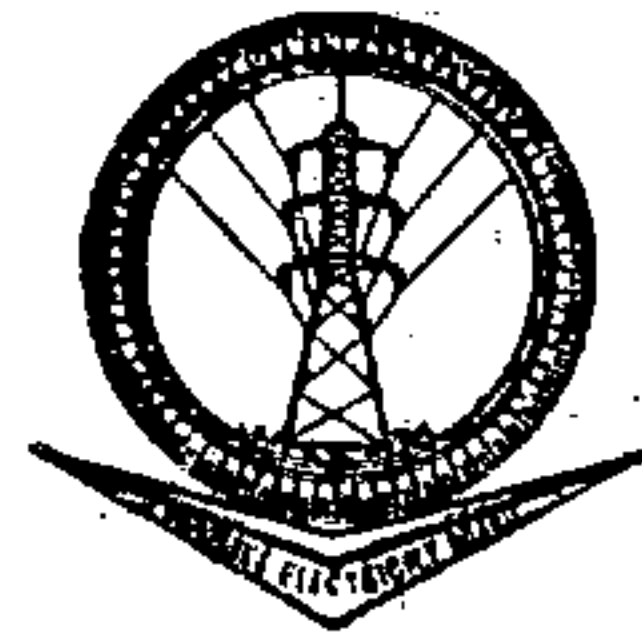


**KARNATAKA  
ELECTRICITY BOARD**



**Definitions of Jobs (Duties)  
(Executive)**

**1975**

## Karnataka Electricity Board

Read :

Board Orders No. 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 (Executive), dated 9.9.74 recommending, among other things, definitions of jobs (duties) of different categories of Employees in the Executive cadres and also detailed activities of jobs forming details of duties thereof.

**ORDER NO. KEB/WLIC-9/74/75,  
BANGALORE, DATED THE 15th APRIL 75.**

The Board is pleased to accord approval for definitions of jobs (duties) of different categories of employees in the executive cadres and also detailed activities of jobs forming details of duties thereof as enumerated in Annexure-EX/JD and Appendices EX/O & M/A, B, C, D, E, F, MR, D/WU, EX/STB, UGC-1, 2, 3; EX/SDN-1, 2, EX/TL-1, 2, 3, 4 EX/STN-1, Tech, EX/STR-1, 2, 3, 4, 5, EX/MT, EX/RT, TCD-1, 2, 3, 4, 5, and RCC-1 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. TAAOSEN)

Secretary

K. E. B.

Copy to :

1. All the Chief Engineers, Electricity, K.E.B.,
2. The Chief Controller of Accounts, KEB, Bangalore.,
3. The Controllers of Accounts (South) (North), KEB.,

4. All the Superintending Engineers & Executive Engineers (Elcl)., KEB.,
5. All the Deputy Controllers of Accounts, KEB.
6. All the Accounts Officers/Internal Audit, KEB.
7. All the Officers/Heads of Sections in Board Secretariat.
8. The Accountant-General, Karnataka, Bangalore.  
Chairman's table  
Finance Members's table  
Secretary's table.

BOARD RESOLUTION NO. 11125.



**JOB DESCRIPTION OF EMPLOYEES OF ALL CATEGORIES  
(EXECUTIVE)**

**Designation of the Job & Job description**

(Duties listed below are illustrative and not exhaustive)

**1. Tracer/Blue printer**

Tracing of drawings from originals, as per instructions, preparing drawings of standard nature, taking out blue prints and assisting the other staff in the concerned type of work. Such other work that the head of the office may assign in the interest of the Board.

**2. Assistant Draughtsman**

Making Drawings from sketches, preparing statistical graphs, lettering and printing. Tracing of drawings and assisting the other staff in the concerned type of work. Such other work that the head of the office may assign in the interest of the Board.

**3. Draughtsman**

Preparing drawings of Sub-Stations, Power Station structures, preparing job drawings from the sample and sketches, guiding the Assistant Draughtsman and Assisting the other staff in the concerned type of work. Such other work that the head of the office may assign in the interest of the Board.

**4. Senior Draughtsman**

General Supervision over drawing office, allocating, checking and guiding the works of draughtsman, Asst. Draughtsman and Tracer, proper upkeep of drawing office materials. Preparing original drawings, checking with original drawings of the manufacturers for correctness and verifying the specifications. Attend to correspondence connected with the drawing branch. Such other work that the head of the office may assign in the interest of the Board.

**5. Operator**

*(a) For power stations*

Attend shift duty, taking hourly readings of the feeders, switches, Bank, Transformer temperature, recording-Battery

voltage and specific gravity, writing station log sheet and registers, operating Circuit breakers, AB switches as per requirement. Inspection of Transformers in the Yard. Attending phone calls, receive and transmit Telephone messages & Consumer complaints. Reporting abnormalities in equipments in the station to Junior Engineer or Supervisor as the case may be in-charge of the Station. Open out feeders on instructions and issue line clears. Issue instructions to attendants in shift for Operation and Maintenance activities on the equipment of the Station. Attend to breakdown works during exigencies and assist the other staff in the performance of various duties in the concerned type of work. Such other work that the head of the office may assign in the interest of the Board.

b) *For Telephone Exchanges*

Attend shift duties, receiving and transmitting Telephone messages, Receiving calls, connecting subscriber lines from Telephone Exchange Board, up-keeping of the Exchange and associated equipments by routine checking on reporting for duty and recording the defects or abnormalities noticed and report to the concerned authorities. Testing and recording after the rectification of the faults and assisting the other staff in the concerned type of work. Such other work that the head of the office may assign in the interest of the Board.

6. **Overseer**

Attend to office work such as writing estimates, completion reports, indents and return Invoices, preparing various statements and returns, Attendance, extract, T. A. Journals of the staff, conveyance certificates, intimation to consumers/contractors. Maintenance of Registers such as fuse off call, works Register and Assets Register, R & R of meters, Disconnection and Reconnection, T & P material accounts etc., and such other registers prescribed for being maintained in O & M Sections. Maintaining inward and outward registers, filing of papers etc. Receiving and recording consumer complaints, fuse off calls etc., and to arrange for their compliance. Receiving and transmitting the telephone messages. Taking meter readings and attending to breakdown works when situation demands. Attend to shift

duties such as recording consumer complaint, fuse off calls and arrange for their compliance in service stations and assisting the other staff in the performance of various duties in the concerned type of work in Distribution O & M sections and service stations. Collecting cash from the consumers at the Head Quarters of the Section Office by issuing authorised Receipts of the Board and maintaining of accounts thereof in accordance with the laid down procedure in the Board under the supervision and control of the Section Officer wherever entrusted. Such other work that the head of the office may assign in the interest of the Board.

**7. Meter Readers**

Taking Meter Readings and billing at spot, of energy consumption including delivering the bills at spot, maintenance of Meter Reading books and other incidental works thereto including associated clerical work arranging and rearranging proforma bills, check working of Meters, Meter Seals and General condition of the installation during routine Meter Reading. Make note in the diary and record in a register regarding defects, deficiencies and unauthorised connections and reconnections. Preparation of statement of installations locality-wise and rearranging as per reading date-wise. Arranging disconnections through the Lineman wherever instructions are issued while taking readings. Reporting the Section Officer regarding any abnormalities in the readings, installations under continuous door look for more than 2 months, change in the nature of installation, not recording of meters, suspected pilferage of energy etc. noticed during the course of the meter readings and such other duties specified in Appendix-D/O&M/MR. Assisting the O & M Section Officer in the office works when situation demands. Such other works that the head of office may assign in the interest of the Board.

**8. Supervisor : (i) Distribution O&M :**

- |                            |  |
|----------------------------|--|
| a) Section Officer         | } General Supervision of the Section concerned, ensuring proper and effective performance in erection, operation and Maintenance works, arranging for service connection spot inspections and preparation of esti- |
| b) Line Supervisor         |  |
| c) Meter Supervisor        |  |
| d) Service Stn. Supervisor |  |
| e) U.G. Cable Supervisor   |  |
| f) Board Buildings Supr.   |  |
| g) Street Light Supervisor |  |

mates, procurement of materials, tools and plant equipments for the works. Supervision of works, inspection of lines, Transformer centres, Installations, Street lights, arranging disconnections and reconnections, arranging for prompt compliance of the fuse off calls, consumer complaints etc., Surprise checks of installations, Test check of meter readings, carrying out pre-monsoon inspections of lines, attending to maintenance and breakdown works for prompt compliance. Duties connected with Administrative, Establishment, Cash and Revenue. Overall Supervision and maintenance of the section under his charge and such other detailed duties and responsibilities entrusted in accordance with the work load norms as stipulated in the work load assessment concerned to each job and given in Appendices D/O & M/B, C,D, and F,UGC-1, 2 and 3. Further Maintaining diary and records of the works, inspections, Test checks and instructions of the inspecting officers etc., and fully responsible for all the concerned work of the Board in his jurisdiction. Such other work that the head of the office may assign in the interest of the Board.

*ii) Works Units :*

Carrying out erection of lines, Transformer centres, equipments, installing street-lights, RE and IP works and such other works in the nature of construction, extension and improvements etc., procurement of materials, tools and plant for works, supervision of works, spot inspections, survey and preparation of estimates, preparing completion reports, Indents, Return Article Invoices, Take inventory of works completed and arrange to handover the works completed for O & M, prepare and submit time cards and time rolls, T. A. bills attend to correspondences maintaining of Registers, maintaining diary and records of works. Arranging replacement of faulty transformers and installation of equipment and such other works related to works Unit as detailed in Appendix/D/W.U-1. Such other work that the head of the office may assign in the interest of the Board.

*iii) Transmission Line :*

General Supervision of the section, carrying out maintenance, Extension and Improvement works on Transmission Lines;

normal inspection of EHT lines and the telephone lines, Pre-monsoon inspections, Attending Shutdown and breakdown works. Inspection of camps, location of faults and rectification, replacement there of and incidental works thereto, Supervision of works and issue of instructions, Take & Return line clear, as per standing orders. Preparing estimates, completion reports, T.A. bills of staff. Maintaining registers and connected records relating to the works and maintaining diary, sending periodical returns and statements etc., and such other duties listed in the work load assessment given in Appendix/TL-3. Such other work that the head of the office may assign in the interest of the Board.

*iv) Power Stations and Sub-Stations.*

a) *Maintenance of Station*: General supervision of works of maintenance of the plant and equipment in the Station as per the stipulated maintenance schedule, extension and improvement works repairs, replacements, breakdown works attending to testing fault location and rectification thereof and such other works incidental thereto. Maintaining and periodical testing of fire-protection equipments in the station. Maintaining records relating to the works, preparing estimates and completion reports, periodical returns, statistics, graphs etc., and attending to administrative and establishment matters and such other maintenance activities connected, including routine maintenance of PLC and Telephone equipments in the Station as per appendix/TCD-3 and RCC Centre if attached. Such other work that the head of the office may assign in the interest of the Board.

b) *Shift Duties*: Attend shift duties (in rotation) take hourly readings of the feeders, switches, Bank, Transformer temperature, recording Battery voltage and specific gravity, record and maintain log sheet and log books, operate switches, OCBs etc., issue and receive line clears, take remedial action on faults if possible otherwise report to higher authorities, receive and transmit Telephone messages, attend to Telephone connections holding the charge of the Shift and issue instructions to other staff in shift for operation and maintenance activities, attend to break-



down works during exigencies and carrying out such other related works into the operation and maintenance of other staff in the concerned type of work. Such other work that the head of the office may assign in the interest of the board.

v) *Technical Sections in Divisions, Circle, & CEE's office.*

Scrutinise estimates and proposals, process and communicate sanction, issue work orders, compile statistics, attend to correspondence in connection with Power Supply, Theft cases, Accident reports, Pilferage of power, Shifting and transfer of power, Inspectorate Inspection, bills and compliance reports, Compilation of quotations for supply of materials preparation of comparative statements for placing local orders, prepare local orders, maintaining registers and such other concerned type of works in the Technical Sections and including the duties specified in Appendix-Tech. Such other work that the head of the office may assign in the interest of the Board.

vii) *Clearing and forwarding Section Stores.*

Supervision of works relating to clearing and forwarding, arranging transport for clearing and forwarding of materials, equipments etc., ensuring, careful loading, un-loading and transit of materials, taking prompt delivery of materials as per RR from Railways or Road Transport and handover to Store Stocks, arranging proper stacking of materials in the Stores, carrying out survey of materials received for stock, checking for soundness of the materials received and reporting the concerned if any damages or abnormalities observed. General Supervision of the works of the clearing & forwarding, maintenance of Transport vehicle and such other works relating to Store materials clearing and forwarding works. Attend to duties connected with Administrative and Establishment of the Section. Such other work that the head of the office may assign in the interest of the Board.

vii) *Transport Section.*

Supervision of works of the Staff in the Section, ensuring proper up-keep and running of vehicles, prompt attention to repairs, servicing and breakdown works of the vehicles, routine

checks and inspection of vehicles, payment of Tax, Registration, obtaining fitness certificates and other works connected with Transport vehicle running and maintenance. Preparation of estimates, completion reports and bills, procurement of Spares. Maintenance of Log books, History books of the vehicles and related records and Registers and Correspondence etc., Attend to duties connected with administrative and establishment of the section. Such other work that the head of the office may assign in the interest of the Board.

*viii) Tele-Communication.*

a) **General Maintenance:** General Supervision of the Telephone Section, erection, maintenance and repairs of Telephone ex-changes/instruments and associated equipments including connected PLC equipment, ensuring proper upkeep of the connected system under his charge, carrying out routine tests and checks of efficient maintenance of the system, attending to fault location and rectification thereof, attending to routine maintenance works as per prescribed schedule for Telephone Sections vide Appendix/TCD-5. Maintaining records, Registers, diary relating to the works, periodical statements and returns and connected correspondence. Attending to duties connected with Administrative and establishment of the Section. Such other work that the office may assign in the interest of the Board.

b) **Shift Duties:** Attending to Shift duties, receiving calls and connecting subscriber lines from Telephone exchange Board, upkeeping of the Exchange and associated equipments and routine checking, recording the defects or abnormalities noticed and report to the concerned authorities, rectification of minor faults and assisting for breakdown works and other concerned type of work. Such other work that the head of the office may assign in the interest of the Board.

*ix) Relay Testing.*

General Supervision of the works in the Workshop and Transport Sections of R. T. Division. Attend to testing, checking, repairs and calibration of Relays and meters, maintaining

connected records, registers, preparation of estimates, completion reports, periodical statements and returns and duties connected with Administration and Establishment of the Section. Such other work that head of the office may assign in the interest of the Board.

*x) Meter and Transformer Testing.*

General Supervision of Testing and calibration batches of Single phase Meters, Test checking of calibrated meters, Supervision of testing and calibration of single phase meters, guiding for correction of errors in calibration etc., at spot.

Rating of LT Power installations and Testing and calibration of 3ph. meters sealing of meters and obtaining acknowledgement of parties at the spot, furnishing statements to higher authority. Testing repair and reconditioning of faulty Transformers, Meters, Generators, Switchgear and other equipments. Attending to breakdown works of plant and equipment of power stations and maintaining the records, registers and diary relating to works and activities connected with Administrative and establishment. Such other works that the head of the office may assign in the interest of the Board.

*xi) Civil Sections.*

General Supervision of Civil Engineering Works, spot inspections and preparation of estimates, Supervising the construction works of buildings, Roads, channels etc., carried out by contractors of Board, Measurement of works, preparation of bills, maintaining connected records and registers, arranging maintenance works of the buildings, colony, guest house, power house, water conductor system in Generating Stations etc., repairs, additions and alteration works, sanitary and water supply works, RCC pole manufacturing works including collection of materials and maintaining accounts. Ensuring satisfactory works by the staff or by the contract agencies including guiding, checking and supervising. Maintaining records: registers, diary relating to works and duties connected with administrative and establishment. Assisting in design for developmental and improvement works. Such other work that the head of the office may assign in the interest of the Board.

## 9. Junior Engineer

### (i) Section Office (O & M)

General Supervision of the Section concerned, ensuring proper and effective performance of erection, operation and maintenance works, arranging for Service connections, spot inspections and preparation of estimates, procurement of materials, tools and plant equipments for the works, Supervision of works, inspection of lines, Transformer centres, installations, Street Lights, arranging disconnection, and reconnections, arranging for prompt compliance of the fuse off calls, consumer complaints etc., surprise checks of installations, Test check of meter readings, carrying out pre-monsoon inspections of lines, attending to maintenance, breakdown works and repair works. Duties connected with administrative, establishment, Cash and Revenue, Overall Supervision and maintenance of the Section under his Charge and such other detailed duties and responsibilities entrusted in accordance with the work load norms to each job and given in Appendices D/O & M/B, C, D, E and F UGC 1, 2 & 3. Maintaining diary and records of the works inspections. Attending to Test checks and instructions of the inspecting officers etc., and fully responsible for all the concerned works of the Board in his jurisdiction. Such other work that the head of the office may assign in the interest of the Board.

### (ii) Works Units

Carrying out erection of lines, Transformer centres, installing Street-lights, RE & IP works and such other works in the nature of construction, extension and improvements etc., procurement of materials, Tools and plant for works, supervision of works, spot inspections, survey and preparation of estimates, preparing completion reports, Indents, Return Article Invoices. Take inventory of works completed and arrange to handover the works completed for O & M, prepare time cards and time roll, T. A. bills of the staff, correspondence, maintaining of Registers, maintaining diary and records of works, arranging replacement

of faulty transformers and equipments, installations and such other works related to work unit duties and as detailed in Appendix/D/WU. Such other work that the head of the office may assign in the interest of the Board.

*(iii) Power Station and Sub-Stations*

*a) Maintenance of Station:* General Supervision of works of maintenance of the plant and equipment in the Station as per the stipulated maintenance schedule, extension and improvement works, repairs, replacements, breakdown works, attending to testing, fault location and rectification thereof and such other works incidental thereto. Maintenance and periodical testing of Fire protection equipments in the Station. Maintaining records relating to the works, preparation of estimates and completion reports, Periodical returns, Statistics, graphs etc., and attending to administrative and establishment matters and such other maintenance activities connected including routine maintenance of PLC and Telephone equipments in the Station as per Appendix/TCD 3 and RCC Centre works when attached. Such other work that the head of the office may assign in the interest of the Board.

*b) Shift Duties:* Attend shift duties in rotation, take hourly readings of the feeders, switches, Bank Transformer temperature, recording battery voltage and specific gravity, record and maintain log sheets and log books, operate switches, OCBS etc.; issue and receive line clears; take remedial action on faults if possible otherwise report to higher authorities, receive and transmit Telephone messages, attend to Telephone connections. Holding the charge of the Shift and issue instructions to other staff in shift for operation and maintenance activities, attend of breakdown works during exigencies and carrying out such other related works in the operation and maintenance of the Station including assisting the other staff in the concerned type of work. Such other work that the head of the office may assign in the interest of the Board.

(iv) *Technical Sections in sub Divn/Circle, offices & CEE's Office (Tech. & Purchase)* <sup>DA</sup>

Scrutinise estimates and proposals, process and communicate sanction, issue work orders, compile statistics drafting letters of Technical nature in connection with Power Supply, theft cases, accidents reports, Pilferage of power, shifting and transfer of Power, Preparation of draft specification, tender forms, editing draft local orders. Inspection of samples and associated works in calling for Tenders and placing local orders, preparation of periodical statements pertaining to Purchase of materials and supply positions and allied works in connection with Purchases, follow up such as calculation of price variation claims, duties and taxes, etc., and compilation of quotations for supply of materials, preparation of comparative statements for placing local orders, maintaining registers, records, movement of case files and personal registers, and such other concerned type of works in technical sections viz. drawing T & P articles for sub-divn office etc. and including the duties specified in Appendix/Tech. Such other work that the head of the office may assign in the interest of the Board.

