

PUNJAB STATE TRANSMISSION CORPORATION LIMITED
Departmental Accounts Examination-2023 (2nd Session)

AE/E&C

Paper-I(WORKS ACCOUNTS)

Roll NO: _____

Time Allowed: 3 Hours

Max Marks: 100

Note: All questions are compulsory

- Q 1 (a) Explain registration of contractors under regulation 5 of Works Regulations. (Marks 10)
(b) Write short notes on Reinvitation of tenders and Rejection of tenders under Works Regulations. (Marks 5+5)
- Q2 (a) Explain recociliation of collection bank account by depositing offices. (Marks 10)
(b) Explain the process of issue of Temprary Advance. (Marks 10)
- Q3 Write short notes on
(a) Dismantlement of Defective/Damaged Transformer
(b) Register of Damaged/Defective Transformer
(c) Dispatch of Damaged/Defective Transformer to TRW Division
(d) Receipt of Damaged/Defective Transformer to TRW yard
(Marks 5+5+5+5)
- Q4 Write down various heads and their complete description relating to R&M of Transmission station equipment and transmission lines of PSTCL. (Marks 20)
- Q5 (a) Write down duties of SDO relating to Works and Accounts thereof. (Marks 10)
(b) Write down duties of JE-1. (Marks 10)

PUNJAB STATE TRANSMISSION CORPORATION LIMITED

Departmental Accounts Examination -2023 (2nd Session)

AE/E&C Paper-1 (WORKS ACCOUNTS)

Ans-1 (a)

- (i) An advertisement should be issued in news-papers calling for applications for registration with the Sr. Executive Engineers for works costing upto Rs. 2 Lacs and with the SEs/ Directors above Rs. 2 Lacs, the registration for works costing above Rs. 10 Lacs will be done by SE's/Directors with the approval of CE concerned. Contractors who have executed works in the past and are considered suitable with regard to Technical ability, financial soundness etc. should also be included in the list of registered contractors. The list of possible tenderers may be augmented by including the tenderers who are currently registered with PWD, MES, Railways and other such organisations including N.T.P.C. and other such Central Govt. organisations. The general survey may be carried out once

in 2 years and the list be kept upto date by making deletions/additions. However, for project work and other specialised jobs tendering authority may lay down specific pre-qualification requirements and limit the issue of tender papers to only those who satisfy the tendering authority.

- (ii) Advertisements for inviting applications for registration of contractors with respective Sr.XENs/SEs/Directors will be issued through the D.P.R. of the Board
- (iii) "A registration fee of Rs. 500/- will be charged for registering the contractors with the Sr. Executive Engineers and Rs. 1000/- for registration with the SEs/Directors. The fee will be non-refundable."
- (iv) SEs/Directors and CEs will be fully competent to decide about the technical ability, financial soundness, experience and past performance and to lay down prequalification requirements for the registration of the contractors/issuance of tender papers in their respective areas.
- (v) Competent authority has the right to delete the names of defaulting contractors including those who are non-responsive without any reasonable cause after recording reasons and serving them with a registered letter.
- (vi) A register will be maintained for registration of contractor setting apart pages for different type of works.

Ans-1(b)- Reinvitation of tenders

Tenders may be re-invited after approval of the next higher authority to the authority competent to accept the Tenders in event of :-

- a) Inadequacy of number of tenders i.e. less than three.
- b) Unsuitability of offers.
- c) Any subsequent change necessitated in technical specification.
- d) Any other compelling reasons to be recorded in writing.

In case falling under the competency of W/TMs/Board, approval of Member incharge will be obtained.

Ans 1(b) -Rejection of tenders

The following types of tenders shall be rejected:-

- i) Tenders from contractors, who are black-listed or with whom business dealings are suspended by P.S.E.B.
- ii) Tenders submitted by contractors, who did not purchase a set of tendering documents/ specifications as required.
- iii) Tenders submitted by a person in service under the Govt./Board or local authority.
- iv) Tenders not accompanied by the required amount of Earnest Money.
- v) Tenders received telegraphically/through fax/through telex.

