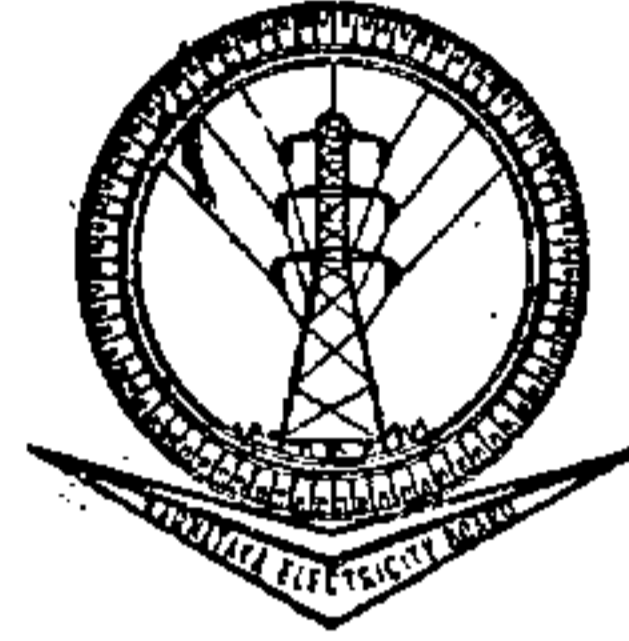


Karnataka Electricity Board

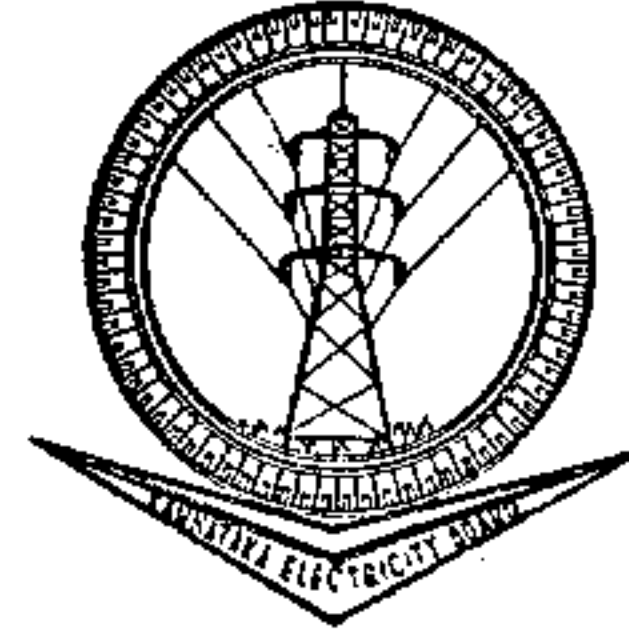


DEFINITIONS OF JOBS (Duties)

MINISTERIAL
IN
REVENUE ACCOUNTING OFFICES

1975

Karnataka Electricity Board



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REVENUE ACCOUNTING OFFICES

1975

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Karnataka Electricity Board

Read :

Board Order Nos.MSEB/BPO-59/71-72, dated 21-7-71 and 14-8-71 constituting Committees to determine work loads for (1) Executive and (2) Ministerial Employees of the Board and examine other allied matters as enumerated therein.

2. The report of the Work Load Committee (Ministerial) dated 9-9-74 recommending, among other things, definitions of different categories of employees in the ministerial cadres and also elements of work forming details of duties there of.

Order No. KEB/WLIC-8/74-75
Bangalore, Dated 27th March 1975.

The Board is pleased to accord approval for definitions of jobs (duties) of different categories of employees in the Ministerial cadres and also elements of work forming details of duties thereof as enumerated in Annexures I and II respectively to this order.

2. The provisions of this order shall be effective from the dates of sanction of posts as per Work Load Norms.

By Order,
Sd. (B. C. Thaosen),
Secretary
Karnataka Electricity Board.

To

All the Chief Engineers, Electricity, KEB

The Chief Controller of Accounts, KEB

The Controllers of Accounts, South/North, KEB

All the Superintending Engineers, Elecl., KEB

All the Executive Engineers (Elecl), KEB

All the Deputy Controllers of Accounts, KEB

All the Accounts Officers, Internal Audit

All the Officers/Head of Sections in Board Secretariat

The Accountant-General, Karanataka, Bangalore

The General Secretary, KEB Employees Union, Bangalore

The Secretary, KEB Engineers Association, Bangalore

CM/FM/Secretary's tables

Annexure-I to B.O.No. KEB/WLIC-8/74-75

Dated : 27th March 1975.

Definitions of Jobs (Duties) of different categories of
Employees in the Ministerial Cadres

Sl. No.	Job descriptions	Reference to the Job Nos
1	2	3
(1) Office Attendant Gr. II :		
(a) Movement of records, files and papers.		
(b) Handling of office furniture, equipments and their cleaning, keeping the office clean and tidy		
(c) Attending to the needs and calls of office staff.		
(d) To guide visitors.		
(e) Switch on and off lights, fans and Water coolers etc. at the time of opening and closing of offices.		
(f) Similar unskilled work including helping the staff in the performance of various Board duties.		

GEN 12

Sl. No.	Job descriptions	Reference to the Job Nos
1	2	3
(g)	When posted as House Orderly, assist the officer in his house in carrying out the official work.	GEN 12
(h)	Opening/closing covers, packets, parcels etc.	
(i)	Carrying tappals from and to Offices, Banks, Firms etc.	
(j)	Collection/delivery of tappals from and to Post Offices.	
(k)	Such other work that the Head of the Office may assign in the interest of the Board.	
(2) Daftary :		REV 14
(a)	Handling and maintenance of files and records.	
(b)	Stiching of files.	
(c)	Filing of papers.	
(d)	Arranging/re-arranging of files, records, books etc	
(e)	Ensuring cleanliness/tidiness of files and records, racks and almirahs.	

Sl. No.	Job-descriptions	Reference to the Job Nos
1	2	3
	(f) Assisting fumigation of insecticides	
	(g) Operating vacuum cleaners.	
	(h) Attending to Cyclostyling work including operation of cyclostyling machines.	
	(i) Opening/closing covers, packets parcels etc.	
	(j) Carrying tappals from and to offices, Banks, firms etc.	REV 14
	(k) Collection/delivery of tappals from and to post offices.	
	(l) Such other work that the Head of the office may assign in the interest of the Board.	
	(3) Junior Assistants/Selection Grade Junior Assistants :	
	(a) Inward/Gutward of letters, bill etc.	REV 11 REV 13
	(b) Miscellaneous duties in the Section.	REV 12
	(c) Maintenance of consumers' ledger accounts of tariffs viz., Domestic, Commercial AEH & Free power supply.	REV 1

Sl. No.	Job descriptions	Reference to the Job Nos
(d)	Tallying work in Revenue Section.	REV 10 REV 11
(e)	Such other work that the Head of the office may assign in the interest of the Board.	
(f)	General Duties :	
(i)	Records, files, registers, books of references handled by each are to be maintained properly and preserved safe in a well arranged pattern in the container, such as racks, Almirahs etc so as to be easily traceable and accessible.	
(ii)	Maintain diary of Correspondence work, files handled and/or progress register of work done, submit pending list/progress report of work as per standing orders and time schedule	
(iii)	Handle work and equipment in accordance with standing rules and regulations and instructions of supervisory staff. Submit the notes files and work done for further processing as per standing rules, instructions and time schedule.	