(v) *Voltage Improvement and Transport Section*

Studying voltage and load condition of the feeders and transformers, attending to voltage complaints in the system, take remedial measures for improving the voltage, balancing the load on transformers, prepare necessary plans, estimates etc., in connection with the above works and attend to associated works, including study of voltage and load conditions of various feeders and Transformers in the distribution system. Suggest remedial measures for improvement of voltage conditions, attending to studies on low voltage complaints of consumers and suggest suitable measures for improvement. Attending to the routine functions such as measurement of voltage and load at Transformer centres and voltage at the tail end of the feeders. Collection and examining of the necessary data. When conditions warrant improvement, conducting detailed survey of the

concerned Section of the system, and preparing necessary plans. Based on this, making proposals for improving the conditions by increasing the capacity of Transformers and/or conductors or by re-distribution of the load on different phases to secure balanced load condition on the Transformer as the case may be.

Supervision of works of the staff in the section, ensuring proper up-keep and running of vehicles, prompt attention repairs, servicing and breakdown works of the vehicles, routine checks and inspection of vehicles, payment of Tax, registration, certification and other works connected with Transport vehicle running and maintenance, preparation of estimates, completion reports, Bills, procurement of spares, maintenance of log books, history books of the Vehicles and related record and Registers and Correspondence etc., and attend to duties connected with administrative and establishment of the Section. Such other work that the head of the office may assign in the interest of the Board.

*(vi) Central Work-Shop*

General Supervision of the works of the Section. Allocation of works, arranging materials for various jobs, ensuring proper upkeep of plant and equipment, ensuring qualitative work in the manufacturing process, prompt attention to breakdown and repair works, preparation of estimates maintaining records and registers relating to the works, attending to duties connected with Administrative and establishment of the Section including connected correspondences, preparing design and drawings for developmental works, and improving the methods, process etc. Such other works that the head of the office may assign in the interest of the Board.

*(vii) Tele-Communication*

General Supervision of works of erection and maintenance of PLCC system, Telephone exchanges and connected communication equipments. Attending to periodical testing of PLCC

equipments, measuring voltage of the panels; location of faults and rectification thereof. Ensuring proper up-keep of the communication system under his charge, attending to breakdowns, rectification of faults and repairs of Telephone exchanges and associated equipments. Assisting to developmental works of the communication system. Carrying out routine maintenance works as per prescribed schedule for PLCC system vide Appendix/TCD-2. Maintaining records, registers, diary relating to the works, periodical statements and returns, preparation of estimates, completion reports etc., and connected correspondence. Attending to duties connected with administration and establishment.

*(viii) Relay Testing*

Attending to erection and calibration of Relays and Meters in Power Stations, commissioning of new panels in Stations, Testing and calibration of meters, and A. T. installations. Attending to troubles in panels, relays and meters in power stations, Testing and checking of station battery, attending to H. T. Metering equipment, faults, attending to duties connected relays, relay co-ordination and protection analysis, repairs to equipments like current transformers, PTs, OCBs etc., in power stations and maintenance of connected records, registers and diary relating to the works, preparation of estimates, drawings and connected correspondence including administrative and establishment. Assisting to developmental works concerned, attending to breakdown works, routine testing and calibrating works given vide Appendix-RT. Ensuring proper upkeep of testing equipments, Tools and plant materials etc., and supervision of works under his charge. Such other work that the head of the office may assign in the interest of the Board.

*(ix) Meter and Transformer Testing*

General Supervision of works in MT Sections and Transformer testing & reclamation sections. Attending to rating of LT Power installations, testing and calibrating 3ph meters, repairs, reconditioning, testing and calibration of faulty meters, repairs, reclamation and testing of Transformers Testing of



mofors, generators, OCBs, smithgear equipments and attending to fault location and rectification thereof, attending to breakdown of plant and equipment in power stations, carrying out acceptance test of meters supplied by manufacturers. Attending to H. T. installation' meters testing and calibration, repairs and reconditioning of Testing equipments, sub-Standard meters etc., Maintaining records and registers and diary relating to the works, duties connected with administration and establishment including correspondence, estimates, preparation of periodical returns, statements etc., Such other work that the head of the office may assign in the interest of Board.

x) *Civil Sections*

General Supervision of Civil Engineer inspections and preparation of estimates, Supervision works of buildings, Roads, Channels contractors of Board. Measurement of works, preparation of bills, maintaining connected records and registers, arranging maintenance works of the buildings, colony, guest house, power house, Water conductor system in Generating Stations etc, Repairs, additions and alteration works, sanitary and Water supply works, RCC pole manufacturing works including collection of materials and maintaining accounts. Ensuring satisfactory works by the staff or by the contract agencies including guiding, checking and supervising. Maintaining records, registers, diary relating to works and duties connected with administrative and establishment. Assisting in design for developmental and improvement works. Such other work that the head of the office may assign in the interest of the Board.

10. **Assistant Store-Keeper**

Holding the charge of Sub-Divisional Stores and responsible for Physical custody of materials. Ensuring proper storing and stacking of materials. Issue and Receipt of materials, maintaining tally bin-cards, preparation of invoices, vouchers, issuing coupons for Petrol, Diesel, Oil etc. Posting the transactions to the ledgers, preparation of NPTS. Verify

materials and prepare MAS. Preparation of periodical return and statements, arranging for stock verification and Annual Counting and maintenance of Accounts. Attending to works connected with forwarding and clearing by Railway goodsheds and Road Transport Agencies. Attending to correspondence connected with the Store Transactions and duties connected with Administration and Establishment. Assisting the Store Keepers in Divisional/Regional/Central Stores in the activity of Stores including the duties and responsibilities entrusted in accordance with the Work Load Norms as stipulated vide Appendix/STR-1, STR-4 and STR-5. Such other work that the head of the office may assign in the interest of the Board.

#### 11. Store-Keeper Gr. II

Generally holding the charge of Divisional Stores or other stores as the case may be and responsible for Physical custody of materials, ensuring proper storing and stacking of materials. Issue and Receipt of materials, preparation of invoices, vouchers, verify materials and prepare MAS; issue coupons for Petrol, Diesel or oil Preparation of periodical returns and Statements, arranging for stock verification and Annual counting of Stores Accounts. Attending to forwarding and clearance by Railway or by Road Transport Agencies. Attending to Correspondence connected with Store Transactions and the duties connected with Administration and Establishment. Attending to duties connected with disposal of scrap materials through Auction or otherwise and attending to Stationery articles transactions in central stores. Attending to duties & responsibilities entrusted in accordance with Work Load Norms as stipulated vide Appendix/STR-2 and STR-4. Such other work that the head of the office may assign in the interest of the Board.

#### 12. Store-Keeper Gr. I

Generally holding charge of Regional Stores, and in-charge of various Store Houses in Central Stores and responsible for Physical custody of materials under his charge. Issue and Receipt of materials, preparation of invoices, vouchers. Verify

materials and prepare MAS, issue coupons for Petrol, Diesel or Oil. Preparation of periodical returns and Statements. Arranging for Stock verification and Annual Counting of Stores and maintenance of Store Accounts. Attending to forwarding and clearance by Railway or by Road Transport Agencies. Attending to correspondence connected with Store transactions and duties connected with Administration and Establishment. Attending duties and responsibilities entrusted in accordance with the Work Load Norms as stipulated vide Appendix/STR-3, and STR-5 in the case of Regional Store and similar duties connected in handling various Store Houses in respect of Central Stores. Such other Work that the head of the office may assign in the interest of the Board.

**13. Assistant Engineer (Elect.)**

i) *O & M Distribution* : General Administration, Control, Co-ordination and Supervision of various Sections like O & M Sections, Work units, Sub-Stations, stores etc., and the duties and responsibilities entrusted in accordance with the Work Load assessment given vide Appendix/D/O & M/SDN-1 and 2. Preparing plans and proposals for development of Power requirements in his jurisdiction, guide the consumers regarding terms and conditions of Supply, guide the staff in Technical and Administrative matters, arrange to maintain records, statistics, data, drawing etc., concerned with the activities. Maintaining personal diary relating to the works. Studying the voltage and Load condition of various feeders and transformers and take remedial measures for improvements of the System. Responsible to exercise checks and inspections as prescribed in the manuals. Such other work that the head of the office may assign in the interest of the Board.

ii) *Transmission Lines* :

General Administration, Control, Co-ordination and Supervision of Sections under his jurisdiction and responsible for all the activities pertaining to operation and Maintenance of Transmission lines under his control. Ensuring proper arrangements

for the Supply of materials in time and affording necessary conveniences for the work. Carrying out inspections and test check of works of the sections, attending to breakdown works and ensuring quick restoration of supply. Periodical Inspections of lines, analysis of interruption reports and taking remedial measures, inspection of transmission line maintenance sections, review the various registers, and diary maintained in the Sections and attest entries. Inspection of Tools and plant equipment to ensure that they are maintained in a fit condition for ready use in any emergency work. Guide the staff in Technical and Administrative matters, maintaining diary, inspection notes and submit the reports to the higher authorities. Routine duties and responsibilities entrusted in Appendix/TL-4. Such other work that the head of the office may assign in the interest of the Board.

*Power Stations-Sub-Stations*

a) *General Maintenance*: General Supervision of works of the Station/Section under his charge supervising and allocating works to different categories of Staff. Responsible for operation and maintenance works, fault location and rectification thereof attending to breakdowns, planning maintenance of all plants and equipments such as Generators, Motors, Transformers, Switchgear, Turbine and associated equipments etc., responsible for proper up-keep of the Station/Section under his charge and arranging for materials for works. Attending to correspondence relating to the works, administrative and establishment matters, and maintaining diary relating to the works. Inspection of plant and equipment ensuring the preventive maintenance works as per maintenance schedule. Such other work that the head of the office may assign in the interest of the Board.

b) *Shift Duties*: Holding charge of the Station/Section during the shift period. Responsible for efficient running of Power Station and maintaining reliability of Supply. General supervision over Operating staff in the Shift. Responsible for issue of Line clears, Starting and stopping of Plant and machines

and carrying out emergency operations. Checking whether protective devices are in order and reporting the defects to the concerned. Carrying out inspection of Station/Section under his charge and attending to breakdowns. Recording readings, maintaining Log books, Registers and connected records of operation, interruptions, breakdown etc. Guiding the operating staff to ensure proper operation and maintenance works. Such other work that the head of the office may assign in the interest of the Board.

*(iv) Technical Assistants in the Office of the Executive Engineers/Superintending Engineers/Chief Engineers.*

Assisting the Executive Engineer/Superintending Engineer in the routine office work and Establishment matters, Correspondence pertaining to Technical Sections, compilation of Data, Statistics and follow up action. Attending to preparation of Tender specifications, verification of samples for purchases, processing local orders and connected correspondence in procuring materials, etc. Review the requirement of Stores and follow up action to comply with the requirements. Overall Supervision and control of the Technical Sections in the Division/Circle offices. Compilation and review of Power demand data, load growth and problems of voltage improvement in the system and analysis thereof, to initiate proposals for improvement works. Assisting the Executive Engineer/Superintending Engineer in Controlling and Co-ordinating the activities pertaining to the Transport and Stores. Scrutiny of consumption of H. T. installations. Accident reports, follow up action on Audit and Inspection report, scrutiny of supply and works bills and such other duties and responsibilities connected with Technical section in the office. Such other work that the head of the office may assign in the interest of the Board.

*(v) Store Officer*

Regional stores and Central Stores. General Administration, Supervision, Control and Co-ordinating the activities of the Stores and Transport. Review the Stock positions and arrang-

ing for maintaining stock levels as per requirement for routine transactions, Verification of materials on receipt to its quality and quantity as per specification in the order. Arranging issues on indents and test checking the issues. Arranging issues and receipts at odd times. Dealing with Railways, Road Transport and Insurance claims. Such other work that the head of the office may assign in the interest of the Board.

Recording of measurement certificate, survey report of the materials and connected checks and inspections. Test checking of ledger balances with the Physical balances. Ensuring proper stacking and safety of the stocks, protection from Fire Accidents. Arranging for manufacture and repair works in the Regional Work shops attached to Regional Stores. Responsible for overall control and Supervision of works, transportation of materials maintenance of accounts and connected correspondence including establishment and administration of the Stores and Workshop. Duties connected with Inspections, test checks, and certification as per the Codal Rules and maintaining diary and inspection notes. Such other work that the head of the office may assign in the interest of the Board.

*(vi) Transport-Central Stores Divn. B'lore*

General Supervision Control, Co-ordination and Administration of the Transport Section attached to Central Stores Division. Arranging allocation of vehicles, inspection of vehicles, arranging Repairs and maintenance works. Procurement of spare parts, Inspection of repair works carried out by outside agencies, check measurement of bills, Arranging registration of new vehicles and payment of Taxes etc. Test checking the repair works carried out in the workshops, verification of vehicle trips, log books and general control over the staff. Attending to correspondence, administration and establishment matters. Responsible for proper up-keep and optimum utilisation of vehicles, prompt attention for breakdowns and repairs. Such other work that the head of the office may assign in the interest of the Board.

*(vii) Meter and Transformer Testing*

General Administration, Control, Co-ordination, and supervision of the works of Subdivision (Meters and Transformers) Planning and organising the activities of the Sections attached to the sub-divisions. Conducting inspection of works, test checking the works to ensure desired accuracy in the works carried out by the sections, and rendering technical guidance to the staff. Scrutinising rating reports of LT power installations, reviews progress and follow up meter testing and calibration works Attending to H. T. installation, Meter testing and calibration Attending to the duties prescribed hereunder.

**A—GENERAL**

1. Plan and organise the programme of works of the Sections.
2. Overall Supervisions of work of Sections.
3. Scrutiny of rating reports and forward of the same to the concerned Divisions.
4. All the connected office works incidental to the above.
5. Such other work that the head of the office may assign in the interest of the Board.

**B—TEST CHECKS**

(1) *Meters in Single Phase Installation* : Picking up installations at random where the routine testing and calibration will have been carried out by the testing batches and carryout a fresh test and calibration by making the concerned batch re-insert the very same testing equipment in the presence of the Assistant Engineer at the rate 1% per month of the number of meters tested and calibrated by each batch.

(2) *LT Power Installations* : Picking up installations at random out of those already rated by the rating batch and carryout test check using the very same testing equipments at the rate of One Installation per batch per month.

(3) *Test Check-Readings of Meters*: Taking test readings of meters of 10 installations per batch per month already covered by the routine testing and calibration, by testing batches in respect of single phase meters and two installations per month per batch in the case of LT 3 phase power installations. Sending reports of the readings so taken to the concerned offices where the relative Revenue ledgers are maintained under a copy to the concerned O & M Divisions. Arranging testing, repairs, or reconditioning of Transformers, Motors, Generators, OCBs, switchgear and other equipments. Attending to breakdowns of plant and equipment in Power Stations, conduct tests, for location of faults and rectification there of. Ensuring quick attention to breakdown works and desired progress in normal works. Attending to correspondences, administration and establishment matters, and such other duties connected with inspections, test checks, certification etc., as per the Codal Rules. Assisting the Executive Engineer in the activities of the Division connected with Stores, Cash Transport Vehicle maintenance and Technical Section of the office. Maintaining diary and inspection notes.

(viii) *Relay Testing*

General Supervision, Administration, Control and Co-ordination of the works of R. T. Sub-divisions. Planning and organising, periodical testing of Relays and Meters, Attending to testing of Relays & meters in power stations, testing and calibration of Metering equipment of H. T. installations, commissioning of Switchgear panels, plant and equipment in power stations, attending to repairs and fault location and rectification thereof in the Relays, Meters, Panels, Generators, Switchgear and other connected Station equipment. Attending the duties in connection with relay co-ordination and protection analysis, repairshop and allied works. Attending to connected correspondences, reports, administration and establishment matters, maintaining diary and inspection notes. Assisting the Executive Engineer in the works of the divisions connected with Stores, Cash, Technical Section in the Office, Transport.



vehicle Maintenance etc. Such other work that the head of the office may assign in the interest of the Board.

*(ix) Tele-Communication*

General Administration, Supervision, Control, Co-ordination of the works of Tele-Communication Sub-division. Planning and organising erection and maintenance of Tele-communication system, attending to periodical testing, fault location and rectification thereof, arranging for repairs and reconditioning of faulty Tele-communication plant and equipment, instruments, etc., Attending to developmental and modification works, breakdown works etc. Ensuring proper up-keep of the system by exercising supervisory tests and checks as enumerated in Appendix/TCD-4. Attending to correspondence, establishment and administration matters, maintaining diary and inspection notes. Assisting the Executive Engineer in the activities of the Division connected with Stores, Cash, Transport vehicle maintenance, Technical Section etc. Such other work that the head of the office may assign in the interest of the Board.

*(x) Central Work-shop Bangalore*

Assisting the Executive Engineer in the General Administration, Office work and the duties pertaining to Stores, Cash and Technical Section of the Division. General Supervision of work of manufacture and repairs, Processing local orders for purchases and connected correspondence including establishment and Administrative matters. Such other work that the head of the office may assign in the interest of the Board.

**14. Assistant Engineer (Civil)**

General Administration, Supervision, control and Co-ordination of the civil works of the Sections in the Sub-Division. Assisting the Superintending Engineer (Elec)/Executive Engineer (Civil) for formulating Proposals/Estimates for Civil Engineering works, spot inspections for construction of buildings, colony layouts, Water Supply Works, repair and maintenance works, maintenance of Water conductor system of the Generating Stations, Roads, Channels etc. Preparation of Tender Specifications for Civil Works, Civil Sub-divisions and Sections.

Scrutiny of Tenders, inspection of works to ensure progress and qualitative work, recording of measurement of works, scrutiny of bills and connected test checks and certificates, attending to correspondence, including Administrative and Establishment matters; maintaining diary and inspection notes and the duties connected with test checks, inspection certification etc., as per codal Rules. Such other work that the head of the office may assign in the interest of the Board.

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**JOB DESCRIPTION OF EMPLOYEES IN MAINTENANCE  
ESTABLISHMENT**

**Designation of the Job and Job Description**

**'J' Category**

**1) Watchman**

Patrolling the assigned area, Man the gates of the premises where posted. Maintenance of the Register of in-coming and out-going vehicles, Check gate passes, guard the property of the Board. Check entrance of the authorised persons to the premises. Performing watch and ward duties as per instructions, and prompt reporting of any untoward happening. Such other work that the head of office may assign in the interest of the Board.

**2) Mali Gr. II**

Maintain garden, prepare soil for planting flower beds, trees, Mow the lawn, trim the hedges etc., cleaning the yard. Such other work that the head of the office may assign in the interest of the Board.

**3) Fieldman Gr. III**

Attend to oil spraying and Cyno fumigation Help others in the works of the Health Section. Such other work that the head of the office may assign in the interest of the Board.

**4) Caretaker**

Attend to caretaking work in Guest houses, and I.Bs. Such other work that the head of the office may assign in the interest of the Board.

**5) Dhobi**

Attend to washing clothes of the Guest House and Hospitals. Such other work that the head of the office may assign in the interest of the Board.

**6) Sweeper/Scavenger**

Sweeping the premises in the assigned area, collect garbage and dispose off, cleaning of gutters, cleaning of septic tanks, cleaning latrines & bath rooms, removing shrubs in the colony and such other cleaning works assigned. Swabbing floors, cleaning pannels of doors, windows, tables, chairs etc., Such other work that the head of office may assign in the interest of the Board.

**1) Station Attendant Gr. II**

Cleaning of station, equipments cable Cleaning yard/mowing or cutting grass, operating G.O.S, disconnects as per instructions. Watering ground pits, assisting the shift staff and other staff on general maintenance work in the Station, carrying medium weight materials, tools and equipments. Such other work that the head of the office may assign in the interest of the Board.