13 -- Reconciliation of Collection Bank by depositing offices

RESPONSIBLE	ACTION	TIMING
Officer handling Cash	<p>1. Collect copy of bank statement/get the pass book completed from the concerned bank branch and match the credits/debits with reference to remittance into bank (RIB) Statement (BA-2) for the current month. The unlinked items to be identified and classified under the following Annexures.</p> <p>i) Transfers effected by the bank during the month. Annexure - A</p> <p>ii) Amount/cheques deposited but not credited by bank Annexure - B</p> <p>iii) Cheques dishonoured by bank but not accounted for by the depositing office. Annexure - C</p> <p>iv) Wrong debits or under-casting by the bank. Annexure - D</p> <p>v) Unlinked credits given by Bank. Annexure - E</p> <p>vi) Unlinked minus items of BA-2. Annexure - F</p> <p>vii) Wrong credits or over-casting by bank. Annexure - G</p> <p>2. Prepare 3 copies of bank reconciliation statement (BRS) on form C&B-6 (New) and put up to ARA/RA/RS/Divisional Supdt. for further checking.</p>	Within 3 days of closing of the month.
ARA/RA/RS/ Divisional Supdt.	<p>3. Thoroughly check up the B.R.S. prepared by the Cashier/official dealing with cas and see the following :-</p> <p>i) All cheques deposited have been credited to Board's account without delay.</p> <p>ii) Whether dishonoured cheques are being collected regularly from</p>	By 5th of the month

RESPONSIBLE	ACTION	TIMING
AE/AEE/AO/Sr. XEN	<p>Bank Branches and taken in the Books of the Board. Where Bank has recovered commission for realisation of outstation cheques/drafts. Initiate action for effecting recovery.</p>	Same day By 10th of the month.
	<p>iii) Whether funds are being regularly transferred by the Bank Branch to the main account at Patiala.</p> <p>iv) Get corrected any other irregularity committed by Bank. such as undercasting, overcasting, wrong debit or credit to PSEB account.</p> <p>4. Sign the B.R.S. in token of check carried out and put up to AE/AEE/AO/Sr.XEN.</p> <p>5. Review the B.R.S. and sign for</p> <p>i) Submission to Accounting Unit.</p> <p>ii) Initiate action for clearance of outstanding items/amount.</p>	
Supdt. (Divnl. Accounts)/SAS Acctt./AAO/Sr. XEN/ Incharge of Accounting Unit	<p>Note : Sr. Xen/AEE/AE is required to visit the Bank Branch atleast once in a week on every Monday or on the next working day. If Monday happens to be holiday to ensure that entire balance in the Bank Branch has been transferred.</p>	By 15th of the month.
	<p>6. Receive and review the B.R.S., mainly with regard to transfers effected by the concerned bank branch and outstanding items. showm in the reconciliation statements.</p> <p>7. Send one copy of B.R.S. (in respect of all depositing offices under him for</p>	

UNVISIBLE	ACTION	TIMING
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- previous month) duly authenticated by the Divnl. officer/incharge of the Accounting unit, supported by the following to Head Office (CAO/Revenue):-
- i) A copy of the BA - 2
 - ii) Photo copy of the statement of account with Bank Branch.
 - iii) Statement of M. Ts.

17 – Temporary Advance

RESPONSIBLE	ACTION	TIMING
Concerned Employee	<ol style="list-style-type: none"> 1. Prepare an Application Cum Authorisation Slip for temporary advance on prescribed format. 2. Submit the application to the competent authority. 	As and when
Competent Authority	<ol style="list-style-type: none"> 3. Scrutinise Application Cum Authorisation Slip and ensure that the employee is entitled to draw temporary advance. Approve the same if in order. 4. Return the Application Cum Authorisation Slip to the SDC/Divl. Supdt./ Superintendent. 	As and when Same day
SDC/Divl. Supdt./ Supdt.	<ol style="list-style-type: none"> 5. Receive application for temporary advance and see that the same has been authorised by the competent authority. 6. Check balance of any earlier advance outstanding in the name of Employee with the Temporary Advances Register and cross tally with balances indicated in the application. 	As and when Same day
	<ol style="list-style-type: none"> 7. Prepare a CPV for the authorised amount debiting temporary advances. Stamp the application 'passed for payment', attach to CPV and get it signed from the officer concerned and hand over CPV to the concerned employee. 	-do-
Official Handling Cash	<ol style="list-style-type: none"> 8. Receive CPV from concerned employee. Check that supporting application has been approved for payment. Make payment to employee after taking acknowledgement of receipt on the voucher. 	As and when
	<ol style="list-style-type: none"> 9. Follow procedures given in chapter 11 and 16 for record of details of CPV in CB, for posting to subsidiary ledger and rendering of Account of Temporary Advances. 	At the end of the day

