

Office of the Executive Director (Procurement)

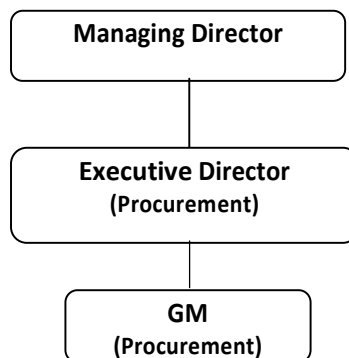
Job Description of Executive Director (Procurement)

Position Title	Executive Director (Procurement)
Reports to	Managing Director and Board of DESCOS
Function	Monitoring Procurement of goods, works & services in a cost effective manner, contract as well as store management under the directorate.
Reporting official	Chief Engineer/General Manager (Procurement) Personal supporting officials/staff at Executive Director's office.
Location	DESCOS Head Office

Job purpose:

Executive Director (Procurement) is responsible for managing business in totality and to ascertain a continuous growth with improved performance enabling the organization to increase profitability. He should interact with the Board and take directives from the Board in order to uphold the interest of the stakeholders and maintain transparency. He will be a whole time Executive Director of the Company. He has to provide a complete commercial procurement function and being at the forefront responsible for implementation and development of procurement strategies.

Line of Reporting



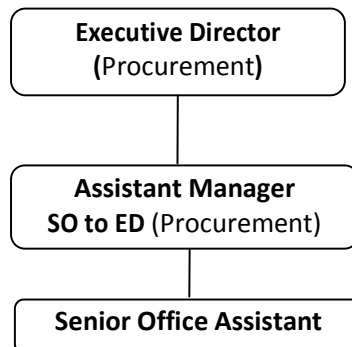
Key duties & Responsibilities:

1. Provide leadership, supervision and technical expertise to the purchasing professionals under his directorate.
2. Direct and supervise in the development of procurement policy, practice and supporting procedures of DESCO.
3. Direct and participate in the procurement planning process, evaluate effectiveness towards goal and implement changes/improvements as required.
4. Report to management about the current status of progress and corrective actions.
5. Oversee and control the material flow to ensure inventory is maintained to the optimum level.
6. Manage material saving initiatives in line with profit plan and overall business objectives.
7. Oversee availability of spares, consumables and equipment on continuous and consistent basis for smooth operation/maintenance of the electric distribution network.
8. Oversee and control activities under Procurement, Inspection & Testing and Material Planning & Store division.
9. Exercise administrative and financial authority as delegated by the Board in accordance with policy/guidelines of the Company.
10. Provide commodity support to new program teams as required meeting target costs and establishing program cost models.
11. Carryout Annual Performance Appraisal of the employees under the Directorate.
12. Direct, guide and help officials under him, in performing their responsibilities.
13. Ensure that the departmental staffs have clear understanding of their responsibilities for which they are accountable for.
14. Evaluate performance targets from time to time fixed by the Board of Directors.
15. Place working paper in consultation with the Managing Director for items need approval of the Board.
16. Carryout any other duties as directed by the Board/Managing Director from time to time.

**Job Description of Assistant Engineer (Staff Officer to Executive Director
(Procurement)**

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

Line of Reporting



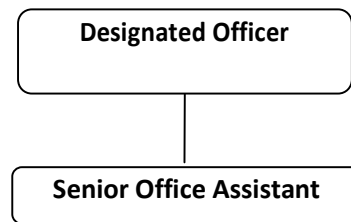
Key Duties & Responsibilities:

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 (Procurement) 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. Carry out Annual Performance Appraisal of the employees under control.
12. Carry out any other duties as directed by the Executive Director (Procurement).

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 (Procurement)

Line of Reporting



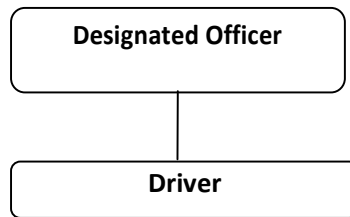
Key Duties & Responsibilities:

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 (Procurement)

Line of Reporting



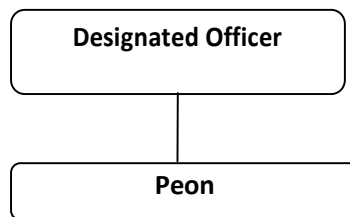
Key Duties & Responsibilities:

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 (Procurement)

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 General Manager/Chief Engineer (Procurement)

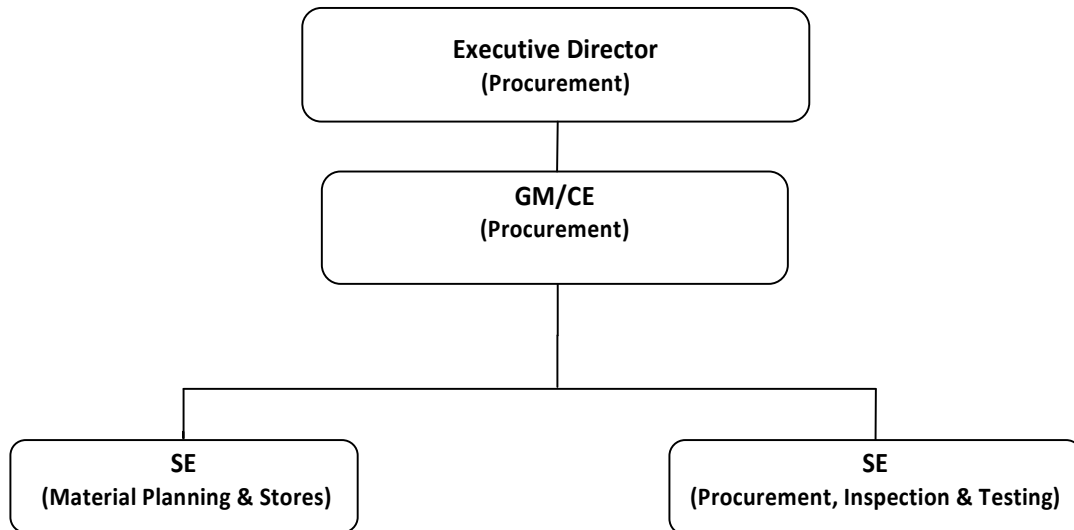
Job Description of General Manager/Chief Engineer (Procurement)

Position Title	General Manager/Chief Engineer (Procurement)
Reports to	Executive Director (Procurement)
Function	Procurement of goods, works and services, Contracts as well as Stores management, Material Planning and Inventory Control.
Reporting official	Superintending Engineer (Material, Planning & Store) Superintending Engineer (Procurement, Inspection & Testing) Personal supporting officials/staff at Chief Engineer's/General Manager's office.
Location	Head Office of DESCO

Job purpose:

Lead the procurement of externally provided goods and services used in DESCO and to manage those internally sourced alternatives. Ensure that all materials are procured, stored, secured and delivered to the point of use in a timely and cost effective manner.

Line of Reporting



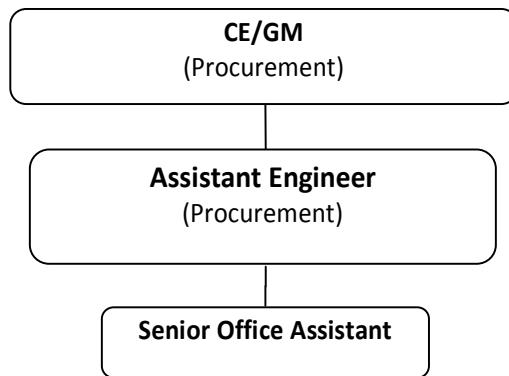
Key duties & responsibilities:

1. Develop procurement policy, practice and supporting procedures of DESCOCO.
2. Review and recommend the Annual Procurement Plan (APP).
3. Organize cost effective contractual arrangements with suppliers/vendors of goods, works and services to ensure the availability of materials and services.
4. Monitor stock/inventory levels, optimizing working capital, balancing the needs to minimize inventory with essential contingency stock.
5. Recommend policies, procedures, guidelines etc. related to operational activities of Procurement & Store.
6. Oversee the functions for identifying repetitive failures in brought-in goods and services, through feedback from users.
7. Ensure that the departmental staffs have clear understanding of their responsibilities for which they are accountable for.
8. Carryout Annual Performance Appraisal of the employees under control.
9. Oversee and monitor the availability of spares, consumable and equipment on continuous and consistent basis for functional/operational activities of DESCOCO.
10. Exercise administrative and financial authority as delegated by the Board in accordance with policy/guidelines of the Company.
11. Carryout any other duties as directed by the Managing Director/Executive Directors from time to time.

