

Powers and Duties of Officers and employees:

The Managing Director is responsible for providing overall direction to MSPDCL in maintaining standards of operations, commercial, projects, financial and administrative performance of MSPDCL, he is also responsible for providing financial and administrative approvals as per defined Delegation of Power, and ensuring adherence to state policies, central government policies, guidelines defined by Ministry of Power, from time to time.

The Executive Director is responsible and reports to the Managing Director for all administrative decisions. The Executive Director also supervise in the development of personnel policies, procedures and practices that will motivate employees throughout the company.

The General Managers carry out the duties as per their functional wings. The General Manager supervise the works of the Deputy General Manager and is responsible and report to the Executive Director. The General Manager is responsible for monitoring all functions of Divisions under a circle in terms of commercial, Projects and O&M related matters, and further support Managing Director in technical matters with respect to O&M, Projects and Commercial.

The Deputy General Manager carry out the duties as per their functional wings. The Deputy General Manager (Electrical) is responsible for monitoring all functions of sub divisions under the division in terms of commercial, Projects and O&M related matters for electrical divisions. The Deputy General Managers carries out responsibilities, discharge duties pertaining to their respective functional wings and assist the organization in effective implementation, supervision, coordination, and monitoring of activities related to Electrical, Finance & Accounts, Human Resources, Administration, Legal, and other matters.

All Power and duties are derived and exercised as per the Delegation of Power (DOP) of MSPDCL. Enclosed at Annexure II

ANNEXURE II

Sl. No.	Name of post	Current job profile and responsibilities
1	Managing Director	Managing Director is the Head of the Company and responsible for execution of all decision of the Board of Director of the Company in respect of all technical, financial and overall administrative works.
2	Executive Director	Executive director report and assist the Managing Director in the execution of various functions and management of HR of the Company, IT & Legal, and all technical functionalities
3	Chief Vigilance Officer	Vigilance responsibilities fostering transparency, reduces losses due to theft or malpractice, and supports overall performance improvement of MSPDCL

Sl. No.	Name of post	Current job profile and responsibilities
4	General Manager	General Manager are head of Circles Offices and are responsible for monitoring all functions of Divisions in terms of electrical circles, commercial, Projects, Purchase, Planning O&M related matters, Finance, HR etc
5	Deputy General Manager	Deputy General Manager are Divisional Heads looking after various functions like monitoring the revenue collections, billing efficiency, Operations and Maintenance, and other functional matters of HR & Admin, F&A, Legal and IT related works of MSPDCL.
6	Company Secretary	The Company Secretary is responsible organising, preparation of list of agendas for and taking minutes of board meetings. He also assists Managing Director for implementation of various statutory provisions under the companies act.
7	Manager	Responsible for monitoring the units billed vis-à-vis revenue collection, taking corrective action against defaulting consumers, monitoring of revenue collected vide cash, cheques or Demand draft, conducting inspections regularly. The manager also discharged duties as per the functional requirement for HR, F&A, Legal and IT related matters of MSPDCL.
8	Head Establishment Assistant	Head Establishment Assistant assist Head of Offices in establishment/Service matters in Divisional and Circle Offices.
9	Establishment Assistant	Assist Head Establishment Assistant in service and establishment matters.
10	Junior Establishment Assistant	Junior Establishment Assistant is the Clerical Staff. This staff performs basic administrative and office duties for the company.
11	Bill Assistant	Collect payments against bills and update the consumer ledger appropriately
12	Junior Engineer	Junior Engineer is the Junior Middle level Manager in the Company hierarchy just below the Manager and they are responsible for coordinating the activities within the sub-division/ offices.

Sl. No.	Name of post	Current job profile and responsibilities
13	Deputy Manager	Deputy Manager is the Junior Middle level Manager in the Company hierarchy just below the Manager and they are responsible for coordinating the activities within the sub-division.
14	Assistant Manager (Est)	Assistant Manager (Est) is responsible for coordinating the activities in HR Wing.
15	Head Technical Assistant	Head technical Assistant acts as Supervisor in Operations and Maintenance of Lines and Sub-Stations of various Voltage Levels and assist the Assistant Manager (Elect).
16	Technical Assistant	Assist the Head Technical Assistant in Operations and Maintenance of Lines and Sub-Stations of various Voltage levels.
17	Driver	Driver is responsible for transportation of personnel and goods.
18	Office Assistant	This is the entry level position in the Company and ensures general cleanness and upkeep of the office.
19	Watchman Cum Cleaning Assistant	Watchman Cum Cleaning Assistant ensures general cleanness and upkeep of the office and facilities and perform certain security duties.
20	Computer Operator	Responsible for Data Entry and assist DGM in all divisions.
21	System Administrator	Maintain the essentials such as business application, securities tools, web server, email, PCs, Local & wide Area Networks etc.

Sl. No.	Name of post	Current job profile and responsibilities
22	Collection Assistant	Collect payments against bills and update the consumer ledger appropriately, and ensures collection drives to collect overdue
23	Meter Reader cum Bill Distributor (MRCBD)	Read meters at customer premises in line with MSPDCL procedures, meter reading for all consumers within the billing cycle and field engineers in meter installation and repair
24	Junior Technical Assistant	Responsible for carrying out all Operation & Maintenance related activities