RESPONSIBLE	ACTION	TIMING
Accounts Section	<p>10. Prepare a schedule of balances in respect of each temporary advance holder from the Temporary Advance Register.</p> <p>Note : (In case of subdivision incorporate the balance of temporary advances account at the bottom of the monthly abstract of cash book.</p>	End of month
Account Section	<p>11. Reconcile the total of the schedule of balances of temporary advances with the balances as per general ledger.</p> <p>Note : (In the case of a division, reconciliation would be done after adding balances of Temporary Advance Register of subdivisions to the divisions own balance).</p>	
Competent Authority	<p>12. Review the Temporary Advance Register to ensure that all advance holders submit accounts regularly. In case of advance holders who do not submit account regularly, take necessary action to get them to submit their imprest/advance cash account.</p> <p>Note : Temporary Advance shall be allowed only against passed vouchers (where cash payment has been permitted by the Board) and for payments to the Railway Authorities against R/R.</p>	

Ans: 3(a)

04 – Dismantlement of Defective/Damaged Transformer and Replacement-Distribution division		
RESPONSIBLE	ACTION	TIMING
SDO/OP. Subdivision	1. On receipt of transformer malfunction report/complaint initiate departmental procedures for technical examination. Advise junior engineer (JE) to proceed with inspection and send telegraphic advice to the concerned authorities giving full information on the nature of complaint and specify the area in which transformer was located.	Immediately
JE	2. Prepare inspection report on examination of damage and determine the nature and cause of damage. Ascertain whether the seal is broken or intact and forward full report to the SDO, along with Transformer Movement Card (TMC) and Register of Damaged Transformers.	-do-
SDO	3. Scrutinise the Inspection Report Register of damaged transformers. Inspect the site and have the transformer replaced by obtaining verbal orders from competent authority (Sr XEN). The transformer should be replaced within 48 hours of damage in order to maintain continuity of supply. Ensure that an entry to this effect has been made in Transformers Movement Card (TMC) and in Register of Damaged Transformers.	
JE/SDO/Op.	4. Prepare an estimate for the replacement of damaged transfer as	Immediately

RESPONSIBLE	ACTION	TIMING
	<p>under :-</p> <p>The estimate for damaged transformer should be prepared like any other estimate for replacement. An example for illustration is given below :-</p> <p>(i) Cost of damaged T/F 10,000 (ii) Accumulated depn. 2,000 (iii) Written down value 8,000 (iv) Cost of new transformer 12,000</p> <p>In the estimate the value of new transformer i.e. Rs. 12,000/- will be debited to account code 14/ 10.541.542 Credit for Rs. 10,000/- on account of damaged transformer to be replaced shall be given to GH-10/ 541,542.</p> <p>Dismantlement charges, if any, shall be charged to Revenue account code concerned and erection charges shall be capitalised (Account Code 14/ 10.541, 10.542.</p>	
Competent authority	<p>5. Forward the replacement estimate to competent authority for approval and sanction.</p> <p>6. On receipt of estimate scrutinise, approve and sanction the same. Forward the sanctioned estimate to the concerned officers.</p>	<p>Immediately</p> <p>Next Day</p>
SOO/JE	<p>7. Receive sanctioned estimate and take necessary action.</p> <p>8. In case transformer is not covered.</p>	<p>Same day</p>

RESPONSIBLE	ACTION	TIMING
<p>Accounts section</p> <p>JE</p>	<p>under warranty period refer to subject code 06.</p> <p>9. For other cases refer to subject code 08.</p> <p>10. On installation of a new transformer pass accounting entry given at serial number 1 of subject code 27 on the basis of stores requisition.</p> <p>11. Enter particulars of new transformer installed in the fixed asset register as per procedure laid down in manual on capital expenditure and fixed assets.</p> <p>12. Enter the particulars of installation of the transformer in the TMC.</p>	<p>Same day</p> <p>Immediately</p> <p>-do-</p>
	<p>FORM TITLE</p> <p>Transformer Movement Card</p> <p>Fixed asset register</p>	<p>FORM NO.</p> <p>TRW-1</p> <p>Refer to manual on capital expenditure</p>



