

Assistant Secretary
ELECTRICITY DEPARTMENT
THRISSUR CORPORATION

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Date:

25.07.2023

KSERC – 5225/22

To

The Secretary
Kerala State Electricity Regulatory Commission
KPFC Bhavanam, C.V. Ramanpillai Road
Vellayambalam, Trivandrum – 10.

Sir,

Sub : Thrissur Corporation – Electricity Department – Employee cost - regarding.
Ref : KSERC letter No. 2923/Con(F)/2022/KSERC/589 dt. 12.07.2023.

As per the aforementioned reference letter the petition for approval of employee cost of Thrissur Corporation Electricity Department is submitted herewith with the necessary fee as DD. (7 copies and soft copy)

TCED humbly requests to consider TCED's petition favorably.

Thanking you,

Yours faithfully,

N.K. Krishnakumar
Assistant Secretary

Enclosures : 7 copies.

എസ്. ഐ. മുഹമ്മദ്/ N. K. KRISHNAKUMAR M.A, LL.M.
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**BEFORE THE HON'BLE KERALA STATE ELECTRICITY REGULATORY
COMMISSION,**

AT THIRUVANANTHAPURAM

Petition No-

NO. OF 2023

Thrissur Corporation Electricity Department

Represented by the Assistant Secretary

Petitioner

Vs.

Kerala State Electricity Board Ltd

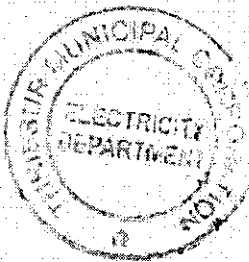
Respondent

AFFIDAVIT VERIFYING THE APPLICATION ACCOMPANYING THE PETITION FOR APPROVAL OF EMPLOYEE COST OF THRISSUR CORPORATION ELECTRICITY DEPARTMENT

I, N.K. Krishnakumar, (S/o of Late. V.K. Kumaran) aged 45 years, residing at, "Nambiparambil House", 18/43, Keezhmad, Erumathala P.O., Aluva - 683 112 do hereby solemnly affirm and state as follows:

I am the Assistant Secretary, Thrissur Corporation, and the petitioner in the above matter and I am duly authorized by Secretary Thrissur Corporation to make this affidavit on his behalf. I solemnly affirm at Thrissur on this, the 24th day of July 2023 that

- (i) The contents of the above petition are true to my information, knowledge and belief. I believe that no part of it is false and no material has been concealed there from.
- (ii) The statements made in paragraphs of the accompanying application are true to my knowledge and are derived from the official records made available to me and are based on the information and advice received which I believe to be true and correct.



എൻ. കെ. കൃഷ്ണകുമാർ / N. K. KRISHNAKUMAR M.A., LL.M.
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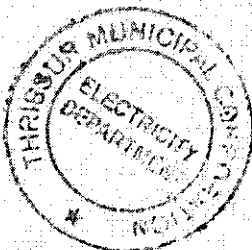
Deponent

N. K. Krishnakumar

Assistant Secretary,
Thrissur Corporation,
Thrissur- 680001

VERIFICATION

I, the above named deponent, solemnly affirm at Thrissur on this, the the 24th day of July 2023 that the contents of the affidavit are true to my information, knowledge and belief, that no part of it is false and that no material has been concealed there from.



എൻ. കെ. കൃഷ്ണകുമാർ / N. K. KRISHNAKUMAR M.A., LL.M.
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Deponent

N. K. Krishnakumar

Assistant Secretary,
Thrissur Corporation,
Thrissur- 680001

Solemnly affirmed and signed before me.



Solemnly affirmed and signed before me by the deponent who is personally known to me on this the 24th day of July 2023 at my office at Thrissur.

Advocate and Notary
N. J. Thermoaham
NANCY J. THERMAHAM
ADVOCATE & NOTARY
ROLL No. K/75/88
BYE-PASS JN. NADATHARA P.O.
Thrissur-680 751 Mob: 9496984185

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BEFORE THE HON'BLE KERALA STATE ELECTRICITY REGULATORY COMMISSION,

AT THIRUVANANTHAPURAM

Petition No-

NO. OF 2023

Thrissur Corporation Electricity Department

Represented by the Assistant Secretary

Petitioner

Vs.

Kerala State Electricity Board Ltd

Respondent

The petitioner respectfully states that

Back ground

1. The TCED is one of the electricity distribution licensees in Kerala, and it has been in operation for 75 years. It began its operation in August 1937 when the Cochin State Power & Light Corporation Ltd's generation and distribution business was purchased by the Thrissur Municipality for Rs. 5.8 Lakhs. In April 1947, the Trichur Power House, which supplied power to the Trichur Municipality, was taken over by the Government of His Highness, The Maharaja of Cochin, on the condition that the Thrissur Municipality would be the sole distribution licensee within the town limits, and all power required for distribution would be provided by the government. The TCED's current license area covers an area of approximately 12.65 sq.km and corresponds to the administrative limits of the old Thrissur Municipality. The department achieved 100% electrification on 30 April 2010, which was one of the key aims of the guiding policies for the electricity sector. The TCED is making efforts to adapt to the new requirements of the changed legal and regulatory environment and improve operational efficiencies and customer service levels.
2. The Thrissur Corporation Electricity Department (TCED) functions similarly to the Kerala State Electricity Board (KSEB) on a smaller scale. The TCED divides its consumers into four sections to efficiently address their needs. The department's section office promptly distributes electricity to consumers and has a complaint clearing section that arranges activities to maintain and improve the distribution system, including installing new low tension (LT) and

high tension (HT) lines, reducing distribution loss, checking solar installations, maintaining their own solar power plants, and conducting beautification projects for the Thrissur Corporation. The department also handles disconnection and reconnection requests, as well as dismantling projects to increase revenue. Additionally, the TCED is responsible for taking readings of HT, LT and generator readings. The department manages a single store that keeps 563 stock items for daily and upcoming projects, unlike KSEB's separate stores for various purposes. The TCED maintains a 110 kV substation, 66 kV substation and a 33 kV substation that receive bulk supply from KSEB at 110 kVA level, stepping down to 33 kV and 11 kV, and distributes power within the jurisdictional area. Finally, the TCED has a meter testing bench with a mechanic who identifies faulty meters to quickly provide connections and address customer complaints.

3. To handle billing, TCED has a billing branch that deals with spot billing, monthly billing, solar billing, and HT billing, which is not done in any section office in KSEB.
4. TCED also has a KSERC section that ensures the implementation of all regulations of KSERC in TCED along with other duties. This section is responsible for preparing and filing all petitions required by regulation within the stipulated time period, including petitions for Yearly Truing-up, ARR & ERC, capital investment, mid-term performance review, and getting approval from KSERC. In KSEB, these tasks are handled by a group of employees in TRACK.
5. In addition, TCED has a project implementation section that is responsible for initiating and implementing projects, gathering information, and carrying out paperwork to finalize projects. TCED is now preparing to enter into constructing Small Hydro Electric Power Plant and implementing RDSS and MNRE solar projects for consumers and TCED solar generation projects. This section inspects the feasibility of projects by visiting different project sites, such as Kannamkuzhy, Ittiani, and Averkutti, and prepares project sketches that meet all the requirements. The section also keeps files of UJALA.