**2) Assistant Lineman**

Excavation work for pole erection or cable trench, lifting of poles and fixtures, lifting or carrying medium weight line materials, Tools and plant. Attend to patrolling of lines, service connection works, switch 'ON' and 'OFF' Street lights, replacing street lamps, climbing pole/tower for line works and painting works, assisting lineman/Line Mechanic/Wireman for line inspection and maintenance works of the lines, attend to fuse off calls and rectification of faults on lines on the direction of the concerned authority, attend to Telephone Board shift duties and cleaning of equipments. Assisting other staff in the performance of various duties relating to the works. Maintenance of diary and records of work while incharge of camp duties. Such other work that the head of the office may assign in the interest of the Board.

**3) Attendant Grade II (TC)**

Excavation work for pole erection or cable trench, lifting of poles and fixtures, lifting or carrying medium weight line materials, Tools, and Plant. Attend to patrolling of lines. Climbing pole/tower for line work and painting works, assisting Attendant Gr. I/Mechanic. Line inspection and maintenance work of the lines and rectification of faults on lines on the direction of the concerned authority. Attend to Telephone Board shift duties, cleaning of equipments and assisting other staff in the performance of various duties relating to the works pertaining to PLC, Telephone line and equipment. Maintenance of diary and records of work while incharge of camp duties. Such other work that the head of the office may assign in the interest of the Board.

**4) Attendant Gr. II (RT)**

Carrying medium weight materials, equipments tools and plant. Cleaning equipments and plant. Climbing pole/Tower for line work and assisting other staff in the performance of the various duties relating to works in the Section connected with relay Testing. Attending to maintenance, breakdown works and rectification of faults, Such other work that the head of the office may assign in the interest of the Board.

**5) Attendant Gr. II (MT)**

Cleaning meters and equipments, assisting in testing and calibration of meters and other measuring equipments, attend to painting and repairs, preparing sealing leads, carrying medium weight materials and equipments. T & P materials, climbing pole/town for works connected with MT Section and helping other staff in the performance of various duties pertaining to Meter and Transformer testing and other works of the Section., in M. T. Division. Such other work that the head of the office may assign in the interest of the Board.

**6) Helper**

Cleaning of Stores, Store materials and equipments, opening cases of supplies, loading and unloading, assisting for counting,

weighing, measuring, stacking of materials, issues and receipts, carrying medium weight materials and equipment and helping other staff in the performance of the various duties of the Stores inclusive of duties pertaining to guarding the Stores when necessary. Such other work that the head of the office may assign in the interest of the Board.

**7) Helper (workshop)**

Cleaning Plant and Equipments, carrying medium weight material, Tools & Plant, equipments, loading and unloading, stacking, assisting other staff in the performance of various duties of the Section, attend to painting of materials and equipments, helping in the works of the trade to which attached. Such other work that the head of the office may assign in the interest of the Board.

**8) Helper (Civil)**

Attend to excavation work, Road and Channel maintenance work, carrying medium weight materials Tools & equipments, concrete mixing and conveying, cleaning plant and equipments, assisting and helping other staff for painting, white washing, building, RCC Centre works, Water Supply and other Civil Engineering Works. Such other work that the head of the office may assign in the interest of Board.

**9) Mali Gr. I**

Attend to garden maintenance, preparing soil for planting flower beds, trees etc., trimming the hedges etc., and all works connected with gardening. Such other work that head of the office may assign in the interest of the Board.

**10) Fieldman Gr. II**

Attend to Health Section work for Oil spraying, Cynofumigation, weed clearance and shrub clearance, carrying medium weight Tools & plant or equipment and assisting other staff in the works of the Health Section. Such other work that the head of the office may assign in the interest of the Board.

**11) Auto Helper/Cleaner**

Attend to cleaning of vehicles, assisting in attending to minor repairs and breakdowns, carrying medium weight materials, tools and plant, assisting and helping other staff in repair and maintenance works of the Transport Section. Assisting the vehicle Driver while running on Road, securing safe transshipment and guarding the vehicle and contents, assisting in loading and unloading of materials etc., Replacement of Tyres & Tubes, attending to minor repairs etc., Such other work that the head of the office may assign in the interest of the Board.

**'H' (1) Station Attendant Gr. I.**

Attend to Shift duties, cleaning of plant and equipments. Attend to maintenance of Station equipments, Oil filtering, acee pump house maintenance, Tool-keeping, attend to repair and overhaul works, breakdown works and assisting the other staff in the performance of various duties relating to the station works including carrying messages. Such other work that the head of the office may assign in the interest of the Board.

**2) Lineman**

Attend to maintenance works of HT & LT overhead or UG cable lines, repairs to Service lines or equipments. Patrolling of H. T. and L. T. lines, including Telephone lines. Attending to fuse of calls, consumer complaints, renewal of HT fuses. Attend to disconnections, reconnections and other Service connection works. Replacement of faulty equipments, meters, fixtures switches, street light fixtures and accessories. Attend to ON & OFF of Street lights and maintenance of Street lights. Extension work of HT and LT lines, Transformer centre inspections and maintenance work like checking oil level, replacing silicajel, numbering of poles and other related works incidental thereto. Assisting the other staff in the performance of various duties relating to the works in distribution or Transmission line Sections. Maintaining diary and records of work when in-charge of camp duties and reporting after carrying out the works. Such other work that the head of the office may assign in the interest of the Board.

**3) Attendant Gr. I (TC)**

Attend to erection and maintenance of Telephone Exchanges, lines and equipments, rectification of faults, repair and replacement of equipments and accessories. Attend to UG Cable Telephone-line laying and maintenance works. Attend to cleaning, overhauling, painting, wiring the equipments of PLC and exchanges and assisting the other staff in the performance of various duties relating to Tele-communication works including shift duties when necessary. Such other work that the head of the office may assign in the interest of the Board.

**4) Attendant Gr. I (RT)**

Attend to connecting meters and relays for testing, calibration and repairs, assisting in testing and rectification of faults, repairs and erection of new equipments in Stations, carrying testing equipments, Tools and plant materials and assisting the other staff in the performance of various duties relating to Relay testing Division works. Such other work that the head of the office may assign in the interest of the Board.

**5) Attendant Gr. I (MT)**

Attend to connecting equipments and meters for rating of Power installations, assisting in repairs and overhauling of meters, switchgear, motors and generators, transformers, OCBs etc., winding of coils for equipments, and wiring works, carrying testing equipments, tools and plant and assisting other staff in performing the duties relating to the meter and transformer testing works. Such other work that the head of the office may assign in the interest of the Board.

**6) Store Attendant Gr. I**

Attending to receipt and issue of materials, counting, weighing, measuring and stacking. Maintaining tally cards, attending to godshed and transport work, loading and unloading of materials, assisting the other staff in the performance of duties relating to the Store work. Such other work that the head of the office may assign in the interest of the Board.



**7) Jameder (Wath & Ward)**

Attend duty at the gate or the premises where posted, maintain register of incoming and out-going vehicles, check gate passes, checking watchman on duty in the assigned area, guarding, prompt reporting of any untoward happening and securing proper safety of the property of the Board and connected watch and ward duties. Such other work that the head of the office may assign in the interest of the Board.

**8) (a) Driller, Puncher/Cutter, Fitter Gr. III, Painter Gr. II, Grinder, Sheet Metal worker/Tinker, Carpenter Gr. II, Machine Operator.**

Attend to the works of the concerned trade, operation of the associated machine tools such as drilling machine, punching/cutting machine, shearing machine, shaping machine, power hacksaw, grinding machine, fitting, soldering and Sheet metal work, carryout the works in the manufacturing process connected with the trade to which attached add assisting the other staff in the performance of various duties connected with the works in the trade including carrying medium weight materials, tools, equipment etc. Such other work that the head of the office may assign in the interest of the Board.

**(b) Hammerman Blacksmith Gr. II**

Attend to smithy works, assisting the black-smith and fitter for the works in the trade and assisting the other staff in the performance of various duties connected with the works including carrying medium weight materials, tools and equipment. Such other work that the head of the office may assign in the interest of the Board.

**(c) Attendant Gr. I (WS)/Attendant Gr. I (Transport)**

Carrying medium weight materials, tools and equipment; tool keeping and assisting the other staff in the performance of various duties in the works of the Workshop and Transport for

repairs servicing, overhauling and connected works. Such other work that the head of the office may assign in the interest of the Board.

**9) Civil Mate**

Attend to Civil works, Channel and Road maintenance works, repair works of buildings, assisting for measuring, attend to Shift duties on a Water conductor system of Generating Station and assisting the other staff in performing of various duties in the Civil Engineering works. Such other work that the head of the office may assign in the interest of the Board.

**10) Plumber-cum-Fitter Gr. III**

Attend to fixing, repairs and replacing water pipe connections pump-house works, sanitary fitting works, attend to penstock pipe works such as greasing and other maintenance works and assisting the other staff. Such other work that the head of the office may assign in the interest of the Board.

**11) Fieldman Gr. I/Maistry Gr. III (Health Section)**

Attend to health Section Works. Weed clearance, shrub clearance, guiding and carrying out spraying and other works as in the case of fieldman Gr. III and Gr. II and supervising the works of Sweeper/Scavenger and assisting the other staff in the performance of various duties of the Sections. Such other work that the head of the office may assign in the interest of the Board.

**'G' 1) Wireman**

Attend to service connection works, replacement and renewals of service-main, transformer centre wiring, street circuit connections, building wiring, attend to LT UG Cable Circuit wiring, telephone connections, fault locations and rectification on lines and equipments and assisting other staff in the performance of various duties such as breakdowns and routine maintenance works of the concerned sections. Such other work that the head of the office may assign in the interest of the Board.

**'F' 1) Station Mechanic Gr. II**

Attend to shift duties and maintenance works in Generating stations, Receiving stations and Sub-stations. Attend to erection, repair and overhauling the equipments in power stations, maintenance of station battery, testing and filtering oil, checking proper operation of OCBs, Disconnects and ABCBs and tap changing Gear. Maintenance of station lighting circuits, cable ducts and cable circuits, operating OCBs, ABCBs, disconnects, air compressors and other equipments on instructions, observing and reporting any abnormalities noticed during shift duties to the concerned Supervisory staff, assisting in PLC equipment testing and maintenance on instructions. Attend to maintenance and breakdown works of turbines and associated auxiliaries, water pumps, air conditioning plants, air compressors and connected equipments, valves and penstock pipe lines, gates in water conductor system, reading the gauges, gate position and water level and reporting to the concerned supervisory staff, operation of gates on instructions. Assisting the other staff in the performance of various duties of the Station, guiding and Supervising the works of the Lower categories. Operation and Maintenance of trolleys in Generating Stations, Checking Control gear of trolley motor. Checking, proper working of the trolley and its accessories and attending to breakdown works of trolleys, Such other work that the head of the office may assign in the interest of the Board.

**2) Crane Operator Gr. II**

Operating Electrical Crane, load and unload heavy materials as per directions, maintenance of crane and accessories, timely oiling, greasing, checking electrical connections, attending to repair, overhauling, greasing, checking, and replacements and assisting the other staff in the performance of duties in power Stations. Such other work that the head of the office may assign in the interest of the Board.

**3) Plumber Gr. II./Plumber-Cum-Fitter Gr. II**

Attend to erection and maintenance works of Water conductor system in Generating Stations, checking leakage in the

joints and saddle greasing of penstock pipe, attend to rectification of defects, attend to fixing and repairs of Water connection and pump house works. Guiding and checking sanitary works and assisting the other staff in performance of the various duties in the concerned type of work. Such other work that the head of the office may assign in the interest of the Board.

**4) Carpenter Gr. II**

Attend to all carpentary works, repairs to furniture, doors and windows, making patterns as per sample, replacing of glass panes, repairs to T & P articles and assisting the other staff in the performance of various duties in the concerned type of work. Such other work that the head of the office may assign in the interest of the Board.

**5) Painter Gr. I**

Attend to painting of doors, windows, roofs, pipes etc., and articles manufactured in the Workshop, lettering of Boards, polishing of furniture, spray painting of equipments and vehicles carryout such other concerned works and assist the other staff of the Section. Such other work that the head of the office may assign in the interest of the Board.

**6) Line Mechanic Gr. II**

Attend to erection, operation and maintenance of H.T. and L.T. lines, transformer centres and equipments, carrying out inspection of transmission and distribution lines, checking oil level and condition in transformers & circuit breakers, Checking GOS, AB switches, L.T. switches, change over switches, earth connections, L.T. U.G. Cable connections, conducting pre-monsoon inspection of lines, ensuring effective performance of the other lower staff by guiding and co-ordinating in their routine jobs, and ensuring safety and promptness. Attending to breakdowns, rectification of faults with the help of other staff and assisting in the performance of various duties in the concerned type of work. Attending to line inspections and patrolling of EHT lines,

fault location and rectification thereof. Arranging proper tools and equipment for the works, Attending to rectification of faults on Telephone lines and equipments and assisting in the performance of various such other works concerned with operation and maintenance of Distribution and Transmission system including maintaining diary and sending reports relating to the works and inspection. Such other work that the head of the office may assign in the interest of the Board.

**7) Mechanic Gr. II (TC)**

Attend to erection and maintenance of Telecommunication lines and equipments, checking and testing telephone exchanges and equipments, attend to rectification of faults, replacements and repairs, overhauling of equipments, attending to breakdowns on lines, equipments, UG cable circuits and accessories, PLC equipment, maintenance works and assisting the other staff in the performance of various duties in the concerned type of works. Such other work that the head of the office may assign in the interest of the Board.

**8) Mechanic Gr. II (RT)**

Attend to erection, wiring and testing of Meters and relays, switch-gear equipments, generators, motors, HT Metering equipments etc.; assisting for fault location and rectification, attending to repairs, replacements, overhauling and assisting the other staff in the performance of various duties in the concerned type of work. Such other work that the head of the office may assign in the interest of the Board.

**9) Mechanic Gr. II (MT)**

Attend to testing and calibration of Single phase meters. Maintaining records relating to testing and calibration. Assisting in rating of power installations, carrying out repairs, reconditioning testing and calibration of meters. Attend to testing, repair and reclamation of transformers, rewinding of coils, motors, generators and equipment. Attend to breakdowns of power station plant and equipments, assisting in rectification of

faults and guiding and assisting the other staff in the performance of various duties in the concerned type of works. Such other work that the head of the office may assign in the interest of the Board.

10) **Maistry Gr. II (Stores)**

Attend to clearing and forwarding of materials, carrying out careful loading and unloading of materials, arranging proper stacking/storage of materials and equipments, checking the materials/equipments received, for its external/superficial condition and recording, attending to Railway and Road Transport clearance and forwarding duties. Supervision and guiding the works of employees of Lower category and assisting the other staff in the various duties in the concerned type of work. Such other work that the head of the office may assign in the interest of the Board.

11) (a) **Mechanic-Cum-Mechanist Gr. II**

(b) **Fitter Gr. II**

Operating Machine tool equipment, attending to manufacturing, repairs, overhauling, fabrication/assembling, associated works in the manufacturing process in the workshop and assisting and guiding the other staff in the performance of various duties in the concerned type of work. Such other work that the head of office may assign in the interest of the Board.

12) (a) **Welder Gr. II** (b) **Turner Gr. II** (c) **Tinker Gr. I**  
(d) **Black smith Gr. I.**

Attend to works associated with the respective trades, operating machine tool equipments connected with associated trade and carrying out works in the manufacturing process of line materials, switches, fuses, fabrication of towers and equipments etc. Carrying out repairs and overhauling of equipments, and assisting and guiding the other staff in the performance of various duties in the concerned type of work. Such other work that the head of office may assign in the interest of the Board.

13) (a) **Maistry Gr. II (Civil)/Mason Gr. II**

Attend to masonry works of buildings, Channels, Roads and Water supply Works, and supervision and guiding the works of employees of lower category, arranging for proper use of materials, Tools and plant equipments, ensuring safety, carrying out repair works and assisting the other staff in the performance of various duties in the concerned type of work. Such other work that the head of office may assign in the interest of the Board.

13) (b) **Maistry Gr. II (Health)**

Attend to Health Section Works, guiding and supervising the works of employees of lower category in sanitary works, weed clearance, shrub clearance, oil spraying and supervising the works of Sweepers/Scavengers. Assisting the other staff in the performance of various duties in the concerned type of work including replacement of Tyres and tube, minor repairs etc. Such other work that the head of the office may assign in the interest of the Board.

14) **Driver Gr. II**

Driving medium and heavy transport vehicles such as Lorry, Jeep, Van, Bus, Car etc., Check Vehicle on reporting to duty regarding oil, tyre, pressure, water in the radiator, brakes etc., and the upkeep of the vehicle in proper condition, guarding the vehicle and contents while in-charge of vehicle maintaining log book of the vehicle, reporting to the concerned Superiors regarding any defects noticed in the vehicle, assisting the other staff in the performance of various duties and in breakdowns, repairs, overhauling works of the type concerned including replacement of Tyres and tube, minor repairs etc. Such other work that the head of the office may assign in the interest of the Board.

15) **Auto Mechanic Gr. II**

Attend to maintenance and repairs, servicing, overhauling, replacement, works of the Transport vehicle, check vehicles for

proper Lubrication, Radiator condition, tyre pressure, battery condition, brake fluid, and carrying out such other maintenance and repairs works, assisting the other staff in the performance of various duties in the concerned type of work including replacement of Tyres and tube, minor repairs etc., Such other work that the head of the office may assign in the interest of the Board.

**'E' (1) (a) Station Mechanic Gr. I**

Attend to erection and maintenance works of power Stations, Plant and equipment such as Circuit breakers, Transformers, Switchgear, Outdoor structure, carrying out Oil level checks of O.C.Bs, Transformers, P.Ts., Switches, changing silicajell, filtering oil, overhauling motors, generators, switchgear and other Station equipments, attend to breakdowns and repairs of station equipments, Power and control cable circuit maintenance, attending to repair, maintenance and other overhauling of air-conditioning plants, air compressors, and connected accessories. Attend to turbine, governors, water pumps, valves and penstock maintenance and repair works, carrying out routine checking of turbine and its auxiliaries such as check oil levels, bearing temperature and attending to the type of works concerned in the Electrical and Hydraulic Sections including shift duties, guiding, supervising the works of employees of lower category and assisting the other staff in the performance of various duties in the concerned type of work. Such other work that the head of the office may assign in the interest of the Board.

**(b) Crane Operator Gr. I**

Attend to operation of Electrical crane, loading and un-loading of heavy materials, attend to maintenance of crane such as oiling, greasing and up-keep of the Electrical circuits etc., including repairs, and over-hauling. Such other work that the head of the office may assign in the interest of the Board.



**(C) Plumber Gr. I**

Attend to erection and Maintenance works of Water conductor system in Generating stations, checking leakage in the joints and saddle greasing of penstock pipes attend to works of repairs, rectifications, of defects pump house works etc., and supervising and guiding employees of lower category and assisting the other staff in the performance of various duties in the concerned type of work. Such other work that the head of the office may assign in the interest of the Board:

**2) Line Mechanic Gr. I**

Attend to erection, operation and maintenance works of Distribution and Transmission lines, carrying out line inspections, Transformer center inspections. Attending to testing, fault location and rectification on Transmission lines; U. G. Cable circuits and connected equipments, distribution lines and Transformer Centres, change over supply, Telephone lines and equipments, attending to breakdowns, guiding and supervising the works of the employees of lower category, maintaining works diary and reporting, assisting the other staff in the performance of various duties in the concerned type of work and ensuring effective performance. Such other work that the head of the office may assign in the interest of the Board.

**3) Mechanic Gr. I (TC)**

Attend to erection and maintenance of PLC Tele-communication equipments and exchanges, Carrying out testing, checking, overhauling, repairing and replacement of equipments and connected accessories, attending to fault location, rectification and breakdown works, and assisting the other staff in the performance of various duties in the concerned type of work including guiding co-ordination and Supervising the works of employees of lower category for effective performance and maintaining diary and records relating to the works. Such other work that the head of the office may assign in the interest of Board.