Sl. No.	Job descriptions	Reference to the Job Nos
1	2	5
	(iv) Prepare detailed list of papers, registers, records, files and books of reference, instruments etc., in the custody of each at the time of transfer of charge, check up such list in detail when receiving/handling over charge. Submit such list to the immediate supervisory staff and preserve the same for reference.	
	(v) As and when different work are entrusted to each, elements of such work forms details of duties including incidental work thereon.	
	(4) Assistants :	
	(a) Maintenance of consumers ledger Accounts of all tariffs excluding Domestic, Commercial and AEH Free power supply.	REV 2
	(b) Attending to duties connected with collection and accounting of Cash, consolidation of DCB of Revenue and Tax etc.	REV 3, REV 4, REV 5, REV 6, REV 7, REV 8.
	(c) Such other work that the Head of the office may assign in the interest of the Board,	

Sl. No.	Job descriptions	Reference to the Job Nos
1	2	3

(d) **General Duties :**

- (i) Records, files, registers, books of references handled by each are to be maintained properly and preserved safely in a well arranged pattern in the container, such as racks, Almirahs, etc., so as to be easily traceable and accessible.
- (ii) Maintain diary of correspondence work, files handled and/or progress register of work done. Submit pending list/progress report of work done as per standing orders and time schedule.
- (iii) Handle work and equipment in accordance with standing rules and regulations and instructions of Supervisory staff. Submit the notes, files and work done for further processing as per standing rules, instructions and time schedule.
- (iv) Prepare detailed list of papers, registers, records, files and books of reference, instruments etc., in the custody of each at the time of transfer of charge, check up such list in

Sl. No.	Job descriptions	Reference, to the Job Nos
	2	3

detail when receiving/handing over charge, submit such list to the immediate supervisory staff and preserve the same for reference.

- (v) As and when different works are entrusted to each, elements of such work form details of duties including incidental work thereon.

(5) Senior Assistants/Accountants :

- (a) Supervision over a group of consumers' ledger accounts and non-billing work.

(b) General Duties :

- (i) Maintenance of Personal diary for duties performed.
- (ii) Perusal of tappals and their distribution.
- (iii) Arrange, for preparation and submission of pending lists.
- (iv) Follow up cases and personally handle the papers when so required.

**REV 15, REV 16,
REV 17**

Sl. No.	Job descriptions	Reference to the Job Nos
1	2	3

- (v) Arranging to furnish returns as per time schedule.
- (vi) Obtaining/receiving instructions from Supervisory Officer, and guiding the assisting employees
- (vii) Furnishing work load data periodically.
- (viii) To attend to such other work that the Head of Office may assign in the interest of Board
- (ix) Any other work incidental to duties defined.
- (x) The Accountant in charge of the Revenue Section at the O&M Sub Division/Section Offices shall be under the administrative control of the Asst. Engineer/Section Officer (O&M) in charge of the respective O&M Sub Dvn/Section Offices as the case may be.

(6) Assistant Accounts Officer :

- (a) Supervision over Revenue Accounts etc,

REV 18

Sl. No.	Job descriptions	Reference to the Job Nos
1	2	3

(b) **General Duties :**

- i. Supervision of the work carried out by Senior Assistant Accountant, Assistant and Junior Assistants as per checks prescribed.
- ii. Exercising independent Audit/ Inspection checks as per the nosms prescribed, in addition to supervising the work of his subordinates.
- iii. Attend personally for disposal of work prescribed to be handled by himself.
- iv. Attend to such other work that the Head of Office may assign in the interest of the Board.
- v. He will function as the Head of a Section in the Office. He has to exercise disciplinary control over the staff working in his Section. He has to arrange to maintain the Attendance Register, Casual Leave Register and Incumbent Register of his Section.

Sl. No.	Job descriptions	Reference to the Job Nos
1	2	3

(vi) He has to arrange to maintain a file —

(a) Relating to Instructions issued by higher authorities on general or particular subject (not amendments to Codes etc.)

(b) Memos issued by him or by his higher authorities regarding the work, discipline of his subordinates.

(vii) He has to arrange to maintain

(a) Reference books, Codes and Manuals up-to-date with correction slips.

(b) A calender of Returns inwards and outwards, as well as a progress sheet to show the dates of actual arrival of inward returns and dispatch of outward returns with the help of Miscellaneous Junior Assistants of his Section. He has to ensure return of records/registers/ files to the Records Section and proper up-keep of Office Equipments, Furniture provided in his Section by taking timely action.

Sl. No.	Job descriptions	Refer ence to the Job Nos
1	2	3

(viii) Attend to any work incidental to duties defined.

(ix) When working as Assistant Accounts Officer (Revenue) he shall work under the Administrative control of the Assistant Engineer, O&M Sub Division.

(7) Typist/Selection Grade Typist :

- (a) Typing work and allied work.
- (b) Such other work that the Head of Office may assign in the interest of the Board.
- (c) As and when different items of work are assigned, elements of such work form detail of duties, including incidental work thereon.

REV 13

Sd. (B. C. Thaosen,)

Secretary,

Karnataka Electricity Board.

Annexure II to B.O.No. KEB/WLIC-8/74-75 Dt. 27th March 1975

I. Maintenance of Consumers' Ledgers

(L.T. Supply at appropriate tariffs)

1. Opening of Ledger Accounts :

- (a) Receive the RR files of new installations (Test report and agreement) note down meter, machinery details and issue a memo regarding any omission or particulars required for opening the ledger account.
- (b) Enter the following particulars in the ledger :—
 - i) Name and address of the consumer, RR No. (duly verifying next to RR No./Folio). When the account is opened elsewhere and not at its proper place as per next to RR. No., sufficient details should be noted in Red Ink in the remarks column meant for the month of December to facilitate the RR. No. being entered as per "next to RR No." at the time of next renewal of ledgers.
 - ii) W. O. Number, Estimated cost, (Outlay incurred) and monthly minimum/line minimum due.
 - iii) Nature of Supply and Tariff applicable.
 - iv) Installed/Sanctioned load.
 - v) Details of outlets, meters and meter constant.
 - vi) Deposit received and receipt No. and date.
 - vii) Reading date and Due date for payment.
 - viii) Date of Service.
 - ix) Description and initial reading of the Meter.

- (c) Prepare the first bill.
- (d) Put up the file, ledger and first bill for attestation of Official Superiors.
- (e) Receive and keep the ledger duly attested, for further action. Send the first bill for despatch, and send RR to file records by obtaining acknowledgement.