Job Description of Assistant Manager/Assistant Engineer (office of the General Manager/Chief Engineer (Procurement))

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

Line of Reporting



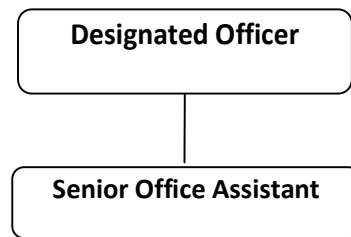
Key responsibilities and accountabilities:

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

Job Description of Senior office Assistant

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

Line of Reporting



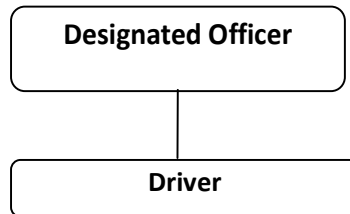
Key Duties & Responsibilities:

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

Job Description of Driver

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

Line of Reporting



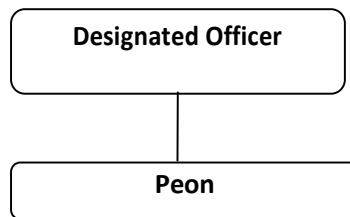
Key Duties & Responsibilities:

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

Job Description of office Peon

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

Line of Reporting



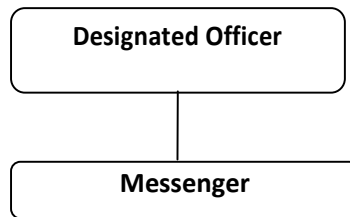
Key Duties & Responsibilities:

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

Job Description of office Messenger

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

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
(Procurement Inspection & Testing)**

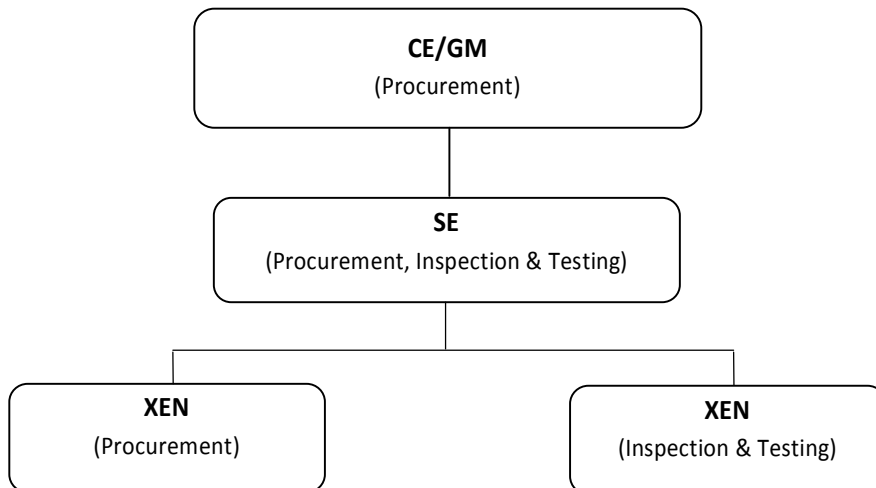
Job Description of Superintending Engineer (Procurement, Inspection & Testing)

Position Title	Superintending Engineer (Procurement, Inspection & Testing)
Reports to	Chief Engineer/ General Manager (Procurement)
Function	Procurement, Contracts, Inspection & Testing
Reporting officials	Executive Engineer (Procurement) Executive Engineer (Inspection & Testing) Personal supporting officials/staff at SE's office.
Location	Office of the General Manager/Chief Engineer (Procurement)

Job purpose:

SE (Procurement, Inspection & Testing), reporting to the CE/GM (Procurement) with collective responsible for the procurement of externally provided goods and services used in DESCO and to manage those internally sourced alternatives. Ensure that all materials are procured and delivered to the point of delivery in a timely and cost effective manner. Ensure that all procurement is carried to high standards of probity and good standard and also all materials are properly tested before storing.

Line of Reporting



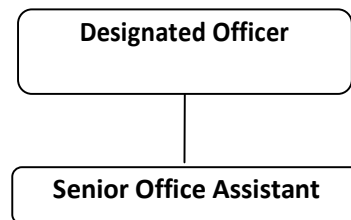
Key duties & Responsibilities:

1. Develop procurement and testing policy, practice and supporting procedures of DESCO, for approval of Management/Board. Ensure company policy and practice meets the standards set by Government. Put in place monitoring and control mechanisms.
2. Perform all functions related to contract management with suppliers/vendors of goods, works and services following successful procurement proceedings.
3. Undertake all procurement proceedings in light with the approved APP and in compliance with appropriate documents, standards and relevant rules, regulations, laws, practices etc. currently in force.
4. Ensure successful implementation of the APP. Review occasionally implementation progress of the APP and take appropriate measures accordingly.
5. Oversee the functions to ensure that the Bid/Offer/Proposals and related Bid bond/security/BG/PG etc. remain valid till conclusion of individual procurement proceedings and all procurement proceedings are properly documented/recorded and preserved.
6. Ensure that all procurement proceedings are carried out with appropriate transparency and confidentiality.
7. Recommend policies, procedures, guidelines etc. related to Procurement, Inspection & Testing.
8. Review and recommend the Annual Budget of P,I&T Division and extend necessary assistance in preparation of Annual Procurement Plan.
9. Ensure that the departmental staffs have clear understanding of their responsibilities for which they are accountable and Carryout Annual Performance Appraisal of the employees under control.
10. 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 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 (Procurement, Inspection & Testing)

Line of Reporting



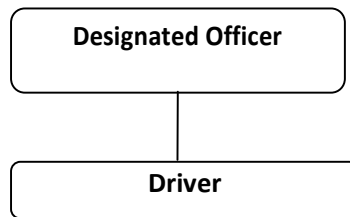
Key Duties & Responsibilities:

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 (Procurement, Inspection & Testing)

Line of Reporting



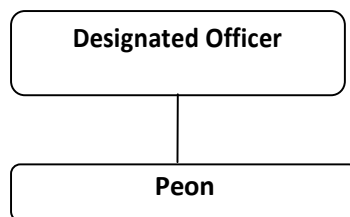
Key Duties & Responsibilities:

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 (Procurement, Inspection & Testing)

Line of Reporting



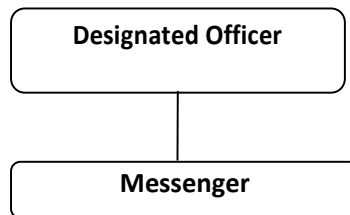
Key Duties & Responsibilities:

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 (Procurement, Inspection & Testing)

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.

Procurement

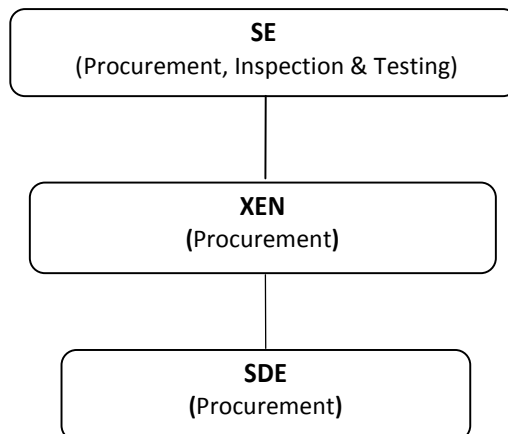
Job Description of Executive Engineer (Procurement)

Position Title	Executive Engineer (Procurement)
Reports to	Superintending Engineer (Procurement, Inspection & Testing)
Function	Procurement, Contracts.
Reporting official	Sub-Divisional Engineer (Procurement)
Location	Office of the Superintending Engineer (Procurement, Inspection & Testing)

Job purpose:

Executive Engineer (Procurement), reporting to the SE (Procurement, Inspection & Testing), with collective responsible for procurement of externally provided goods and services used in DESCO and manage those internally sourced alternatives. Ensure that all materials are procured and delivered to the point of delivery in a timely and cost effective manner.