**4) Mechanic Gr. I (RT)**

Attend to erection, testing, repair, overhauling of relays, switchgear equipment, control panels, meters, HT metering.

equipments, assisting in testing, calibrating HT installations, attending to and other instruments breakdown works, and assisting the other staff in the performance of various duties in the concerned type of work. Such other work that the head of the office may assign in the interest of the Board.

**5) Mechanic Gr. I (MT)**

Attend to erection, testing, overhauling, repair and rectification of faults in equipments like generator, motor, switchgear Breakers, HT Metering equipments, Transformers, etc., carrying out testing, repair and calibration of energy meters and testing equipments, rewinding of meters and generators, attending to rating, of installations and breakdown works of power station plant and equipments and assisting the other staff in the performance of various duties in the concerned type of works including guiding, co-ordinating and Supervision of works of employees of lower category for effective performance. Such other work that the head of the office may assign in the interest of the Board.

**6) Maistry Gr. I (Stores)**

Attend to cleaning and forwarding the materials, plant and equipments received by Railway or Road Transport, checking the materials/equipment received for its external/Superficial condition and recording defects noticed, ensuring proper loading and unloading and Storage of materials or equipments, Supervising the works of the employees of Lower category and maintaining diary and records of the related works and assisting the other staff in the performance of various duties in the concerned type of work. Such other work that the head of the office may assign in the interest of the Board.

**7) (a) Mech-Cum-Mechanist Gr. I**

**(b) Fitter Gr. I**

Operating precision and heavy duty machine tool equipments, attending to manufacturing processes, repairs, overhauling fabrication assembling and fixing, and associated works, guiding

and supervising the works of the employees of lower category and assisting the other staff in the performance of various duties in the concerned type of work. Such other work that the head of the office may assign in the interest of the Board.

8) **Turner Gr. I**

Operating precision and heavy duty lathes, machining of components in manufacturing processes and repair works, thread cutting works preparing spares for plant and equipment attending to repairs and overhauling of machine tool equipments, manufacturing of tools and assisting the other staff in the performance of various duties in the concerned type of work. Such other work that the head of the office may assign in the interest of the Board.

9) **Welder Gr. I**

Attend to Arc Welding, gas welding and cutting in the manufacturing processes and repair works carrying out repairs to welding sets, and assisting the other staff in the performance of various duties in the concerned type of works including guiding the employees of lower category in the trade. Such other work that the head of the office may assign in the interest of the Board.

10) **Maistry Gr. I (Civil)/Mason Gr. I**

Attend to Civil Engineering works such as Construction and Maintenance work of Roads, Channels, Buildings, Water Supply. Carrying out masonry works, repairs, addition and alteration works guiding and supervising the works of the employees of lower category and assisting the other staff in the performance of various duties in the concerned type of work. Such other work that the head of the office may assign in the interest of the Board.

11) **Plumber Gr. I**

Attend to erection and maintenance work of Water conductor system in generating stations checking and attending

to defects of pipe line such as cracks, fixing of gaskets, attending to leakage of pumps, carrying out maintenance and breakdown works connected with Water supply and Sanitary fitting and assisting the other staff in the performance of various duties in the concerned type including guiding & Supervising the work of the employees of the lower category connected with the work concerned. Such other work that the head of office may assign in the interest of the Board.

12) **Carpenter Gr. I**

Attend to carpentary works of all kinds such as making of patterns as per sample or drawing, manufacturing and repairs to furnitures, doors, windows assisting the other staff in the performance of various duties in the concerned type of work including guiding the employees of lower category in the works connected with the trade. Such other work that the head of the office may assign in the interest of the Board.

13) **Auto Mechanic Gr. I**

Attend to maintenance and repairs to Transport vehicle-carrying out Major repairs such as engine over-hauling, replacement of components, servicing, checking engine performance Radiator conditon, repairs to Dynomo and Associated auxiliaries, attending to breakdown works and assisting the other staff in the performance of various duties in the concerned type of work including guiding and Supervising the works of the employees of lower category. Such other work that the head of the office may assign in the interest of the Board.

**D Category. 1) Asst. Cable Jointer**

Attend to laying U.G. Cable and joint. works upto 11 kv connecting cable and boxes, pot heads and associated equipments, attending to maintenance, repair and breakdown works of U.G. cable and associated equipments and assisting the other staff in the performance of various duties in concerned type of work. Such other work that the head of the office may assign in the interest of the Board.

## **2) Hot Line Mechanic Gr. II**

Attend to erection and maintenance of EHT lines carrying out testing repair and replacements of components of line HT lines and equipments by Hot Line Technique, attending to breakdowns Maintenance of Hot line tools and equipments and assisting the other staff in the performance of various duties in the concerned type of work. Such other work that the head of the office may assign in the interest of the Board.

### **C Category 1) Cable Jointer**

Attend to construction, maintenance and operation works of underground cable system such as H.T.U.G. Cable laying and jointing works of all types connecting cable ends, pot heads and associated equipments, carrying out tests, location/attending to maintenance, repairs and breakdown works and assisting the other staff including guiding and Supervising the works of the employees of Lower Category and maintaining diary and records of the works. Such other work that the head of the office may assign in the interest of the Board.

## **2) Senior Mechanic (Stn).**

Attend to Erection and Maintenance of Power Station equipments, carrying out heavy haulage works of Generator, Transformers, Turbines, Motors, Air conditioning plant, Air compressors, and such other Station equipments, attend to defects of penstock pipe line, valves and gates, Turbines and Associated components, Transformer, Circuit breakers, generators, and associated equipments, attend to testing repairs and breakdown works of the power station and assisting the other staff in the performance of various duties in the concerned type of work including guiding the works of the employees in the lower category. Such other work that the head of the office may assign in the interest of the Board.

## **3) Senior Mechanic (Tr. Lines)**

Attend to erection and maintenance of EHT lines, carrying out inspections, Testing fault location and rectification thereof, attending to breakdown works guiding in carrying out works

like compression joints of the conductors and such other work in the Tr. Line operation and maintenance and assisting the other staff in the performance of various duties in the concerned type of work. Such other work that the head of the office may assign in the interest of the Board.

4) **Hot Line Mechanic Gr. I**

Attend to erection and maintenance of EHT lines, Carrying out inspection, Tests, fault location and rectification thereof on Live lines by Hot line Technique attending to breakdown works and maintenance of HT line tools and equipments and assisting the other staff in the performance of various duties in the concerned type of work including guiding the works of the employees in the Lower Category and maintaining diary and records relating to the works. Such other work that the head of the office may assign in the interest of the Board.

5) a) **Senior Mech. (TC)**

b) **Senior Mech. (RT)**

c) **Senior Mech. (MT)**

Attend to Testing installing calibrating, overhauling, repairing and replacing PLC and Tele-communication equipments, Meters, Transformers, switchgear equipments, Motors, Generators and Associated equipments, instruments, Relays and testing equipments, and carrying out such other allied works including attending to breakdowns in the concerned type of works in Tele-communication, Meter Testing and Relay testing Unit, guiding the works of the employees in the lower category and assisting the other staff in the performance of various duties in the concerned type of work. such other work that the head of the office may assign in the interest of the Board.

5) d) **Instrument Mechanic (RT)**

Attend to repairs, reconditioning and overhauling sophisticated instruments, electrical equipments, such as meters, relays, motors, generators and associated equipments, testing equipments etc. and guiding the works of the employees in

the lower category and assisting the other staff in the performance of various duties in the concerned type of work and such other work that the head of office may assign in the interest of the Board.

**6) Asst. Foreman (WS)/Sr. Mech (WS)**

Attend to assignment of work and materials in the manufacturing process and repair works, guide and supervise the work of the employees in the section for their effective performance carrying out repairs overhaul of plant and equipment and assisting the other staff in the performance of various duties in the workshop. Such other work that the head of the office may assign in the interest of the Board.

**7) Assistant Foreman (Transport)**

Attend to repairs, overhauling and maintenance of works of the transport vehicles, carrying out tests, and inspections of Transport vehicles attending to the works connected with obtaining licence, certificate Registration etc., by the Regional Transport Authorities and such other incidental works. Assisting the other staff in the performance of various duties in the concerned type of works. Such other work that the head of the office may assign in the interest of the Board.

**8) Driver Gr. I**

Driving heavy duty vehicle of 10 tones and above and upto 20 tones, check vehicle on reporting to duty regarding oil, tyre pressure, Water in the radiator, breaks etc., upkeeping the vehicle in proper condition, guarding the vehicle and contents while in-charge of vehicle, maintaining logbook, reporting to the concerned Superior regarding defects noticed in the vehicle, assisting the other staff in the performance of various duties in the concerned type of work. Such other work that the head of the office may assign in the interest of the Board.

**B Category. 9) Driver Spl. Grade**

Driving heavy duty vehicle of more than 20 tones capacity, check vehicle on reporting to duty regarding oil, tyre pressure,

Water, in the Radiator breaks etc., upkeeping the vehicle in proper condition, guarding the vehicle and contents while in-charge of vehicle, maintaining log book, reporting to the concerned Superior regarding defects noticed in the vehicle, assisting the other staff in the performance of various duties in the concerned type of work. Such other work that the head of the office may assign in the interest of the Board.

**A Category 10) Merit Gr. Mechanic**

Attend to erection and maintenance works of Generators, Turbines, Transformers, and associated Power Station plant and equipments carrying-out repairs, replacements overhauling, fault location and rectification thereof, assembling and alligning the components, preparing models for spares, attending to break-down works and assisting the other staff in the performance of various duties in the concerned type of work including guiding and supervising the works of the employees in the lower category for the effective performance of duties. Such other work that the head of the office may assign in the interest of the Board.

**NOTE :** The job descriptions stated above are in very nature of things not quite exhaustive. However any job incidental to the work, entrusted by the Official Superior in the course of performance of various duties of the post such job would also constitute the part of duties of the Post.



**ANNEXURE-EX/O&M/A**  
**ACTIVITIES OF MAINTENANCE MEN OF O&M SECTION**  
**(DISTRIBUTION)**

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Activity

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**I Maintenance of Installations**

1. *Fuse off calls :*
2. *Disconnections :*
3. *Reconnections :*
4. Distribution of bill cards and notices
5. *Renovation of Service Mains*
6. Fixing and replacement of areal Boards, Pole mounting boxes, and distribution boxes.
7. *Replacement of Meters :*
8. *Servicing new installations :*
9. Accompany the Meter Reader for New installations.
10. Attend to Section Officers visit

**II Maintenance of Street Lights**

1. Replacement of bulbs
2. *Patrolling of Street lights :*  
Once in 15 days
3. Maintenance of Street lights repairs and replacements.
4. Switching 'ON' and 'OFF' in one village (Remaining villages Street lights switching on and off to be done by village panchayat)

**III Maintenance of H. T. Lines**

1. PMI of H.T. Lines 11 KV/3.3 KV/4.6/3.3 KV. (using vehicles yearly)

2. Telephone line Maintenance (Half Yearly)
3. Normal Patrolling of H.T. and Telephone Lines (Monthly)
4. Extension & Improvements, Maintenance and attending to breakdown of H.T. Lines.
5. Spl. Inspection-including faulty circuit isolation and its rectification.

#### **IV Maintenance of Transformer Centre**

1. Inspection of Transformer Centre, checking earth connection, switches-HT and LT and distribution box connections monthly once.
2. Examine breather and recondition of silicagel-quarterly.
3. a) Take line clear and earth at nearest Pole and attend to preparatory work. (Quarterly)  
 b) Inspect, clean bushings and tank, check up oil leakage and level, checkup lightning arrester, renewal of H.T and L.T fuses and reinforcing the earth connections etc.,  
 c) Remove earth chain and charge the line. Quarterly.
4. Collect oil samples from transformer — half yearly.
5. Measure IR values of HT and LT sides of the Transformer centre.
6. Top up oil.
7. Check up supply after charging TC and measure tail end voltage.
8. Collection of materials, move to spot and return to office, Lodge T&P and other materials.

#### **V. Painting & Other Occasional Activities**

Once in 2 years in Malnad and coastal area and once in 3 years in other areas.

1. Take line clear and earth at nearest pole and attend to preparatory work.
2. Clean structure, and transformer and paint TC including structure, Renew HT and LT leads.

3. Dig earth pit, checkup earth electrodes and connection, if necessary renew earth electrodes.
4. Remove earth and charge the line
5. Check up supply at TC and measure tail end voltage.
6. Collect materials, move to spot and return to office ; lodge T&P and other materials.

#### VI. Maintenance of L.T. Lines

1. Patrolling of L.T. Lines, Once in a month, in malnad and coastal area and once in two months in other areas.
2. Normal maintenance of L.T lines such as (removing tree branches faulty parts, attending to sag in lines and resetting the guys, attending to P.G. clamps-faults, replacement of deteriorated leds, burntout Sectional cut-outs, straightening of slanted poles etc.,
3. L.T. Line extension S.ph or 5Ph on existing supports (Upto 3 spans)  
Travel time
4. Breakdown and other improvement works.
5. Magpying and numbering the poles,

#### APPENDIX-D-O & MJB

##### ACTIVITIES OF SECTION OFFICER-O & M SECTIONS-RURAL

Sl. No.	Activity
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#### A Field and Office Work

1. a) Verify attendance, Fuse off calls etc., from camps.  
b) Verify Attendance, F O C Register and arrange work at head Quarters.
2. a) Arrange for disconnections (Per list)  
b) Arrange for reconnections.
3. Check and Supervise the day's works like R & R of Meters, Dis-connections, St. light maintenance etc.,
4. Preparation of Estimates (inclusive of Measurement and preparation)

5. Intimate sanction and issue/receive work order (within his powers as per rules)
6. Prepare indent, draw materials and enter in works Register
7. Service New installations (inclusive of preparation of bill and Test report)  
 Test report should be sent to the Revenue section within three days of servicing.
8. Prepare completion reports :
9. Test check Meter Reading and Installations :
  - a) \* Lighting (5%) P.M.
  - b) I P. Sets (5%) P.M.
  - c) Power (Once in a Year all in sanctioned)
10. Maintenance of Transformer
11. Inspection of lines
12. Inspection of Lineman camp, Checking Telephone booth, Diary etc.,
13. P. M. I. of HT Lines
14. Inspection of faulty transformers, replace and submit report:
15. Surprise checks for theft of energy etc.,
16. Breakdown works
17. Shutdown and maintenance works
18. Consumer interviews
19. Discussions, meetings with village panchayats, presidents etc.,
20. Accompanying higher authorities on Inspections
21. Annual T and P Counting
22. Administrative and Establishment work
23. Correspondence work
24. Statements and returns
25. Maintenance of Registers including transformer Maintenance dockets etc.,
26. Preparation of T. A. Journal of S.O.

27. Preparation of T. A. journal of Maintenance staff.
28. Conveyance certificates
29. Miscellaneous work such as To and From, filing papers etc.,
30. Collection and Accounting of cash and cheques etc., by the overseer in case of Non-Accounting section.

**Note:** The office work such as writing of estimates, completion reports, preparation of indents and Return Article Invoices, Maintenance of several Registers, preparation of statistical returns etc., will have to be allocated to the overseer.

**B Cash and Revenue work**

(Where the Revenue section is under the Administrative control of the S. O.)

1. Check Revenue ledger details in case of new installations.
2. Discussions with Accountant regarding discrepancies in Meter readings, disconnections etc.,
3. Issue additional deposit Notices
4. Test check ledgers
5. Ensure preparation & despatch :
  - a) Arrears Statement regarding Village Panchayats
  - b) DCB Statement
6. Check Annual Minimum recovery Statement of IP sets of 5% installations.
7. Administration & Establishment work

**APPENDIX-D/O&M/C**

**ACTIVITIES OF SECTION OFFICER-O & M SECTION-  
SEMI URBAN**

Sl. No.	Activity
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**A Field and Office Work**

1. a) Verify Attendance, Fuse off calls etc., from camps :
  - b) Verify attendance, FOC Register and arrange work at Head Quarters.

2. a) Arrange for disconnections. (Per list)  
b) Arrange for reconnections.
3. Check and supervise the day's works like R & R of Meters Disconnections, St. light maintenance etc.,
4. Preparation of estimates (inclusive of Measurement and preparation)
5. Intimate sanction and issue receive work order (within his powers as per rules)
6. Prepare indent, draw materials and enter in works Register
7. Service New Installations (Inclusive of preparation bills and Test reports)  
Test report should be sent to the Revenue section within three days of servicing
8. Prepare Completion reports :  
a) Service Connection.  
b) Other Works
9. Test Check Meter Reading and installations :  
a) Lighting (5%) P.M.  
b) I.P. Sets (5%) P.M.  
c) Power (Once in a year all installations)
10. Maintenance of Transformer
11. Inspection of lines
12. P.M.I. of H.T. lines
13. Inspection of faulty transformers, replace and submit report.
14. Surprise checks-Theft of energy etc.,
15. Breakdown works
16. Shutdown and Maintenance works
17. Consumers interview
18. Discussions, meetings with village panchayat's presidents etc.
19. Accompanying higher authorities on Inspections.
20. Annual T & P Counting
21. Administrative & Establishment work
22. Correspondence work
23. Statements and returns

24. Maintenance of Registers.
25. Preparation of TA Journals of S.O.
26. Preparation of TA Journal of Maintenance staff.
27. Conveyance Certificates.
28. Miscellaneous work such as from and To, filing papers etc.,

**B Cash and Revenue Work**

(Where the Revenue section i.e. under the Administrative control of the S. O.)

1. Check the ledger folio details in case of new installations
2. Discussions with Accountants regarding discrepancies in Meter readings, disconnections etc.,
3. Issue additional deposit notice
4. Test Check ledgers
5. Ensure preparation & despatch
  - a) Arrears statement regarding village Panchayats, Municipality.
  - b) D.C.B. Statement
6. Check Annual Minimum recovery statement of IP sets 5% of installations.
7. Administration and Establishment work.

**Note :** The office work such as preparation of estimates, completion reports, preparation of indents and Return Article Invoices, Maintenance of Several Registers, preparation of statistical returns etc., will have to be allocated to the overseer.

**APPENDIX-D/O&M/D**

**ACTIVITIES OF SECTION OFFICER-O&M;SECTION-URBAN**

Sl. No.	Activity
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**A Field & Office Work**

1. a) Verify Attendance, Fuse off calls etc., from camps :  
 b) Verify attendance, FOC Register and arrange work at Head Quarters

2. a) Arrange for disconnections (per list)  
b) Arrange for reconnections.
3. Check and supervise the days's works like R & R of Meters, disconnections, St. light maintenance etc.,
4. Preparation of Estimates (inclusive of measurement and preparation)
5. Intimate sanction and Issue/receive work order. (Within his powers of sanction)
6. Prepare indent, draw material and enter in work Register.
7. Service New Installations (Inclusive of preparation of bills and Test Reports.  
Test report should be sent to the Revenue section within three days of servicing.
8. Prepare completion reports :
9. Test check meter readings and installations :
  - a) Lighting (5%) P. M.
  - b) I. P. Sets (5%) P. M.
  - c) Power (Once in a year all installations)
10. Inspection of T. C.
11. Inspection of Lines
12. Inspection of Lineman Camp, Checking Telephone booth diary etc.,
13. P.M.I. of H.T. (lines)
14. Inspection of faulty transformers and replace and submit report
15. Surprise checks--Theft of energy etc.,
16. Breakdown works
17. Shutdown & maintenance works
18. Consumer interviews.
19. Discussions & meetings with AE, or EE(E), V.P. chairman etc.,
20. Accompanying higher authorities on Inspections.



21. Annual T & P counting.
22. Administrative and Establishment Work.
23. Correspondence Work.
24. Statements and Returns.
25. Maintenance of Registers.
26. Preparation of T.A. Journal of S.O.
27. Preparation of T.A. Journals of Maintenance Establishment.
28. Conveyance Certificates
29. Miscellaneous work, From & To, filing papers etc.,

**Note :** The office work, such as writing of estimates, completion reports, preparation of indents and return Article Invoices, Maintenance of Several Registers, preparation of statistical returns etc., to be allocated to the overseer.