2. Preparation of Monthly Bills :

Prepare skeleton bills by entering the following items in the printed forms as per time schedule prescribed :

- i) RR. No.
- ii) Ledger No.
- iii) Folio No.
- iv) Last month's Reading and Meter Constant if any.
- v) Demand charges, Rate per Unit of Energy and also tax and Meter Hire.
- vi) Arrears, demand for D & R fees, cheque dishonour fees, Fuse renewal fees etc.,
- vii) Surcharge.
- viii) Reading Date.
- ix) Due date for payment.
- x) Month of bill.
- xi) Sl. No. of bill.
- xii) O & M Unit No.
- xiii) If D. L. in previous month, the amount paid for such month.
- xiv) The minimum levy (Monthly/L.M. etc.)

3. Despatch skeleton bills to the field office under acknowledgement.

4. Procedure on return of duplicate copies of spot bills :

- (a) Check the correctness of the spot bill (with reference to ready reckoner supplied by the Board)
- (b) Enter the present reading and consumption in the ledger.
- (c) Raise the demand in the ledger.
- (d) Fill up the column, total amount in the ledger duly including opening balance.
- (e) Prepare bills for door lock installations on average basis/ monthly minimum whichever is higher and despatch them.
- (f) Verify items of poor or abnormal consumption, or where readings differ, issue telephone messages for inspection, verification, and pursue.
- (g) Prepare revised bills, where wrong bills have been issued by the Meter Readers and/or for non recording of meters. Arrange to despatch the bills.
- (h) Where readings are not reported, prepare bills for minimum due and issue memo for inspection and pursue.

5. Accounting Recoveries :

- (a) Collect counter-foils of receipts (both Bank and Cash) from the sorting/Cash/tallying section by giving acknowledgement.
- (b) Arrange receipts folio-wise and return such of the receipts which do not pertain to the ledger and obtain acknowledgement for such return.
- (c) Post the receipts into the ledger duly bifurcating tax and energy charges.

- (d) Workout balances still due, if any and enter in the arrears column.
- (e) Verify the receipts which do not agree with the RR No./ Demand and in case of doubt pass on to tally section for keeping them in the D-7, Revenue deposits accounts and obtain acknowledgement for such return.
- (f) Note down against respective RR Nos. collections of amount through adjustment/transfers.

6 Issue Reconnection Memo :

Take out the disconnection list of previous days and note the payments received, issue reconnection message for such installations.

7 Daily Abstract :

- (a) Enter receipts in the daily abstract-Office counter/ Bank counter, as per the respective receipts.
- (b) Strike totals in the daily abstract.
- (c) Send as per time schedule the daily abstract to tallying Section with receipts posted therein, through the Accountant.
- (d) When cheques are returned as dishonoured by the Bank, cancel the corresponding receipts' entries of the concerned account, and issue notice to consumer calling for Cash payment using printed form, and pursue recovery or disconnection.
- (e) Raise demand towards fee for cheque dishonoured and return dishonoured cheques to the consumer.

8. Seven day Notice :

- (a) Prepare notices for RR Nos. for which money is not received on the due date by entering RR No., Ledger No., Folio No., amount due and address of the consumer on these notices.

- (b) Enter the RR Nos. in the Register of Seven day notices and hand over notices and register to the Accountant.

9. Preparation of Disconnection list :

- (a) After expiry of notice period, prepare and issue disconnection list in triplicate noting ledger and folio No. RR No. Address and amount due to the O & M Unit.
- (b) Watch return of disconnection list. When not received within four days after issue, report delay to the Accountant and issue memo or Telephone message to field officer calling for the same.
- (c) When the disconnection list is received, verify the installations disconnected and note the same in the remarks column against respective RR Nos. and raise demand for D & R fees.
- (d) Examine why installations are not disconnected and trace cheques or reference to cash receipts or M. O. receipts entered in Field report of disconnection.
- (e) If the reference noted in the field report is not traceable or any installation found not disconnected without any remark, issue a memo to field officer through Accountant pressing for disconnection and pursue.

10. D. C. B. and Tallying :

- (a) Total the demand for energy, tax and Misc., charges etc., on the day the demands are raised for all installations in a page and strike totals and post such totals pagewise in the Abstract.
- (b) After close of the month, total the receipt column and closing balance column pagewise and enter these in the abstract after necessary agreement.
- (c) Reconcile the monthly total of receipts as per Ledger

with the monthly total arrived at in the tally section (or RCB if there is no tally section).

- (d) Furnish in the prescribed form as per time schedule, the agreed figures to the DCB compilation for incorporation in the monthly DCB statements along with breakup for cash collection and adjustments/transfers.
- (e) Furnish clarification, if any, required in Tallying/Compilation.
- (f) Furnish requisite information as per time schedule in the prescribed form, for preparation of annexure to DCB.

11. Items of work other than billing :

- (a) Call for additional deposit where average monthly bill exceeds 50% of the original deposit and pursue. Enter in the ledger when additional deposit is received.
- (b) Address the Field Officer regarding removal of meters and dismantling of lines etc., as per rules of the disconnected installations. Record such removal in the ledger on receipt of the information from field officers. Prepare final bills and adjust/refund deposits.
- (c)
 - i) Address the Field Officer regarding abnormal consumption, continuous door lock, meter not recording etc., and pursue.
 - ii) Watch that the average power factor does not fall below the prescribed limits, take action as per rules when it is below the prescribed limit and pursue.
- (d) Attend to transfer of installation from one name to another by using proforma.
 - i) Receive requisition for transfer, verify consent of transferor. Collect outstanding arrears, transfer fee and necessary deposits or proposal for transfer of deposits/refund of deposits.

- ii) Process the proposal for transfer after agreements and other papers are signed.
 - iii) Issue a memo informing such transfer to field office and consumer duly noting in the ledger.
- (e) Issue "Pay in slips" to consumers who do not bring bills with them/request for duplicate bill when the original bill is lost, or not received etc., by them.
- (f) Conversion of lighting installation to AEH or vice versa :
- i) Receive necessary documents - Check up details, put up for approval.
 - ii) Receive duly approved, open new accounts after verifying details and open new RR file for the converted installation.
 - iii) Prepare final bill of defunct installation, include the demand in the first bill for the converted installation and close the defunct ledger account.
 - iv) Note the change over in consumer deposit register relating to defunct installation and in the concerned RR file.
 - v) Close the RR file of defunct installation and file all these papers in the new RR file for reference.
- (g) Enter details of change of meter, rating and re-rating by MRT staff/field staff etc., in the ledger.
- (h) Furnish clarifications details of account, if any, requisitioned by consumers through the Accountant/AAO.
- (i) Furnish replies to consumer's letters and put up for approval and despatch.
- (j) Get files from office records - on a requisition and send

papers for filling, closed ledgers, registers etc., to records section under acknowledgement.

