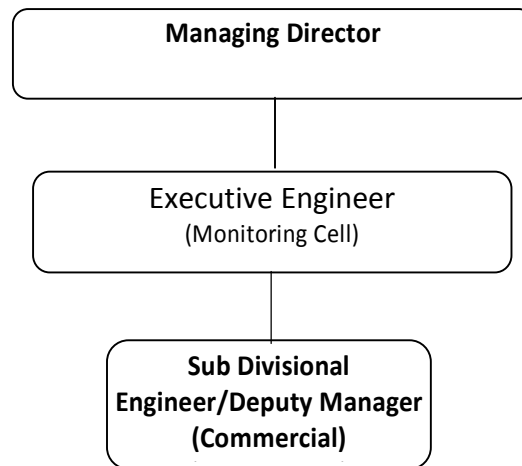


Monitoring Cell

Job Description of Executive Engineer (Monitoring Cell)

Position Title	Executive Engineer (Monitoring Cell)
Reports to	Managing Director
Function	Acts as a watchdog / Monitor the holistic activity of DESCO and supervise the subordinate of Monitoring Cell.
Reporting official	Su-Divisional Engineer (s) (Monitoring Cell)
Location	Monitoring Cell , Head Office of DESCO

Line of Reporting



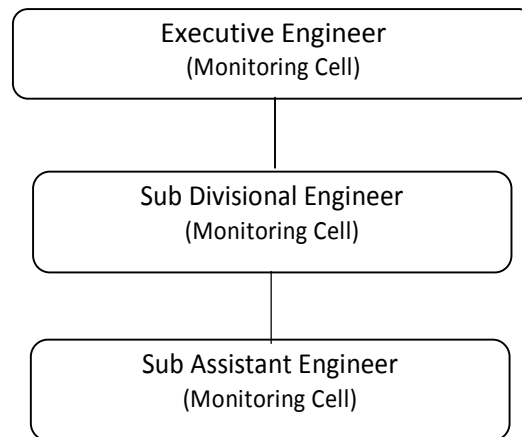
Key Duties & Responsibilities:

01. Act as an Energy Auditing member of DESCO with other Organization.
02. Verify system interception complain, billing complain any other complain related to customer satisfaction on sample basis and reporting the irregularities to the management.
03. Inspect yearly Maintenance plan & implementation.
04. Verify Maintenance work whether all this safety measures has taken properly.
05. Collect information from different source and investigate any kind of ethical discrepancy that impacts on DESCO's revenue/ goodwill and prepare report.
06. Exercise financial authority (if any) as per approved financial procedure/policy/guidelines of the Company.
07. Carryout Annual Performance Appraisal of the employees under control.
08. Carry out Any other duties as directed by the management from time to time.

Job Description of Sub-Divisional Engineer (Monitoring Cell)

Position Title	Sub-Divisional Engineer (Technical)
Reports to	Executive Engineer (Monitoring Cell)
Function	Acts as a watchdog/ Monitor the holistic activity of DESCO and supervise the subordinate of Monitoring Cell.
Reporting official	Assistant Engineer (s) (Monitoring Cell)
Location	Monitoring Cell , Head Office of DESCO

Line of Reporting



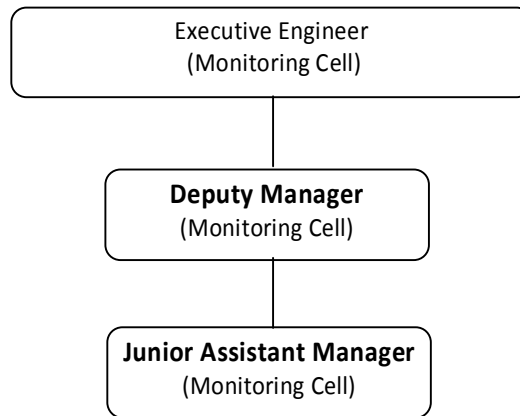
Key Duties & Responsibilities:

01. Act as an Energy Auditing member of DESCO.
02. Random inspection of sub-stations/ Switching stations/ "New Connection" files of different Sales and Distribution Division.
03. Investigate and prepare action plan for any Illegal use of Electricity (Either by Hooking or Meter By-passing).
04. Routine check of HT/ LTCT meters of different Division.
05. Collect information from different source and investigate any kind of ethical discrepancy that impacts on DESCO's revenue/ goodwill and prepare report.
06. Act as a direct investigation personnel of MD for any confidential matter.
07. Exercise financial authority (if any) as per approved financial procedure/policy/guidelines of the Company.
08. Carryout Annual Performance Appraisal of the employees under control.
09. Carry out Any other duties as directed by the management from time to time.