#### **APPENDIX-D/O&M/E**

#### **ACTIVITIES OF JR. ENGINEER/SECTION OFFICER, O&M SECTION CITY (OTHER THAN BANGALORE)**

- | Sl.<br>No.                       | Activity  |
|----------------------------------|---|
| <b>A Line Section and Office</b> |   |
| 1.                               | Verify attendance, review fuse off calls Register, contact Service Stn and arrange for rectification of pending complaints with allocation of work, Receipt and Registering the applications. |
| 2.                               | Attending to consumers/Contractors  |
| 3.                               | a) Preparing Indents and arranging for drawal of materials from Stores, enter in works Register,<br>b) Preparation of Return invoices, enter in the Register and Return materials to Stores.  |
| 4.                               | Inspection of Works and spot inspection for preparation of estimates for extension & improvement works and service connection.  |
| 5.                               | Inspection of power Installations Once a year all installations.  |

6. Inspection of lines : (HT and LT)
7. Surprise check for theft of energy
8. P.M.I. of HT. Lines
9. Inspection of faulty transformers and replacement and report
10. Break down & shut down works and Maintenance works
11. Accompanying higher authorities in inspections.
12. Attending to meetings at Sub-Dvn. Office.
13. Visit to Sub-Dvn. / Dvnl. Stores for ascertaining the availability of materials for works arrange for drawing.
14. Investigation of Accident and Sub-mission of reports any.
15. Administrative and Establishment Works
16. Annual T & P Counting
17. Preparation of Estimates
18. Preparing completion reports
19. Correspondence Work
20. Statements and returns, statistical graphs etc.,
21. Maintenance of Registers
22. Maintenance of T.A. Journal, overtime Statements etc.,
23. Conveyance Certificates.
24. Misc. works
25. Maintenance of Transformers
26. Attending to Voltage complaints of Transformer Centres and Feeders.

**Note :** The office work such as writing of estimates, completion reports, preparation of Indents and Return Article Invoices, Maintenance of several registers, preparation of statistical returns etc. to be allocated to the overseer.

**ACTIVITIES OF METER SUPERVISOR O & M  
SECTION-CITY (OTHER THAN BANGALORE)**

- | Sl.<br>No.             | Activity   |
|------------------------|--|
| <b>B Meter Section</b> |  |
| 1.                     | Review of disconnections reconnections, replacement of meters, review the report of Meter Readers.   |
| 2.                     | Arrange for disconnections and reconnections and allocation of works.  |
| 3.                     | Attending to consumers-Contractors and fixing for servicing/Inspection.  |
| 4.                     | Servicing the installations including measurement for preparation of bills. Test reports. The Test report should be sent to the Revenue Section within three days of servicing |
| 5.                     | H.T. Installation reading and Sealing of Meters.<br>(accompanying the A.E)   |
| 6.                     | Test check meter readings<br>a) Ltg. AEH, IP at 5% P.M.<br>b) Power all insallations in a year.  |
| 7.                     | Accompanying the A.E. for test check and measurements.   |
| 8.                     | Sealing of meters and supervise R & R of Meters.   |
| 9.                     | Inspections of installation on complaint by consumers or Meter Reader or on Special Message by Revenue Sections.   |
| 10.                    | Accompanying the higher authorities for inspection.  |
| 11.                    | a) Surprise checks for theft of energy.<br>b) Test Check of disconnected installations.  |
| 12.                    | Preparation of Indents, Return invoice and collection of materials.  |
| 13.                    | Preparation of bills, entering to measurement book, register bills in R & R Register, forwarding with Memo etc.,   |
| 14.                    | Maintenance of Registers...D&R, Meter constant-Meter sealing Register, T & P Register, disconnected installations  |

- review and connected correspondence with consumer and Revenue Sn.
15. Collection of proforma bills from Revenue Section and allocating to Meter Readers and return of bills, disconnection and Reconnection lists to Revenue section.
  16. Annual T & P Counting
  17. Weekly reading of temporary installations.

#### APPENDIX-D/O&M/F

#### ACTIVITIES OF JR. ENGINEER/SUPERVISOR, O&M SECTION- BANGALORE CITY

Sl. No.	Activity
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#### A Line Section

1. Verify Attendance, Review fuse off calls Register, Contact Service Station and arrange for rectification of Pending complaints, allocation of work, Receipt and Registering the applications.
2. Attending to consumers/Contractors.
3. a) Preparing Indents and arranging for drawal of materials from Stores, enter in works Register.  
b) Prepare R. I<sup>3</sup>, and enter in the Register and return materials to Store.
4. Inspection of Works, spot Inspection for preparation of estimates for extensions improvement works and service connection.
5. Inspection of Power installations (Once in a year installation)
6. Inspection of Lines
7. Surprise check for theft of energy
8. P.M.I. of H:T. Lines.
9. Inspection of faulty transformer, replacement and report
10. Breakdown works

11. Shut down and Maintenance works
12. Accompanying Higher authorities for inspections
13. Attending to meetings at Sub-Dvn. Office.
14. Visit to Sub-Dvn. Divisional Stores for ascertaining the availability of materials for works arrange sordraning.
15. Investigation of Accidents and Submission of Reports.
16. Administrative and Establishment work.
17. Annual T & P Counting
18. Preparation of Estimates :
19. Preparation of Completion reports
20. Correspondence work.
21. Statements and returns, Statistical graphs etc.,
22. Maintenance of Registers
23. Preparation of T.A. Journal, overtime bills
24. Conveyance Certificates
25. Misc. Works
26. Maintenance of Transformers
27. Maintenance of L. T. Cable-Distribution boxes-feeder pillars-L.T, Changeover switches (Monthly Inspection of L.T. and changeover switch)
28. Inspection of GOS-11 kV/4.6 kV, greasing and checking contacts etc.,
29. Arranging line clear for the works by cable section, Street light section, Voltage improvement Section.
30. Attending to voltage complaints of TCs/Feeders.

**B Meter Section**

1. Review of disconnections, reconnections, replacement of Meters, Review the report of Meter Readers.
2. Arrange for disconnections and reconnections and allocation of works

3. Attending to Consumers/Contractors and fixing for Servicing/Inspections
4. Servicing the installations including measurement for preparation of bills. (Test reports should be sent to the Revenue section within three days of servicing)
5. H. T. Installation reading (accompanying the A. E.) and sealing of meters.
6. Test check Meter Readings :
  - a) Lighting, IP. 5% of installations p.m.
  - b) Power. (are instationary once a year)
7. Accompanying the A.E for test check and measurements of Service connection bills.
8. Sealing of Meters and Supervise R & R of Meters.
9. Inspection of Installations on complaint by consumers, or Meter Reader or Special Message by Revenue Section.
10. Accompany the higher authorities for inspection.
11. Surprise checks for theft of energy
12. Checking of disconnected installations.
13. Preparation of Indents, Return invoice, and collection of materials.
14. Preparation of bills, entering to measurement book, registering bills in the Register, forwarding with Memo.
15. Maintenance of Registers-D & R, Meter constant, Meter Sealing Register, T & P Register, Disconnected installations review and connected correspondence with consumer and Revenue Section.
16. Collection of proforma bills from Revenue Section, allocating to Meter Readers and return of bills, disconnection and Reconnection list to Revenue Section.
17. Annual T & P Counting
18. Weekly reading of Temp. installations.
19. Inspection of Service Main works carried out by the contractors.

#### **APPENDIX-D/O&M/MR**

##### **ACTIVITIES OF METER READER-READING-SPOT BILLING**

- | <b>Sl. No.</b> | <b>Activity</b>   |
|----------------|---|
| 1.             | Reach Meter   |
| 2.             | Read Meter and enter in Meter Reading book and bill book and Verify Meter seals                                   |
| 3.             | Prepare bill and deliver to party   |
| 4.             | Insert Meter Cards to new installations in reading book   |
| 5.             | Renew Meter Cards   |
| 6.             | Check working of Meter and General condition of the installation and make a note in the diary(Average 10% to 15%) |

#### **APPENDIX-D/WU**

##### **ACTIVITIES OF JUNIOR ENGINEER/SUPERVISOR, WORKS UNIT**

- | <b>Sl. No.</b>   | <b>Activity</b>  |
|--|--|
| 1.   | Receive sanctioned work orders and enter in W.O. Register  |
| 2.   | Prepare weekly programme regarding works.  |
| 3.   | Take W.O. on priority basis study and plan for the execution, requirement of materials etc., including discussions with works M/C and O & M Section Offices. |
| 4.   | Prepare indents for materials  |
| 5.   | Collect materials from Stores.   |
| 6.   | Take attendance and give instructions regarding work, collection of materials (from Stores/Shed), T&P etc.,  |
| 7.   | Issue T&P and materials from shed for works  |
| 8.   | Survey and give directions for work.   |
| <b>Note:</b> Mechanic may also survey when JE/Supr is not present (80% by JE/Supr) |  |
| 9.   | Personally supervise works like erection of transformers, DP Structure, GOS, Stringing of Lines. The other works   |

like digging pit, erection of poles and Minor works can be entrusted to Mechanic

10. Prepare completion report :
  - a) The inventory for 80% of works to be taken then and there itself.
  - b) 20% inventory may be taken separately.
11. Prepare R.I & Return materials to Stores.
12. Enter the materials drawn, used and returned in Work Register.
13. Prepare Time Cards and enter in allocation Register.
14. Prepare time roll including statements and attendance extract
15. Prepare T.A. Bill of self
16. Prepare T.A. Journal of M.E. Staff (including work charged)
17. Establishment works.
18. Investigation of Accidents and submission of reports.
19. Correspondence including requisition for inspection of lines and TC
20. Maintenance of Registers
  - a) Priority Register
  - b) Works Register
  - c) Labour Allocation register
  - d) T&P Register
  - e) T&P Acknowledgement Register
21. Statements
  - a) Progress Report of completion Reports
  - b) Engagement and retrenchment statement of TTR men.
  - c) Performance Report of TTR men.
22. Obtain approval for the appointment and continuation of TTR men.
23. Annual Inspection and counting of T & P.
24. Inspection by higher authorities.
25. Preparation of estimates inclusive of measurement taking.



### APPENDIX-EX/STB

#### ACTIVITIES OF MAINTENANCE MEN FOR MAINTENANCE OF STREET LIGHTS IN BANGALORE CITY

- | Sl. No. | Activity   |
|---------|--|
| 1.      | Replacement of lamps :   |
| 2.      | Rectification of faults. (Circuit trouble, cable faults and faults in fittings etc.) other maintenance work. |
| 3.      | Switch 'ON' & 'OFF' Street lights.   |

### APPENDIX-UGC-1

#### ACTIVITIES OF THE UNDERGROUND CABLE-MAINTENANCE SECTION

- | Sl. No. | Activity   |
|---------|--|
| 1.      | Arrange Cable route patrolling to avoid damage to the cable due to road cutting etc., and filling earth on the cable route wherever necessary and to ensure that route indication stones are in position : Once in two days. |
| 2.      | Inspection of Feeder pillar boxes, arrange for cleaning, checking of contacts, oiling door locks etc : Once a month,   |
| 3.      | Inspection of Ringmain Units, arrange cleaning, checking contacts, oiling door locks, topping up of oil wherever necessary : Once a month.   |
| 4.      | Arrange for painting of<br>a) Feeder Piller boxes,<br>b) Ringmain Units<br>Once a year.  |
| 5.      | Inspection and Maintenance of pot heads, by arranging cleaning, painting, topping up bitumin compound and meggering etc.-Once a year.  |
| 6.      | Supervision of works and attend to breakdown works.  |

### APPENDIX-EX/O&M/UGC-2

#### ACTIVITIES OF MAINTENANCE MEN FOR MAINTENANCE OF L.T. UNDERGROUND CABLE SYSTEM

- | Sl. No. | Activity   |
|---------|--|
| 1.      | Cable route patrolling, refilling earth on the cable route wherever found necessary, ensuring that route indication stones are in position. —Weekly  |
| 2.      | Inspection of L.T Feeder Pillar box including checking and tightening the bolts and nuts of the bus connections, checking earth connections cleaning with blower, oiling the locking system etc.. —Monthly |
| 3.      | Inspection and replacement of faulty Parts and repairs such as re-crimping or soldering lugs, changing cut-outs, bus jumpers etc.,   |
| 4.      | Painting of feeder pillar boxes, renumbering the installations connected if necessary and attending to masonry patch work for the box footing.   |

### APPENDIX-UGC-3

#### ACTIVITIES OF THE UNDERGROUND CABLE-MAINTENANCE GANG FOR MAINTENANCE OF H. T. UNDER-GROUND CABLE SYSTEM

- | Sl. No. | Activity  |
|---------|---|
| 1.      | Cable route patrolling to avoid damage to the cable due to the Road cutting etc., filling earth on the cable route wherever necessary and to ensure that route indication stones are in position : Once in two days |
| 2.      | Inspection of Feeder Pillar boxes cleaning, checking of contacts, oiling to door locks : Monthly.   |
| 3.      | Inspection of Ringmain units, cleaning, checking of contacts, oiling to door locks, topping up oil if necessary ; Monthly.  |
| 4.      | Painting work Yearly :<br>a) Feeder Pillar boxes<br>b) Ringmain Units   |

5. Maintenance works of Pot Heads such as cleaning, painting, topping up bitumin compound and meggering etc :-Yearly
6. Attend to Breakdown works.

#### APPENDIX-D/O&M/SDN-1

#### ACTIVITIES OF ASSISTANT ENGINEER-O&M SUB-DVN (OTHER THAN CITY)

Sl. No.                      Activity

#### **PART 'A' Sub-Divisional Office Work :**

1. Contact Section Officers O&M/Works Units, ascertain the programme of works, previous days progress, arrange for transport vehicle for works etc.
2. Review fuse off calls and other complaints received-attended by the Service Station/O&M Sections.
3. Visit Sub-Divisional Stores, ascertain materials position, check receipts and issues, arrange for issue of materials for various works :
4. Conduct random check of materials in physical stock of the stores with reference to ledger.
5. Check and countersign indents and RI's
6. Attend to consumer's grievances regarding disconnection, billing etc., attend to contractors and prospective consumers for arranging Power supply etc.,
7. Attend to tapals, disposal of letters and correspondences.
8. a) Scrutinise and sanction estimates, sign intimations etc.,  
b) Scrutinise and forward estimates to higher authorities.
9. Scrutinise and forward bills for supply of materials, bills of the Corpn/Municipality and Inspectorate.
10. Attend to meetings, accompany higher Officers during inspections etc.,
11. Attend to establishment matters, employees grievances etc.

12. a) Inspection of Revenue ledgers, Test check ledger entries, test check new ledger accounts and test reports, Review DCB, Review arrears list and follow up legal proceedings when necessary.
- b) Check 6A and 6B registers and opening of new ledger accounts.
13. Check general Cash book, Stamp Account, Receipt book accounts and test check (at random) a days's cash transactions of the Sub-division Head Quarters.

**PART 'B' Field and office work-O & M sections outside  
Head Quarters Inspections**

1. Review the application register and pendency of estimates
2. Test check of attendance registers
3. Review R&R register of meters, Meter sealing acknowledgement Registers, Temporary installation register, Meter Constant Registers, - Fuse off call register, Transformer docket and Maintenance Register, /Verification of D&R lists, review the programme and works allocation books, review diaries of the supervisory and other staff and works Register.
4. Review sanctioned works progress, pending completion reports, test reports, T.A. claims of the employees etc.,
5. Check T&P materials and materials at site account etc.,
6. Inspection of Distribution system and Transformer centre for the following :
  - a) Verify the progress of maintenance works carried out on distribution system.
  - b) Suggest improvements and alterations to minimise complaints and interruptions.
  - c) Issue instructions for preparing estimates for dismantling of idle lines, improvement works such as fixing areal boards, replacement of deteriorated poles etc., on inspection.

7. Inspection of installations and test check meter readings :
  - a) L.T. Power and IP installations at 10% of the total installations (Yearly)
  - b) Other installations at 2% (yearly)
8. Check Revenue Reports with reference to Rev. Cash book  
Check general cash book with reference to Rev. Cash book and check Remittance Register.
9. Check postal stamps and Revenue stamps account.
10. Check Revenue Receipt books account.
11. Review arrears of Rev. from Municipalities/Village Panchayats and other consumers for follow up action for recovery and verification of DCB.
12. Check 6A and 6 B Registers and opening of new ledger accounts.
13. Inspection of office record, keeping safe custody of Revenue ledgers Meter reading books and connected records etc.,
14. Test check of new installations serviced in the Sections.
15. Inspection of Colony buildings, office buildings of the sections.
16. Attend to consumers and employees grievances of the Sections.

**PART 'C' Field work-general Inspections and test check etc.,**

1. Spot Inspection for preparation of Estimates costing Rs. 5000 and above.
2. Servicing Power and IP installations
3. Detailed investigation into Electrical accidents.
4. Surprise checks of installations and inspections on Vigilance reports
5. H.T. Installation Meter readings monthly.
6. Test check of new installations serviced and check measurement of service main bills at 5% of the bills.

7. Check measurement of works completion reports at 20% of the works:
8. Check measurement of supply bills
9. Payments to TTR men
10. Annual Store counting and T & P Counting
11. Test Check installation and Meter readings of L. T. Power and IPs in the Head Quarters of O & M Section.
12. Test check of other installations at 5% per year in the Head Quarters of O & M Section.

**PART 'D' Works Unit Inspections.**

1. Review of pendency of sanctioned estimates and their follow up.
2. Inspection of works during execution and after completion before commissioning and test check of attendance of TTR.

**PART 'E' Sub Stations and Feeders-Inspections.**

1. Review log sheets, log books interruption registers, register and records of the maintenance works carried out as per schedule, review test reports of transformer and equipments
2. Inspection of Station equipments, checkup whether maintenance works are carried out as per schedule.
3. Inspection of HT feeder lines (at 10 Kms. per month)

**APPENDIX-D/O&M/SDN-2**

**WORK LOAD OF ASSISTANT ENGINEER-O&M SUB-DVN-CITY**

Sl. No.	Activity
---------	----------

**PART 'A' Sub-divisional Office Work :**

1. Contact Section Officers O & M works units over te... ascertain the programme of works previous days progress, arrange for Transport vehicle for works etc.,
2. Review fuse off call and other complaints received attended by the Service Stations/O & M Sections

3. Visit Sub-Divisional Stores, ascertain materials position check receipt and issue, arrange for issue of materials for various works.
4. Conduct random check of materials in physical stock of the Stores with reference to ledger
5. Check and countersign indents and RIs.
6. Attend to consumer's grievances regarding disconnection, billing etc., attend to contractors and prospective consumers for arranging power supply etc.,
7. Attend to tapals, disposal of letters and correspondences.
8. a) Scrutinise and sanction of estimates, sign intimations etc.  
b) Scrutinise and forwardal of estimates to higher authorities
9. Scrutinise and forwardal of bills for supply of materials bills of the Corporation/Municipality and inspectorate etc.,
10. Attend to meetings, accompany higher officers during inspections etc.,
11. Attend to establishment matters, Employees' grievances etc.,
12. a) Verification of prompt despatch of DCB, review arrears register and its follow up-Re-connections etc.,  
b) Check 6A and 6B registers and opening of new ledger accounts :

**PART 'B' Field Work-O & M Sections-Inspections.**

1. Review the application Register and pendency of Estimates.
2. Test check of Attendance Registers.
3. Review R & R Register of meters, Meter sealing acknowledgement Registers, Temporary installation Register, Meter Constant Register, Fuse off call Register, Transformer docket and Maintenance Register Verification of D & R

lists, review the programme and works allocation books, review diaries of the supervisory and other staff & works register.