- (k) Attend to work connected with re-servicing of installations under disconnection for over six months and lines that are not dismantled.
- (l) Watch recovery of arrears by instalments approved by competent authorities.
- (m) Maintain a register showing arrears classified according to months over which they are running and furnish monthly list of arrears.
- (n) Furnish information to Accountant in-connection with issuing final notices to consumers for recovery of arrears and pass on the case for taking legal action.
- (o) Furnish information to Audit/Inspection Staff, when required.
- (p)
 - i) Watch fixation of meters to new installations on DC and revise bills as per rules and pursue payment/adjustment.
 - ii) Attend to work connected with temporary extra power supply in permanent installation.
- (q)
 - i) Maintain personal diary of work done and submit fortnightly pending list to the official superiors.
 - ii)
 - a) Preserve the current ledger and daily abstract.
 - b) Maintain satisfactorily upto-date entries, Index of ledger folios.
- (r) Prepare Statement to show withdrawal of excess demands and/or refund of revenue/tax due to various reasons.
- (s) Revise demands of back period with respect to any special circumstances revealed in Surprise inspections, Vigilance inspections, Field Officer's inspections, MRT staff etc., and pursue recovery.

- d) Initial Readings.
 - e) Date of service and reading date.
 - f) Sanctioned term of service.
3. Get the entries attested in the ledger.
 4. Keep the file in Almirah for reference.
 5. Watch for weekly report of meter readings.
 6.
 - i) Check spot bill for minimum or demand plus consumption charges, whichever is higher, plus Meter Hire and Electricity Tax. Enter in ledger.
 - ii) Watch the average power factor and take appropriate and prompt action when the power factor is below the prescribed limit and pursue.
 7. Watch for payment on the next day.
 8. If payment is not received, issue disconnection memo immediately and pursue its return.
 9. When payment is received enter the receipt No. and date and issue re-connection memo where necessary and raise demand for D & R fees.
 10. Enter the collection in Daily abstract, strike total and send the abstract with receipts to the Accountant.
 11. Repeat the process of billing, collection and accounting etc., every week.
 12.
 - i) Watch for close of term of sanction for temporary supply and remind about the extension or termination of supply.
 - ii) Renew the ledger whenever necessary.
 13. Every 5th weekly bill should contain claim for depreciation charges on the cost of returnable materials provided in the estimate, if such charges are not received in advance.

14. On termination of power supply, prepare final bill on the same lines as the weekly bills. Adjust the deposit recovered against the final bill and arrange for refund of deposit if any, after obtaining refund vouchers or recovery of balance remaining after adjustment of deposit.
15. Post the total of demand, collection & balance etc., for each month in the DCB Statement and arrange to include the same in the consolidated monthly DCB Statement.
16. Other elements of work applicable to permanent installations, shall apply, mutatis mutandis to these cases also.

II. Maintenance of Consumers Ledger-H.T. Supply :

1. Opening of Account :

- a) Receive RR file containing Test report with connected documents, open ledger account, enter the name and address of the consumer.
- b) Enter the Work Order No., Estimated Cost, Actual outlay, L.M. due and tariff applicable.
- c) Note down the nature of industry on which the power is used.
- d) Enter the contract demand as per agreement.
- e) Enter machinery details, details of meters, connected load.
- f) Note down the description of maximum demand meter, meter constant, if any, and initial reading.
- g) Note down the details of energy meters, initial reading and meter constants, if any.
- h) Enter the reading date and due date for payment.

- i) Enter details of deposits recovered.
- j) Enter the date of service.
- k) Enter the RR Nos. of installations if any, fed in the same circuit of the HT installation, but metered separately by Sub-meters and chargeable at other rates than HT.
- l) Put up the RR file and ledger account opened for attestation.
- m) Receive duly attested, keep the ledgers for further action, and send the RR file to records by obtaining acknowledgement.

2. Monthly Bills-Working out Consumption :-

- a) Receive field report duly attested by competent authorities in respect of monthly readings of different meters.
- b) Enter Meter Readings in respective columns in the ledger.
- c) Workout the difference between the present and previous month's readings of the respective meters and enter in the ledger.
- d) Workout the actual consumption and maximum demand recorded after multiplying by the meter constant, if any.
- e) Total the consumption in different energy meters of separate circuits in the H.T. installation.
- f) Total the consumption recorded in the Sub-Meters.
- g) Deduct (f) from (e) to arrive at actual energy consumption of the H.T. Installation and enter the same in the appropriate column.

3. Preparation of Monthly Bills:-

- a) Workout demand charges at prevailing rates,

- b) Workout energy charges at prevailing rates.
- c) Strike totals of (a) and (b).
- d) Workout rebates if any.
 - i) for H.T. Supply.
 - ii) for New industry.
- e) Deduct (d) from (c) and enter the difference.
- f) Enter meter hire.
- g) Strike the total of (e) and (f)
- h) Compare (g) with line minimum and enter higher of the two viz., (g) or I.M.
- i) Calculate Electricity Tax at prevailing rates :
- j) Enter the total (h) and (i).
- k) Enter the arrears outstanding, if any.
- l) Add interest if any, due on power charges at prescribed rates.
- m) Add interest if any due on Electricity Tax at prescribed rates.
- n) Total the bill.
- o) Enter the total in words and figures.

NOTE: Items (a) to (c) above may be based on average M.D. or consumption if the respective meters are reported as "not having recorded correctly" or if the readings are open to doubt.

4. Get the bill checked by Accountant and AAO.
5. Enter the details of demand in respective columns of the ledger.
6. Arrange for despatch of the bill to consumer and higher authorities in Board.

7.
 - i) Receive the receipts from the tally Section by giving acknowledgement, post them and workout balance if any.
 - ii) Enter the recoveries in the daily abstracts in separate columns meant for office counter or different banks. Total the abstract, pass on the abstract with receipts to the Accountant/AAO.
 - iii) Issue 7 day notices (By Registered Post) wherever necessary.
 - iv) Watch collection, and issue disconnection memo at the end of the notice period and pursue its return. Trace amounts if any collected as per remarks of field staff on disconnection memo.
 - v) Raise demand for D & R fees and note the date of disconnection in the remarks column against respective RR Nos.
 - vi) Issue reconnection memo when the payment is received and note the Date of reconnection.
8.
 - i) Total the columns of monthly demand and collection of power charges, Tax, Interest and balance etc., in the ledger for purpose of monthly DCB and submit monthly DCB.
 - ii) Prepare annexure to DCB in the prescribed form and put up for scrutiny and consolidation.
 - iii) Maintain current ledgers and daily abstract satisfactorily and send closed ledgers and registers etc., to records by obtaining acknowledgment.
9.
 - a) Examine variation in consumption month after month, as compared to contract demand and report wide variations for investigation and pursue till finality.