6. TCED's establishment section, unlike KSEB's section office, is responsible for initiating steps to appoint candidates to fill vacant positions, suggesting qualifications for employees as per CEA regulations to PSC, Employment exchange, and contractors, and keeping files of each employee, their leave, salary, earned leave surrender, PF, and promotion/grade promotion in accordance with the orders of the Urban Affairs Director and Local Fund Audit.
7. When an employee retires, the establishment section of TCED initiates steps to get retirement benefits, pension, and family pension files with the necessary permissions and approvals from the Local Fund Audit and Urban Affairs Director.
8. The establishment section of TCED is also responsible for initiating a file for the pay revision of employees, which is different from any KSEB section office. TCED is required to draft a pay revision proposal in accordance with the pay revision orders of KSEB. The organization is also responsible for maintaining records related to pay revision until the government approves the pay revision for TCED. After receiving approval from the local fund audit, TCED can disburse the salary and arrears statement. This is a unique situation compared to other licensees.
9. Furthermore, TCED must disburse pensions after receiving a pension payment order from the office of Urban Affairs Director. The Urban Affairs Director randomly provides some money for pension and benefits, even though TCED remits all the legally required pension contributions. Therefore, TCED has to find money to comply with the pension orders of the Urban Affairs Director.
10. Unlike other entities, TCED does not hire/appoint advocates as employees. Therefore, legal matters are handled by the standing counsel of respective courts. One clerk is assigned to this work. In addition to handling employees' establishment cases, salary, promotion, pension, grade promotion, etc., TCED's office deals with consumer grievances. The organization has litigation in CDRF and state forum, CGRF and appellate tribunal, Kerala Administrative Tribunal, C.J.M. court, High court, and Supreme court.

11. TCED has an Audit section that compiles replies to local fund audit enquiries, audit reports, Samaharitha reports of Kerala state audit department, and matters in front of the Audit committee of the state legislature. The section also compiles audit replies of performance audits, CAG reports, etc.
12. Despite being a small entity, TCED has to purchase materials annually. It also has to make emergency purchases of materials and tools whenever necessary, annual purchases, float all tenders relating to all works and purchases. This section is indispensable for TCED, unlike KSEB section offices.
13. The primary source of TCED's funds is the marginal difference between the purchase of energy in bulk supply rate and retail sale rate of energy to consumers. TCED's accounts section deals with day-to-day revenue and expenses and prepares the financial statement and budget for the year, as well as maintains audited accounts. Payments are made by cheque in TCED's office, which is different from KSEB, where payments are made in division offices.
14. TCED has a stationary section keeping all stationary items, books, registers, papers and receipts needed for the day to day works in the office. TCED has a despatch section to despatch and receive all communications and valuables. This work is more than that of a section office.
15. TCED was instructed to provide information on its staff strength within three months as per the true-up order for the financial year 2017-18. In the draft regulation 21, which pertains to the terms and conditions for determining the tariff, TCED was again asked to submit a petition regarding its employee strength. However, the steering committee of Thrissur Corporation believed that TCED should provide clear comments on the matter instead of filing a petition. But the order in the Truing-up petition of TCED 2020 – 21 forced TCED, to file a separate petition on Employees strength. Hence TCED is filing this petition.
16. The employee strength of Thrissur Corporation Electricity Department is determined by the government based on the direction of the Director of Urban Affairs. TCED believes that a separate petition on employee strength is

not relevant to the department. The sanctioned employee strength, as per various government orders, is as follows (list of orders).

- 1). GO(MS) No. 83/70/LSGD Dt. 15.12.1970 (Exhibit-P1)
- 2).GO(RT) No.3917/83/LA&BWDTvpm Dt.28.10.1983 (Exhibit-P2)
- 3). GO(MS)No.64/91 LSGD Dt. 04.03.1991 (Exhibit-P3)
- 4). GO(MS) No. 174/2000 LSGD Tvpm 14.06.2000 (Exhibit-P4)

Thus Thrissur Corporation Electricity Department's sanctioned strength is as shown below:

Category wise			
Electrical Engineer	1	Senior Superintendent	9
Assistant Engineer	9	Senior Assistant	23
Sub Engineer	17	Junior Assistant	23
Overseer	27	Typist	2
Lineman - I	36	Driver	5
Lineman - II	15	Office Attendant	6
Electricity Worker	50	Watchman	4
Meter Mechanic	1	Total	229
Oil Filter	1		

Note : As per 4th GO read above, Junior Superintendent post redesigned as Senior Superintendent.

Additional Posts Required to deploy in additional substations and spot billing.

Which is not sanctioned till date.

Shift Operator	4
Shift Assistant	4
Meter Reader	8
Security Staff	4
Electricity Worker	2
Total	18

Existing Staff Strength (Permanent)

Non – Technical

Designation	Existing Staff
Senior Superintendent	3
Senior Assistant	19
Junior Assistant	15
Typist	2
Driver	1
Office Attendant	3
Total	43

Technical

Designation	Existing Staff
Electrical Engineer	1
Assistant Engineer	8
Sub Engineer	4
Overseer	13
Lineman - I	12
Lineman - II	5
Electricity Worker	0
Meter Mechanic	0
Filter Operator	0
Total	43

17. Existing Staff Strength (Temporary)

Designation	
Sub Engineer (Contract)	13
Overseer (Contract)	4
Meter Reader(Contract)	8
Lineman Gr.I/Gr. II (Contract)	34
Electricity Worker (Daily wages)	37
Driver (Employment Exchange)	1
Driver (Daily wages)	3
Junior Assistant (Daily wages)	1
OA /Watchman (Contract)	6
OA (Employment Exchange)	3
	110

The wages to the temporary staffs are given as per the latest GO (P) No. 29/2021 dated 11/02/2021 (Exhibit-5)

18. The details of work in distribution Licensee, Thrissur Corporation.

Assistant Executive Engineer (Electrical Engineer)

Pay scale: 51305-1745/1-53050-2085/8-69730-2380/6-84010-2545/3-91645 (18 yrs)

Qualification: Promotion from the post of Assistant Engineer (Degree or Diploma in Electrical Engineering)

Electrical Engineer is the Technical Head of TCED. The Assistant Executive Engineer is a highly qualified Electrical Engineer who heads the Technical wing of TCED after being promoted from the position of Assistant Engineer. His primary responsibility is

to ensure that the power supply in the town is uninterrupted, and he carries out various duties and functions to achieve this objective.

These duties include verifying the technical soundness of estimates for various works, preparing annual requirements, initiating purchases, stocking electricity materials, personally supervising the energizing of new centers and HT lines, and maintaining statistics on the distribution system.

He also serves as the custodian of department vehicles, arranges for their maintenance, and ensures that all log books are maintained properly.

Additionally, the Electrical Engineer has the power to sanction all electric connections above 10KW and above 20KW for single-phase and three-phase industrial and agricultural connections. As the head of the Technical wing, he is responsible for coordinating the action of all staff under him for the smooth functioning of the department.

The Electrical Engineer is also the Vigilance Officer of the Executive wing, and any cases of theft, fraud, misappropriation, or embezzlement must be reported to him through the Assistant Secretary.

He is authorized to propose new development schemes to improve the electricity supply within the town and strengthen the existing system. Electrical Engineer has the duty to cheque measure the works done in different sections with the supervision of Assistant Engineers in the measurement book.

He is the member of State Advisory Committee of Regulatory Commission. He is the Chairperson of Consumer Grievance Redressal Forum of TCED. He is the member of Supply code review panel of KSERC. He is the custodian and supervisor of TCED's 3 substations and Electrical Store.