4. Review sanctioned works' progress, pending completion reports, test reports, T. A. claims of the employees etc.,
5. Check T & P materials and materials at site account etc.,
6. Inspection of Distribution system and Transformer centre for the following :
  - a) Verify the progress of maintenance works carried out on distribution system.
  - b) Suggest improvements and alterations to minimise complaints and interruptions.
  - c) Issue instructions for preparing estimates for dismantling of idle lines, improvement works such as fixing areal boards, replacement of deteriorated poles etc., on inspection.
7. Inspection of Installations and test check of Meter Readings :
  - a) L. T. Power and IP installations at 10% of the total installations (Yearly)
  - b) Other installations at 2% (Yearly)

**PART 'C' Field work General Inspections and Test checks etc.,**

1. Spot inspection for preparation of Estimates costing Rs. 5,000 and above.
2. Servicing Power and IP installations.
3. Detailed investigation into Electrical accidents.
4. Surprise checks of installations and inspections on vigilance report.
5. H. T. Installations serviced and check measurement of service main bills at 5%
6. Test check of new installations serviced and check measurement of service main bills at 5%



7. Check measurement of works completion reports at 20% of the works.
8. Check measurement of supply bills.
9. Payments to TTR men
10. Annual store counting and T & P counting

**PART 'D' Work Units Inspections.**

1. Review of pendency of sanctioned estimates and their follow up.
2. Inspection of works during execution and after completion before commissioning and test check of attendance of TTR.

**PART 'E' Substations, Switching Stations-ht Feeders-  
Inspections.**

1. Revenue log sheets, log books, interruption registers, register and records of the maintenance works carried out as per schedule, review, test reports of Transformer and equipments
2. Inspection of Station equipments, Checkup whether maintenance works are carried out as per schedule.
3. Inspection of feeders OH or UG Cable and connected equipments.

**APPENDIX TL-1**

**ACTIVITIES OF MAINTENANCE MEN FOR MAINTENANCE OF  
TRANSMISSION LINES 33 KV/66 KV/110 KV 220 KV**

Sl.  
No.

Activity

**I General Maintenance Works :**

- a) Routine Patrolling of lines : Fortnightly in Maidan area and weekly in Malnad and coastal area.
  - i) Visual Inspection
  - ii) Shrub clearing and Tree cutting etc., along the line route.

- b) Pre-arranged shutdown works for attending to the defects noticed during normal and special Inspections
- c) Painting of Towers.
- II a) Inspection following voluntary tripping (Special inspection) of lines.
- III a) Pre-monsoon Tower to Tower detailed Inspection (with the use of vehicle) Yearly
- b) Rectification of defects noticed if any
- IV Breakdown works.

#### APPENDIX/TL-2

#### ACTIVITIES OF MAINTENANCE MEN FOR MAINTENANCE OF TELEPHONE LINES

- | Sl. No.                        | Activity  |
|--------------------------------|---|
| <b>I General Maintenance :</b> |   |
| a)                             | Routine Patrolling of lines including shrub clearing and trimming of the Tree branches along the line route (fortnightly) |
| b)                             | Pole to Pole Inspection and rectification of defects thereof. (Half Yearly).  |
| II                             | Breakdown works   |

#### APPENDIX/TL-3

#### ACTIVITIES OF TRANSMISSION LINE SUPERVISOR

- | Sl. No. | Activity  |
|---------|---|
| 1.      | Verify Attendance at Head Quarters contact camps, and allocate work.  |
| 2.      | Normal inspection of Power lines (once in 3 months) by walk along the line route. Out of 4 occasions one Occassion is combined with PMI |
| 3.      | Inspection of Lineman camps.  |
| 4.      | Inspection of Telephone lines and attending to Telephone line faults.   |

5. Inspection of works such as shrub clearance, tree cutting etc., and other maintenance works.
6. Pre-monsoon Inspection of Power line (Once in a year).
7. Inspection of the Telephone line pre-monsoon Inspection carried out by Lineman.
8. Shutdown and break down works including fault location.
9. Office work such as preparation of reports, estimates, completion reports etc., T. A. Bills and maintaining Registers and Records.

#### APPENDIX-TL-4

#### ACTIVITIES OF ASSISTANT ENGINEER, TRANSMISSION LINES

- | Sl. No. | Activity  |
|---------|---|
| 1.      | Contacting the Transmission line Supervisors to ascertain the progress of works, the programme of Day's work, arranging Transport vehicle and issue instructions. |
| 2.      | Visit Power stations at his Head Quarters and enroute in his jurisdiction to review the interruption part of log sheets/log books, and sign.                      |
| 3.      | Inspection of works of the Tr. line Sections and review the diaries and Registers.  |
| 4.      | Power Line Inspection by Walk along the line route completing inspection of all the Tr. lines in his jurisdiction once in three years.                            |
| 5.      | Attending to breakdown and shutdown works.  |
| 6.      | Administration and Office work.   |

APPENDIX/STN-1

ACTIVITIES OF MAINTENANCE MEN FOR MAINTENANCE-OF-  
SUB-STATIONS & RECEIVING STATIONS

Sl. No. Activity

A—MAINTENANCE OF OUTDOOR STRUCTURE & YARD

a) *O. D. S. and Yard*

1. General cleaning of the Yard and equipments and cutting Grass in the Yard.
2. Cleaning the Insulators. Checking and tightening the bolts and nuts and Inspection of Bus.
3. Painting of the structure (once in two years)

b) *Maintenance of Earths*

1. Watering Earth Pits
2. Earth resistance testing and Tightening all earth connections.

B—MAINTENANCE OF DISCONNECTS-110/66 KV

Sl. No.	Activity	Period
1.	Cleaning Insulators and Arcing Horns	Half Yearly
2.	Cleaning contacts	-do-
3.	Greasing pivots and bearings	-do-
4.	Tightening Bolts and Nuts and connections	-do-
5.	Operation of Interlocks	-do-

C—MAINTENANCE OF DISCONNECTS 33/11 KV.

1.	Cleaning Insulators and Arcing Horns	Half Yearly
2.	Cleaning contracts	-do-
3.	Greasing pivots and bearings.	-do-
4.	Tightening Bolts and Nuts connections.	-do-

**D—MAINTENANCE OF MINIMUM OIL CIRCUIT BREAKERS 33/11 KV**

Sl. No.	Activity	Period
1.	Cleaning of Bushing, checking for cracks	Qly
2.	Cleaning of oil-gauges, Tanks, Air receivers etc., and checking for leaks.	Qly
3.	Checking Mechanical Tripping of OCB by closing DC Trip Circuit and closing relay contacts.	Mly
4.	Examining Oil Condition and Testing Insulation resistance.	Qly
5.	Cleaning and Greasing of Control Mechanism Springs etc.,	Qly
6.	Replacing Oil :—a) When Oil test results are low. b) After 10 faults tripping.	
7.	Checking Auxiliary contacts for proper contact and applying the film of vaseline to the contact in the apparatus box.	Qly
8.	Checking condition of Breather realivating the silicagel wherever required.	Qly
9.	Checking, cleaning main contact, closing Mechanism and their alignment, checking Motor bearings, carbon brushes, checking springs etc., checking operating rod etc.,	Half Yearly
10.	Meggering CTs wherever existing.	Qly
11.	General Maintenance works cleaning and tightening connections, earths etc., bolts and nuts.	Qly
12.	Painting.	Qly

**E—MAINTENANCE OF BULK OIL CIRCUIT BREAKERS 110/66 KV**

Sl. No.	Activity	Period
1.	Cleaning of Bushings checking for cracks.	Qly
2.	Cleaning of oil gauges, Tanks, Air receivers etc., and checking for leaks.	Qly
3.	Checking Mechanical Tripping of OCB by closing DC Trip Circuit and closing relay contacts.	Yearly
4.	Examining Oil condition and Testing Insulation resistance.	Qly
5.	Cleaning and Greasing of Control Mechanism Springs etc.,	Qly
6.	Replacing Oil : a) When Oil Tests results are low b) After 10 faults rippings.	
7.	Checking Auxiliary contacts for proper contact and applying the films of vaseline to the contact in the apparatus box.	
8.	Checking condition of Breathers realivating the silicagel wherever required.	
9.	Checking (cleaning main contact) closing Mechanism and their alignment, checking interlocks. Checking Motor bearings Carbon brushes, checking springs etc., checking operating rod etc.,	
10.	Meggering CTs and PTs wherever existing.	
11.	General Maintenance works cleaning and tightening connections, earths etc., bolts and nuts.	
12.	Paintings (once in a year).	

F—MAINTENACE OF TRANSFORMERS

Sl. No.	Activity	Period
1.	Cleaning of Tank, Conservator, bushings breathers etc.,	Qly
2.	Checking and replacement of silicagel of breather.	Yearly
3.	Releasing Gas from Buchoz Relay	Qly
4.	Ensuring that Oil comes out when air relief valve is opened.	Qly
5.	Checking Temperature alarm for correct Operation.	Qly
6.	Tightening ground connections.	Qly
7.	Meggering of Transformer with 1000/5000 volts megger.	Qly
8.	Oil Testing for dielectric Strength of top and Bottom Oil and Tap changer Oil (In case, poor result, Oil requires filtering or replacement.)	Qly
9.	Oil Testing for Acidity	Yearly
10.	Testing of Bushing Oil and replenishment.	Yearly
11.	Inspection of Contacts of Tap changer.	Yearly
12.	General cleaning of fans and coolers and allied equipment and arranging shutdowns and checking bolts and nuts connections etc.,	Qly
13.	Painting.	Yearly

**G—MAINTENANCE OF ON LOAD TAP CHANGING GEAR OF TRANSFORMERS (OTLC)**

Sl. No.	Activity	Period
1.	Oil testing for Di-Electric Strength.	Qly.
2.	Oil testing for acidity.	Yearly
3.	Inspection of the contacts.	

**H—MAINTENANCE OF STN. AUXILIARY TRANSFORMERS**

Sl. No.	Activity	Period
1.	Inspection of Transformer Centre checking earth connections, switches H.T. and L.T. and distribution box connections.	daily
2.	Examine breathers and recondition silicagel	quarterly
3.	Tak line clear and earth, and attend to preparatory work.	quarterly
4.	Inspect and clean bushings, Tank, checkup lightning Arrestor. Renewal of H.T. and L.T. fuses and reinforcing the earth connections.	quarterly
5.	Remove earth chain and charge.	quarterly
6.	Collect Oil samples from Transformer.	Once in two months
7.	Measure IR values of HT and LT windings.	Once in two months
8.	Top up Oil	

**I—MAINTENANCE OE LIGHTNING ARRESTORS**

Sl. No.	Activity	Period
1.	Checking for cracks and cleaning	Once in two months
2.	Checking of lightning line and earth connection.	Once in two months
3.	Checking Earth Resistances	Once in two months



- |   |        |
|---|--------|
| 4. Cleaning, painting, metal base and cap to prevent Corrosion. | Yearly |
|---|--------|

**J—MAINTENANCE OF PT & CT.**

Sl. No.	Activity	Period
1.	Checking of Oil level in Tank and bushing	daily
2.	Oil testing and cleaning	Qly.
3.	Meggering CTs and PTs	Yearly

**K—MAINTENANCE OF 11 KV. SWITCHGEAR EQUIPMENT.**

1. Replacing the Oil (after 7 trippings or on faults.)
2. Checking the Mechanical tripping of OCB by closing DC trip circuit and relay contacts
3. Checking, cleaning main contacts, closing Mechanism, their allignment, Meggering control wiring, motors, closing and tripping coils, checking carbon brushes, springs etc.,

**L—BATTERY MAINTENANCE**

Sl. No.	Activity
1.	Checking up charging of battery and battery charger. checking up specific gravity, voltage of each cell and electrolyte level, cleaning of terminal and greasing, inspection for buckling, checking up DC at all relay terminals etc.,

**M—MAINTENANCE OF FIRE PROTECTION EQUIPMENT**

1. CO2 type Cylinders-Record weight and re-filling	Once in two months
2. Testing of Foam type and refilling	Once in two months
1. Testing CTC type	Once in two months

**N—MAINTENANCE OF CONTROL PANNEL, INDOOR CABLE DUCT  
AND MAZANINE FLOOR.**

Sl. No.	Activity	Period
1.	General cleaning with Brushes and Blowers.	Monthly
2.	Inspection of Indicating lamps, Meters etc., and replacement of fused out lamps.	daily
3.	General cleaning of Mazanine floor, Indoor cable ducts and cables shaft.	Monthly

**O—MISCELLANEOUS WORKS**

1. Meggering of Cable, Pot Heads, checking bitumen levels in  
pot heads.
2. Maintenance of Station Auxiliary, Station wiring, Yard  
lighting etc.,
3. Shutdown and Break down works.

## APPENDIX/TECH

### ACTIVITIES OF THE JUNIOR TECHNICAL ASSISTANT/SUPERVISOR ASSISTANT DRAUGHTSMAN IN TECHNICAL SECTIONS

- | Sl. No. | Activity   |
|---------|--|
| 1.      | Scrutiny of estimates received from Sections/Divisions/Circles, Sanction, intimation to consumers, issue of work orders.                     |
| 2.      | Scrutiny of Estimates to be sent to higher authorities and follow up. Issue of work order and connected works.                               |
| 3.      | Compilation of Statistics & various monthly returns.   |
| 4.      | Compilation of statistics and various Fortnightly returns.   |
| 5.      | Correspondence inclusive of drafting :<br>a) Inward<br>b) Outward  |
| 6.      | Communication of power Sanctions   |
| 7.      | Accident Reports .   |
| 8.      | Maintenance of Various Registers.  |
| 9.      | Attending to vigilance reports, Transfer of Power installations, shifting of power installations. interruption report, Inspectorate reports. |
| 10.     | Misc. Works incidental to the works of the section.  |

## APPENDIX/STR-1

### ACTIVITIES OF THE ASST. STORE-KEEPER SUB-DIVISIONAL STORES.

1. Issue of materials on Indents and preparation of Invoices (Issued to works)
2. Receive and account for all the materials incoming and acknowledge Receipt after checking quality and quantity.
3. Post all the receipts, issues and other material transactions in numerical ledgers, strike ledger balance and make entry in the invoice.

4. Issue petrol and diesel coupons
5. Transactions of materials under NPTS
6. Verify and pass the Supply bills
7. Test check of ledger balances with Physical inventory (monthly)
8. Preparation of periodical returns, T & P statements, line materials requisitions, Attendance extract etc.,
9. Annual Stores counting and inspection of stores by I. A. Staff.
10. Correspondence :  
inward and outward
11. Visit to Goods shed or Lorry Office etc.,

**APPENDIX-EX/STR-2**  
**ACTIVITIES OF THE STORE-KEEPERS**  
**(DIVISIONAL STORES.)**

Sl. No.	Activity
	<i>'A' Issues</i>
1.	Issue of materials on Indents and preparation of Invoices (Issued to works)
2.	Issue of materials to other stores and preparation of Invoices.
3.	Verify unacknowledged Invoices and issues reminders.
4.	Issue of Petrol and Diesel coupons
5.	Posting issues to ledgers and enter ledger balance in invoice against each item.
6.	Test check of ledger balances with Physical inventory (Monthly)
7.	Preparation of N.P.T.S.

*'B' Receipts*

1. Receive and account for all incoming materials acknowledge and receipt after checking quality and quantity (By Railway, by lorry, other transport by RI and other stores)
2. Posting to ledgers, enter ledger balance in voucher against each item.
3. Verify and pass the supply bills.

Sl. No.                      Activity

*'C' General Work*

1. Maintaining of To and From Registers, forwardal of daily issue and receipts and invoices.
2. Correspondence inward and outward
3. Preparation of periodical returns, T & P Statements and returns, essential line materials requisition etc ,
4. Annual Store Counting
5. Inspection of stores by Internal Audit staff.
6. Visit to Goods Shed, Lorry Office, Octroi office and take delivery by issuing credit note or Cash
7. Preparation and Attendance extracts
8. Administration of Office and stores
9. Visiting to Central or other Stores
10. Attending of Insurance claims
11. Telephone calls Officers visit etc.,
12. Maintenance of Registers, RR Register, BR Register, Allotment of materials, Ack. of invoices, NPTS, lamp replacement, T & P and Time books and other Registers.

### APPENDIX-STR-3

#### ACTIVITIES OF STORE-KEEPERS REGIONAL STORES

##### 1. Store House-1 (INDOOR)

###### *'A' Issues*

1. Issue of materials on indents and preparation of invoice (Issued to works).
2. Issue of materials on indents and preparation of invoices to the stores.
3. Verify unacknowledged invoices and issue reminders.
4. Posting to ledgers and enter ledger Balance in invoice against each items.
5. Issue of Petrol and Diesel coupons.
6. Test check of ledger balances with Physical balances (Monthly)
7. Preparation of NPTS

###### *'B' Receipts*

1. Receive and account for all incoming materials acknowledge and receipt after checking quality and quantity (By Railway, by Lorry, Other transport and RI)
2. Posting to ledgers and enter ledger balance in Invoices/ Rvs against each item.
3. Verify and pass the supply bills.

###### *'C' General*

1. Maintaining TO and FROM Register, forwardal of daily issues and receipts. (Invoices)
2. Correspondence.
3. Preparation of Periodical returns, T & P statements Non-periodical returns and statement of essential line materials required etc.,
4. Annual Store Counting.
5. Inspection of stores by Internal Audit staff.

6. Maintenance of ledgers and Office work.
7. Telephone calls and Officers visit.
8. Maintenance of Registers : BR Register, T & P Register, Acknowledgement Register, NPTS, RR Register, faulty equipment Register, LO Register and other Registers.

## II STORE HOUSE 2

(Out-door)

### *'A' Issues*

1. Issue of materials on indent and preparation of Invoices
2. Issue of materials to other stores.
3. Verify unacknowledged invoices and issue reminders.
4. Posting to ledgers and enter ledger balance against each item.
5. Test check of ledger balances  
(Physical inventory)
6. Preparation of NPTS

### *'B' Receipts*

1. Receive and Account all incoming materials. Acknowledge and Receipt after checking.
2. Posting to ledgers and enter ledger balances against each item.
3. Verify and Pass the supply bills (M.A.S.)

### *'C' General works*

1. Maintenance TO and FROM Register.
2. Correspondences.
3. Preparation of Periodical returns and Non-schedule returns.  
Annual store counting.  
Inspection of stores by Internal Audit staff.
6. Maintenance of ledgers and Office work.

7. Attending to Telephone calls and Officers visit.
8. Maintenance of Registers :—RR Register, BR Register, ACK N.P.T.S. etc.,

#### **APPENDIX-EX/STR-4**

#### **BROAD ALLOCATION OF DUTIES OF STORE-KEEPERS & ASSISTANT STORE-KEEPERS IN DIVISIONAL STORES.**

##### *Store Keepers Gr. II*

1. Issue, check up materials issued on Indent and sign the invoice.
2. Test check of ledger Balances with Physical inventory.
3. Checking of all incoming materials and sign Rt. vouchers.
4. Verify and pass the bills (M. A. S.)
5. Correspondences.
6. Annual Store counting and Inspection of stores by Internal Audit staff.
7. Visit to goods shed, Octroi Office, Lorry Office etc.,
8. Administration of Office and Establishment etc.,
9. Visit to Central/Regional Stores.
10. Attending Officer's visit and Telephone calls.

##### *Asst. Store Keeper 1*

1. Issue of materials on indent and prepare invoice.
2. Verify un-acknowledged invoices and issue reminder etc.,
3. Issue of Petrol coupons.
4. Preparation of N. P. T. S.
5. Posting of Receipts to ledger and enter ledger balance against each item.

##### *Assistant Store Keeper 2*

1. Posting of issues to Ledger and enter Ledger balances against each item.
2. Receive and Account of all incoming materials.



3. Maintenance of To and From Register.
4. Correspondences.
5. Preparation of Periodical returns.
6. Maintenance Registers.