- b) Attend to work connected with power cut.
10.
 - a) Enter the change of meters, rating reports of MT/RT and other field reports and obtain attestation.
 - b) Watch fixation of meters to new installations on DC and revise billing as per rules and pursue payments/adjustments.
 - c) Watch that the average power factor does not fall below the prescribed limit, take appropriate and prompt action where the P.F. is below the limit prescribed and pursue.
 11. Maintain correspondence, and take appropriate action if any emerging out of the field reports, vigilance reports and inspection reports and/or the data already on record.
 12. Review annual revenue demand with reference to annual minimum due and raise demand, if the latter happens to be higher and pursue payments.
 13. Answer inspection reports of different inspecting agencies as also observations of the higher officers.
 14. Attend to renewal of ledgers whenever due.
 15. Attend to queries, letters etc., received from consumer or higher authorities in the Board regarding the accounts.
 16. Attend to transfer of installations as per rules.
 17. Maintain of Register of classified arrears, Revenue, send periodical return, and pursue recovery of arrears proposing legal action if necessary.
 18. Maintenance of Register of arrears, of Revenue written off and send annual statement.
 19. Maintain register of agreements including periodical renewal of agreements.

20. Attend to work of withdrawal of excess demand/refund of excess payment and backbilling.
21. Maintain accounts of Interstate sale of power, receive reading, prepare bill, pursue payments.
22. Watch adequacy of minimum deposit; obtain additional deposit wherever necessary. Arrange refund of deposit when due.
23. Get files from office records on a requisition, send papers for filing closed ledgers, registers etc., for records under acknowledgement.
24. Attend to other work incidental to items of work mentioned above.
25. Other elements of work pertaining to ledger, accounts under L.T. tariffs, Mutatis Mutandis shall apply to these accounts also.

IV. Tallying (Revenue Section)

1. Receive Receipts from the Cashier, count them and acknowledge.
2. Receive receipts and statement of daily collections from the Banks check the receipts with the statement.
3. Check the arithmetical accuracy of the Statement.
4. File the statements as a record in lieu of RCB for collections by Banks.
5. Record the total number of receipts received on the day in the Muddam book for purposes of tallying.
6. Sort out the receipts, ledgerwise and accountwise for other heads of account and keep in the pigeon holes.
7. Ascertain ledger number by reference to Index register for illegible receipts.
8. Count the receipts for each ledger, take out muddam

book for delivery of receipts; enter number of receipts relating to each ledger.

9. Total the receipts distributed for each ledger, and tally with total number of receipts received from the Cash counters and Banks.
10. Receive the receipts of Incorrect ledger Nos. or RR Nos. or amount not tallying with demand; check with index registers, M.O. Register, Register of Cheques, make necessary corrections in the Muddam book for delivery of receipts.
11. Correspond with Banks for non-receipt and incorrect receipt and errors in statements and obtain compliance.
12. Receive the daily abstract from each Jr. Asst/Asst with receipts, count the number of receipts posted and tally with the number of receipts delivered as per muddam book. Preserve receipts till tally work is completed.
13. Take out the tally register (seperately maintained for Bank and Board's counter), turn the page, enter the amount for the day as per daily abstract in the tally register for each ledger and miscellaneous receipts after satisfying that the Accountant has attested the correctness of the daily abstract.
14. Take out the register of dishonoured cheques, enter the amount of Cheques dishonoured against each ledger in the tally register; deduct the amount and strike net amount.
15. Total the tally register for the day and tally with the total amount as per RCB and Bank statement.
16. i) In case not tallied, check the receipts with entries in daily abstract (vide item 12 above).

11. Enter the opening readings from the last page and work-out the total number of receipts and amount collected.
12. Take out the denomination register, turn the page, and enter the closing readings of the NCR.
13. If differences are noticed between machine figures of collection and physical Cash, report the same to Cash Officer, strike total of the roll manually, settle the question of difference (if not located as per rules.)
14. Tear the days printed receipt roll in the machine, paste it to the RCB.
15. Write the total amount collected in figures and words and record signature and date in the RCB (closing entry for the day).
16. Count the Revenue Stamps on hand, write the O. B. and total number of used stamps, workout balance and tally with balance on hand.
17. Get all cancelled, corrected etc., receipts, attested by the Cash Officer (all the three copies in case of cancellation)
18. Enter total number of receipts in a Muddam delivery book, handover receipts to Revenue Section/Tally Section and obtain acknowledgement.
19. Write challans, Remittance Register, proceed to Bank and remit Cash and cheques. Handover to the Cash officer, Challans and remittance register duly acknowledged by the Bank. When there is holiday for Bank or Bank does not work, proceed to the office and handover challans, remittance Register, Cash and cheques collected, to the Cash officer.

(B) Hand Receipts :

1. Receive Cash and bill from the consumers, count the

Cash and check with the bill and keep the Cash on the table.

2. Take out the receipt book, insert the Carbon papers and write the receipt, one independent receipt for each RR No.
3. Tear the triplicate receipt and affix revenue stamp and initial.
4. Take out change to be returned, count and deliver the change, Cash receipt and bill to the consumer or record the excess received on the receipt.
5. Lodge Cash tendered by the consumer in the Cash chest.
6. Count the Cash collected for the day, total the RCB and check total with collections and if there are differences, check Cash and entries and totals in RCB and reconcile. If difference is not located proceed as per rules to record excess or shortage in Cash records. If there are no differences write totals in ink in figures and words and record signature and date.
7. Get all receipts cancelled, corrected etc., attested by the Cash Officer (All the three copies of Cancelled receipts).
8. Write O.B. of Revenue stamps, stamps used for the day and workout balance, Check the balance with physical balance.
9. Enter total number of receipts in a muddam delivery book, handover receipts to tally section and obtain acknowledgement.
10. Write challans, Remittance register, proceed to Bank and remit the Cash and cheques, Hand over to Cash officer, challans and remittance register duly acknowledged by the Bank, When there is holiday for Bank or

Bank does not work; proceed to the office, handover challans, remittance register, Cash and cheques collected to the Cash Officer.

VII (A) Register of M.O. Received :

1. Receive M. O., count Cash, check with M. O. and keep Cash in the chest.
2. Write M. O. received in the Register of M. O. received and send the register, M. O. coupon to the officer and get his acknowledgement.
3. Get back the M. O. Register from the Officer and check up his acknowledgement.
4. Enter the receipt number and date against respective MOs in M. O. Register before closing Cash account for the day.

(B) Register of consumer cheques received :

1. Receive cheque and requisition furnishing details of RR. No. etc.,
2. Takeout the Register of cheque received, enter details of cheque.
3. Enter receipt No. and date against each cheque in the Register.

(C) Register of Consumer Cheques Dishonoured :

1. Receive dishonoured cheque from Bank.
2. Takeout the Register of dishonoured cheques from Bank, enter details of such cheques.
3. Withdraw credit in the RCB.
4. Send dishonoured cheque to Revenue Section for further action.

III. Maintenance of Stock Register of Blank Embossed Agreement Forms

1. Receive embossed agreement forms, count them.
2. Take out the register of embossed agreement forms, enter the stock received and work out balance.
3. Receive requisition, and issue forms with acknowledgement.
4. Take out the Register and enter the issue and workout the balance.
5. Attend to periodical checking of the balance.

X (A) Register of Revenue Written Off:

Maintain the Register with upto date entries and preparation and forwarding annual return.

(B) Register of Free Power Supply Installations :

Maintain the Register with upto-date entries. Consolidate statement of Free Power units utilised and furnish consolidated figures for DCB compilation with a statement.