He is responsible to attend the council meetings, PWSC and steering committee meetings.

The Electrical Engineer also has the power to make internal correspondence between other wings within the Electricity Department, and others are bound to comply with his instructions.

Assistant Engineers

There are currently nine Assistant Engineers working in TCED's distribution section, which is divided into four sections based on the area they cover.

Pay scale : 40975-1605/1-42580-1745/6-53050-2085/8-69730-2380/5-81630
(20 yrs)

Qualification : Direct Recruitment through KPSC (Degree in EE) and promotion from the post of Sub Engineer and Electrical Engineering Degree holders of the Department (30:60:10)

Assistant Engineers (4 sections)

The Assistant Engineers are responsible for checking the tools and equipment maintained by their subordinates, measuring work, and signing work bills for petty contractors. They also need to conduct personal inquiries and report on petitions regarding allegations against staff under them, and arrange for rendering first aid and medical attention to affected persons in case of accidents.

Additionally, they need to maintain and be in charge of plant, vehicles entrusted to them and arrange for procurement of essential materials required for their section. They need to behave politely and courteously with all concerned and carry out any other work that may be specially entrusted to them by their senior officer.

Furthermore, Assistant Engineers need to ensure the correctness and technical soundness of estimates of works relating to various electrical services such as L.T. Service connection, L.T. Line Extension, Installation of streetlights, and Deposit works. They also need to ensure the correctness of estimates for H.T. Services, 11KV Line, Transformer Stations, new Centres, Civil works, and special improvement works. They should arrange for survey of 11KV line routes, layout of distribution mains in new centres and major line extension works and get them finalized in consultation with Assistant Executive Engineer. Assistant Engineers should also supervise and allocate works to their subordinates, ensure progress according to the program, and take action for timely supply of materials. They should personally energize of new centres, H.T. Line, and equipments, supervise connections of power services, inspect and arrange for the replacement of faulty

meters, and ensure that proper sizes of meters, cutouts, switches, fuses, etc. are used and the meters provided to service connections are properly sealed.

Finally, they need to periodically inspect the distribution system with a view to preparing a maintenance program, take and supervise periodically insulation readings of transformers and H.T. equipment, check up periodically voltage levels and transformer loading and arrange for proper balancing of loads, supervise the issue of permits to work on 11KV lines, supervise transformer replacement, loading and unloading of new equipment, and supervise important maintenance works like changing junction posts, re-arrangement of feeding, location, and transfer of transformers, and repairing of service connections.

In addition to these the following too are his/her responsibilities. Ensure speedy repairs and restoration of electricity supply during breakdowns. Oversee the maintenance of important registers, such as service connection registers and progress report registers, and provide monthly progress reports to the Assistant Executive Engineer. Maintain accurate statistics related to the distribution system and ensure that the statements sent are correct. Keep up-to-date distribution maps of all centers and the 11KV network. Provide numerical M.S. for major works and furnish details of materials and labor upon completion of work, as per standing instructions. Send final statements of materials and labor for minor works. In case of energy theft, notify the police and higher officers, prepare a report at the scene, and assess the energy lost due to theft. In case of genuine energy leakage, personally inspect, isolate the faulty circuit, and certify the genuineness of the case. Check monthly consumption of power consumers. Ensure timely meter readings, invoicing, and reminder notices. Promptly disconnect defaulters and reconnect services. Assistant Engineers are liable for non-disconnection, especially for commercial/industrial connections, and must compensate the Municipal Council for any losses. Notify the cashier of appropriate amounts to be collected from parties for cash deposits, testing fees, inspection fees, deposit amounts, etc. Complete any other work specifically assigned. Follow Revenue Accounting Rules and any other rules issued from time to time. Execute service connection agreements for single-phase and three-phase consumers under their jurisdiction. Take H T readings every month and ensure that the seals of H T meters and unmetered portions of H T equipment are intact and that consumers are not engaging in any improper activity. Ensure that the priority list

of new service connections is prepared and published on time. Submit monthly statistics reports of all section activities to the Electrical Engineer. Maintain a consumer-wise complaint register and ensure that complaint statistics are entered daily. Submit periodical performance standard reports as prescribed by the Kerala State Electricity Regulatory Commission. Report material requirements for the section's use one year in advance, along with quantity and specification, to the Electrical Engineer. Provide workers, linemen, and overseers under their authority to other sections for the restoration of energy supply during sudden breakdowns. Have the power to approve all electric connections up to 20 KW. Have the power to approve single-phase and three-phase industrial and agricultural connections up to 20kw. Assistant Engineers must make internal correspondence between other wings within the Electricity Department, and others must comply with their instructions.

The Assistant Engineer responsible for vehicles has the following duties and responsibilities: Maintain and organize vehicle documents, and ensure timely payment of insurance and taxes. Conduct appropriate tests, such as mileage and pollution tests, and schedule vehicle servicing as needed. Create a duty roster for drivers and monitor their work, providing proper reports as required. Arrange for the purchase of fuel and repairs for vehicles, keeping accurate records in the relevant files and registers. Supervise the log books and stock register of vehicles. Take initiative to ensure that vehicle maintenance is carried out in a timely manner. Maintain attendance registers and leave registers for the vehicle section. Act as custodian of store materials and documents related to the vehicles.

Station Engineer

As a Station Engineer, it is his responsibility to ensure that plants and equipment undergo maintenance according to the schedule. Suggest modifications to the maintenance schedule if necessary. To monitor the performance of the plant and equipment, including changing oil, repairing equipment, shifting heavy equipment, taking insulation and earth readings, earthing lines and H.T. equipment. Must keep basic drawings, pamphlets, operation and maintenance instructions of plant and equipment in the station filed properly for easy reference. Should prepare CMR and debit slips monthly and send them to the Electrical Engineer before the 15th of the next month. To supervise major switching operations personally, and maintenance

instructions for plant and equipment must be kept filed in the station for reference. Should maintain a register that shows the history of the substation, including all major repairs, improvements, and modifications. To prepare estimates for all work in the substation and submit them to the Electrical Engineer. Must ensure essential spares are kept in stock and take timely action to replenish depleted stocks. Responsible for preparing indents and procuring materials from stores required for works in the station. As a Station Engineer, should personally supervise all construction works, major modifications, and maintenance of the substation and colony. Should scrutinize daily log sheets and operation diary and promptly forward daily interruption reports and detailed reports of major breakdowns to higher officers. Provide the Assistant Executive Engineer with material M.S. for major works and furnish details of materials and labor within the stipulated time after the completion of work and send the final statement of materials and labor for minor works. Must report promptly to higher authorities about the occupation and vacation of staff quarters. It is his responsibility to take timely action regarding the auction of usufructs. Must maintain a progress report register and send monthly progress reports to the Assistant Executive Engineer. Arrange shift duty for operating staff. Must prepare, maintain and submit necessary performance statistics and other data as directed by the Kerala State Electricity Regulatory Commission and submit as and when required. Responsible for preparing all estimates relating to the substation and forwarding them to the Electrical Engineer/Assistant Secretary/Committees/Council. To arrange for maintenance and upkeep of the oil filter machine in good condition with the help of the oil filter operator working under you. Should keep a sufficient quantity of oil filtered and ready for use and arrange for the filter operator to assist the section Assistant Engineer in topping up/filling oil in distribution transformers. Must carry out any other work that may be specially entrusted to you by the Senior Officer. Ensure the accuracy of the bulk supply unit shown in the Kerala State Electricity Board Bill every month.