Line of Reporting



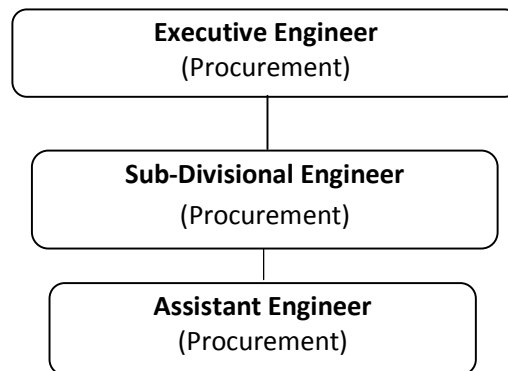
Key Duties & Responsibilities:

1. Assist SE (Procurement, Inspection & Testing) to develop procurement policy, practice and supporting procedures of DESCO, for approval of Management/Board.
2. Monitor all functions related to contract management with suppliers/contractors of goods, works and services following successful procurement proceedings and Communicate with tenderer / contractor / supplier as deemed necessary.
3. Carry out all procurement proceedings in accordance with the approved Policy Guidelines and in compliance with appropriate documents, standards and relevant rules, regulations, laws, practices etc. currently in force.
4. Assist SE (P,I&T) to ensure successful implementation of the APP. Review occasionally implementation progress of the APP and take appropriate measures accordingly.
5. Monitor the functions to ensure that the Bid/Offer/Proposals and related Bid bond/security/BG/PG etc. remain valid till conclusion of individual procurement proceedings.
6. Monitor that all procurement proceedings are carried out with appropriate transparency and confidentiality.
7. Give timely intimation to Tender Document Review Committee (TDRC), Tender Opening Committee (TOC) and Tender Evaluation Committee (TEC) in performing their duties.
8. Assist the authority in addressing conflicts, disputes with contractors / suppliers / service providers.
9. Ensure that the departmental staffs have clear understanding of their responsibilities for which they are accountable for and carryout Annual Performance Appraisal of the employees under control.
10. Exercise Administrative and financial authority as per approved policy/guidelines of the Company.
11. Prepare Annual Budget for Procurement Department and assist in Annual Procurement Plan preparation for works, goods, equipment, spares and consumables.
12. Carryout any other duties as directed by the Management from time to time.

Job Description of Sub-Divisional Engineer (Procurement)

Position Title	Sub-Divisional Engineer (Procurement)
Reports to	Executive Engineer (Procurement)
Function	Preparing tender documents for works, goods & services.
Reporting official	Assistant Engineer (Procurement)
Location	Office of the Executive Engineer (Procurement)

Line of Reporting



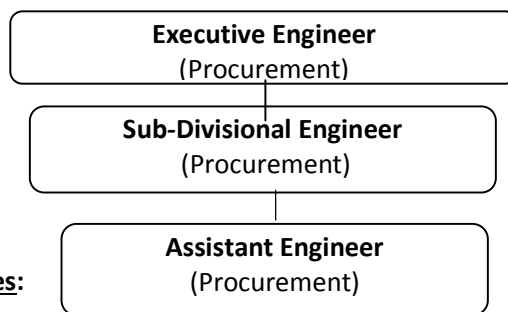
Key Duties & Responsibilities:

1. Maintain procurement proceedings following appropriate documents, standards, rules and policy guidelines.
2. Prepare routine reports of the department.
3. Prepare tender documents for works, goods & services.
4. Assist the authority in signing contract & agreement and keep records thereon.
5. Prepare all type of notice/corrigendum, clarification, amendment of tender.
6. Maintain Check List of records of all procurements and report to XEN (Procurement) time to time.
7. Assist XEN (Procurement) in giving timely intimation to Tender Opening Committee and Tender Evaluation Committee in performing their duties.
8. Manage and maintain records of all Tender Opening Sheet, Tender Documents, Tender Evaluation Report, Price Estimation Notes, Notification of Awards etc.
9. Carry out check list of records of all procurements.
10. Record and maintain the validity of tender security, performance security furnished by tenderer / contractor / supplier and inform XEN (Procurement) before expiration of validity.
11. Prepare contract papers and assist the authority in signing contract & agreement and keep records thereon.
12. Assist the authority in addressing conflicts, disputes with contractors / suppliers / service providers.
13. Assist XEN (Procurement) in overseeing the contract management activities pertaining to procurement of goods, works and services.
14. Assist XEN (Procurement) in preparing Annual Budget & Annual Procurement Plan for works, goods, equipment, spares and consumables.
15. Ensure that the departmental staffs have clear understanding of their responsibilities for which they are accountable for and 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 Assistant Engineer (Procurement)

Position Title	Assistant Engineer (Procurement)
Reports to	Sub-Divisional Engineer (Procurement)
Function	Preparing tender documents for works, goods & services.
Reporting official	All employee below the rank of AE in the Office of XEN (Procurement)
Location	Office of the Executive Engineer (Procurement)

Line of Reporting



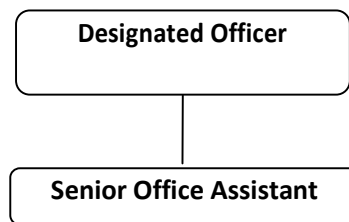
Key Duties & Responsibilities:

1. Prepare estimate, purchase requisition note regarding procurement.
2. Collect specification BOQ, Drawings or other necessary requirements to prepare the tender document as per provision of Annual Procurement Plan (APP).
3. Preparing tender documents for works, goods & services.
4. Prepare tender notice and take necessary steps to publish it.
5. Maintain records of all Tender Opening Sheet, Tender Documents, Tender Evaluation Report, Price Estimation Notes, Notification of Awards etc.
6. Keep detail and update record of submitted Tender Security & Performance Security and inform XEN/SDE before expiration of validity.
7. Send the PG/BG submitted by the tenderer to the Accounts Division for verification of authenticity and keep its record accordingly.
8. Preparing routine reports of the department.
9. Check the bill(s) submitted by the supplier(s)/Contractor(s)/service provider(s) etc and maintain the records accordingly.
10. Assist the authority in signing contract & agreement & keep records of all procurements.
11. Assist XEN/SDE (Procurement) in maintaining procurement proceedings following appropriate documents, standards, rules and policy guidelines.
12. Assist XEN/SDE (Procurement) in preparing Annual Budget & Annual Procurement Plan for works, goods, equipment, spares and consumables.
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 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 (Procurement)

Line of Reporting



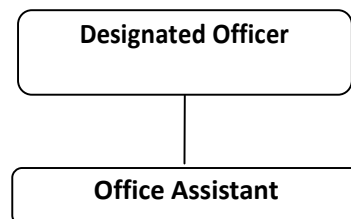
Key Duties & Responsibilities:

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

Job Description of Office Assistant

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

Line of Reporting



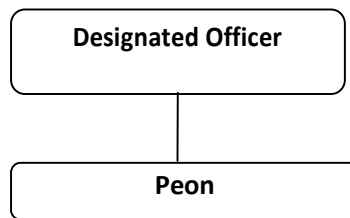
Key Duties & Responsibilities:

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

Job Description of office Peon

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 (Procurement)

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.

Inspection & Testing

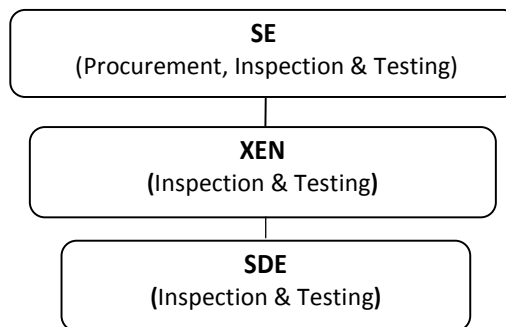
Job Description of Executive Engineer (Inspection & Testing)

Position Title	Executive Engineer (Inspection & Testing)
Reports to	Superintending Engineer (Procurement, Inspection & Testing)
Function	Inspection, Testing
Reporting official	Sub-Divisional Engineer (Inspection & Testing)
Location	Office of the Superintending Engineer (Procurement, Inspection & Testing)

Job purpose:

Executive Engineer (Inspection & Testing), reporting to the SE (Procurement, Inspection & Testing), with collective responsible for examining and inspecting materials, parts and work in progress to discover defects. Ensures products or parts conform to work orders, specifications and templates.