X. Monthly Accounts of Sub-Dvn/Section/Revenue Accounting Office :

Prepare Cash Accounts for the month in the prescribed form with its enclosures, obtain approval and pass on to compilation.

XI. Compilation of D.C.B. of Revenue and Tax :

(From Consumers' ledgers)

- 1- Receive DCB of each ledger, check opening balance and incorporate corrections and agree the closing balance.
2. Check collections as per ledger DCB, with tally register.
3. Enter DCB of each ledger in a register, tariffwise, for consolidation,

4. Verify demand for tax, tariffwise, with reference to consumption.
5. Total the columns vertically.
6. Prepare DCB statements in triplicate.
7. Prepare B & E statements for Tax in triplicate.
8. Receive statements of energy units exempted from tax from the ledgers and prepare consolidated statement.
9. Collect statements of accounts for the month and collections under D-1, D-2, D-4, D-6, D-7, R-1, Misc Rev etc, and statement of free power units.
10. Prepare a covering letter, enclose DCB and other statements and put up for approval, signature and despatch.
11. Collect arrears statements (Part I, II, and III) from Jr. Asst/Asst. and forward along with DCB.
12. Attend to correspondence work.

XII. Maintenance of Register of New Installations Serviced and Ledger Accounts Opened (Form 6A, KEB Accounts Manual Vol-I)

1. Arrange test reports according to serial number of RR Nos.
2. Takeout Register in Form No. 6A, turn the page enter test reports according to RR Nos and record contra reference of page No. of the Register on the test report.
3. Sortout the test reports according to ledgers, and send to concerned Accountant for acknowledgement.

XIII. Maintenance of General Index Register :

1. Receive test reports after opening ledger, acknowledge.
2. Takeout GIR, enter details of RR No. and folio No.

3. Keep the GIR in its place, takeout muddam delivery book, enter test reports send to records.
4. Receive muddam delivery book, check acknowledgement, keep in its place.
5. Renew the GIR when necessary
6. Receive complaints from consumers/requisitions from Office staff, find out ledger number by reference to General Index Register, record it on requisitions, pass/on to the office staff.

XIV. Daily Log of Bills 7 Day Notices : (If sent by Post)

- (A.)
1. Receive bills/Seven day notices, enter RR nos in a despatch register (outward Register)
 2. Count the bills/Seven day notices, ledgerwise and record the total bills/Sevenday notices ledgerwise and send the cards with outward register to despatch section and obtain acknowledgement.

(B.) **Sending & Receiving Disconnection and Reconnection Memos :**

1. Receive disconnection/reconnection memos from Accountant, enter in Muddam book, ledgerwise, send them to field staff and obtain acknowledgement.
2. Receive disconnection/reconnection memos from field staff and acknowledge them.
3. Sortout the disconnection/reconnection memos ledgerwise enter in Muddam book, send them to Accountant and obtain acknowledgement.

XV. Maintenance of Records (Revenue Section)

1. Receive RR files, acknowledge.
2. Take out index register of records, turn page and enter the RR Nos.

3. Arrange the files according to Serial number of RR Nos and arrange to keep them on racks, in bundles of fifty files each.
4. Receive papers, office copies; MR/MF reports, MRT reports etc., and enter in Index register of papers filed.
5. Sort out the papers serially according to files and arrange to file in respective files.
- 5A. Receive closed ledgers, enter in the Index register & keep on the racks serialy ledger wise.
6. Receive requisitions for reference files and take out the files requisitioned.
7. Enter in a register of files taken for reference and obtain acknowledgement.
8. Prepare a fortnightly list of files not returned from Sections and put up to AAO (Revenue) / Accountant.
9. Receive files taken for reference, cancel entry in the register of files issued for references and arrange to keep the files in their proper place.
10. Prepare a list of files to be weeded out or destroyed and put up for approval.
11. Correspond for obtaining approval.
12. Arrange for weeding out the old and time barred files.

XVI. Applicable to Senior Assistant/Assistant in-charge of Cash Duties :

- A. Attending to remittance and encashment work by using Board's vehicle in the Division and higher offices.
- B. Attending to remittance and encashment work at Sub-Dvn/Section Offices by using his conveyance.
- C. Attend to Rural area Cash collection work.

XVII. Duties of Accountant-in-Charge of A Group of Consumers' Ledger Accounts :

1. Supervision of the Work of employees handling consumers' ledger accounts consisting of the following items :
 - (a) Prompt distribution of inward letters.
 - (b) Maintenance of Control chart (to be maintained ledgerwise) to exercise efficient control over the day to day work of Junior Assistant/Assistants.
 - i) Dates of despatch of proforma spot bills.
 - ii) Dates of meter readings/spot bills returned.
 - iii) Due dates for payment.
 - iv) Dates of issues of seven day notices.
 - v) Dates of disconnection lists.
 - vi) Dates of submission of DCB.
 - (c)
 - i) He has to receive test reports and connected documents, check their correctness, open a RR file by keeping the test reports and connected documents in a file, record RR No. on the file, pass on RR file to Junior Assistant/Assistants for opening ledger account.
 - ii) Check entries of all new accounts, calculating LM applicable if any, similarly for temporary installations also (opening of new ledger accounts).
 - iii) Correspondence for obtaining compliance of omissions/irregularities noticed.
2. Review of Monthly bills :
 - (a) Check of 20% of domestic, commercial, AEH and IP sets Accounts.
 - (b) For L. T. Power check of 40% Accounts.
 - (c) Check of 50% Street light accounts.

- (d) Cause appropriate and prompt action when the average power factor is less than the prescribed limit.
 - (e) Ensure prompt and appropriate action when there is power cut.
 - (f) Special attention should be given to prevent accumulation of arrears.
3. a) Check of 25% receipts posted in daily abstract and its arithmetical accuracy.
b) Check of 25% receipts posted in the ledgers.
 4. Check first and final bills of all the installations after verifying Test reports, agreements, deposit details etc.
 5. a) Check prompt issue of 7 days notices, disconnection lists and reconections. Watch return of field reports and on these items and pursue their processing by the Junior Assistants/Assistants.
b) Review of disconnected installations to ensure removal of meters and despatch of final bills.
c) Take prompt notice of cheques dishonoured.
 - i) Arrange to withdraw credits in the ledgers as well as in the daily abstract and issue of 7 day notices.
 - ii) Watch receipt of collection and follow up disconnection if money is not recovered.
 - iii) Ensure raising demand for penalty due for cheques dishonoured at the prescribed rate.
 - iv) Arrange to issue notice in the printed form to the consumer intimating him about the rejection of cheque received from him in future.