Shift Operators

Assume responsibility for the substation during shift duty. Follow operating procedures and instructions provided for the substation. Verify the accuracy of work performed by subordinates. Issue and cancel permits for work on substation equipment and connected lines. Manage incoming and outgoing telephone messages. Keep an operators diary to record activities during the shift. Monitor the

performance of equipment in the substation, troubleshoot problems, and report to the Station Engineer and Sub Engineer in charge of maintenance as necessary. Support the Station Engineer and Sub Engineer during maintenance shifts. Presently four shift operators are working in 66/110 kV substations.

Assistant Engineer (RDSS and PDS)

The Assistant Engineer is responsible for overseeing and managing all development projects in the electricity department, with the help of his project team and PMA.

Responsible for implementing various development projects, such as the erection of a new 110 KV substation, office computerization, construction of a new office building, replacement of land lines with U.G. cables, production of renewable energy sources from solar, small hydel projects, wind etc., introduction of spot billing machines with GPRS system, introduction of smart meters (prepaid), and decentralization of the office. Monthly progress reports of developmental activities should be reported to the Electrical Engineer, Assistant Secretary, and Hon'ble. Mayor. Responsible for communicating with various government officials, contractors, and project team members and for maintaining accurate project documentation, including project plans, reports, contracts. Should prepare regular progress reports, update project documentation, and provide necessary information to Electrical Engineer and relevant authorities. The Assistant Engineer is responsible for carrying out any other functions assigned or delegated by the Assistant Secretary or Electrical Engineer to ensure the smooth functioning of the office.

Store Keeper

The Store Keeper is responsible for ensuring that the Electrical store has sufficient quantities of all necessary materials. Every month, the Store Keeper must report to the Electrical Engineer regarding the stock position of all items. The Store Keeper is responsible for receiving goods delivered by suppliers and recording the details in the appropriate register. The bill and file should be forwarded to the Electrical Engineer to complete the stock entry process. If stock verification is not performed annually, the Store Keeper should notify the authorities. The Store Keeper must ensure that the Issue note book, return slip book, priced store register, repair maintenance book, and mains book are maintained properly by the Senior Assistant. The Store Keeper is responsible for supervising the staff under their purview. Maintaining an attendance

register is a duty of the Store Keeper. The Store Keeper must arrange shift duties and recommend leave for staff under their supervision.

At present this post is handled by an Assistant Engineer(RDSS), who has been given additional responsibility.

Sub Engineers

Pay scale: 28855-1365/3-32950-1605/6-42580-1745/6-53020-2085/5-57220
(17 years)

Qualification: Direct Recruitment through KPSC (Diploma in EE) and promotion from the post of Overseers (having certificate of ITI Electrical Engineering) and Electrical Engineering Diploma holders of the department in the ratio 30:60:10

There are 17 Sub Engineers, whose qualifications are provided separately. Out of them, 3 are permanent and the remaining 14 are on contract. Four Sub Engineers are deployed in Section I, another four are in Section 2, three in Section 3, and four in Section 4. One Sub Engineer is deployed in the substation, and another one is deployed in the EE office

In the assigned area, prepare estimates for LT service connections, LT line extension works, street light installations, deposit works, etc. Assist the AE in preparing estimates for H.T. services, 11 K.V. lines, Transformer stations of new centres and special improvement works. Consult with AE and prepare material requisitions based on sanctioned estimates and work orders. Procure materials from the store.

Supervise construction works related to 11 K.V. works, major line extension works, special improvements to new centres, and check the works relating to service connection, minor line extensions, installation of street lights, and deposit works.

Survey 11 K.V. line routes and lay distribution mains in new centres.

Maintain daily registers of works carried out, including details of works, materials used, and workmen engaged for the work. Assist the AE in preparing work bills and certify the same. Provide a correct list of materials utilized for various works to the AE and certify on the debit slips about the proper utilization of materials.

Assist the AE in preparing and maintaining material statement accounts and pole schedules and close the work account as soon as the work is completed.

Test and connect L.T. services. Assist the AE in energizing HT services, 11KV lines, transformers, new centres, equipment, etc. Take meter reading of LT IV & above 10 KW power consumers in their centre/ area and furnish card and meter reading

register within the stipulated time. Arrange prompt distribution of invoices of power consumers. Inspect in detail the distribution system under their control and furnish details of works to be done.

Carry out maintenance works as per the approved maintenance programme and emergent maintenance works connected with the restoration of supply.

Prepare and maintain a transformer register, periodically check distribution transformers, take insulation readings and earth readings of transformers, check oil level, condition of silica gel, load balance of feeders, enter the details in the transformer register with date and report abnormality, if any, to the AE and initiate rectification works. Take and return permits to 11 KV system under intimation to the control room if there is one, and noting in the 11KV operation register and intimate AE or AEE. Assist the AE in replacement of transformers and other such important works. Assist the AE in locating cable faults and supervising rectification works.

Regularly inspect 11 KV structures and transformer stations, clean insulators, and rectify any defects with the help of workmen.

Help the AE to check voltage levels, load on transformers, and balancing of load in their assigned area. Report any accidents, thefts, or related incidents to the AE and assist in necessary works. Check and ensure proper upkeep of inspection diaries maintained by overseers, and guide them to maintain it. Monthly inspection of overseers' inspection register and certification. Monthly inspection of installations, including energy meters, of at least 50 consumers in their area, record details in inspection register, and report any abnormalities to AE before 10th of the succeeding month. Responsible for maintaining and upkeep of tools and plants assigned to them.

Collect and submit details of their work in time for progress reports and monthly returns. Attend peak-load duty as assigned. Check and promptly arrange for disconnection, reconnection, and dismantling of services in their area.

Responsible for checking and ensuring the quality of work done by line staff and overseers in meter reading, disconnection and reconnection, attending fuse calls, etc. Report any lapses to the AE. Maintain the 11 KV operation register and record all operations carried out immediately and properly. Check and ensure that power consumers' installations are well maintained. Report any defects to the AE.

Check estimates prepared by overseers. Check and arrange for the replacement of faulty meters if necessary. While on peak duty, inspect the fuse call register, duty register, etc. maintained by the shift overseer, and give necessary instructions and

directions for the proper execution of work. Maintain the register of power consumers with details of connected load, meters installed, etc. Promptly take action on applications and complaints received from the AE, including power allocation applications. Normally, work from 09.00 AM to 06.00 PM. However, in case of breakdowns or urgent works in their assigned area, they must be available to arrange and complete the work.

In addition to these

As a Maintenance SE (Substation), They are expected to provide technical assistance to the Station Engineer and assist with filing tasks. They should also be willing to undertake any other tasks that may be assigned to him

Sub Engineer (Deployed in EE's Office)

As per M.O.P, the Sub Engineer deployed in the EE office is responsible for submitting files, letters, and applications with remarks to the Electrical Engineer.

The Sub Engineer must ensure that the files are returned to the respective sections for further actions as directed by the Electrical Engineer.