Line of Reporting



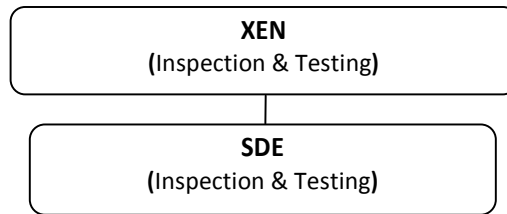
Key Duties & Responsibilities:

1. Inspects materials, products and work in progress for conformance to specifications, and adjusts process or assembly equipment to meet standards.
2. Approve incoming materials by confirming specifications; conducting visual and measurement tests; rejecting and returning unacceptable materials.
3. Oversee and control the maintenance of all relevant document/files and test records accurate manner.
4. Manage and monitor of inspection schedule and seek management approval for inspection (PSI, PLI etc.).
5. Monitor and keep all records of Inspectors and Inspection reports of Pre-shipment/Pre-delivery Inspection (home/abroad) including PLI and assist the authority.
6. Undertake all proceedings regarding drawing approval from respective divisions and keep record thereon.
7. Exercise Administrative and financial authority as per approved policy/guidelines of the Company.
8. Prepare and recommend the Annual Budget for the office.
9. Ensure that the departmental staffs have clear understanding of their responsibilities for which they are accountable and Carryout Annual Performance Appraisal of the employees under control.
10. Carryout any other duties as directed by the Management from time to time.

Job Description of Sub-Divisional Engineer (Inspection & Testing)

Position Title	Sub-Divisional Engineer (Inspection & Testing)
Reports to	Executive Engineer (Inspection & Testing)
Function	Inspection, Testing
Reporting official	All employee below the rank of SDE in the Office of Executive Engineer (Inspection & Testing)
Location	Office of the Executive Engineer (Inspection & Testing)

Line of Reporting



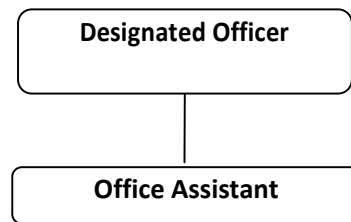
Key responsibilities and accountabilities:

1. Manage approval of incoming materials by confirming specifications; conducting visual and measurement tests; rejecting and returning unacceptable materials.
2. Maintain all files and test records in a timely and accurate manner.
3. Assist XEN (Inspection & Testing) in Inspection of materials, products, work and in documentation of inspection results.
4. Communicate with supplier/contractor for inspection schedule and process documents on management approval for inspection (PSI, PLI etc.).
5. Keep all records of Inspectors and Inspection reports of Pre-shipment/Pre-delivery Inspection (home/abroad) including PLI and assist the authority.
6. Carry out all proceedings regarding drawing approval from respective divisions and keep record thereon.
7. Assist XEN (Inspection & Testing) for Preparing the Annual Budget for the office.
8. Ensure that the departmental staffs have clear understanding of their responsibilities for which they are accountable for and carryout Annual Performance Appraisal of the employees under control.
9. Carryout any other duties as directed by the Management from time to time.

Job Description of Office Assistant

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

Line of Reporting



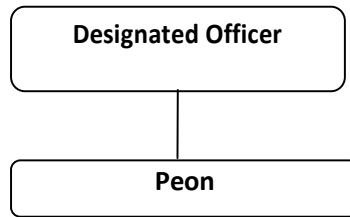
Key Duties & Responsibilities:

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

Job Description of office Peon

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 (Inspection & Testing)

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 Superintending Engineer
(Material Planning & Store)**

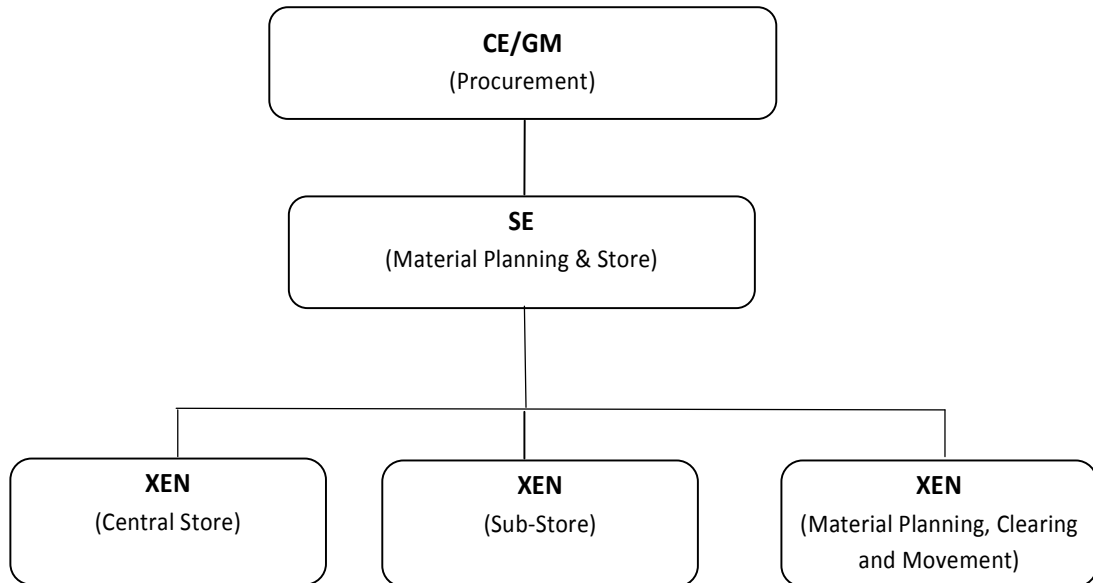
Job Description of Superintending Engineer (Material Planning & Store)

Position Title	Superintending Engineer (Material Planning & Store)
Reports to	Chief Engineer/ General Manager (Procurement)
Function	Stores, Material Planning and Inventory Control
Reporting official	Executive Engineer (Central Store) Executive Engineer (Sub-Store) Executive Engineer (Material Planning, Clearing & Movement) Personal supporting officials/staff at SE's office.
Location	Office of the General Manager/Chief Engineer (Procurement)

Job purpose:

SE (Material planning and Store), reporting to the CE/GM (Procurement) with collective responsible for the Material planning of externally provided goods and services used in DESCO and to manage those internally sourced alternatives. Ensure that all materials are stored, secured and delivered to the point of use in a timely and cost effective manner.

Line of Reporting



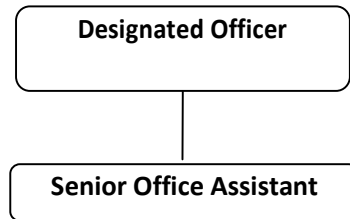
Key Duties & Responsibilities:

1. Develop Material planning policy, practice and supporting procedures of DESCO, for approval of Management/Board.
2. Undertake all proceedings in preparing Annual Procurement Plan for all store items including goods, equipment, spares and consumables of DESCO.
3. Manage stock/inventory levels, optimizing working capital, balancing the needs to minimize inventory with essential contingency stock. Ensure that the storage of materials is safe and secure.
4. Recommend policies, procedures, guidelines, etc. related to operational activities of Material Planning & Store Division.
5. Direct, supervise, monitor and control the stock inventory for all store items including goods, equipment, spares and consumables.
6. Compile and review the stock inventory furnished by all offices of DESCO and forward recommendation/observation to the Controlling Officer.
7. Direct, supervise, monitor and control safe custody of goods, equipment, spares and consumables.
8. Direct, supervise, monitor and control the stores authority in arranging disposal/sale, as appropriate, of store items as per approval of the authority based on recommendation of the condemnation/disposal committee.
9. Review and recommend the Annual Budget of MP&S Division.
10. Ensure that the departmental staffs have clear understanding of their responsibilities for which they are accountable and carryout Annual Performance Appraisal of the employees under control.
11. Exercise financial authority as per approved financial procedure/policy/guidelines of the Company.
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 (Material Planning & Store)

Line of Reporting



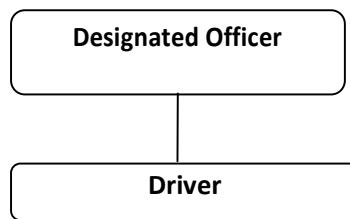
Key Duties & Responsibilities:

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 (Material Planning & Store)

Line of Reporting



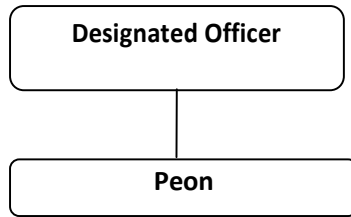
Key Duties & Responsibilities:

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 (Material Planning & Store)

Line of Reporting



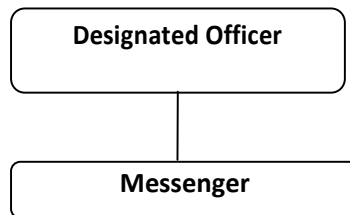
Key Duties & Responsibilities:

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 (Material Planning & Store)

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.

