.
4. Determine the requirement for up gradation/installation of source line for substations, switching stations, etc. .
5. Ensure that planning and design is carried out in accordance with best engineering practices.
6. Prepare progress reports on project planning works for review and consideration of the authority.
7. Ensure adherence to safety and security rules end planning & designing distribution network.
8. Prepare and recommend the Annual Budget & Annual Procurement Plan related to planning and design.
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. 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 Superintending Engineer (Planning & Design)

Line of Reporting



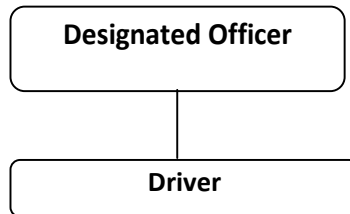
Key Duties & Responsibilities:

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 (Planning & Design)

Line of Reporting



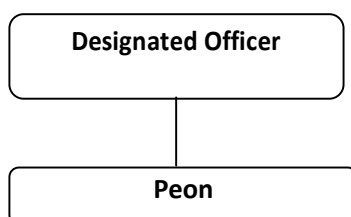
Key Duties & Responsibilities:

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 (Planning & Design)

Line of Reporting



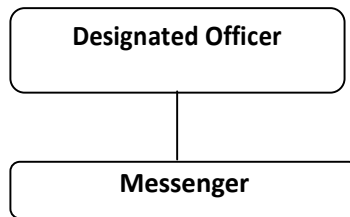
Key Duties & Responsibilities:

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 (Planning & Design)

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 Planning

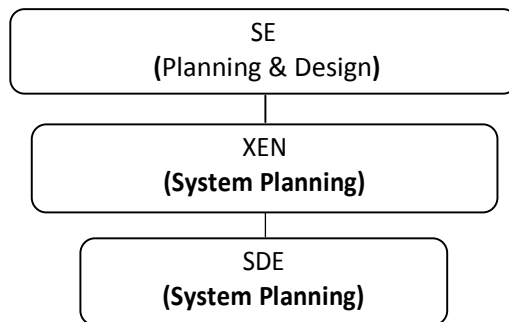
Job Description of Executive Engineer (System Planning)

Position Title	Executive Engineer (System Planning)
Reports to	Superintending Engineer (Planning & Design)
Function	Responsible for Planning of DESCO's new distribution line/Substation, Switching station, Load Sanction/retention, to make System Stability for electrical network, , to prepare DPP, future Planning for expansion of electrical network, feasibility study, project planning, Land acquisition, Updating GIS in DESCO area, PLI/ PSI etc.
Reporting official	Sub-Divisional Engineer (System Planning)
Location	Office of the Superintending Engineer (Planning & Design)

Job purpose:

XEN (Planning), reporting to SE (Planning & Design) with collective responsible for all planning and design related issues including ensuring adherence to standards and also ensuring that the management of all technical planning and design activities are carried out cost effectively, to time and to budget.

Line of Reporting



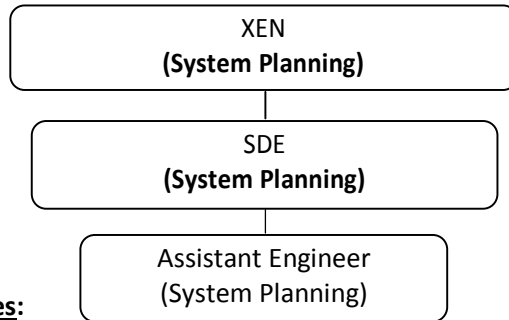
Key Duties and responsibilities:

1. Execute the strategy for the development and operation of the DESCO electricity distribution network, focused on its technical planning and design aspects.
2. Carryout continuous technical studies on the electrical distribution network and recommend improvement plans.
3. Recommend for augmentation and/or construction of line substations, switching stations, etc based on technical studies.
4. Recommend for up gradation/installation of source line for substations, switching stations, etc based on technical requirement.
5. Guide the consultants in planning & designing electrical distribution network.
6. Ensure that planning and design is carried out in accordance with best engineering practices.
7. Carryout field level studies to gradual replacement of overhead distribution line by underground cable, as directed by the authority.
8. Ensure adherence to safety and security rules in planning & designing electrical distribution network.
9. Ensure that the departmental staffs have clear understanding of their responsibilities for which they are accountable for.
10. Prepare and recommend the Procurement Plan for proposed project plans.
11. Prepare and recommend the Annual Budget for the office.
12. Exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
13. Carryout Annual Performance Appraisal of the employees under control.
14. Carryout any other duties as directed by the management from time to time.