Responsible for drafting proper replies to the letters received. Before submitting the estimates for technical approval to the Electrical Engineer, the Sub Engineer must verify them from the respective sections. Must maintain the technical committee register, comprehensive asset register, and details of major assets. Responsible for taking notes and preparing minutes of meetings and reviewing the files concerning the meetings. Must keep track of the files related to pole rental charges for service providers and cable operators and coordinate the verification of the bulk supply bills from the substation and accounts section. Maintain files related to power supply needs, power factor of TCED, annual purchase of materials, and file specifications. The Sub Engineer must maintain TCED's standard of performance status files and publish them for KSERC and Central Electricity Authority. Must furnish details for the general review of every financial year of the All India Electricity statistics and maintain TCED's power interruption details and report them wherever statutorily necessary. Responsible for maintaining a comprehensive register of TCED's solar Renewable Energy Obligation data from consumers and TCED's own generation and reports wherever necessary. Ensure the registration of licenses for electrical contractors authorized to work in TCED.

Meter Tester

Request new meters from the store and add them to the existing stock.

Test the newly acquired meters and seal them before returning them to the store.

Submit test reports to the appropriate higher authorities. Test meters that have been reported as faulty by consumers at their premises and submit reports.

Overseer

Pay scale: 23895-1115/2-26125-1365/5-32950-1605/6-42580-1745/5-51305
(18 years)

Qualification : Promotion from the post of Lineman Gr. I in the ratio 60:40
(Unqualified and Qualified)

There are a total of 27 overseers sanctioned in different sections, including Section 1 with 5 overseers, Section 2 with 6 overseers, Section 3 with 5 overseers, Section 4 with 5 overseers, Substation with 4 overseers, and Interruption with 2 overseers. The number of consumers assigned to each overseer is established.

With approval from higher authorities, perform necessary tasks related to the distribution, repair, maintenance, and safety of electricity. Carry out service connections, disconnections, and reconnections as directed by higher authorities, record meter readings, and distribute tools and safety equipment to line staff. Provide reinstallation of faulty meters, street light bulbs, tubes, and chinks. Install new lines, street lights, and service connections, and maintain tools and worker accounts. Ensure safe installation of new LT lines and street lights. Assist sub-engineers in managing stock and keeping material accounts. Report any accidents or damage to TCED assets to the appropriate officials. Add precautionary boards to LT lines as necessary. Inspect 11 KV and LT lines, clear them promptly and properly, and isolate touching tree trunks. Repair damaged sections of lines and separate HT feedings from damaged sections, and reinstall electric supply as directed by higher authorities. Check meter readings for at least 75 service connections and report discrepancies in load or wiring to higher authorities. Seal cut outs of meters and report any discrepancies in scale or load usage. Note details of dismantled connections and enter them in proper registers. Report any sub-staff indiscipline to officials. Report any irregularities or complaints in the distribution system. Operate 11 KV switches and fuses as directed by officials. Ensure proper handover of

responsibilities for overseers deployed in substations. Handle interruption duty calls from consumers, record details in complaint register, and seek higher authorities' assistance as necessary. Separate LT and HT lines and provide proper earthing and work permits when required. Operate outdoor transformers, 11 KV and LT switches in substations. When an Overseer is assigned to handle interruption duty, it is his responsibility to answer phone calls in a polite and courteous manner, and take note of the house number, consumer number, and ward number in the register. If the complaint can be resolved immediately, they should do so, but if necessary, they should escalate the matter to higher authorities.

Line man Gr1 and Gr2

Line man Gr I pay scale : 18500-580/2-19660-760/2-21180-905/3-23895-1115/2-26125-1365/4-32950-1605/4-39370 (18 years)

Qualification : promotion from the post of Lineman Gr II

Lineman Gr II pay scale : 17500-500/2-18500-580/2-19660-760/2-21180-905/3-23895-1115/2-26125-1365/4-315850 (15 years)

Qualification : promotion from the post of Electricity worker

There are two categories of Linemen, namely Lineman I and Lineman II. The total number of Linemen sanctioned is 51, with 36 Lineman I and 15 Lineman II. The number of Linemen allocated to each section is 11 for Section 1, 12 for Sections 2, 3, and 4, and 4 for Interruption duties.

Responsibilities include repairing and replacing damaged bulbs, tube sets, fuses, transformers, and load wires with proper safety measures. DO fuses in sections and transformers are replaced with the guidance of higher officials. Repairs, cleans, and reattaches fluorescent tube lights and sodium vapor lamps. Street lights are turned on and off promptly and maintenance registers are kept for un burnt lights and post numbers, and any line faults are reported to higher authorities for repair. Attends to off/fuse calls from consumers and resolves their complaints urgently. If supply restoration takes time, the consumer is informed patiently and higher authorities are notified, and off/fuse calls are noted in the registers. The clearance of all off/fuse complaints is recorded in the registers with time so that the TCED can account for the duration of the power outage. Service connections are disconnected or

reconnected as per the Assistant Engineer's instructions. If the meter seal is broken during repairs, it is resealed with the permission of Sub Engineers/Assistant Engineer or other officials. Monitors the 11 KV, HT line, LT line, and service lines. The jurisdictional area is regularly inspected, and damages are repaired wherever necessary under higher authority's guidance. Touching is cleared from the 11 KV, LT line, and service lines, and all work to restore electricity is done with proper safety measures in urgent situations, such as tree falls or road accidents. Always ready to work during natural calamities to prevent any life danger due to electricity. Clear all creepers on posts and stay wires. Distributes consumers' bills, notices, and other reminders, as endorsed to distribute. Delivers measuring instruments, measuring operating rods, stairs etc., as requested by authorities. Assists in drawing LT, 11 KV lines, and cables and in constructing 11 KV LT transformer structures.

Electricity Worker

Pay scale : 17000-500/3-18500-580/2-19660-760/2-21180-905/3-23895-1115/2-26125-1365/3-30220 (15 years)

Qualification : Direct Recruitment through KPSC (7 th standard)

There are 50 electricity workers in total, consisting of 12 workers in Section 1, 12 workers in Section 2, 12 workers in Section 3, 10 workers in Section 4, 2 workers in the Substation, and 2 workers in the Store. These workers are responsible for various tasks related to the maintenance and operation of the electricity supply system.

Assist in surveying the route of 11 KV and LT lines. Transport all materials, posts, and instruments to the work site of 11 KV and LT lines, make pits to erect posts, and help in drawing lines. Store the UG cables for 11 KV and LT lines and transformers and meters carefully in the places assigned for storing materials returned from work sites and for works in progress. Handle the stocks carefully during transportation from store to work site. Perform non-technical manual work related to the installation and removal of 11 KV and LT lines transformers under the supervision of higher authorities. Return all materials and tools to the store with permission from authorities. Perform manual work related to complete dismantling of service connections at work sites. Dig cable trenches, arrange bricks and sand in the cable trench, and backfill the trench with soil. Trim all branches of trees that are inclined to touch the 11 KV and LT lines and service lines. Paint the transformers, metal parts,

and structures after proper galvanization, write down post numbers, numbers on trees to be cut down, and consumer's building numbers on the meter. Perform manual maintenance of 11 KV LT lines transformer, LT structure, and 11 KV structure. Clean transformers and 11 KV switch yards. Assigned to the store to keep all stocks and materials neat and tidy. Report to higher authority if any discrepancy is noted in 11 KV line LT line or main line. Answer telephone calls in the office politely. Load and unload materials from and to the store in the vehicles. Rearrange office instruments if necessary.