Central Store

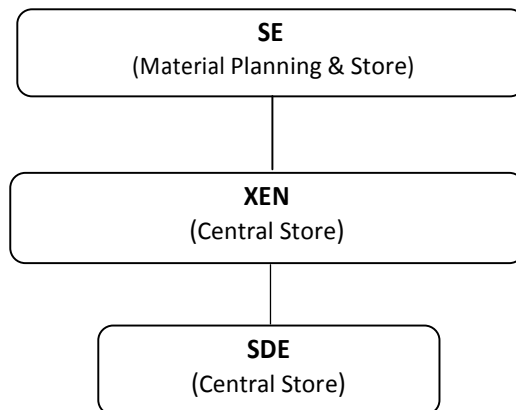
Job Description of Executive Engineer (Central Store)

Position Title	Executive Engineer (Central Store)
Reports to	Superintending Engineer (Material Planning & Store)
Function	To Store Materials, Inventory Management
Reporting Officials	Sub-Divisional Engineer (Central Store)
Location	Office of the Superintending Engineer (Material Planning & Store)

Job purpose:

Executive Engineer (Central Store), reporting to the SE (Material Planning & Store) with collective responsible for storing materials, maintain the stock inventory for all store items and to determine inventory order level. Ensure all materials are stored, secured and delivered to the point of use in a timely and cost effective manner.

Line of Reporting



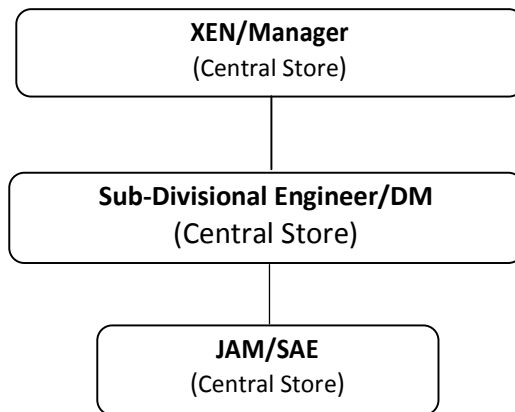
Key Duties & Responsibilities:

1. Oversee and Control the stock inventory for all store items and inventory order level.
2. Ensure safe custody of goods, equipment, spares and consumables.
3. Oversee and supervise in receiving, recording and storing goods in specific locations.
4. Ensure measures for easy and prompt identification of goods and storage location.
5. Oversee and control the issuance of goods on receipt of approved requisition slip / note.
6. Oversee and control Gate Pass system for outgoing goods & Receiving Report / Return Slip for incoming goods.
7. Ensure adequate security arrangement for stores.
8. Manage and monitor proper records of stores items separately for development, project and maintenance works.
9. Maintain proper records of fast moving, slow moving and dead store items.
10. Arrange disposal/sale, as appropriate, of store items as per approval of the authority based on recommendation of the condemnation/disposal committee.
11. Furnish routine reports to the controlling official and suggest remedial/improvement measures as deemed necessary and carryout Annual Performance Appraisal of the employees under control.
12. Ensure that the departmental staffs have clear understanding of their responsibilities for which they are accountable and carryout Annual Performance Appraisal of the employees under control.
13. Prepare and recommend the Annual Budget for the office.
14. Exercise Administrative and financial authority as per approved policy/guidelines of the Company.
15. Carryout any other duties as directed by the Management from time to time.

Job Description of Sub-Divisional Engineer (Central Store)

Position Title	Sub-Divisional Engineer (Central Store)
Reports to	Executive Engineer (Central Store)
Function	Material Storing and determine inventory order level.
Reporting official	All employee below the rank of SDE in the Office of XEN (Central Store)
Location	Office of the Executive Engineer (Central Store)

Line of Reporting



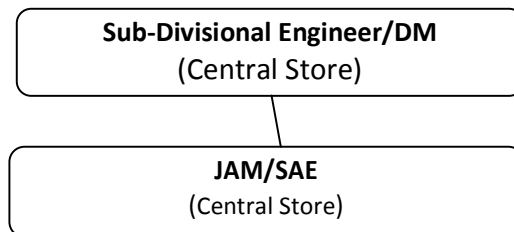
Key Duties & Responsibilities:

1. Manage the stock inventory for all store items and determine inventory order level.
2. Furnish requisition to procurement department for procurement of store items based on inventory order level.
3. Manage and monitor receiving, recording and storing goods in specific locations.
4. Take effective initiatives for easy and prompt identification of goods and storage location.
5. Assist XEN (Central Store) in issuing goods on receipt of approved requisition slip / note.
6. Maintain Gate Pass system for outgoing goods and Receiving Report / Return Slip for incoming goods.
7. Arrange safe custody of goods, equipment, spares and consumables.
8. Monitor adequate security arrangement for stores.
9. Prepare proper records of stores items separately for development, project and maintenance works.
10. Prepare proper records of fast moving, slow moving and dead store items.
11. Assist XEN (Central Store) in arranging disposal/sale, as appropriate, of store items as per approval of the authority based on recommendation of the condemnation/disposal committee.
12. Preparing routine reports for consideration of the authority.
13. Assist XEN (Central Store) in preparing Annual Budget of the office.
14. Ensure that the departmental staffs have clear understanding of their responsibilities for which they are accountable and carryout Annual Performance Appraisal of the employees under control.
15. Carryout any other duties as directed by the Management from time to time.

Job Description of Sub-Assistant Engineer/Junior Assistant Manager (Central Store)

Position Title	Sub-Assistant Engineer/Junior Assistant Manager (Central Store)
Reports to	Sub Divisional Engineer (Central Store)
Function	To Store Material, Inventory Management
Reporting official	All employee below the rank of SAE in the Office of Manager/Executive Engineer (Central Store)
Location	Office of the Executive Engineer (Central Store)

Line of Reporting



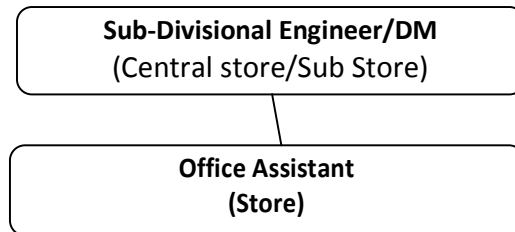
Key Duties & Responsibilities:

1. Maintain the stock inventory for all store items and assist SDE (Central Store) in determining inventory order level.
2. Assist SDE (Central Store) in preparing and furnishing requirement of store items based on inventory order level to procurement department.
3. To receive, record and store goods in specific locations.
4. Carry out effective measures for easy and prompt identification of goods and storage location.
5. Verify issuance of goods on receipt of approved requisition slip / note.
6. Keep record of Gate Pass for outgoing goods and Receiving Report / Return Slip for incoming goods.
7. Take measures for adequate security arrangement for stores.
8. Assist SDE (Central Store) in preparing records of stores items separately for development, project and maintenance works.
9. Prepare list of fast moving, slow moving and dead store items and assist SDE (Central Store) in preparing report.
10. Carry out all the proceedings regarding disposal/sale as directed by SDE (Central Store).
11. Assist SDE (Central Store) in preparing routine reports for consideration of the authority.
12. Assist SDE (Central Store) in preparing Annual Budget of the office.
13. Carryout any other duties as directed by the Management from time to time.

Job Description of Office Assistant (Store)

Position Title	Office Assistant (Store)
Reports to	Sub-Divisional Engineer (Central Store)/Assistant Engineer (Sub-Store)
Function	To provide administrative and logistic support on material storing and inventory management.
Reporting official	All employee below the rank of Office Assistant (Store) in the Office of Executive Engineer (Central Store/Sub-Store)
Location	Office of the Executive Engineer (Central Store/ Sub-Store)

Line of Reporting



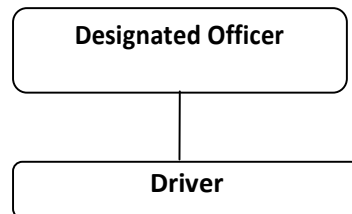
Key Duties & Responsibilities:

1. Update regularly the stock inventory for all store items and prepare reports on low level stock of store items.
2. Keep proper record of received goods and specific locations of a good in store.
3. Keep record of Gate Pass for outgoing goods and Receiving Report / Return Slip for incoming goods.
4. Maintain separate record files of stores items for development, project and maintenance works.
5. Maintain store inventory software safely and securely.
6. Regularly put updated data in the software and prepare reports by extracting data from the software as required by the management.
7. Prepare reports on fast moving, slow moving and dead store items.
8. Prepare list of unusable items for disposal/sale.
9. Prepare routine reports for consideration of the authority.
10. Carryout any other duties as directed by the Management from time to time.