Job Description of Sub-Divisional Engineer (System Planning)

Position Title	Sub-Divisional Engineer (System Planning)
Reports to	Executive Engineer (System Planning)
Function	Planning of DESCO's Electrical distribution line, substations, switching stations, etc
Reporting official	Assistant Engineer (System Planning)
Location	Office of the Superintending Engineer (Planning & Design).

Line of Reporting



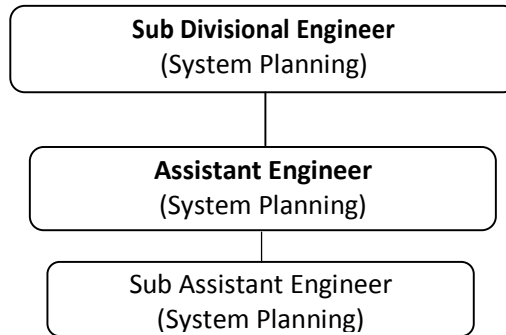
Key Duties & Responsibilities:

01. To coordinate and carry out technical studies on the electrical distribution network, as assigned by XEN (System Planning).
02. To develop plans for augmentation and/or construction of substations, switching stations, etc based on technical studies.
03. To develop plans for up gradation/installation of source line for substations, switching stations, etc based on technical requirement.
04. To coordinate the activities of consultants in planning & designing electrical distribution network.
05. To ensure that planning and design is carried out in accordance with best engineering practices.
06. To coordinate field level studies for gradual replacement of overhead distribution line by underground cable, as directed by the authority.
07. To ensure adherence to safety and security rules in planning & designing distribution network.
08. To assist XEN (System Planning) to prepare the Procurement Plan for proposed project plans.
09. To assist XEN (System Planning) to prepare the Annual Budget for the office.
10. To exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
11. To carryout Annual Performance Appraisal of the reporting officials.
12. Carryout any other duties as directed by the management from time to time.

Job Description of Assistant Engineer (System Planning)

Position Title	Assistant Engineer (System Planning)
Reports to	Sub-Divisional Engineer (System Planning)
Function	Planning of DESCO's Electrical distribution line, substations, switching stations, etc
Reporting official	Sub Assistant Engineer.
Location	Office of the Superintending Engineer (Planning & Design).

Line of Reporting



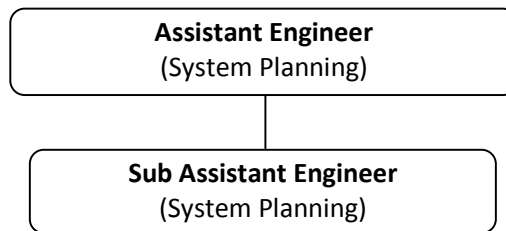
Key Duties & Responsibilities:

01. To coordinate and carry out technical studies on the distribution network, as assigned by XEN/SDE (System Planning).
02. To develop plans for augmentation and/or construction of substations, switching stations, etc based on technical studies.
03. To develop plans for up gradation/installation of source line for substations, switching stations, etc based on technical requirement.
04. To coordinate the activities of consultants in planning & designing electrical distribution network.
05. To ensure that planning and design is carried out in accordance with best engineering practices.
06. To coordinate field level studies for gradual replacement of overhead distribution line by underground cable, as directed by the authority.
07. To ensure adherence to safety and security rules in planning & designing distribution network.
08. To assist XEN/SDE (System Planning) to prepare the Procurement Plan for proposed project plans.
09. To assist XEN/SDE (System Planning) to prepare the Annual Budget for the office.
10. To exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
11. Carryout any other duties as directed by the management from time to time.