Driver

Pay Scale: 22085-905/2-23895-1115/2-26125-1365/5-32950-1605/6-42580-1745/3-47815 (18 years)

Qualification: Direct recruitment through KPSC

There are 5 drivers in total. Out of these, 2 drivers hold the position of Driver II, 1 driver holds the position of Driver I, 1 driver holds the position of Driver Spl. Grade II, and 1 driver holds the position of Driver Spl. Grade I. One permanent driver is working and one from employment exchange and other 3 vacancies are on daily wage basis

The driver is expected to arrive on time and attend to the assigned vehicles. The driver must maintain a logbook by recording the serial number, date, arrival station, kilometer reading at arrival, purpose of running, kilometer reading at the end of each trip, and the signature of the officials who used the vehicle. At the end of the day, the total distance travelled must be noted. The driver must inform the in-charge of the timely maintenance of the vehicle and notify the Assistant Engineer in charge of all vehicles appropriately. The driver must be cautious about the vehicle's documents and inform the Assistant Engineer in charge of the renewal of the vehicle. The driver must follow the motor vehicle rules. The driver is responsible for conducting fuel tests, pollution tests, and efficiency tests every six months to keep the vehicles in good condition.

Meter Mechanic

Pay Scale: 22085-905/2-23895-1115/2-26125-1365/5-32950-1605/6-42580-1745/3-47815 (18 years)

Qualification: Promotion from Lineman Gr 1 based on Seniority

There is currently no existing Meter Mechanic. The position for a Meter Mechanic is sanctioned but currently vacant.

The Meter Mechanic should assist the meter tester in their duties. Should ensure that the meter testing equipment is properly maintained and functioning correctly.

Filter Operator

Pay Scale: 22085-905/2-23895-1115/2-26125-1365/5-32950-1605/6-42580-1745/3-47815 (18 years)

Qualification: Promotion from Lineman Gr 1 based on Seniority

There is one position sanctioned for Filter Operator, but currently there is no existing employee in that position.

Senior Superintendent

Pay scale: 40975-1605/1-42580-1745/6-53050-2085/8-69730-2380/5-81630 (20 years)

Qualification : Promotion from the post of Senior Assistants

Existing 3 + 3 In charges

1). Senior Superintendent (Establishment)

The Senior Superintendent in charge of establishment and general matters shall oversee and manage these areas with the help of Senior Assistants.

They will review and approve all establishment claims submitted by the staff and maintain service books and registers related to establishment and general matters.

They will have control and coordination over the staff under their supervision, including the fair copy section and last grade servants.

The Senior Superintendent will also be responsible for preparing salary bills and establishment claims based on certificates approved by the immediate supervisor, and will supervise disciplinary cases and act as custodian of the charge book.

They will perform any other duties assigned by the Assistant Secretary to ensure the smooth functioning of the office.

The Senior Superintendent will sign the fair copies of office proceedings and letters approved by the Additional Secretary/Secretary, and will have the power to sanction and make payments related to pay, allowances, pension, PF, and eligible leave and increment to all officers and staff of the Electricity Department.

They will also be responsible for recovering all dues, remitting them to the concerned department on time, and filing returns related to TCED.

The Senior Superintendent will have the authority to recommend disciplinary actions against employees in the Electricity Department and will make internal correspondence between other wings within the department. Others are required to comply with their instructions.

The Senior Superintendent also acts as the State Public Information Officer for implementing RI act and serves as a member of the Consumer Grievance Redressal Forum of TCED.

2). Billing & Duty remittance to Electrical Inspectorate

The Senior Superintendent (Billing) is responsible for billing and revenue collections, including activities such as collecting details of services, meter readings, preparing bills, and checking all bills and adjustment bills. The Senior Superintendent must also monitor revenue arrears, initiate revenue recovery actions when necessary, and act as the Revenue Recovery Authority for electricity matters. The Senior Superintendent must ensure that faulty meters are brought to the attention of the Electrical Engineer, and they must monitor the use of the office phone number.

Other responsibilities include coordinating with technical officers, ensuring that monthly collections are tallied with the account section, and allocating works within the billing section. Additionally, the Senior Superintendent must carry out any other work assigned to them by the Assistant Secretary. It is their duty to ensure timely revenue collection and prevent revenue loss through legal and revenue recovery measures. The Senior Superintendent is also responsible for remitting section 3 and

section 4 duty to the Electrical Inspectorate, as well as recovering arrears according to the Demand Collection Balance.

3). Accounts and Audit

The Senior Superintendent (Accounts) is responsible for maintaining all Registers and Accounts related to revenue accounts, ensuring accuracy in bills and timely payments, verifying daily collections and remittances, supervising staff claims auditing and preparing monthly and annual accounts.

The Senior Superintendent is also the custodian of investment particulars and financial records, accept cheques and DDs on behalf of the Assistant Secretary, and carry out any specific duty assigned by the Assistant Secretary. They must also effect timely recovery of all dues and file returns related to TCED.

The Senior Superintendent also prepare the budget for the upcoming financial year based on the needs of the Corporation and submit the accounts statement to the Kerala State Audit department in accordance with the Kerala Municipal Act 1994. Is also responsible for providing clarifications on the audit reports, presenting audit reports before the Corporation Council, and preparing clarifications for audit objections in Smahritha Audit Report, Performance Audit Report, and CAG reports.

The Senior Superintendent also has to communicate and correspond with other departments and ensure compliance with their instructions.

4) Purchase, Stationary and Dispatch.

The Senior Superintendent (Purchase, Stationery, and Dispatch section) is responsible for purchasing electrical items, IT items , printing and stationery materials by inviting quotations and tenders. Ensure that all purchases are in line with the Store Purchase Manual. Attend the respective committees and council meetings to ensure timely administrative approval for purchases. The Senior Superintendent should also make sure that purchase orders are placed on time and the materials are received by the due date. If there are any delays or issues with the suppliers, they must inform their superiors immediately. Additionally, the Senior Superintendent will review supplier bills before sending them to the accounts section for payment. The Senior Superintendent is also responsible for keeping records of EMD/S.D received as demand draft and FD receipts and bank guarantee.

The Senior Superintendent is also responsible for stationary management, including purchase notices and accounting for stationary. Additionally, receive and sort incoming mail and valuables, and ensure that outgoing mail and reports are dispatched properly. They are accountable for postage and stamps used for sending letters and replies.

5) Cash and Case Section

The Senior Superintendent of the Suit Section is responsible for overseeing cases, complaints, and litigation related to the department. Supervise the preparation of statements of facts for various courts, including the Munsiff, Magistrate, District Court, CDRF, High Court, Various tribunals, and State Commissions. Engage advocates from the panel of advocates to handle legal proceedings. Must ensure that the necessary documentation is prepared and filed in a timely manner and given to the Standing Counsel, as well as checking their bills before recommending payment to them. The Senior Superintendent must also make sure that judgments are being implemented and initiate revenue recovery actions when necessary.

The Senior Superintendent (Cash) is responsible for overseeing the work of cashiers, providing guidance and supervision as needed, and arranging for substitute staff when necessary. Responsible for verifying daily cash collections from the counter, cheques, and depositing the funds in the bank. Preserve and make available cash collection records for inspection as and when required. Also maintain records of daily cashiers, complete the cash collection book, and submit cash receipts to the statutory auditor. The Senior Superintendent (Cash) is in charge of the chest.

6) RDSS, PDS and Computer Section

The RDSS, PDS, and Computer Section is overseen by a Superintendent who is responsible for managing the team of system administrators and Senior Assistants and files related to the section.