Job Description of Driver, Heavy Vehicle

Position Title	Driver (Heavy Vehicle)
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 (Central Store)

Line of Reporting



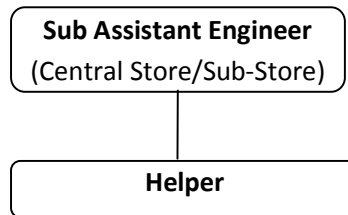
Key Duties & Responsibilities:

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 Helper

Position Title	Helper
Reports to	Sub Assistant Engineer (Central Store/Sub-Store)
Function	To help in material storing.
Reporting official	Nil.
Location	Office of the Executive Engineer (Central Store/ Sub-Store)

Line of Reporting



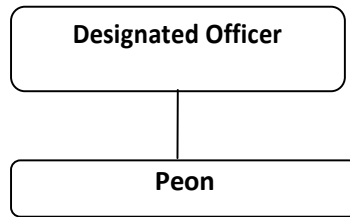
Key Duties & Responsibilities:

1. Help laborer for loading and unloading store materials.
2. Store materials in the specific location.
3. With the direction of SAE (Central Store/Sub-Store), separate the unusable items of store for disposal/sale.
4. Supervise the security of the store and quickly inform the store authority in case of any hazard/vulnerability.
5. To carry out any other duty as directed by the authority time to time.

Job Description of office Peon

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

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.

Sub-Store

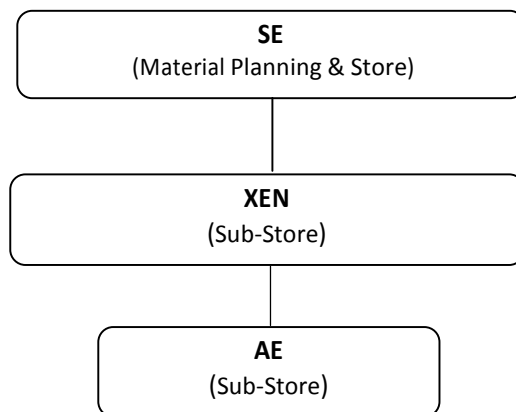
Job Description of Executive Engineer (Sub-Store)

Position Title	Executive Engineer (Sub-Store)
Reports to	Superintending Engineer (Material Planning & Store)
Function	To Store Materials, Inventory Management
Reporting Officials	Assistant Engineer (Sub-Store)
Location	Office of the Superintending Engineer (Material Planning & Store)

Job purpose:

Executive Engineer (Sub-Store), reporting to the SE (Material Planning & Store) with collective responsible for storing materials, maintain the stock inventory for all store items and to determine inventory order level. Ensure all materials are stored, secured and delivered to the point of use in a timely and cost effective manner.

Line of Reporting



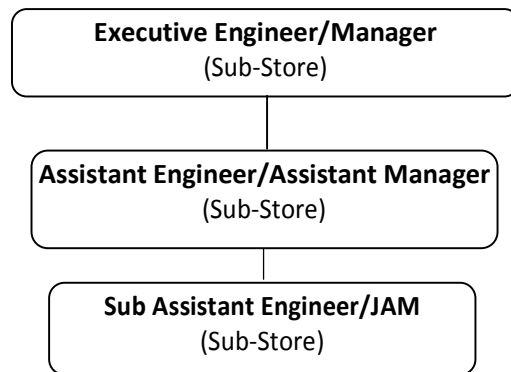
Key Duties & Responsibilities:

1. Oversee and Control the stock inventory for all store items and inventory order level.
2. Ensure safe custody of goods, equipment, spares and consumables.
3. Oversee and supervise in receiving, recording and storing goods in specific locations.
4. Ensure measures for easy and prompt identification of goods and storage location.
5. Oversee and control the issuance of goods on receipt of approved requisition slip / note.
6. Oversee and control Gate Pass system for outgoing goods & Receiving Report / Return Slip for incoming goods.
7. Ensure adequate security arrangement for stores.
8. Manage and monitor proper records of stores items separately for development, project and maintenance works.
9. Maintain proper records of fast moving, slow moving and dead store items.
10. Arrange disposal/sale, as appropriate, of store items as per approval of the authority based on recommendation of the condemnation/disposal committee.
11. Furnish routine reports to the controlling official and suggest remedial/improvement measures as deemed necessary.
12. Prepare and recommend the Annual Budget for the office.
13. Exercise Administrative and financial authority as per approved policy/guidelines of the Company.
14. Ensure that the departmental staffs have clear understanding of their responsibilities for which they are accountable and carryout Annual Performance Appraisal of the employees under control.
15. Carryout any other duties as directed by the Management from time to time.

Job Description of Assistant Engineer (Sub-Store)

Position Title	Assistant Engineer/Assistant Manager (Sub-Store)
Reports to	Executive Engineer (Sub-Store)
Function	To Store Materials, Inventory Management
Reporting Officials	Sub-Assistant Engineer (Store)
Location	Office of the Sub-Assistant Engineer (Sub-Store)

Line of Reporting



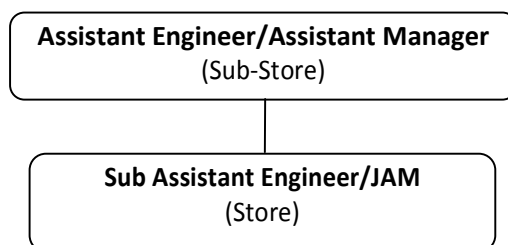
Key Duties & Responsibilities:

1. Manage the stock inventory for all store items and determine inventory order level.
2. Furnish requisition to procurement department for procurement of store items based on inventory order level.
3. Manage and monitor receiving, recording and storing goods in specific locations.
4. Take effective initiatives for easy and prompt identification of goods and storage location.
5. Assist XEN (Sub-Store) in issuing goods on receipt of approved requisition slip / note.
6. Maintain Gate Pass system for outgoing goods and Receiving Report / Return Slip for incoming goods.
7. Arrange safe custody of goods, equipment, spares and consumables.
8. Monitor adequate security arrangement for stores.
9. Prepare proper records of stores items separately for development, project and maintenance works.
10. Prepare proper records of fast moving, slow moving and dead store items.
11. Assist XEN (Sub-Store) in arranging disposal/sale, as appropriate, of store items as per approval of the authority based on recommendation of the condemnation/disposal committee.
12. Preparing routine reports for consideration of the authority.
13. Assist XEN (Sub-Store) in preparing Annual Budget of the office.
14. Ensure that the departmental staffs have clear understanding of their responsibilities for which they are accountable and carryout Annual Performance Appraisal of the employees under control.
15. Carryout any other duties as directed by the Management from time to time.

Job Description of Sub-Assistant Engineer (Store)

Position Title	Sub-Assistant Engineer (Store)
Reports to	Assistant Engineer (Sub-Store)
Function	To Store Materials, Inventory Management
Reporting Officials	All employee below the rank of SAE in the Office of Executive Engineer (Sub-Store)
Location	Office of the Executive Engineer (Sub-Store)

Line of Reporting



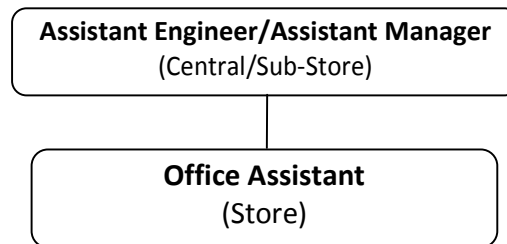
Key Duties & Responsibilities:

1. Maintain the stock inventory for all store items and assist AE (Sub-Store) in determining inventory order level.
2. Assist AE (Sub-Store) in preparing and furnishing requirement of store items based on inventory order level to procurement department.
3. To receive, record and store goods in specific locations.
4. Carry out effective measures for easy and prompt identification of goods and storage location.
5. Verify issuance of goods on receipt of approved requisition slip / note.
6. Keep record of Gate Pass for outgoing goods and Receiving Report / Return Slip for incoming goods.
7. Take measures for adequate security arrangement for stores.
8. Assist AE (Sub-Store) in preparing records of stores items separately for development, project and maintenance works.
9. Prepare list of fast moving, slow moving and dead store items and assist AE (Sub-Store) in preparing report.
10. Carry out all the proceedings regarding disposal/sale as directed by AE (Sub-Store).
11. Assist AE (Sub-Store) in preparing routine reports for consideration of the authority.
12. Assist AE (Sub-Store) in preparing Annual Budget of the office.
13. Carryout any other duties as directed by the Management from time to time.