Job Description of Deputy Manager, (Monitoring Cell)

Position Title	Deputy Manager (Commercial)
Reports to	Executive Engineer (Monitoring Cell)
Function	Acts as a watchdog/ Monitor the holistic activity of DESCO and supervise the subordinate of Monitoring Cell.
Reporting official	Assistant Engineer (s) (Monitoring Cell)
Location	DESCO Head Office

Line of Reporting



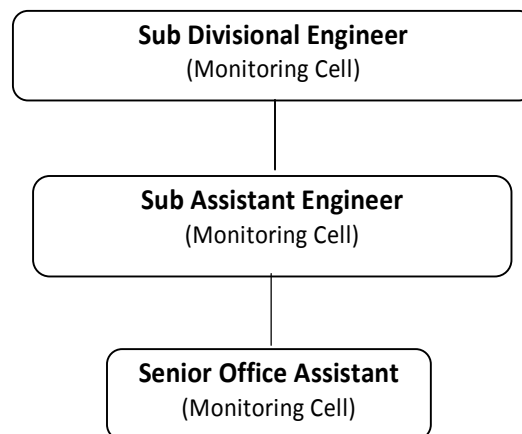
Key Duties & Responsibilities:

01. Act as an Energy Auditing member of DESCO.
 02. Random inspection of Complain centers/ one point service centers of different Sales and Distribution Division.
 03. Investigate and prepare action plan for any Illegal use of Electricity (Either by Hooking or Meter By-passing).
 04. Routine check of HT/ LTCT meters of different Division.
 05. Collect information from different source and investigate any kind of ethical discrepancy that impacts on DESCO's revenue/ goodwill and prepare report.
 06. Act as a direct investigation personnel of MD for any confidential matter.
 07. Exercise financial authority (if any) as per approved financial procedure/policy/guidelines of the Company.
 08. Carryout Annual Performance Appraisal of the employees under control.
 09. Carry out Any other duties as directed by the management from time to time.
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Job Description of Sub-Assistant Engineer (Monitoring Cell)

Position Title	Sub-Assistant Engineer (Monitoring Cell)
Reports to	Sub-Divisional Engineer & Assistant Engineer (Monitoring Cell)
Function	Acts as a watchdog / Monitor the holistic activity of DESCO and supervise the subordinate of Monitoring Cell.
Reporting official	Lineman (Monitoring Cell)
Location	Monitoring Cell , Head Office of DESCO

Line of Reporting



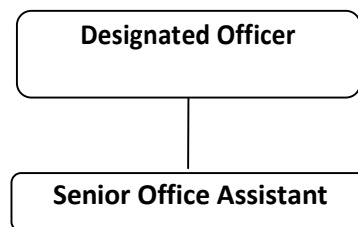
Key Duties & Responsibilities:

01. Field visit of any complaint.
02. To notice any kind of "hooking" that people may unfairly set up and hamper DESCO's system and revenue, and report it to the reporting officer.
03. Field visit and Routine check of HT / LTCT meters of different Division.
04. To inspect cable fault sites with my reporting officers.
05. To inspect consumer's facility to ensure proper installment of solar power system and Suggest proper use solar power.
06. Carry out any other duties as directed by the reporting officers.

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 Managing Director

Line of Reporting



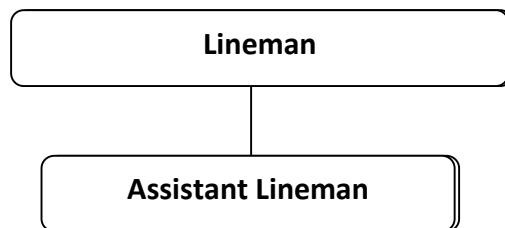
Key Duties & Responsibilities:

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 Assistant Lineman

Position Title	Assistant Lineman
Repots to	Lineman
Function	
Reporting Official/Staff	
Location	Office of the Executive Engineer (Monitoring Cell)

Line of Reporting



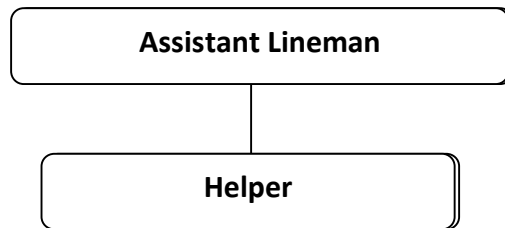
Key Duties & Responsibilities:

01. To perform Testing HT/LTCT/Whole Current Meters.
02. To perform Testing CT/PT and Connection of HT Metering System.
03. To keep all line equipment workable and to repair them as per instruction.
04. To report to foreman about the condition of equipment daily.
05. To inform foreman about requirement of necessary goods and equipment in advance.
06. To follow safety and security rules in execution of testing works.
07. To carry out any other duty as directed by the authority.

Job Description of Helper

Position Title	Helper
Repots to	Assistant Lineman
Function	
Reporting Official/Staff	
Location	Office of the Executive Engineer (Monitoring Cell)

Line of Reporting



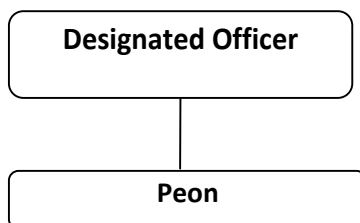
Key Duties & Responsibilities :

01. To assistant controlling officer.
02. To carry goods and equipment as per instruction.
03. To assistant controlling officer/supervisors in testing works.
04. To inform controlling officer if any abnormalities are noticed during operation.
05. To follow safety and security rules in execution of testing works.
06. To carry out any other duty as directed by the authority.

Job Description of office Peon

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

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.