05 – Register of Transformer/Damaged Transformers

RESPONSIBLE	ACTION	TIMING
JE-1 Sub Division	<p>1. In each Sub Division/ sub office (DS/RE) a register of transformers in form TRW-10 shall be maintained for all transformer received, installed and transferred to other divisions/sub divisions. The register shall be maintained capacitywise. After the close of the month an abstract shall be prepared showing details of all transformers whether installed or not, transformers damaged during the month and sent to TRW Division for repairs (specimen of the abstract on the back of form TRW-10). The figures shown in the abstract shall be reconciled with the figures as shown in the return showing category-wise issue supplied by the issuing store to the DS Sub divn, and DS Divisions. The issue shall be shown category-wise as standardised by COS. In case of any discrepancy the figures shall be reconciled before submitting the return to the Divisional Office.</p> <p>2. A copy of the abstract shall be forwarded to Divisional Office in the first week of the following month.</p>	Monthly
DHD Division	<p>3. In the Divisional Office, a register of damaged transformers in form TRW-9 shall be maintained by the Head Draftsman. It shall be posted from the reports received on malfunctioning/damaged transformers (See Sub Code-08). The register shall be maintained for each Sub Division/Sub office capacitywise. On receipt of abstract as per step-2 above, the DHD will check the relevant entries in the Register of Damaged Transformers (TRW-9). The</p>	-do-



RESPONSIBLE	ACTION	TIMING						
<p>DHD Division DHD Division Sr.XEN/MP C.O.S.</p>	<p>discrepancies, if any, shall be pointed out to the office concerned. Register of damaged transformers alongwith abstracts shall be put up to Sr.XEN. Thereafter the DHD shall prepare a consolidated report of the damaged transformers of the division as a whole and send a copy of the same to the following under the signatures of the Sr. Xen:</p> <p>(i) SE/DS concerned (ii) SE/TMR Circle</p> <p>4. Also on receipt of abstract of TRW-10 as per item 2 above, the DHD shall compile the information of all transformers in the same proforma (abstract) for the Division as a whole. He shall reconcile the number of transformers received for various purposes with the number of transformers shown issued by the Issuing Store. Any difference shall be reconciled immediately. Copy of this reconciled return shall be supplied to SE/DS concerned.</p> <p>5. Quarterly MIR reports about the receipt of total transformers based on step 4 shall be prepared and submitted to Chief Controller Finance (MIR) through SE/CE (DS) for publication in the MIR.</p> <p>6. The figures of receipt as shown in MIR shall be checked up with those shown as issued by the COS in his relevant return (Presently TMO-3).</p>	<p>Monthly Quarterly Quarterly</p>						
	<table border="1"> <thead> <tr> <th data-bbox="496 1832 890 1883">FORM TITLE</th> <th data-bbox="890 1832 1050 1883">FORM NO.</th> </tr> </thead> <tbody> <tr> <td data-bbox="496 1883 890 1989">Register of Damaged transformers</td> <td data-bbox="890 1883 1050 1989">TRW-9</td> </tr> <tr> <td data-bbox="496 1989 890 2078">Register of Transformer</td> <td data-bbox="890 1989 1050 2078">TRW-10</td> </tr> </tbody> </table>	FORM TITLE	FORM NO.	Register of Damaged transformers	TRW-9	Register of Transformer	TRW-10	
FORM TITLE	FORM NO.							
Register of Damaged transformers	TRW-9							
Register of Transformer	TRW-10							

Ans:3(c)


06 --Despatch of Damaged/Defective Transformer to Receiving yard under COS

RESPONSIBLE	ACTION	TIMING
SDO distribution	1. On scrutiny of inspection report received from JE Sign the same and forward to the divisional officer.	Immediately
SDO	2. Instruct the junior engineer to replace the damaged transformer. (subject code 04)	Same day
Divisional officer	3. Receive the inspection report and scrutinize. Enter it in the register of damage transformers and put up to Sr XEN.	As and when
JE	4. Prepare a store return warrant (SRW) 6 copies for forwarding the damaged transformer to the Receiving yard under COS. Enter the following in SRW : (1) Type, make capacity and serial number of transformer. (2) Whether warranty period covered (3) Certificate that there is no police case involving the transformer. (4) Nature of defect/damage as per inspection report in TMC. Note : Damaged transformers be despatched to TRW division within the same month or latest by the end of the succeeding month.	-do-
JE	5. Send the defective/damaged transformer to receiving yard COS accompanied with the following documents : (1) Transformer movement card (TMC) (2) Two copies of SRW (3) Two copies of TO-5.	By end of month
	6. Send two copies of SRW to the divisional office-accounts section.	