Job Description of Office Assistant (Store)

Position Title	Office Assistant (Store)
Reports to	Sub-Divisional Engineer (Central Store)/Assistant Engineer (Sub-Store)
Function	To provide administrative and logistic support on material storing and inventory management.
Reporting official	All employee below the rank of Office Assistant (Store) in the Office of Executive Engineer (Central Store/Sub-Store)
Location	Office of the Executive Engineer (Sub Store)

Line of Reporting



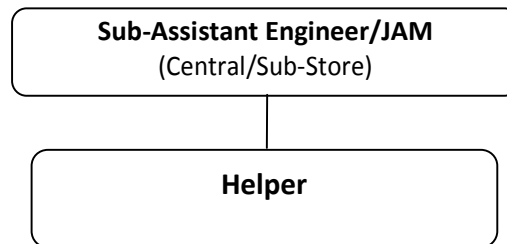
Key Duties & Responsibilities:

1. Update regularly the stock inventory for all store items and prepare reports on low level stock of store items.
2. Keep proper record of received goods and specific locations of a good in store.
3. Keep record of Gate Pass for outgoing goods and Receiving Report / Return Slip for incoming goods.
4. Maintain separate record files of stores items for development, project and maintenance works.
5. Maintain store inventory software safely and securely.
6. Regularly put updated data in the software and prepare reports by extracting data from the software as required by the management.
7. Prepare reports on fast moving, slow moving and dead store items.
8. Prepare list of unusable items for disposal/sale.
9. Prepare routine reports for consideration of the authority.
10. Carryout any other duties as directed by the Management from time to time.

Job Description of Helper

Position Title	Helper
Reports to	Sub-Assistant Engineer/Junior Assistant Manager (Central Store/Store)
Function	To help in material storing.
Reporting official	Nil.
Location	Office of the Executive Engineer (Sub Store)

Line of Reporting



Key Duties & Responsibilities:

1. Help laborer for loading and unloading store materials.
2. Store materials in the specific location.
3. With the direction of SAE (Central Store/Sub-Store), separate the unusable items of store for disposal/sale.
4. Supervise the security of the store and quickly inform the store authority in case of any hazard/vulnerability.
5. Carryout any other duties as directed by the Management from time to time.

Material Planning, Clearing and Movement

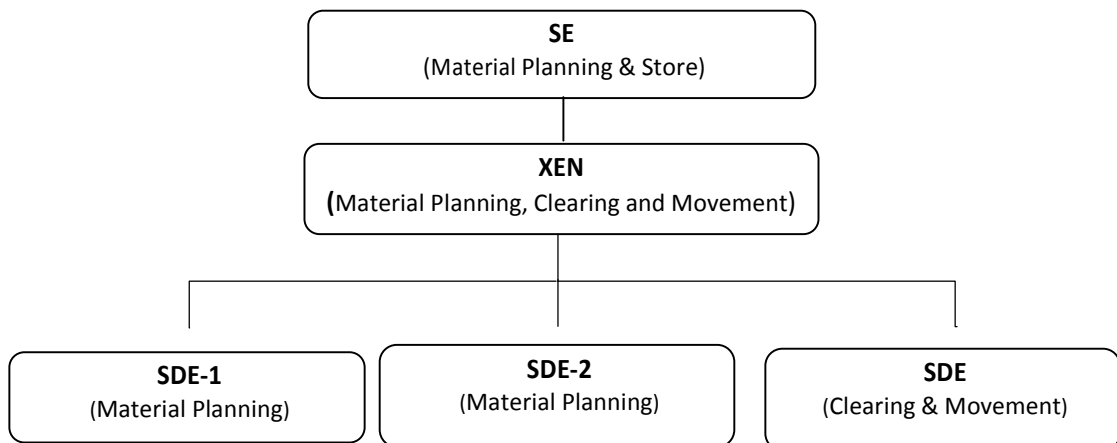
Job Description of Executive Engineer (Material Planning, Clearing and Movement)

Position Title	Executive Engineer (Material Planning, Clearing and Movement)
Reports to	Superintending Engineer (Material Planning & Store)
Function	Material Planning, Clearing and Movement
Reporting Officials	Sub-Divisional Engineer -1 (Material Planning) Sub-Divisional Engineer -2 (Material Planning) Sub-Divisional Engineer (Clearing and Movement)
Location	Office of the Superintending Engineer (Material Planning & Store)

Job purpose:

Executive Engineer (Material Planning, Clearing and Movement), reporting to the SE (Material Planning & Store) with collective responsible for all planning, assessing the requirement of goods, equipment, consumables etc. based on work plans approved by the authority.

Line of Reporting



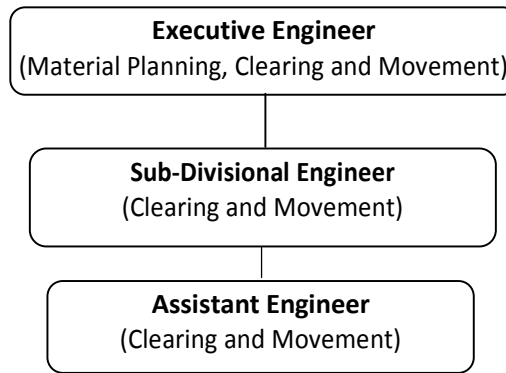
Key Duties & Responsibilities:

1. Assess & propose the requirement of goods, equipment, consumables, etc. based on the approved work plans.
2. Carry out all proceedings in preparing Annual Procurement Plan for all store items including goods, equipment, spares and consumables of DESCO.
3. Review and recommend the suitability of goods, equipment, consumables, etc. against specific works.
4. Review and recommend phase wise allocation of goods, equipment, consumables, etc. against development works, project works and maintenance works.
5. Monitor the field level assessment of goods, equipment, consumables, etc. for up gradation and maintenance of distribution network.
6. Communicate with supplier/contractor for delivery schedule of goods, point of delivery and manage necessary arrangement thereon.
7. Direct, supervise and control the movement of store items from central store to sub-store or store to the point of use in a cost effective way and in time.
8. Keep all the record of material movement and clearing.
9. Furnish routine reports on material movement for consideration of the authority.
10. Prepare and recommend the Annual Budget for the office.
11. Exercise Administrative and financial authority as per approved policy/guidelines of the Company.
12. Ensure that the departmental staffs have clear understanding of their responsibilities for which they are accountable and 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 (Clearing and Movement)

Position Title	Sub-Divisional Engineer (Clearing and Movement)
Reports to	Executive Engineer (Material Planning, Clearing and Movement)
Function	Material Clearing and Movement
Reporting Officials	Assistant Engineer (Clearing and Movement)
Location	Office of the Executive Engineer (Material Planning, Clearing and Movement)

Line of Reporting



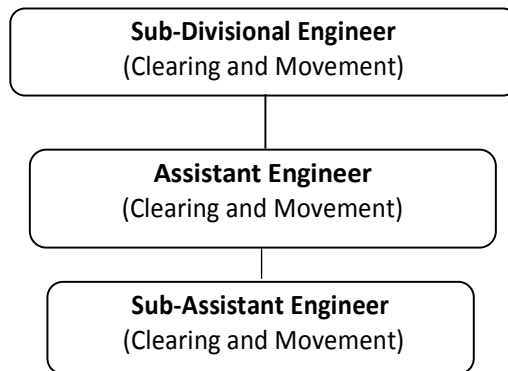
Key Duties & Responsibilities:

1. Manage product delivery schedule from supplier point to DESCO Store.
2. Manage inbound and outbound material logistics to minimize carrying costs and transportation charges while maintaining material levels within acceptable limits.
3. Supervise material loading and unloading personnel.
4. Direct, supervise and control the movement of store items from central store to sub-store or store to the point of use in a cost effective way and in time.
5. Keep all the record of material movement & clearing.
6. Furnish routine reports on material movement for consideration of the authority.
7. Prepare and recommend the Annual Budget for the office.
8. Ensure that the departmental staffs have clear understanding of their responsibilities for which they are accountable and carryout Annual Performance Appraisal of the employees under control.
9. Carryout any other duties as directed by the Management from time to time.