6. a) Ensure correct maintenance of accounts of Temporary installations. Maintain Register of Temporary installations and ensure prompt closing of Accounts.
- b) Ensure prompt despatch of weekly bills to all Temporary installations.
7. a) Attend personally to the correspondence for obtaining approval and recovery of arrears by instalments.
- b) Ensure submission of DCB Statements by each Junior Assistant/Assistants not later than the third working day of the every calender month. Test check 10% for its accuracy with referenee to ledger.
8. Ensure despatch of monthly list of arrears on due dates and check its accuracy, check the register of classified arrears maintained by each Junior Assistant/Assistant.
9. a) Check entries of field reports like meter testing reports, rating and re-rating reports, disconnection and re-connection reports, meter changing reports into the ledger and watch correct incorporation of these details in the bills.
- b) In respect of all installations variations in consumption and Abnormal/Sub-normal and Nil consumption should be specially examined by arranging to issue memos to field officers, for special inspection of installations/meters to satisfy about bonafides of cause of variations.
- c) Pay special attention for reports received from the Vigilance Squad about theft or misuse of power and the Revenue demand due thereon.
- d) Cause action necessary for getting suspected and faulty meters tested/checked/replaced and

- examine impact of field reports on past/present Revenue Demand.
- e) Check transfer of installations from one consumer to another and conversion of installations from one tariff to another.
 - f) Cause appropriate action to fix meters on un-metered installations and review of their past demand with reference to consumption recorded after fixing meters.
10. Report all items of arrears outstanding for more than 6 months, obtain approval for legal action, take action for issue of legal notice, pursue, handover the case to take legal action where necessary. Maintain a Register to show suits filed against consumers for recovery of arrears and post this register with upto date details of progress of the proceedings. Assist the Legal Adviser in presenting the case successfully at the Courts.
 11. Scrutinize correspondence addressed to consumers carefully to ensure that the language is courteous, the points in the consumers letters are satisfactorily met and the particulars reported are accurate.
 12. Random check of files of RR Nos. to ensure proper filing of papers in the RR files kept in the Records (5% of RR Nos per month for his group other than those newly opened)
 13. Fortnightly check of pending list to ensure prompt disposal of letters and bills for refund of consumers deposits.
 14. Check in detail, ledgers of IP installations in the month of December to ensure that the Annual HP minimum is claimed whenever consumption is low.

15. Ensure prompt action for collection of additional deposit for installations in which available deposits are less than double the monthly bills.
16. Attend to complaints of consumers on disputed cases/clarifications etc., through the Assistant Accounts Officer (Revenue).
17. Periodical review of registers of Agreements to ensure that all agreements are current, all essential particulars in the agreement are duly filled in and the agreements are in safe custody.
18. check 100% of renewal of ledgers with reference to essential details including meter constant and ensure agreement of closing balance in the old ledger with opening balance in the new ledger as well as for new accounts opened elsewhere in the ledgers during previous year, the correct position as per Next to RR Nos. mentioned in the Test Reports. This item of work is to be completed before 31st March of every year and any errors noticed are set-right before closing of Annual Accounts.
19. Guide the Junior Assistants/Assistants in all matters connected with their work.
20. Maintain diary of Ledgers checked or other items of work carried out day after day and have the diary scrutinised and attested by the Supervisory Officer. Furnish work-load data of his group periodically.
21. Devote prompt attention to inspection notes/memos/reports received from different agencies to ensure their satisfactory disposal as per time schedule.
22. Check in detail all statements of withdrawal of excess demands and refunds, back billing and refund of MMD.

23. Attend to any incidental work thereon/assigned by Supervisory officer.

KVIII. Duties of Accountant in-charge of Tallying and Compilation Group of Works (Non-Billing Work)

1. Supervision over the work of employees handling non-billing work.
2. Detail check of monthly accounts including consolidation of DCB and other periodical returns and classification of collections properly. Ensure prompt despatch of returns on due dates.
3. Supervision over maintenance of Register of inward and outward returns.
4. He should arrange to prepare scheme-wise DCB statement for REC schemes to watch the receipt of guaranteed minimum Revenue; so also for Rural Electrification works executed out of Board's own funds.
5. Check maintenance of Register of Arrears of revenue written off and sending an annual statement.
6. Where there is no Assistant Accounts Officer (Rev) the Senior most of the Accountants shall be in-charge of the entire Section. Arrange to maintain a Register to show the change of incumbancy and change of ledgers held by each of the Junior Assistants/Assist from time to time; Similarly incumbancy of Accountants. He has to ensure equitable distribution of work among all employees according to work load norms subject to admissible marginal variations. He has to review the staff position every quarter and initiate action for obtaining additional staff. He should arrange to shift employees from one ledger to another regularly once in half year.
7. Attend personally to Establishment matters of the

Revenue Section as instructed by the AAO Revenue. Where there is no AAO Revenue, the Accountant incharge of the Section has to personally attend to this work.

8. Procurement of stationery articles and their satisfactory distribution.
9. Supervision over inward, outward, postal stamp account and typing work.
10.
 - a) Check 25% of entries in the tally register with those in the ledgerwise daily abstract.
 - b) Check of allocation to other heads of account than Revenue and Tax Accounts:
 - c) Check of agreement of tally register with RCB.
11. Check the correct maintenance of "D-7,-Revenue Deposits" Registers and its clearance.
12. Check the correct maintenance of Register of MMD, Refund of MMD, Plus and Minus Statements.
13. General Supervision over the records of Revenue Section with special reference to satisfactory maintenance of RR files and other registers and records. Compliance of requests for RR files and other records for references, watching their return after donewith. Attend to weeding out of time barred records under competent approval.
14. Supervision over maintenance of Register in form No. 6A of KEB Accounts Manual Vol. I to ensure opening of Accounts of new installations promptly, and General Index Register of the entire Revenue Section and its renewal periodically.

15. Where there is no AAO (Revenue), supervision over Cash Accounts as per elements of work vide item No. XIX sub item 22.

XIX. Duties of Assistant Accounts Officer (Revenue)

1. He will function as Head of the Revenue Section. He is in-charge of general supervision over the work carried out by the staff under his control. He will exercise disciplinary control over such staff.
2. He will arrange to maintain attendance register and Casual leave register.
3. He will arrange to maintain the Incumbent register to show full description of ledgers handled by different employees from time to time.
4. He should arrange to shift employees from one ledger to another regularly once in half year.
5. He will arrange for equitable distribution of work according to work load norms, among all the employees sanctioned with permissible marginal variations.
6. He has to arrange for maintenance of file relating to instructions, circulars etc., issued by higher authorities on general or particular subjects (not amendments to codes etc.,) He should also circulate circulars, instructions etc., among all the employees in the Section/ office and maintain a record to prove such circulation.
7. He has to arrange to maintain a file containing memos issued by him or his higher authorities regarding work, discipline of his sub-ordinates.
8. He has to arrange to maintain reference books, codes and manuals up-to-date with correction slips with the

help of an employee meant for miscellaneous work in his Section.