RESPONSIBLE	ACTION	TIMING												
Divisional account section	<p>7. On receipt of SRW from subdivision make entry in fixed asset register.</p> <p>8. Extract the amounts of total cost of transformer and total depreciation from the transformer movement Card/Asset Card.</p> <p>9. Pass accounting entry given at serial number 3 of subject code 27.</p> <p>10. Raise IUT bill on TRW division by stating separately the total cost and related accumulated depreciation exactly as entered in the journal voucher. Forward one copy of SRW to the TRW division along with IUT Bill.</p> <p>11. Ensure that all transformers forwarded to TRW division are accounted for during the year in which the transfer took place.</p>	Same day do Year end												
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Transformer movement card	TRW-1													
Store return warrant	Mat-34													
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Register of damaged transformers	TRW-9													

07-Receipt of Transformer at Receiving Yard (COS)		
RESPONSIBLE	ACTION	TIMING
JE Transformer yard (TRY)	<ol style="list-style-type: none"> Accept the transformer only if accompanied by : <ol style="list-style-type: none"> Transformer movement card SRW TO-5 Prepare Goods Receipt Note (GRN) in duplicate, separately for each transformer accepted. The GRN shall contain the following particulars : <ol style="list-style-type: none"> SRW number and date Transferer subdivision name, and division location code Type, make capacity and serial number of the transformer. Whether warranty period covered. Make entry in transformer receipt & issue register on the receipts side from the GRN. The register should be maintained capacity-wise. Allot-master No to each transformer. 	<p>As and when</p> <p>Immediately</p> <p>Same day</p>
JE's receiving yard and distribution subdivision	<ol style="list-style-type: none"> Carry out joint inspection of transformer and prepare joint inspection report (JIR) in four copies. JIR will contain the following particulars in addition to the transformer details : <ol style="list-style-type: none"> Details of shortages apparently visible. Distinguish between shortage already entered in the TMC (verified under signature of at least two shortages inspected in the receiving yard. GRN number and date. 	

RESPONSIBLE	ACTION	TIMING
JE-receiving yard	5. Forward two copies of the JIR to the SDO alongwith GRN and SRW.	Same day
	6. Return two copies each of SRW and JIR and one copy of TO -5 to concerned officer from distributions subdivision.	Immediately
SDO	7. Receive JIR and scrutinize. Check the transformer and on full satisfaction sign the JIR in token of having conducted full inspection.	-do-
	8. Forward one copy of JIR alongwith one copy of GRN and SRW to the divisional accounts section.	End of week
Divisional accounts section	<p>9. On receipt of GRN and JIR allot a serial number to the documents from transformer for repair register (TRR). Enter the following into TRR, division-wise :</p> <p>(1) GRN number and date</p> <p>(2) SRW number and date</p> <p>(3) Name of subdivision</p> <p>(4) Particulars of transformer</p> <p>(5) Date of JIR</p> <p>(6) Whether warranty period covered</p>	Immediately
	10. Scrutinise the TRR and check whether all GRN serial numbers have been entered serial numbers have been entered serial-wise and that no number is missing.	End of the month
TRW divisional accounts section	11. On receipt of IUT bill from distribution subdivision, extract the relevant GRN and pass accounting entry given at serial number 4 of subject code 27 of the basis of JV. Follow procedure given in IUT manual for issuing the U-cheque.	As and when

RESPONSIBLE	ACTION	TIMING												
	<p>12. Enter the JV particulars in the TRR.</p> <p>13. Scrutinise the TRR and check whether IUT Bills for all GRN's have been received from distribution divisions.</p>	<p>Same day</p> <p>Monthly</p>												
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Ans: 4