Job Description of Sub-Assistant Engineer (System Planning)

Position Title	Sub-Assistant Engineer (System Planning).
Reports to	Assistant Engineer (System Planning).
Function	To assist for Planning of DESCO's Electrical distribution line, substations, switching stations, etc
Reporting official	Nil
Location	Office of the Superintending Engineer (Planning & Design)

Line of Reporting



Key Duties & Responsibilities:

01. To assist Assistant Engineer (System Planning) in carrying out technical studies on the electrical distribution network.
02. To assist Assistant Engineer (System Planning) in developing plans for augmentation and/or construction of substations, switching stations, etc based on technical studies.
03. To assist Assistant Engineer (System Planning) in developing plans for up gradation/installation of source line for substations, switching stations, etc based on technical requirement.
04. To assist Assistant Engineer (System Planning) in coordinating the activities of consultants in planning & designing distribution network.
05. To assist Assistant Engineer (System Planning) in ensuring that planning and design is carried out in accordance with best engineering practices.
06. To assist Assistant Engineer (System Planning) in coordinating field level studies for gradual replacement of overhead distribution line by underground cable, as directed by the authority.
07. To ensure adherence to safety and security rules in planning & designing distribution network.
08. To carry out any other duties as directed by the management from time to time.

Design & Specification

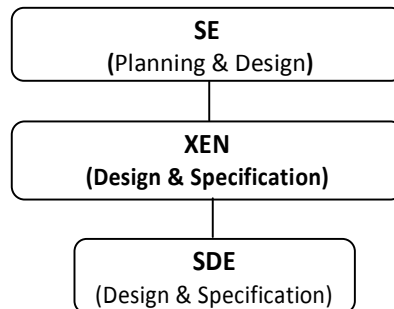
Job Description of Executive Engineer (Design & Specification)

Position Title	Executive Engineer (Design & Specification)
Reports to	Superintending Engineer (Planning & Design)
Function	Responsible for Designing and preparing specification of DESCO's electrical distribution line material & Equipment Planning and design of DESCO's of existing distribution line/Substation, Switching station for up-gradation, future Planning for expansion of electrical network, feasibility study, Designed approval, Updating GIS in DESCO area, PLI/ PSI etc..
Reporting official	Sub-Divisional Engineer (Design & Specification)
Location	Office of the Superintending Engineer (Planning & design)

Job purpose:

XEN (Design & Specification), reporting to SE (Planning & Design) with collective responsible for all planning and design related issues including ensuring adherence to standards and also ensuring that the management of all technical planning and design activities are carried out cost effectively, to time and to budget.

Line of Reporting



Key Duties and responsibilities:

1. Execute the strategy for the development and operation of the DESCO electrical distribution network, focused on its technical planning and design aspects.
2. Carry out continuous technical studies on the distribution network and recommend improvement plans.
3. Recommend for augmentation and/or construction of substations, switching stations, etc based on technical studies.
4. Recommend for up gradation/installation of source line for substations, switching stations, etc based on technical requirement.
5. Guide the consultants designing electrical distribution network.
6. Ensure that design is carried out in accordance with best engineering practices.
7. Carry out field level studies to gradual replacement of overhead distribution line by underground cable, as directed by the authority.
8. Ensure adherence to safety and security rules in planning & designing electrical distribution network.
9. Ensure that the departmental staffs have clear understanding of their responsibilities for which they are accountable for.
10. Prepare and recommend the Procurement Plan for proposed project plans.
11. Prepare and recommend the Annual Budget for the office.
12. Exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
13. Carryout Annual Performance Appraisal of the employees under control.
14. Carryout any other duty as directed by the Managing Director/ Executive Director (Engineering)/ Superintending Engineer (Planning & design).