**APPENDIX-EX/STR-4**

**BROAD ALLOCATION OF DUTIES OF STORE-KEEPERS &  
ASSISTANT STORE-KEEPERS IN REGIONAL STORES  
(Indoor Store)**

*Store Keeper Gr. I*

1. Checking of materials & sign  
(Issued on Indent) Invoices.
2. Test check of Ledger balances with Physical balances.
3. Checking of all incoming materials and acknowledge.
4. Verify and pass the bills. (MAS)
5. Correspondence.
6. Annual Stores Counting and Inspection of stores by  
Internal Audit Staff.
7. Attending Officer's visit Telephone calls and stores  
maintenance.

*Asst. Store Keeper (1)*

1. Issue of materials on Indent & preparation of Invoice.
2. Verify un-acknowledged invoices and issue reminders.
3. Issue of Petrol and Diesel coupons.
4. Preparation of NPTS.
5. Posting of Receipts and enter balances against each item.
6. Preparation of Periodical returns.
7. Maintenance of Register etc.,

*Asst. Store Keeper (2)*

1. Posting of Issue and entering ledger balance.
2. Receipt of materials and prepare R.I. and Rt. Voucher etc.,

**APPENDIX-EX/STR-5**

**BROAD ALLOCATION OF DUTIES OF STORE-KEEPER & ASSISTANT  
STORE-KEEPER IN REGIONAL STORES.**

**(Out Door Stores)**

*Store Keeper Gr. I*

1. Checking of materials issued on Indent and sign invoice.
2. - do - Issued from Store to Stores.
3. Test check of ledger balance.  
(Physical balance)
4. Receive and checking of all incoming materials and-  
acknowledge.
5. Verify and pass the supply bills (MAS.)
6. Correspondence.
7. Annual Store counting and Inspection of stores by Internal  
Audit Staff.
8. Officers' visit and Telephone calls etc.,
9. Maintenance of Registers.

*Asst. Store Keeper :*

1. Issue of materials on Indent and prepare invoice.
2. Verify unacknowledged invoices and issue reminders.
3. Posting of issues and enter ledger balances.
4. Preparation of NPTS.
5. Receipt of materials-prepare Vouchers.
6. Posting of receipts and enter by balances.
7. Preparation of Periodical returns.
8. Maintenance of ledgers.
9. Attending Telephone Calls.
10. Maintenance of Registers etc.

## APPENDIX-EX/MT

### ACTIVITIES OF MAINTENANCE MEN FOR METER TESTING AND CALIBRATING.

1. Reach Meter.
2. Clean Meter, and take reading and check recording.
3. Remove seal and terminal cover, and connect Sub-standard meter.
4. Test meter and calibrate without removing the main cover.
5. Test Meter and calibrate by removing the main cover and with necessary adjustment for rectification of error.
6. Remove connections, fix Terminal cover and seal.
7. Record Reading and take acknowledgement of the party for sealing.
8. Collect materials and proceed to next installation.

## APPENDIX-RT

### ACTIVITIES OF RELAY. TESTING SUB-DIVISION.

Sl. No.	Activity
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#### *I Relay Calibration :*

1. Setting up of equipment, wiring, arranging Power supply etc.
2. Calibration of Relays.
3. Attending to minor troubles encountered during calibration.

#### *II Meter Calibration :*

1. Setting up of equipment.
2. Calibration of Watt Hour Meters.
3. Calibration of Ammeter/Volt Meter.
4. Attending Minor troubles.

*III Commissioning of New Stations :*

1. Testing, calibration of Meters, relays checking wiring and equipments and commissioning of stations.
2. Checking and commissioning of new Panel installation.

*IV H. T. Installations, Testing, and Calibration of Meters :*

1. Testing, calibration of Meters of HT installations.
2. Attending to troubles in H. T. Meters and equipments.

*V Station Battery :*

1. Cleaning the terminals, checking Electrolyte, voltage, charging rate etc.

*VI Preparation of Reports :*

1. Preparation of testing and calibration reports of stations and H. T. installations.

**APPENDIX-EX/TCD-1**

**ACTIVITIES OF MAINTENANCE MEN**

1. Extension of PVC Cable lines for new extensions.
2. Releasing of PVC Cable O. H. lines for shifting or for dismantling.
3. Measuring & Coiling the released PVC wire and returning to Stores.
4. Attending faults on lines, equipments, collect boxes etc.
5. Attending to U. G. Cable faults.
6. Re-aligning of lines, restringing, and shifting lines and Misc. works.
7. Patrolling U. G. Cable Route.

## APPENDIX/TCD-2

### MAINTENANCE SCHEDULE FOR PLCC SUB-DIVISIONS

#### I. Daily Tests :

- i) Make test calls from one local subscriber at the H.Q. of the Sub-division to a local subscriber at each of the distant station in all directions and record.
- ii) Read and record the following :

#### A) BBC Tube type Equipment

- i) Take reading : B1-3 V3 in CL (5) V2 in CL (6) V91 V92 V93 V94 in Ch (9)
- ii) Engaging and release pulses from four wire group selector
- iii) Monitor incoming, outgoing and transit calls.

#### B) BBC Transistorised Equipment

- i) Check DC supply and other voltages in 05-BA model
- ii) Engaging and release pulses from four wire group selector
- iii) Monitor incoming, outgoing and transit calls.
- iv) Check for the charging current of the battery charger.

#### C) NEC Carrier Equipment

- i) Check DC supply and other voltages in the 'TEST TEL PANEL
- ii) Check the output by observing the reading in the Meter provided in the "POW AMP" Panel.
- iii) Check the charging current from the battery charger and check for low and high voltage alarms.
- iv) Check for engaging and disengaging pulses from the four wire group selector.
- v) Monitor incoming, outgoing and transit calls.
- vi) Observe reading of meter in the PLA module.
- vii) Check carrier protection channel (Local & Remote test) both transit and receiver portion.

- D) *Hitachi Carrier Equipment*
- i) Check DC supply and other voltages by the Meter provided in the equipment.
  - ii) Check the output
  - iii) Check engaging and disengaging pulses from the four wire group selector.
  - iv) Monitor incoming, outgoing and transit calls.
  - v) Make calls in the various directions and check speech and call signals.
- E) *CEA PEREGO PLCC Equipment*
- i) Check and record meter reading at the following positions :
    - a) ICC with 800HZ Key on
    - b) MF B1 C
    - c) 24 V Batt
    - d) BF R1C CH
  - ii) Make calls from the cabinet and check performance
  - iii) Check position of RIC ATT Potmeter and record
  - iv) Monitor incoming, outgoing and transit calls and record their quality.
- F) *ITI PLCC Equipment*
- i) Check outgoing and incoming calls
  - ii) Make call from the cabinet and record function.
  - iii) Monitor incoming, outgoing and transit calls and record.
- G) Conduct daily tests on the F.G.S. and PAX as per schedule.

## II Weekly Tests :

- A) *BBC Tube type PLCC*
- i) Read and record the tube omission readings of all the tubes. Replace when reading drops or begins to drop.
  - ii) Measure and record AVC voltage
  - iii) Record the Sp. gr. and voltage reading of the PLCC Battery. Top up electrolyte if necessary.

- B) *BBC Transistorised PLCC*
  - i) Check and record Sp. Gr. and voltage of pilot cell of the PLC battery. Top up electrolyte if necessary.
  - ii) Record the float charger voltage and current. Adjust where necessary.
  - iii) Check AVC reading.
- C) *NEC PLCC Equipment*
  - i) Check and record Sp. Gr. and voltage of pilot cell of PLCC battery. Top up when required.
  - ii) Record charger/current and voltage. Adjust if necessary.
  - iii) Check operating of HF couplers by putting the test switch to test position in co-ordination with the PLCC staff at the opposite station. Record accurate reading.
  - iv) Check and record M and S currents of the Ring Det Panel.
- D) *Hitachi PLCC*
  - i) Check and record Sp. Gr. and voltage of the Pilot cell of the PLCC Battery,
  - ii) Record all readings available on the panel meter. Adjust bias of V3 and V4 when required.
  - iii) Test HF coupler for Local test with the Co-ordination of the concerned staff at the distant station.
- E) *CAE PEARGO PLCC*
  - i) Record all readings that can be taken on the Panel meter.
- F) *I.T.I. PLCC Equipment*
  - Check pilot fail alarm
- G) *Four Wire Group Selectors And Telephone Exchanges*
  - i) Clean the FGS and PAX cabinets with a vaccum cleaner.
  - ii) Check the FGS for proper incoming calls by the FCS tester
  - iii) Check the FGS from proper engaging and outgoing calls
  - iv) Check FGS for transit calls

- v) Clean contacts of the following Relays
  - i) E Relay ii) TM Relay iii) D Relay iv) TD and TA relays and J1, J2 (JA, JB) Relay.

### III Fortnightly Tests

- A) BBC Tube type
- B) BBC Transistorised type
- C) Hitachi
- D) NEC
- E) PEREGO and F) ITI PLCC Equipments

Check and replace if necessary all the indication lamps. This test is in addition to the daily and weekly tests.

#### G) *ITI PAX and Pourwire Group Selectors*

Check for proper Operation of all link switches in the PAX and all uniselectors. Rectify any defects noticed.

### IV Monthly Tests

#### A) *BBC Tube type PLCC*

- i) Conduct daily and weekly tests
- ii) Measure voltages at P5 Centre tap of transmitter
- iii) Measure grid voltages of V5, V6 or V6, V7 in Chassis 2
- iv) Measure carrier receiver level
- v) Measure call signal receiver level.
- vi) Measure speech level
- vii) Check emergency set operation
- viii) Clean cabinets

- B) BBC Transistorised PLCC Equipments
- C) NEC Transistorised PLCC Equipments
- D) Hitachi Transistorised PLCC Equipments
- E) CAE PEREGO Transistorised PLCC Equipments



F) ITI Transistorised PLCC Equipments.

- i) Check frequency of all oscillators
- ii) Clean the cabinets

G) ITI PAX and Four Wire Group Selectors

- a) FGS. i) Clean contacts of all relays
- ii) Check tandem operation of two TCS
- b) PAX : In case of 10 lines PAX, check calls both ways, busying all but one switch at a time.  
In the case of 25/50 line PAX
  - 1) Make a call to 2 Extension in each 10's group checking for all tones and clear speech.
  - 2) Make ten calls to the extension from which the tests are being made (dial ones own number) ensure busy tone is heard
  - 3) Where tie lines are fitted, two calls should be made over each line. If for any reason, during these tests, a call fails to mature, or a tone is not received, the call should be held and exchange examined to find the source of trouble.

H) BATTERIES—Checkup Sp. Gr. and voltage of each cell of PLC battery

V Quarterly Checks

- A) BBC Tube type B) BBC Transistorised type
- C) NEC D) HITACHI E) CEA PEREGO
- F) ITI Transistorised Sets :- Check connection of Co-axial cable and other interconnection cables.
- G) *FGS and PAX*  
Check contact pressure of all Relay Contacts as well as residual air gap. Adjust if necessary.

## **VI Half Yearly Tests**

All types Where emergency supply batteries or battery with charger are provided, switch off AC supply for 30 minutes and take the Sp. Gr. and voltage reading of the cells before and after the discharge.

## **VII Yearly Checks**

- i) Check all input voltages, Hum levels, all DC voltages, all call signal voltages. (Bias and AVC voltages.)
- ii) Tune up the entire equipment in Co-ordination with all other equipments for proper levels of call, speech, protection signals etc.,
- iii) Record all settings
- iv) Check signal to noise ratio
- v) Check and record pulse channel output

## ***PAX and FGS***

Make a thorough inspection of all relay contacts, clean and adjust for proper tension and contact surface.

## **VIII As and When Possible**

Check the out-door equipments like the coupling capacitor, wave traps, LMO, Lightning arrestors, Drainage coils, grounding switches etc., for their efficiency and proper operation.

## **APPENDIX/TCD-3**

### **MAINTENANCE SCHEDULE FOR MAINTENANCE ENGINEERS OF SUB-STATIONS IN RESPECT OF TELE-COMMUNICATION EQUIPMENTS**

The Assistant Engineers/Junior Engineers/Supervisors in-charge of the Maintenance of Sub-Stations where Power Line carrier communication equipments, Physical carrier equipments, Magneto and Auto Telephone Exchanges and the associated equipments and other Tele-communication equipments are installed, shall be responsible to conduct the routine maintenance

tests on those equipment as per the following maintenance schedule, maintain records of the tests conducted and produce the records for scrutiny before the Telecommunication Staff when they visit that Station for routine testing/inspection of the PLCC and other telephone equipments.

Maintenance Schedules for Tele-communication Equipments to be followed by the Engineers in-charge of the Maintenance of Stations.

**1 Power Line Carrier Communication Equipments**

**A. Brown Boveri Tube Type Double Side Bank Fixed Frequency PLCC Equipments.**

**i) Daily Tests**

a) Read and Record the following tube readings :

Sl. No.	Chassis No.	Switch Position	Push Button	Nominal Reading	Remarks
1.	(1)	SL-2 IN Chassis No. 2 at Position No. 3	B-1	0.35 (Red Range)	
2.	3	—	B-3	0.35	
3.	5	S5-3	In Chassis 3	0.05	
4.	6	S6-V2 2 (V2)	In Chassis 6	0.35	
5.	9		V 9 1	0.35	
			V 9 2	0.35	
			V 9 3	0.35	
			V 9 4	0.35	

**Note :** a) Whenever the readings drop to 0.27 or the reading exceed 5, the concerned tube must be changed. If this replacement of tube does not alter the readings, it indicates a fault in this circuit. This should be informed to the concerned A.E., PLC Sub-Division.

**b) Tests on Trunk-call Selectors:**

Conduct functional checks for incoming, outgoing and transit calls—Record results.

ii) WEEKLY TESTS.

- a) Read and Record the tube readings of all tubes in the following proforma.

Sl. No.	Date	Chassis No.	Tube No.	Reading	Remarks
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**Note:** Tube readings are taken by switching the concerned switch in the respective chassis to the various positions, pressing the push button and noting the reading of the meter in Chassis No. 1.

II) The only exception is the reading of the output power. This is done by switching the switch SL-2 in chassis No. 2 to the three positions one after another and note the readings of the Meter in Chassis 1 by pressing the push button B-1 in Chassis No. 1. The reading obtained may be recorded as BL-1, BL-2 and BL-3 while reading B1 with switch SL-2 in Chassis No. 2 in positions, 1, 2 and 3 respectively.

ii) While all readings except BL-1, BL-2 should be in the red range of this meter (0.35) the reading of V3 in Chassis No. 5 should be in this green range (i.e 0.05 to 0.08) Higher reading indicates that this incoming signal level is lower and vice versa.

- b) Measure and record AVC Voltage across condenser C5 in chassis 5 by means of an AVO meter-normal value is-14 volts DC

- c) Take and record the voltage and specific gravity of the pilot cell of the PLCC emergency supply battery.
- d) Check and adjust, if necessary the float charge current of the battery charger.

### **III Fortnightly Checks**

a) In addition to the weekly tests, check whether the indicator lamps are OK and replace, if necessary.

### **IV Monthly Checks**

In addition to the tests mentioned above, take the specific gravity and voltage reading of each cell of the Battery supply in the emergency generating set and record.

ii) Switch off A. C. Supply to the change over switch and observe the operation of i) the automatic change over Switch., ii) automatic starting of the M. G. Set, iii) Correct voltage and frequency of the set, iv) Resume AC Supply and see whether the set stops automatically and the PLCC equipments are brought back on AC main Supply v) Clean the cabinets during off peak period using a vacuum cleaner. Do not kick up dust vi) Check smooth operation of exhaust fans installed inside cabinets.

### **V As and When possible**

Whenever there is a line clear on the lines carrying PLCC the opportunity should be utilised to clean the petticoat of the coupling capacitor bushing and to clean the wave trap. The following works shall be carried out.

#### **A (a) Coupling Capacitors**

- i) Clean the coupling capacitor bushing with clean cheese cloth.
- ii) Inspect the petticoats, the casing etc., for any cracks and/or damages.

- iii) Inspect and observe keenly for any leakage of insulating oil from the capacitor.
- iv) Check for any loose clamps, ground wire etc., and tighten all bolts and nuts.
- v) Conduct a ground resistance test of the earth Electrode connected to the capacitor.
- vi) Check for proper grounding of the capacitor stand, ground lug of the grounding switch, drainage coil, lightning arrestor and the L.M.U.
- vii) Clean the Lightning arresters, drainage coil, and grounding switch.
- viii) Lubricate the grounding switch and check for easy and proper operation.

**(b) Wave Trap**

- i) Inspect the wave trap for any loose connection, corrosion, pitting, bimetallic action etc., at the connecting clamps etc.
- ii) Remove any bird nests that might have been built by birds inside the trap.
- iii) Inspect the tuning pot and check for any broken porcelain casing etc.
- iv) Check for any faulty lightning arrestors, discharged rare gas tube etc. inside tuning pot when it is possible to open up the tuning pot.
- v) Check efficiency of wave trap. This is easily done by noting down the reading V3 in chassis 5) with the grounding COS open to and closed on the transmission line under line clear.

**B BROWN BOVERI TRANSISTORISED PLGC EQUIPMENT**

**I) Daily Tests**

- a) Check for both incoming and outgoing calls from one local subscriber to another local subscriber at the distant station and record.

- b) Check for both incoming and outgoing calls from the local carrier cabinet to the distant carrier cabinet at the opposite station.
- c) Check for proper transit calls in both directions.
- d) Check for the correct voltage and charging current of the battery charger and record. Adjust charging current for proper value.

## II Weekly Tests

- i) In addition to the daily tests :
  - a) Check and record the Specific gravity and voltage of the pilot cell of the PLCC batteries, adjust charging current if necessary.
  - b) Measure and record AVC voltage across condenser between N 11 (1) and N 11 (12) in tier B4  
Nominal value is 4.5 volts D.C.

## III Fortnightly Tests

In addition to the weekly test, check whether the indicator lamps are OK and replace if necessary.

## IV Monthly Tests

- i) In addition to the daily, weekly and fortnightly tests, take the specific gravity and voltage of each cell of the PLCC batteries and record. Top up the batteries if necessary.
- ii) Check for the smooth operation of the exhaust fan installed inside the cabinet.
- iii) Clean the cabinets during off peak period using vacuum cleaner. Do not kick up dust.

## V As and when Possible

Same as under the maintenance schedule for BPC Tube type equipments.

### **C. CEA PAREGO EQUIPMENT**

#### **I Daily Tests**

- i) Check for incoming and outgoing calls from the local subscriber to another local subscriber at the distant stations and record.  
Check for both incoming and outgoing calls from the local carrier cabinet [to the distant carrier cabinet] at the opposite stations.  
Check for proper transit calls in both directions.
- ii) Read, and record the following by adjusting the check switch to the positions noted below :
  - a) ICC with 800 HZ Key on
  - b) MF RIC
  - c) 24V Battery
  - d) BF RIC Ch.

#### **II Weekly Tests**

In addition to the dialy tests noted above, read and record the readings of the meter for all positions of the check switch.

#### **III Fortnightly Tests**

In addition to the daily and weekly tests, clean the cabinet.

#### **IV As and when Possible**

As listed in tube type BBC equipments.

### **D. HITACHI PLC EQUIPMENT**

#### **I Daily Tests**

- a) Check for both incoming and outgoing calls from One Local subscriber to another local subscriber at the distant Stations.
- b) Check the readings of meter on Panel at different position of the check switch and record.

#### **II Fortnightly Tests**

Clean the cabinet.



### **III Tests and when Possible**

As listed in tube type BBC equipment.

### **E. NEC PLCC EQUIPMENT**

#### **I Daily Tests**

- a) Check for both incoming and outgoing calls from One local subscriber to another subscriber at the distant stations.
- b) Check for outgoing calls from the test telephone in this equipment to a subscriber at the distant station.
- c) Check for proper transmit calls in both directions.
- d) Check and record reading of the meter on the test telephone panel at '41V' and '7A' positions.
- e) Test and record, transmit and receipt of signals.

#### **II Weekly Tests**

In addition to the daily tests,

- i) Check and record the voltage and Sp. gr. of the pilot cell of this PLC battery.
- ii) Put on the speaker and monitor incoming and outgoing calls.
- iii) Observe whether all the fuses are in position.
- iv) Observe whether all indication lamps are OK.