ALL DIVISION TRIAL BALANCE RECORD

74.151	R and M including special repairs to transmission station equipment (400 KV S-stns) – Material issued from stores						
74.152	R and M including special repairs to transmission station equipment (400 KV S-stns) – Material purchased direct						
74.153	R and M including special repairs to transmission station equipment (400 KV S-stns) – payment to contractors and other outside parties						
74.154	R and M including special repairs to transmission station equipment (220 KV S-stns) – Material issued from stores						
74.155	R and M including special repairs to transmission station equipment (220 KV S-stns) – Material purchased direct						
74.156	R and M including special repairs to transmission station equipment (220 KV S-stns) – payment to contractors and other outside parties						
74.157	R and M including special repairs to transmission station equipment (132 KV S-stns) – Material issued from stores						
74.158	R and M including special repairs to transmission station equipment (132 KV S-stns) – Material purchased direct						
74.159	R and M including special repairs to transmission station equipment (132 KV S-stns) – payment to contractors and other outside parties						
74.160	R and M including special repairs to transmission station equipment (Others)						
TOTAL OF 74.1							
74.551	R and M including special repairs to lines, cable network – Transmission lines (400 KV) – Material issued from stores						
74.552	R and M including special repairs to lines, cable network – Transmission lines (400 KV) – Material purchased direct						
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74.559	R and M including special repairs to lines, cable network – Transmission lines (132 KV) – payment to contractors and other outside parties						
74.560	R and M including special repairs to lines, cable network – Transmission lines (Others)						
TOTAL OF 74.5							

Ans: 4

Ans: 5(a)

(C) Relating to Works and Accounts, Thereof :

1. Checking/sanction of estimates.
2. Ensuring that the expenditure against work does not exceed the estimated cost.
3. Preparation of completion reports of works.
4. Ensuring that the material account is being maintained by the concerned subordinates and checking thereof is being made by SDO.
5. Ensuring preparation and submission of T&P returns.
6. Ensuring that necessary record regarding connected load and voltage drop is being maintained.

7. Initiating disciplinary action against subordinates failing to render the accounts.
8. Ensuring that dismantled material is returned to the Stores.
9. Analysis of works.
10. Surveying of T&P and unserviceable material.
11. Ensuring proper up-keep of MBs, EMBs, dismantlement registers etc.
12. Ensuring that register of works/sanctioned estimates is being maintained and kept upto date.

Ans: 5(b)

BY THE BOARD SUPERVISORS

(A) DUTIES OF JUNIOR ENGINEERS GRADE-I :

The J.Es Grade-I are posted in the DS Sub-Divisions to share the multifarious duties of the Sub-Divisional Officers and in the Sub-Offices as incharge of the Unit under the supervision of the Sub-Divisional Officer. Their duties are as under :—

- (1) Preparation of all annual estimates, estimates for maintenance of LD System and transmission system; augmentation of mains, sub-mains and sub-stations; for shifting of lines on technical grounds and for release of industrial connections for all MS and LS connections in consultation with and under the directions of the S.D.O.
- (2) Preparation of prescribed periodical returns.
- (3) Patrolling of LT/HT/EHT lines as per the following yardstick :-
 - (i) All LT lines in the Sub-Divisions to be covered in a regular phased programme atleast once in a year.
 - (ii) HT lines to be patrolled in regular phased manner so that all 11 KV lines are covered atleast once in six months in rural areas and quarterly in urban areas, also inspection of distribution Sub-Stations installed enroute and make necessary record entries in the E.M.R of the respective J.Es Grade-II.
 - (iii) EHT lines to be patrolled in regular phased manner so that these are patrolled atleast once in six months.

All major defects observed during the course of patrolling shall be brought to the notice of the S.D.O. immediately, besides recording entries in the line patrol book.

(4) Sealing of energy meters of SP industrial connections, A.P. metered supply connections, three phase general service connections and connections of PSEB employees and to maintain meter sealing record book-EB Form CS-29.

(5) Checking of different categories of consumer premises will be carried out by the J.E. Gr-I The minimum number of premises to be checked will be as under :-

Domestic Supply	15 per month
Commercial Supply	10 per month
Small Power	10 per month
Agricultural Power	10 per month

Premises of all PSEB employees to be checked once in a year.

(6) Verification of test reports of all AP connections subject to cross-checking by the S.D.O to the extent of 20%.

(7) Checking of measurement recorded in the E.M.B. in respect of General Service connections and maintenance of LD System and Distribution lines, subject to cross-checking by the S.D.O. to the Extent of 100%

(8) To be responsible for the maintenance of tools and plant and vehicles including the preparation of the relevant returns.

(9) Preparation of technical data i.e. loading position, volage conditions in distant points of LD system to take corrective measures in consultation with the S.D.O.

(10) Checking of complaint centres/offices in rural areas shall be done atleast twice a month for proper monitoring of complaints and supply in rural areas and once in a week in urban areas by the Junior Engineer Grade-I.

(11) Meter Readings of all MS connections for the purpose of preparation of energy bills by the revenue section.

(12) Any Specific job ordered by the S.D.O. or Senior officers.