Job Description of Assistant Engineer (Clearing and Movement)

Position Title	Assistant Engineer (Clearing and Movement)
Reports to	Sub-Divisional Engineer (Clearing and Movement)
Function	Material Clearing and Movement
Reporting Officials	Sub-Assistant Engineer (Clearing and Movement)
Location	Office of the XEN (Material Planning, Clearing and Movement)

Line of Reporting



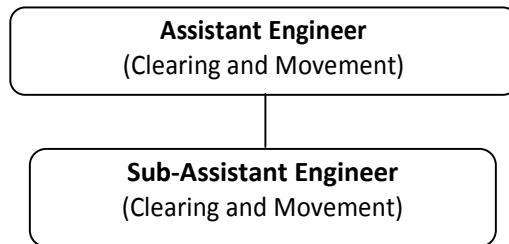
Key Duties & Responsibilities:

1. Assist SDE (Clearing & Movement) in managing inbound and outbound material logistics to minimize carrying costs and transportation charges while maintaining material levels within acceptable limits.
2. Supervise material loading and unloading personnel.
3. Arrange all measures for the movement of store items from central store to sub-store or store to the point of use in a cost effective way and in time.
4. Prepare routine reports of material movement & clearing.
5. Assist SDE (Clearing & Movement) in preparing the Annual Budget for the office.
6. Ensure that the departmental staffs have clear understanding of their responsibilities for which they are accountable and carryout Annual Performance Appraisal of the employees under control.
7. Carryout any other duties as directed by the Management from time to time.

Job Description of Sub-Assistant Engineer (Clearing and Movement)

Position Title	Sub-Assistant Engineer (Clearing and Movement)
Reports to	Assistant Engineer (Clearing and Movement)
Function	Material Clearing and Movement
Reporting Officials	All employee below the rank of SAE in the Office of XEN (Material Planning, Clearing and Movement)
Location	Office of the XEN (Material Planning, Clearing and Movement)

Line of Reporting



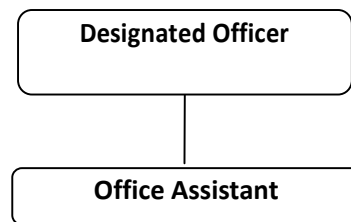
Key Duties & Responsibilities:

1. Supervise and monitor material loading and unloading personnel.
2. Carry out all necessary steps for the movement of store items from central store to sub-store or store to the point of use in a cost effective way and in time.
3. Prepare all the record of material movement & clearing.
4. To assist AE (Clearing & Movement) in preparing the Annual Budget for the office.
5. Carryout any other duties as directed by the Management from time to time.

Job Description of Office Assistant

Position Title	Office Assistant
Reports to	Designated Officer
Function	Functions directed by the Designated Officer/Senior Officials of the department.
Reporting official	Nil
Location	Office of the Executive Engineer (Material Planning, Clearing and Movement)

Line of Reporting



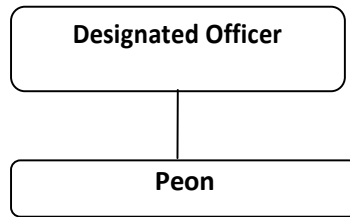
Key Duties & Responsibilities:

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

Job Description of office Peon

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 (Material Planning, Clearing and Movement)

Line of Reporting



Key Duties & Responsibilities:

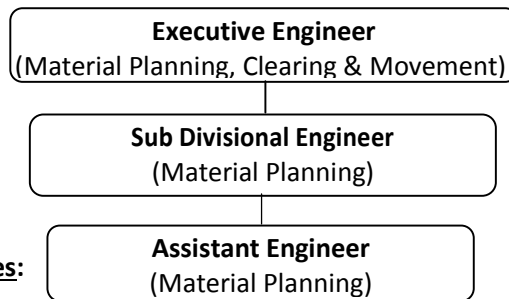
01. Open and close office regularly.
02. Attending bell of the respective officer and moving files and documents with care & keep confidentiality of the files.
03. Entertain officials and visitors like serving water, tea, beverages, lunch etc with care and take extra care at the time of meeting.
04. 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.

Material Planning

Job Description of Sub-Divisional Engineer (Material Planning)

Position Title	Sub-Divisional Engineer (Material Planning)
Reports to	Executive Engineer (Material Planning, Clearing & Movement)
Function	Assessing the requirement of goods, equipment, consumables, etc.
Reporting official	Assistant Engineer (Material Planning)
Location	Office of the Executive Engineer (Material Planning, Clearing & Movement)

Line of Reporting



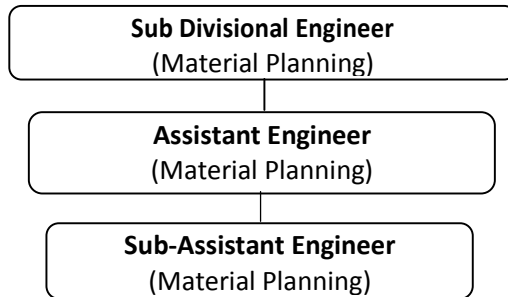
Key Duties & Responsibilities:

1. Collect material/service requirements from all divisions/offices/S&D and research on previous three years consumption to forecast the probable material consumption in the upcoming financial year.
2. Assist XEN (MP,C&M) in all proceedings regarding preparation of Annual Procurement Plan for all store items including goods, equipment, spares and consumables of DESCO.
3. Assess & propose the suitability of goods, equipment, consumables, etc. against specific works.
4. Manage and monitor phase wise allocation of goods, equipment, consumables, etc. for development works & project works including source line for substations, switching stations.
5. Assist XEN (Material Planning, Clearing & Movement) in field level assessment of goods, equipment, consumables, etc. for maintenance works of distribution system.
6. Analyze & propose combination/segregation of lots for procurement of goods/equipment based on volume/nature.
7. Ensure preparation of routine reports on material planning for consideration of authority.
8. Provide support & services to XEN (Material Planning, Clearing & Movement) in preparing the Annual Budget of the office.
9. Carryout Annual Performance Appraisal of the reporting official/staff.
10. Carryout any other duties as directed by the Management from time to time.

Job Description of Assistant Engineer (Material Planning)

Position Title	Assistant Engineer (Material Planning)
Reports to	Sub-Divisional Engineer (Material Planning)
Function	Assessing the requirement of goods, equipment, consumables, etc.
Reporting official	Sub Assistant Engineer (Material Planning)
Location	Office of the Executive Engineer (Material Planning, Clearing & Movement)

Line of Reporting



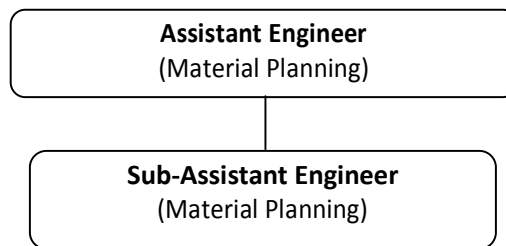
Key Duties & Responsibilities:

1. Communicate with all the divisions/offices/S&D to collect material/service requirements and compile all the requirements in a report to illustrate the overall requirements.
2. Prepare the draft Annual Procurement Plan for consideration of the management and Board approval.
3. Prepare proposal of the suitability of goods, equipment, consumables, etc. against specific works.
4. Assist SDE (Material Planning) for the assessment & proposal of phase wise allocation of goods, equipment, consumables, etc for development works & project works including source line for substations, switching stations.
5. Perform field level assessment of goods, equipment, consumables, etc. for maintenance works of distribution system.
6. Prepare routine reports on material planning for consideration of the authority.
7. Preparing the Annual Budget of the office.
8. Carryout Annual Performance Appraisal of the reporting official/staff.
9. Carry out any other duty as directed by the Management from time to time.

Job Description of Sub-Assistant Engineer (Material Planning)

Position Title	Sub-Assistant Engineer (Material Planning)
Reports to	Assistant Engineer (Material Planning)
Function	Assessing the requirement of goods, equipment, consumables, etc.
Reporting official	Nil
Location	Office of the Executive Engineer (Material Planning, Clearing & Movement)

Line of Reporting



Key Duties & Responsibilities:

1. Assist AE (Material Planning) to collect material/service requirements from all the divisions/offices/S&D of DESCO and prepare a report to illustrate the overall requirements.
2. Assist AE (Material Planning) in preparing the draft Annual Procurement Plan for consideration of the management and Board approval.
3. To assist AE (Material Planning) in assessing the suitability of goods, equipment, consumables, etc. against specific works.
4. Maintain and record all the documents regarding requirements, reports and APP.
5. Keep record of all field level assessment of goods, equipment, consumables, etc. for maintenance works of distribution system.
6. Assist AE (Material Planning) in preparing routine reports on material planning and keep record thereon.
7. Assist AE (Material Planning) in preparing Annual Budget of the office.
8. Carry out any other duties as directed by the management from time to time.