9. He has to maintain, with the help of the employee meant for miscellaneous work, a calendar of returns inward and outward as well as a progress sheet to show the dates of actual arrival of inward returns and despatch of outward returns, as compared to prescribed due dates. He should take action regarding delay noticed in this behalf.
10. He has to ensure proper maintenance of records viz. RR files/other files/records of Revenue Sections and prompt return of records/registers/files to the records Section.
11. He has to ensure timely procurement and proper upkeep of office equipments and furniture in his Section by taking timely action.
12. He has to review once a week, the diary and control chart maintained by each Accountant to ensure that they have performed their duties satisfactorily so also periodical pending list of each Junior Assistant/Assistant.
13. He should ensure prompt receipt of Meter Readings of HT installations and check all HT bills and accounts every month and keep a watch on timely receipt of collections due. He should arrange to report promptly any variations in maximum demand in relation to contract demand, variations in consumption in relation to contract demand and maximum demand. He should arrange for careful review of rating reports received from the field staff with respect to details contained in the previous report and those on record in the ledger.
14. i) Check $\frac{1}{2}$ % of accounts (Per month) under domestic installations with special reference to heavy installations.

- ii) Check 2% of accounts under AEH and Commercial tariffs every month with special reference to heavy installations including Govt. installations.
 - iii) Check first bills of installations serviced under LT power tariffs, IP and Street light Accounts.
 - iv) Check 5% of Accounts per month under LT power and IP accounts with special reference to heavy installations and installations where meter is changed and rating and re-rating is done, changes in load and other factors affecting revenue.
 - v) Check variations in monthly demands of street light accounts and satisfy about prompt despatch of bills and that new Street lights serviced are duly included in monthly bills and those that are removed are excluded. Special attention should be devoted to Street lights which are charged at Line Minimum.
15. He should ensure by periodical review of the Register in form No. 6A of Accounts Manual of Vol. I that for new installations accounts are opened on receipt of Test reports and files in the Revenue Section and cause appropriate action in respect of RR Nos whose test reports are not received.
16. He should exercise an effective check over satisfactory disposal of field reports regarding, change of meters, removal of meters, test of meters, not-recording meters, rating and re-rating reports, grounding reports and vigilance squad reports, so also Inspection/Audit reports.
17. He should satisfy that Accountants deal satisfactorily with the cheques dishonoured.
18. He should review, once in a fortnight, the register of

temporary instalations to ensure that accounts are properly maintained and demands are promptly recovered/adjusted. Check final bills of these installations.

19. He should review progress every week in the return of disconnection memos from the field staff and cause action regarding delay in this behalf.
20. He should review the register of classified arrears with particular reference to old items and heavy amounts. He should arrange to adjust deposits available against arrears. He should pay particular attention to arrears due from Government Departments and local bodies.
21. He should initiate legal action wherever necessary after satisfying that the records are properly built up for this purpose. Review the Register of suits filed maintained by Accountants to satisfy that no case is wanting in action at his level.
22. He should sign Money Orders and discharge duties as Cash Officer for his Section :
 - a) Test Check 20% of RCB and its arithametical accuracy Check.
 - b) Total amount as per receipt-cum-RCB is accounted in General Cash book as well as other entries in Receipt side of Cash book.
 - c) Remittances and supporting challans of Banks.
 - d) Dishonoured cheques and their withdrawal from the cash book.
 - e) Vouchers charged off.
 - f) Imprest account with respect to old and deferred vouchers.

- g) Register of cheques received, dishonoured and M.O. received with entries in RCB.
 - h) Daily and monthly closing of Cash Book.
 - i) Denomination Register and Physical balance of Cash, cheques etc.,
 - j) Cash Balance Report and monthly statement of Bank remittances.
 - k) Pay surprise visit to the Departmental Cash collection counters twice in a month to satisfy that the Cashiers perform their duties correctly.
23. He should ensure prompt and satisfactory despatch of accounts and returns in the prescribed forms and on due dates. He should satisfy himself about the correctness of particulars embodied in these reports and returns.
24. He should ensure that replies are sent to letters received from higher authorities with due expedition. No such letter should remain un-attended for more than a fortnight from date of its receipt in his Section.
25. He should ensure satisfactory maintenance of Registers and records relating to consumers deposits (MMD) and Revenue Deposits (D-7).
26. He should ensure that tallying work relating to cash collections and their allocation to different Heads of Account is attended and reconciled satisfactorily day after day. He should contact personally (whenever necessary) Banks entrusted with work of Revenue Collection to see that daily scrolls and receipts are received every day.
27. i) Check in detail all statements prepared for withdrawal of excess demands and refund of Revenue.

and Tax. He should ensure proper and timely implementation of sanctions on these statements.

- ii) He has to check details necessary to establish back billing/demands/charges arising for any reason in a consumers account and enforce its timely recovery.
28. He has to maintain a register (with the help of the miscellaneous Junior Assistant) to show the arrival and disposal of inspection reports of various authorities. He should ensure that replies are sent promptly and action is taken to implement observations contained therein.
29. He should attend to consumers' complaints and cause to take appropriate action on chronically erring and defaulting employees.
30. He has to review the staff position in the Section every quarter with reference to work load norms and initiate action for obtaining sanction for additional staff.
31. He has to review the annual revenue return from RE schemes and REC schemes and arrange for despatch of bills for deficiency in the minimum return guaranteed by the VP or Local bodies and pursue payment of bills.

Sd—(B. C. Thaosen)
Secretary,
Karnataka Electricity Board.

**Definition of Jobs (Duties) Ministerial in
Revenue Accounting Offices**

ERRATA

Page No.	Sl. No.	As existing	To be corrected and read as
3	Para 2 of Preamble	definitions of different	definitions of jobs of different
7	3(a)	Gutward	Outward
8	(f)(i)	safe	safely
8	(f)(iii)	istructions	instructions
9	(v)	work forms	works form
9	4(a)	excludig	excluding
	4(c)	Boatd	Board
13	(b) I	Senior Assistant Accountant	Senior Assistant/ Accountant
	(b) ii	nosms	norms.
17	c	to file.	file to
21	11(d)(i)	cansent of transferor	consent of transferer
23	first line	filling	filing
	(n)	to Accountant.	to Accountant,
	(q)(ii)(b)	satisfactorily upto date	satisfactorily with upto date
	(s)	demands at	demands of
24	(w)(ii)	REDINK. sufficient	REDINK, sufficient
31	12	minlmum	minimum
	17	Maintain of Register arrears Revenue	Maintain Register arrears of Revenue
	19	agrrements	agreements
32	IV 2	Banks check	Banks, check
	3	arithemetical	arithmetical
	6	ont	out.

Page No.	Sl. No.	As existing	To be corrected and read as
34	2	open column	turn columns
	3	open	turn
	6	open	turn
36	19	proceed	proceed
37	6	in ink in	in ink, in
40	4	eonsumption	consumption
	5	columns	columns
41	3	testreports send to records	testreports, send to records
45	7(b)	day of the	day of
46	13	lerters	letters
47	20	items cf	items of
48	6	aecording	according
49	10(c)	cheek	check
51	10	propeer retutn	proper return
52	15	Accounts manual of Vol. I	Accounts Manual Vol. I
53	21	necssary suits filed maintained	necessary suits filed, maintained
	22(a)	arithametical	arithmetical
	22(a)	accuracy check	accuracy. Check:-
55	(ii)	cheek	check
	31	revenue	revenue