The Senior Superintendent (Computers) should ensure the proper functioning and security of the computer systems, networks, servers and databases. Manage the budget for the computer section, including hardware and software procurement. Regularly update and upgrade the software and hardware to keep pace with the technological advancements. Allocate resources effectively for the smooth functioning of the system. Stay updated on the latest security threats and

technologies to mitigate risks. Provide regular updates to the management on the performance and status of the computer section.

The Senior Superintendent (RDSS) is responsible for communicating with various government officials, PMA, Nodal agencies, contractors, and project team members and for maintaining accurate project documentation, including project plans, reports, contracts, and correspondence. Should prepare regular progress reports, update project documentation, and provide necessary information to senior management and relevant authorities.

The Senior Superintendent (KSERC) is responsible for ensuring compliance with KSERC regulations, Electricity laws, and policies. Should stay updated on regulatory developments, interpret and enforce regulations, and initiate action to ensure its compliance. Ensuring the timely remittance of license fee to the Regulatory Commission is also the responsibility of Senior Superintendent. Should supervise the preparation of various petitions and its timely filing before the Hon'ble KSERC and attend the public hearings of the Kerala State Electricity Regulatory Commission.

As per the judgements in the WP© 2212/2005 dated 10/07/2005 (Exhibit-6) and WA 319/2014 dated 27/01/2016 (Exhibit-7), the Hon'ble Kerala High Court upheld the stand taken by the petitioners that there are Nine posts of Senior Superintendants against the contention of TCED that there are only five senior superintendants. At present the duties and responsibilities of nine are divided among six Senior Superintendants.

Senior Assistants

Pay scale: 26125-1365/3-32950-1605/6-42580-1745/6-53050-2085/2-57220 (17 yrs)

Qualification : Promotion from the post of Junior Assistant

Presently 19 Senior Assistants are working in TCED, out of that 3 are holding the charge of Senior Superintendent

1) KSERC

Duty to file all petitions, counter affidavits all remittance in time to KSERC that the regulations asserts TCED to do.

KSERC section initiates files for the prompt implementation of Regulation of KSERC in TCED. Section is preparing petitions and counter affidavits to file in KSERC. Preparing statutory petitions like true up petition, ARR & ERC (MYT) petition etc. Capital

investment petition, midterm performance petition with the help of concerned sections of the office. Arrange for the remittance of petition fee and other fees like license fee. Arrange meetings to convey the KSERC suggestions and directives in the KSERC orders to concerned sections. Arrange meetings to convey KSERC's clarification directives to the management. Arrange meeting for KSERC hearings. Prepare clarifications to KSERC pertaining to TCED's petition. Arrange to engage accountants to verify TCED accounts statements. Give clarifications of KSERC's order to Local Fund Audit.

2) Accounts

Senior Assistant (Payments- E1(1))

Senior assistant Accounts department, has several responsibilities such as preparing bills for payments, maintaining records like cash book, FD register, Journal entry register, advance register etc. To assist the Senior Superintendent in preparing the annual electricity budget and expenditure statement. The individual should also reconcile all the withdrawals and help in preparing the profit and loss account and balance sheet of the department. Should ensure timely recovery of all dues, including Income Tax, GST, VAT, EPF, and NPS contributions. All returns related to TCED should be filed on time. The individual has the power to make payments that are sanctioned by the committee and council, after obtaining authorization from the Hon. Mayor. Additionally, should prepare Monthly Accounts & Expenditure schedule presented to Finance Standing Committee 10th of every Month.

Senior Assistant (Receipts- E1(2))

Maintaining records of all types of receipts such as cash, cheques, RTGS, POS, online and Janasevankendram. Keeping track of the personal register, and cheque return register. Reconciling all receipts to ensure accuracy. Assisting the Senior Superintendent in preparing financial statements such as the Profit and Loss account, balance sheet, and annual Electricity Budget. Preparing monthly accounts. Ensuring timely realization of received cheques/DDs, Completing any other tasks assigned by the senior officer. Collecting all outstanding dues, including Income Tax, GST, VAT, EPF, NPS contributions, and filing all returns related to TCED within the given timeframe. Preparing a monthly expenditure schedule and presenting it to the Finance Standing Committee on the 10th of every month.

3) Establishment

Senior Assistant (Establishment E2(1))

The Senior Assistant (Establishment E2(1)) is responsible for dealing with all establishment and general matters related to the executive staff, excluding section 3. This includes tasks such as transfer, posting, and promotion of the executive staff, preparing establishment claims and salary bills, and maintaining personal and income tax registers. The Senior Assistant must also attend to and prepare replies for department-related matters and may be assigned other tasks by the Assistant Secretary for the smooth functioning of the office. Additionally, the Senior Assistant is responsible for preparing statements of facts in service-related cases.

Senior Assistant (Establishment E2(2))

The Senior Assistant Establishment E2(2) is responsible for dealing with all establishment and general matters concerning the ministerial staff, staff of section III, Electrical Engineer, and Assistant Secretary. This includes tasks such as transfer, posting, and promotion of the ministerial staff, preparing establishment claims and salary bills, and maintaining various registers such as personal, increment, surrender leave, house loans, vehicle loan, and income tax registers. Responsible for maintaining and updating service books for all staff. Additionally, they attend to matters related to the department, prepare replies to queries, and carry out any other duties assigned by the Assistant Secretary. Collect telephone bills and forward them to the relevant sections for certification before submitting them to the accounts section for payment. Prepare statements of facts in service-related cases.

4) Pension/PF

Senior Assistant (Pension and PF) E3

The Senior Assistant E3 has various responsibilities related to pensions and family pensions. Presently TCED has 165 service pensioners and 83 Family pensioners

Responsible for distributing pension cheques to retired employees and maintaining records such as pension cashbook, personal register, etc. Prepare pension contribution statements and pension allotment statements at the end of each year.

The Senior Assistant E3 is also responsible for preparing pension papers for retiring employees. The Senior Assistant Provident Fund (E3) is responsible for managing

the Employees Provident Fund for employees of TCED. Additionally, they handle matters related to the National Pension Scheme for employees. Presently 34 employees are enrolled under NPS.

5) Billing

The TCED has created separate units for billing customers using more than 10 KW of electricity, with dedicated billing assistants responsible for all billing duties in accordance with prevailing regulations and tariff orders. The HT Billing section is responsible for billing high-tension consumers, with a dedicated billing assistant handling all related duties. The LT IV Billing Section is responsible for monthly industrial billing, solar billing including duty remittance to the Electrical Inspectorate and preparing duty statements, compiling DCB monthly and yearly. Additionally, there are 8 spot billing assistants at TCED responsible for billing duties related to customers who require on-site meter readings

Senior Assistant (Billing)

The Senior Assistant in the billing branch is responsible for several duties, including maintaining the personal accounts of consumers in the prescribed manner, collecting revenue in a timely manner, and preventing revenue loss through legal and revenue recovery measures. They are also responsible for posting demands every month according to the current tariff rates, posting collections in the consumer's personal ledger. Must prepare statements of accounts and DCB, as well as bills for current charges based on meter readings and demand statements for these bills. The Senior Assistant must also prepare adjustment bills for debit/credit adjustments, post deposit details in the deposit register, and prepare locked-up notices and disconnection lists for defaulters. They must also review the sufficiency of security deposits, account for the collection of surcharges, and deal politely and courteously with all concerned. Finally, the Senior Assistant must maintain necessary registers and records and carry out any work specifically entrusted by their superiors in the exigencies of work. At present, four senior assistants and seven junior assistants are given charge in billing section.