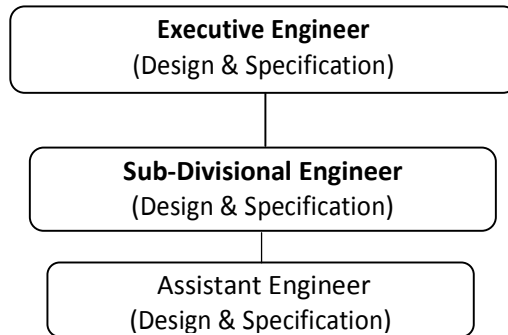
Job Description of Sub-Divisional Engineer (Design & Specification)

Position Title	Sub Divisional Engineer (Design & Specification)
Reports to	Executive Engineer (Design & Specification)
Function	Designing and preparing specification of DESCO's electrical distribution line/Substation.
Reporting official	Assistant Engineer (Design & Specification).
Location	Office of the Superintending Engineer (Planning & design)

Job purpose:

SDE (Design & Specification), reporting to XEN (Design & Specification) with collective responsible for all design and Specification related issues including ensuring adherence to standards and also ensuring that the management of all technical planning design and Specification activities are carried out cost effectively, to time and to budget.

Line of Reporting



Key Duties and responsibilities:

1. Execute the strategy for the development and operation of the DESCO electrical distribution network, focused on its technical design and Specification aspects.
2. Carry out continuous technical studies on the electrical distribution network and recommend improvement plans.
3. Recommend for augmentation and/or construction of substations, switching stations, etc based on technical studies.
4. Recommend for up gradation/installation of source line for substations, switching stations, etc based on technical requirement.
5. Guide the consultants designing electrical distribution network.
6. Ensure that design is carried out in accordance with best engineering practices.
7. Carry out field level studies to gradual replacement of overhead distribution line by underground cable, as directed by the authority.
8. Ensure adherence to safety and security rules in planning & designing electrical distribution network.
9. Ensure that the departmental staffs have clear understanding of their responsibilities for which they are accountable for.
10. Prepare and recommend the Procurement Plan for proposed project plans.
15. Prepare and recommend the Annual Budget for the office.
16. Exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
17. Carryout Annual Performance Appraisal of the employees under control.
18. Carryout any other duties as directed by the management from time to time.

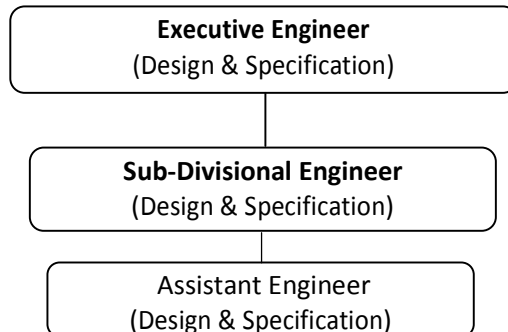
Job Description of Assistant Engineer (Design & Specification)

Position Title	Assistant Engineer (Design & Specification)
Reports to	Sub-Divisional Engineer (Design & Specification)
Function	Designing and preparing specification of DESCO's electrical distribution line/Substation.
Reporting official	Sub Assistant Engineer.
Location	Office of the Superintending Engineer (Planning & design)

Job purpose:

AE (Design & Specification), reporting to XEN/SDE (Design & Specification) with collective responsible for all design and Specification related issues including ensuring adherence to standards and also ensuring that the management of all technical planning design and Specification activities are carried out cost effectively, to time and to budget.

Line of Reporting



Key Duties and responsibilities:

1. Execute the strategy for the development and operation of the DESCO electrical distribution network, focused on its technical design and Specification aspects.
2. Carry out continuous technical studies on the electrical distribution network and recommend improvement plans.
3. Recommend for augmentation and/or construction of substations, switching stations, etc based on technical studies.
4. Recommend for up gradation/installation of source line for substations, switching stations, etc based on technical requirement.
5. Guide the consultants designing electrical distribution network.
6. Ensure that design is carried out in accordance with best engineering practices.
7. Carry out field level studies to gradual replacement of overhead distribution line by underground cable, as directed by the authority.
8. Ensure adherence to safety and security rules in planning & designing electrical distribution network.
9. Ensure that the departmental staffs have clear understanding of their responsibilities for which they are accountable for.
10. Prepare and recommend the Procurement Plan for proposed project plans.
19. Prepare and recommend the Annual Budget for the office.
20. Exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
21. Carryout any other duties as directed by the management from time to time.