#### **III Fortnightly Tests**

In addition to the daily and weekly Tests, clean cabinet by means of a vacuum cleaner or a soft brush.

#### **IV Monthly Tests**

- i) Check and record the specific gravity and voltage of all the cells of the PLGC battery.

- ii) Check the charging current and battery voltage on load adjust when necessary.

#### **F. I.T.I. PLCC EQUIPMENT**

##### **I Daily Tests**

- i) Check for both incoming and outgoing calls from one local subscriber to another subscriber at the distant stations.
- ii) Check for both incoming and outgoing calls from the cabinet

##### **II Weekly Tests**

- a) Check whether all the modules are properly seated in their respective positions and none of them are loose.

##### **III Fortnightly Tests**

Clean the cabinets by means of a vacuum cleaner.

##### **IV Monthly Tests**

When DC standby is connected, check whether the set works satisfactorily when the normal AC supply is switched off and DC supply comes on.

#### **G. Four Wire Group Selectors (FGS)**

- a) Check seizing from PAX over tie line circuits working into carrier.

This check can be carried out by dialing from a PLCC subscriber, to the tie line No. of the carrier equipment under test. The seizing of the FGS is indicated by glowing of the engage lamp in the FGS.

- b) Check for seizing from carrier and working into PAX. This check can be carried out by operating C relay in BBC, FGS and CD relay in ITI make FGS and observing for the operation of 'E' relay.

**c) Check of priority connections :**

It should be possible to cut into the conversation by operating the priority button provided on the telephone. To carry out this test, engage the required extension, then dial from the telephone provided with priority button to the above extension number. By pressing the button momentarily, it should be possible to cut in into the engaged subscriber. It should also be noted that as soon as the priority is operated, the busy tone will be diminished in volume and is also heard by the engaged extensions as a warning.

**H. 10 LINES EXCHANGES**

**I) Daily Tests :**

- a) Test of tone from the vibrator
  - 1) Dial tone
  - 2) Busy tone
  - 3) Ring back tone
- b) Visual check of fuses in the exchange.
- c) General Inspection of dust, covers etc.
- d) Inspection of Cusical CS and FT.
- e) Hunting of Uniselectors.
- f) Testing of cusical subscribers.  
(faulty subscriber lines)

**II Weekly Tests :**

- a) Inspection of all fuses for correct rating.
- b) Test of fuse alarms:  
These tests should be carried out in addition to the daily tests.

**I 25/50 LINE EXCHANGES**

**i) Daily Tests :**

- 1) Test of tone from the vibrator,
  - a) dial tone
  - b) engage tone
  - c) Ring back tone

- 2) Check of fuses on the exchange.
- 3) General Inspection for dust covers etc.,
- 4) Inspection of busied switches.
- 5) Hunting of uniselectors.
- 6) Check for mechanically struck two motion selectors.
- 7) Check of important subscribers

## **II Weekly Tests**

- 1) Inspection of all fuses for correct rating.
- 2) Test of all fuse alarms.
- 3) Test of all fuses for release alarms.

NOTE: Whenever a fault is noted and the action taken to clear it does not succeed, inform the Asst. Engineer of the concerned PLC sub-division by a message which shall be confirmed latter.

All faults noticed shall be recorded in the prescribed proforma.

The fault record shall be sent the Assistant Engineer, TCD of the concerned PLC Sub-Division, (monthly) before the 5th of each month with a copy to the Executive Engineer, Tele-communication Dvn.

Every fault shall be got cleared expeditiously by requisitioning the services of the Tele-communication division staff if necessary.

## APPENDIX/TCD-4

### SUPERVISORY CHECKS BY THE ASSISTANT ENGINEERS, TELECOMMUNICATIONS SUB-DIVISION

#### A. Power Line Carrier Communication Net Work

##### i) Daily Checks

- a) Scrutinise the PLC checks conducted by the Local Junior Engineers PLC and the log of calls made. Take action to rectify any MALFUNCTIONS of the net work in his jurisdiction noticed by contacting the concerned maintenance engineers and issuing instructions/necessary guidance in this regard.

If the log indicates that all links are normal, make a test call to the last station in each direction during light traffic period and record test check.

- d) Test check, works carried out by the Junior Engineers/Supervisors under his control.

##### ii) Weekly Checks

- a) Test check at least two links in his jurisdiction for both incoming and outgoing calls.

##### iii) Fortnightly Checks :

Supervise the checks conducted by his assistants and guide them when warranted.

Contact the maintenance engineers in-charge of PLCC equipments at the various stations in his Jurisdiction and find out about the functioning of the equipments.

##### iv) Monthly Checks :

Inspect all stations in one link (One direction) in his Jurisdiction and assist the maintenance engineers in their monthly tests.

**B. *Magneto Exchanges***

- i) Check Syn-cycle Ringer/Magneto Generator for correct output voltages
- ii) Check drop out indicators for incoming calls.
- iii) Check Operations of extension bells.

**C. *Others***

- i) Check H.T. protection equipments for proper Operations. All Elements like Air gap of arrester, fuses etc., should be checked.
- ii) Check all line fuses and carbon block.
- iii) Check for proper Operation of repeater attenuator.

**III. Fortnightly Tests**

**A. *Telephone Exchanges***

- i) Inspect all relays
- ii) Test all relays
- iii) Conduct routine tests on two mention selectors.

**IV Rotation and switching test on uniselectors.**

**B. Magneto exchanges :**

Check for proper Operation of switches

**C. *Others* :**

- i) H. T. Ps
- Check Airgap of arrestors with feeler guage for correct rating.

**IV. Monthly Tests**

- i) Lubricate uniselectors
- ii) Check on spare lines and other lines
- iii) Inspect Selector wipers and chords
- iv) Test continuity of Subscriber lines.

**B. *Magneto Exchanges***

1. Check the induced voltage line to ground of magneto line with and without drainage coil and record

**C. Check for ring and speech from all magneto telephones connected with the exchanges**

**V. Once in two months**

- i) Check for selector Bank continuity.
- ii) Check for uniselector bank continuity.

**VI. Half Yearly Checks**

- i) Adjust and lubricate all selectors
- ii) Overhaul and test selector wipers
- iii) Clean selector bank contacts

**VII. Yearly Tests**

**A. *Telephone Exchange***

- i) Lubricate all two motion selectors.
- ii) Thorough inspection of all uniselectors
- iii) Check and record loop resistance of all subscribers as well as their insulators resistance.

**B. *Magneto Exchanges***

- i) Clean and Polish the outer cabinet of exchanges and check for replacing of cards.
- ii) Check resistance of cord circuits

**C. *Others***

Check operation of H.T. Protection devises thoroughly, clean the cabinets and paint them with a point of color compatible with the other equipment.

- iii) Check wiring. Remove any loose wiring, faulty switches etc., and replace this by good ones.

v) **Quarterly checks and Six months checks :**

Personally visit all stations in a link and arrange to conduct the maintenance checks.

vi) **Yearly Checks :**

Personally visit all stations in his jurisdiction with his staff and conduct the annual maintenance checks including tuning up of the entire link as per manufacturers protocol.

vii) **As and when Possible :**

Assist the maintenance engineers to solve their maintenance problems

**B. Telephone Net Works**

i) **Daily checks:**

- a) Contact all divisional Head Quarters to find out the conditions of the trunk line and take action to arrange for their rectification when they are found faulty.
- b) Scrutinise the log of tests conducted on the exchanges in the local area by the Telephone Sections and take immediate action when required.

ii) **Weekly Checks:**

Test check the maintenance works attended by the Telephone Supervisor.

iii) **Monthly Checks:**

- a) Visit all telephone exchanges in the jurisdiction of one Telephone Section and take action to see they are properly maintained.
- b) Check at random at least 50% of the telephone instruments for their proper maintenance.

The checks mentioned above do not include the other checks to be conducted by the Assistant Engineer in the nature of administrative checks which include test checks of time books attendance Register, Cash Transactions, T. A. Journals etc.,



**APPENDIX/TCD-5**  
**MAINTENANCE SCHEDULE FOR TELEPHONE SECTIONS**

**I Daily Test:**

**A. Exchange 25/50 Lines**

- i) Test tone From Vibrator
- ii) Check fuses in the exchange
- iii) General Inspection for dust cover
- iv) Inspection of busial Switches
- v) Loob and cutin tests
- vi) Release alarm
- vii) Inspection of fuse alarms
- viii) Hunting of all uniselector
- ix) Functional Test of all uniselectors
- x) Functional test of all Link Switches.

**B. Magneto Trunk Board**

- i) Functional test for each of the lines for both incoming and outgoing ring and call.
- ii) Proper Operations of keys and indicators.
- iii) Check for noisy communications.

**C. Others:**

- i) Check all important subscribers both ring and speech.
- ii) Attend to complaints from subscribers and rectify the same.
- iii) Release and refix at least One Telephone instrument after maintenance checks.

**II Weekly Tests:**

**A. Auto Exchanges**

- i) Inspect all fuses for correct rating
- ii) Test all fuses and alarms
- iii) Test for release alarm

- iv) Check the repeater, attenuator thoroughly including checking of the tubes used : clean contact of switches.
- v) Take positive action to test each telephone exchange, and telephone instrument in his jurisdiction and see that every telephone instrument gets a complete maintenance check atleast once a year.

## APPENDIX-RCC-1

### ACTIVITIES OF MAINTENANCE MEN FOR MANUFACTURE OF RCC. POLES.

Sl. No.	Activity
1.	<b>Manufacturing the Stirrups</b>
	a) Conveying and cutting 6mm Rods of sizes.
	b) Straightening the rods.
	c) Bending into stirrups;
2.	<b>Fabricating the Beam</b>
	a) Straightening the rods of different length of 16 mm and 12mm.
	b) Cutting to the required lengths. (16mm 4 rods) (12mm 6 rods)
	c) Bending to hooks : (8 Bends)
	d) Welding 16mm and 12mm rods.
	e) Conveying the Rods and stirrups and placing in position and binding the stirrups or Welding instead of binding.
3.	Removing the casted pole from the form box and tilting the pole.
4.	Conveying the side plate of the form box.
5.	Conveying the form box.
6.	Making ready the form box for casting the poles such as fixing the side plates, cleaning and oiling and conveying the beam and placing the beam in the form box.
7.	Casting the Pole : Conveying Cement, Jelly and sand.

Preparing the concrete mixture, conveying concrete and casting including vibrating and masonry work, numbering etc.,

8. Lifting the cured pole, conveying and stocking.
9. Cleaning the Tank, maintaining the water level in the curing Tanks.
10. Collection of Steel, Cement and other materials from stores

(Sd) B. C. Thoesen,  
Secretary,  
K. E. B.

## ANNEXURE

### Forms, Registers & Charts to be maintained in Section and Sub-Division Offices.

Sl No.	Name of the Form/Register/chart
1	
1.	Works Report of the Section Officer/Junior Engineer/Line Supervisor/Meter Supervisor for the month of..... .....197
2.	Details of Maintenance Works carried out on L. T. Distribution Lines during the month of .....
3.	Details of Maintenance Works carried out on H. T. Distribution Lines for the month of.....197
4.	Inspection Report and the Maintenance works carried out for the Transformer Centre..... KVA at .....
	.....during the month of ..... 197
5.	Monthly progress of works carried out by the Lineman in camps for the month of .....197
6.	Report of Inspections/Test checks carried out by the Assistant Engineer, Electrical, during the month of..... .....197
7.	List of Registers to be maintained in O & M Section Office :
	1. Register of Application for lighting
	2. -do- for I. P. Sets
	3. -do- for Power
	4. Register of estimates submitted
	5. Register of work orders
	6. Register of works
	7. Register of New installations serviced

8. Register of R & R of meters
9.     -do- Completion report
10.    -do- Fuse off calls
11.    -do- Meter Sealing
12.    -do- Street lights requisition
13.    -do- Street lights inventory
14.    -do- Temporary installations
15.    -do- Meter constant
16.    -do- Lamp replacement
17.    -do- Observations noticed by meter readers
18. From Register
19. To Register
20. T & P Register
21. Line clear Register
22. Interruptions Register
23. Casual leave register
24. Inventory Register (Assets)
25. Telephone message Book
26. Transformer maintenance Register
27. Building Inventory Register (Quarters allotment)
28. Telephone Test Check Book
29. Time book and any other Registers Prescribed in the manuals.
30. Register of the accounts of the used up Indent Book ;

List of Registers to be maintained by Transmission Line Section :

- A) 1. Estimates Register
2. Materials at site Account Register  
(Materials drawn for works)
3. Drawings Registers

4. Interruption Register
5. Line defects observation Register
6. Inspection Note Register
7. Building Register
8. Register of Renewal of Insulators
9. Register of Repairs and replacements to vehicle History books of vehicles and log books.
10. Register recording property of the Board, missing/Stolen.
11. Telephone message book
12. Personal diary
13. Tools and plant Register
14. Accident Reports Register
15. Property Register (Asset Register)

B) In addition to the above Registers, the following shall also be maintained :

- 1) A sketch of the lines and the following details of information regarding the transmission line in his jurisdiction in respect of each line.
- 2) Size of conductor
- 3) Type and kind of Structure with their location number
- 4) The span distance
- 5) Point of Lowest Ground clearance
- 6) Point of Sectionalising switches
- 7) River crossings
- 8) Road Crossings
- 9) Railway line crossings
- 10) Telegraphic line crossings

- 11) Clearance of guarding structures over Railway tracks & Roadways and between conductors and guardings.
- 12) An extract of Topo Sheet showing the details of jurisdiction of the section with the following additional information.
  - a) Lineman camps and buildings and no. of men stationed
  - b) Distance between Lineman camps and the meeting points of the respective Lineman camps
  - c) Road, Railway lines and other important Physical-features
9. Report of routine/Special patrolling carried out on. . . . .  
 . . . . .197 and defects noticed.
10. Report of Line Patrolling and Maintenance works carried out by the Transmission Line staff during the month of ..... 197 .
11. Report of the Transmission Line Supervisor for the month of.....197 .
12. Inspection Report of the Assistant Engineer, Transmission Maintenance for the month of.....197 .
13. List of Registers to be maintained in Sub-Stations
  1. Log Book
  2. Station Maintenance Register
  3. Station Equipment Register
  4. Fire Hydrants Refill check Register
  5. Line Clear Book
  6. Telephone Message Book



List of Registers to be maintained in Revenue and Accounts Sections

15. List of Charts to be exhibited in O & M Section Office

1. The Jurisdiction Map to Scale showing all the H T. lines transformer Centres, complete with Change-over arrangements, Lineman Camp.

2. Salient Statistical information of O & M Section Office such as :

- a) Categorywise No. of installations
- b) Energy sold in the previous month
- c) Revenue realised per month
- d) No. of Villages Electrified
- e) No. of IP sets Electrified

16. List of Charts to be exhibited in Sub-Stations

1. Single line diagram
2. Peakload-feederwise/monthwise
3. Interruptions-feederwise/monthwise
4. Maintenance schedule chart for the equipments and instruments

(Sd/-)

Secretary,

Karnataka Electricity Board.

## E R R A T A

Page No.	Line No.	As Existing	As Corrected
1.	2.	3.	4.
7	5	Take & Return line clear., as per standing orders.	Take & Return line clear as per standing orders.
7	10	Appen-dix	Appendix
7	18	Maintaing	Maintaining
7	35	Telephone	Telephone
9	15	cnrrying out	carrying out
10	32-33	re-ating	relating
12	2	and/as	and as
12	23	Specic gravity	Specific gravity
12	25	OCBS etc.,	OCB's etc.,
13	1	Sub Divn/Circle	Sub Divn/Divn Circle
13	24	re-medial	remedial
14	9	Inspection	inspection
15	31	Trausformer Testing	Transformer Testing
16	33	tally bin cards	tally/bin cards
17	21	of Stores Accounts	of Stores.
19	13	responsibilitse	responsibilities
19	25	correspondeence	correspondence
21	15-16	includ-ng	including
22	2	General Administraion	General Adminis- tration
22	8	Scrutinising	scrutinising)
23	28-29	rectifat-on	rectification
23	31	iinconnection with	inconnection with
24	20	the	the
27	29-30	c ean-ing	cleaning

1	2	3	4
30	8	Replacement of Tyres & Tubes	Replacements of Tyres & Tubes
30	10	Office	Office
30	14	aece	and
32	23	Hammerman Blacksmith Gr. II	Hammer man/ Blacksmith Gr. II
37	16	(a) Mechanic-cum-mechanist Gr. II	Mechanic-cum-Mechanist Gr. II
38	24-55	maintaining	maintaining
40	1	(C)	(c)
40	2	erection	erection
40	12	Distribuction	Distribution
41	1	equipments,	equipments and other instruments.
41	2	attending to and other instruments	attending to
42	2	ang	and
43	6	of work of	of
43	10	such as making such	such
43	20	Performance	Performance
43	22	Works and	Works and
43	29	cable and boxes	cable and boxes
44	3-4	Components of line H. lines.	Components of E.H.T. lines.
44	13	associated	associated
44	13	Location attending	location of faults and attending
44	23	attends to	attend to
45	22	Associated	associated
46	23	tones	tones
46	25	breakes	brakes
46	30	the	the
46	33	tones	tones
47	1	superervising	supervising

1	2	3	4
47	24	duties the of	duties of the
48		11KV/3.3KV/4.6KV/3.3KV	11KV/4.6KV/3.3KV
49	11	quartely	(Quarterly)
50	13	deteriorated leds	deteriorated loads
50	17	Travel time	—
51	12	all in sanctioned	all installations
53	7	issue receive	issue/receive
53	10	preparation bills	preparation of bills
54	1	Rigisters	Registers
54	3	Journal	Journals
54	7	Revcne Section ie	Revenue Section is
59	20	RI3	R Is
59	23	extensins	extensions
59	25.26	are installatin	all installations
59	30	reportt	report
60	4	ascertainig	ascertaining
60	5	materials for worksarrange sordraning	materials for works. Arrange for drawing
60	25	certifiats	certificates
61	3	measuremen tfor	measurement for
61	4	(Test reports Test reports should be sent to...serviceing)	(Test reports should be sent...servicing)
61	10	(are instationary	(all installations
62	19	M/C	Mechanic
63	10	Allocatian	allocation
63	16	Investigrtion	Investigation
63	33	takeing	taking
64	3	maintance	maintenance
67	10	offiec	office
70	2	issues	issues
70	27	Attendance	Attendance
71	29	H.T. Installations	Check H.T. Installations
72	6	Works Units Inspeations	Works Units Inspections

1	2	3	4
72	11	h t - feeders	H.T. Feeders
75	5	STRUCTRE	STRUCTURE
75	24	contracts	contacts
77	15	faults rippings	fault trippings
78	7	Buchoz Relay	Bücholtz Relay
78	21	Contancts	Contacts
78	22	General cleaning and fans and coolers	General cleaning of fans and coolers
79	13-14	Prepararoty work	Preperatory work
82	22	APPENDIXE/STR-1	APPENDIX-EX/ STR-3
84	25-26	replacemcnt *	replacement
85	1	APPENDIX-STR-3	APPENDIX-ES/ STR-1
85	21	Rvs	Receipt Vouchers
87	14	Idspection	Inspection
88	9	Store keeper Or I	Store keeper Gr. I
89	4	(out Door Stares)	(Out Door Stores)
89	7	frmo	from
91	21	collect boxes	collet boxes
92	25	fou	four
94	23	CAE PEARGO	CAE PAREGO
95	9	PEREGO	PAREGO
95	28	PEREGO	PAREGO
96	24	PÉREGO	PAREGO
106	1	conneccions	connections
112	19	exehanges	exchanges
116	4	/hart	/chart
117	22	ih	in
120	1	List of Registers to be maintained in Revenue and Accounts Sections	14 list of...Sections as per Accounts Manuals