6) Audit

Senior Assistant E4 (Audit)

The responsibilities related to the audit of the Kerala State Audit Department, including reviewing CAG reports, performance audit reports, and Samahritha audit reports. The Senior Assistant E4 (Audit) is responsible for collecting all audit reports sent by the Deputy Director, Kerala State Audit Dept, and distributing them to the relevant sections. Should prepare a reply to the audit report based on the remarks of the concerned section and take appropriate action. Should ensure that the replies to the audit report are given within the specified time.

7) Purchase

Senior Assistant (E5)

As a Senior Assistant in the E5 Section, the responsibilities include maintaining and updating registers related to tenders, suppliers, personnel, and charges. Will be responsible for preparing tender notices as per the specifications given by the Electrical Engineer, and arranging agendas for various committees /council meetings to obtain administrative sanction. Once the approval is obtained, prepare work orders and supply orders, and forward them to the concerned parties. Bills produced by the suppliers will be sent to the storekeeper along with the relevant files to make stock entries after obtaining necessary sanction from the Electrical Engineer or authorized official. The bills will then be forwarded to the account section for payment. EMD/SD will be released to the suppliers after the due date.

8) Suit

Senior Assistant (E6)

Coordinating legal cases in various courts, including the High Court, Lower Court, CDRF, and CDRC. Maintaining a register of suits and personal records. Collecting details from the relevant section and preparing a statement of facts, forwarding it to the Standing Counsel for the preparation of the counter affidavit. Affixing the authorized signatory's signature and stamp on vakkalat, counter affidavit, and other relevant documents before forwarding them. Completing necessary paperwork for the disbursement of fees to the Standing Counsel. Following the RR as ordered. Completing necessary paperwork for approaching the appellate tribunal if the

judgment is against the department. Forwarding copies of the judgment to the relevant section for implementation.

9) Computer Section

System Administrator will be responsible for the installation, configuration and maintenance of the hardware and software systems including OS, servers, databases and network infrastructure. Should provide technical support and troubleshooting assistance to the staff regarding computer systems and network connectivity issues. This involves responding to resolve problems and ensuring efficient system operations. Should ensure the security of systems and data by implementing and maintaining security measures such as firewalls, access control and data backup systems. Should conduct regular security audits and vulnerability assessments to identify and mitigate potential risks. Manage and monitor licensee's network infrastructure including LANs and WANs, by configuring network devices, ensuring network connectivity. Should plan and execute system upgrades including OS updates, software patches and hardware replacements to remain up to date and compatible with evolving technologies. Should analyse system logs, identify bottlenecks and optimise system resources by regular system performance monitoring. Should maintain accurate documentation of system configuration procedures and troubleshooting steps. Should collaborate with cyber security and IT professionals to ensure the smooth operation of the IT infrastructure. Collecting, organising and analysing data from billing section for the preparation and generation of reports to be sent to various departments including BEE, KSERC, CEA, CEI, PFC etc. At present two senior assistants are deployed as system administrators.

10) Store

Maintain various registers related to the store, such as priced store register, issue note book, return slip book, repair and maintenance book, mains book, etc. Assist the Store Keeper in his/her responsibilities. All registers and documents should be certified by the store keeper and counter-signed by the Electrical Engineer. Keep a proper record of the materials distributed. Maintain a separate asset register for movable and immovable assets, which should be certified by the store keeper and counter-signed by the Electrical Engineer. Scrap disposal should only be done with the certification of the Electrical Engineer. Issue gate entry passes for vehicles entering the store premises. Vehicles should only be permitted to enter the store premises with the intimation to the Electrical Engineer. The Store Keeper, Assistant

Store Keeper, and Watchman are responsible for any trespassing on the store premises. Display details such as Name, Quantity, and Balance as on date for each item near the respective item. One senior assistant is deployed as assistant store keeper.

Junior Assistant / Cashier

Pay Scale: 22085-905/2-23895-1115/2-26125-1365/5-32950-1605/6-42580-1745/3-47815 (18 years)

Qualification: Direct recruitment through KPSC (Degree)

Out of 23 sanctioned posts 15 Junior Assistants are working at present. 3 cashiers are working on rotation basis to cater the 9 am to 7 pm shift requirements and one cashier in the Senior Citizen counter and one cashier is deputed to Friends Jana Sevana Kendra (Chembukkavu) as per the direction of the District Collector. The remaining Junior Assistants are posted in various sections like RDSS, PDS, Despatch, Printing and Stationery, RTI, Computer (Data Entry) ,Pouravakasa and Sevanavakasa Sections

Accurately receive payment from customers based on the demands, current charge bills, etc. Collect payment for various types of fees and charges, such as surcharge, belated payment fee, application fee, reconnection fee, testing fee, cash deposit, additional cash deposit, service connection charges, etc. as per the applicable rules. Provide receipts for all money received. Ensure that all money received is accounted for correctly and properly in the respective statement of accounts, cashbooks etc. and close it daily. Hand over all collected money and relevant records to the Senior Superintendent Cash. Send the statement of accounts with relevant receipted pay in slips daily to the Senior Superintendent Cash. Use only authorized receipts issued by the Senior Superintendent Cash and check them before accepting them. Carry out any work related to cash collection specifically assigned by the Senior Superintendent or any other superior Officer in the exigencies of work. The duties of Junior Assistant and Senior Assistant are of similar in nature.

Junior Fair Copy Assistant

Pay Scale: 22085-905/2-23895-1115/2-26125-1365/5-32950-1605/6-42580-1745/3-47815 (18 years)

Qualification: Direct recruitment through KPSC (SSLC, KGTE English (Higher) and Malayalam (Lower)) The LD Typist is responsible for typing various circulars, letters, and orders of the Assistant Secretary and any other matters as per the instructions of the Senior Officer. They are required to maintain a fair copy register. The work must be carried out neatly and legibly. Presently two fair copy assistants are working.

Office Attendants , Watchman

Pay scale- 17500-500/2-18500-580/2-19660-760/2-21180-905/3-23895-1115/2-26125-1365/4-31585 (15 yrs)

Qualification- Direct Recruitment through KPSC

Office attendants are expected to work from 9.30am to 5.30pm. They are responsible for opening and closing the office on time without disrupting office operations.

Attendants must distribute files promptly according to instructions and return the transit register with signatures to the respective sections. The attendant assigned to local delivery must deliver HT bills on time, ensuring that consumers have ample time to pay their bills. Office attendants must report to the office immediately after completing local delivery duties. They may be required to perform special assignments when necessary. The store watchman is responsible for monitoring movable and immovable materials in the store and preventing unauthorized persons and vehicles from entering the store's compound. Three permanent office attendants and three employment exchange hands, three permanent watchmen are working at present.

19. Vacant positions

There are several vacant positions available for recruitment in the organization. The positions include eight Junior Assistants, four Senior Assistants, six Senior Superintendents, one Assistant Engineer, thirteen Sub Engineers, fourteen Overseers, one Meter Mechanic, one Filter Operator, twenty-four Line man I, ten Line man II, fifty Workers, one watchman, three office attendants and four Drivers.

In the above circumstances, employee strength of Thrissur Corporation Electricity Department may be sanctioned.

Therefore, it is respectfully prayed to the Hon'ble Commission

- and an appointment H. K. KIRKPATRICK as a full
time position as "CHIEF OF STAFF" SECRETARY
of the ELECTRICITY DEPARTMENT.
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