

ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ ਬੋਰਡ  
ਪਰਸੋਨਲ ਬਰਾਂਚ

ਦਫਤਰੀ ਹੁਕਮ ਨੰ:51/ਪ੍ਰਸੋਨਲ

ਮਿਤੀ 11.5.02

ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ ਬੋਰਡ ਪੀ. ਅਤੇ ਐਮ. ਸੰਸਥਾ ਅਧੀਨ ਕੰਮ ਕਰ ਰਹੇ ਹੇਠ ਲਿਖੇ ਅਧਿਕਾਰੀਆਂ ਦੀਆਂ ਡਿਊਟੀਆਂ ਉਨ੍ਹਾਂ ਦੇ ਨਾਮ ਹੇਠ ਦਰਸਾਏ ਵੇਰਵੇ ਅਨੁਸਾਰ ਪਰਸਾਰਿਤ ਕਰਨ ਵਿਚ ਪ੍ਰਸੰਨਤਾ ਅਨੁਭਵ ਕਰਦਾ ਹੈ :

**A) ਕਾਰਜਕਾਰੀ ਇੰਜੀਨੀਅਰ/ਗਰਿਡ ਸੰਭਾਲ (ਵੰਡ)**

- i) Xen/Grid Mtc.(DS) will carry out the half yearly and above capital and sample mtc. of the sub-station equipment installed the at the Grid Sub-Stn. under the DS Circle.
- ii) He will attend to the major breakdowns at the Grid Sub Stations in association with the DS Staff as and when called by the Xen/DS concerned.
- iii) He will monitor the full compliance by the DS Staff on the discrepancies observed during the periodical testing of the S/S equipment by the Prot. Staff.
- iv) He will be present at the S/S at the time of periodical testing of the equipment by the Prot staff.

**B) ਕਾਰਜਕਾਰੀ ਇੰਜੀਨੀਅਰ ਵੰਡ**

- i) XEN/DS will ensure all routine mtc. of the S/S equipments installed at the Grid S/S under his charge. He will also ensure compliance of all observations of Prot. Staff during the periodical testing of the S/S equipment.
- ii) He will ensure timely attendance of all breakdowns at the Grid S/S.
- iii) He will ensure timely intimation to the requirement of spares/T&P to SE (P&M) for procurement.
- iv) Whenever there is a major breakdown, Xen/DS can call for the assistance of Xen/Grid mtc. (DS)
- v) For capital & sample mtc. of S/S equipment xen/DS will associate with the Xen/Grid Mtc. (DS)

**C) ਐਸ.ਐਸ.ਈ./ਉਪ ਮੰਡਲ ਅਫਸਰ 66 ਕੇ.ਵੀ./33 ਕੇ.ਵੀ. ਗਰਿਡ ਸਬ ਸਟੇਸ਼ਨ ਇੰਚਾਰਜ**

- i) SSE/SDO will ensure the proper functioning of all the S/Ss equipment installed at the Grid Sub Station under his control so as to maintain continuity of supply.

- ii) He will prepare and analyse the fault reports of various faults occurring on the feeder Generating from the Sub-Stn and send the necessary intimation to his Xen concerned, who, in turn, will send the same to Circle Office.
- iii) He will ensure timely routine mtc. of all the S/Stns equipment at the S/Stns under his charge as per mtc. schedules on daily, weekly, fortnightly, monthly and quarterly basis.
- iv) He will ensure timely attendance of observations of the Prot. Staff.

**D) ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ/ਪੀ.ਅਤੇ ਐਮ.**

- i) He will be responsible for the administrative and general & professional control of works under the charge of his circle.
- ii) He will arrange spares for all the S/Stns under the charge of Xens/Prot. under his charge.
- iii) He will ensure proper mtc. of S/Stns under his charge.

**E) ਕਾਰਜਕਾਰੀ ਇੰਜੀਨੀਅਰ/ਪਰੋਟੈਕਸ਼ਨ**

- a. He will carry out testing of new S/Stns equipment protection System and commissioning thereof.
- b. He will carry out periodical testing of sub-station equipment & Protection system at the specified intervals and record their observations/deficiencies in the Equipment Mtc. Register.
- c. He will attend to emergencies/breakdowns in the event of failure of any equipment at the S/Stn .All the testing which is required to be done at the time of new commissioning are carried out on the repaired/replaced equipment/protection system.

**F) ਕਾਰਜਕਾਰੀ ਇੰਜੀਨੀਅਰ/ਗਰਿਡ ਸੰਭਾਲ (ਪੀ.ਅਤੇ ਐਮ.)**

- i) He will carry out selective/periodical inspection of supply system.
  - a) Inspection of Grid S/Stns and scrutiny of equipment mtc. register.
  - b) Inspection of Grid S/Stns located at H.Q. will be at least twice a month.
- ii) He will check interruptions in supply and suggest remedial measures.
- iii) He will check mtc. schedule to ensure that mtc. is carried out as per schedule.

- iv) He will periodically check loading condition of the Grid sub-station.
- v) He will carry out all the periodical mtc. which become due six monthly or more through the Divnl. Office Mtc. Gang with the help of S/Stn Staff.
- vi) He will attend to all the emergencies at the S/Stn through the Grid Mtc. Gang.
- vii) He will inspect new construction work to ensure proper quality of work.
- viii) He will ensure that proposal and estimates framed are practically sound and as per standard practice.
- ix) He will ensure that power cut instructions are being followed by the subordinate offices.
- G) ਐਸ.ਐਸ.ਈ. ਅਧੀਨ ਕਾਰਜਕਾਰੀ ਇੰਜੀਨੀਅਰ/ਗਰਿਡ ਸੰਭਾਲ (ਪੀ.ਅਤੇ ਐਮ.)

- i) He will ensure proper functioning of all the sub-station equipment installed at the Grid s/s under his charge.
- ii) He will prepare and analyse the fault reports of various faults occurring on the feeders emanating from the S/Stns and send the necessary intimation to his Xen/concerned who in turn, will send the same to circle office.
- iii) He will ensure timely routine mtc. of all the S/Stns equipments at the Sub-Stations under his charge.
- iv) He will ensure timely attendance of observations of the protection staff.
- H) ਸਹਾਇਕ ਕਾਰਜਕਾਰੀ ਇੰਜੀਨੀਅਰ/ਐਸ.ਡੀ.ਐਮ.(ਪੀ.ਅਤੇ ਐਮ.) ਨਾਲ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ, ਸਹਾਇਕ ਕਾਰਜਕਾਰੀ ਇੰਜੀਨੀਅਰ/ਟੈਕ ਨਾਲ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ(ਪੀ.ਅਤੇ ਐਮ.)

- i) He will ensure mobilization, development and modernization of the sub-station equipment.
- ii) He will arrange for training of the O&M staff of the Grid Sub-Station equipment.
- iii) He will arrange demonstration by various organization firms to impart knowledge of latest equipment to the Sub Station staff.

**b) AEEs/Tech.**

- i) He will assist SE/P&M in day to day technical matter under the jurisdiction of circle.
- ii) He will assist SE/P&M in purchasing spares for the Sub-Stations.

Sd/-  
Dy.Secy./Personnel  
PSEB, Patiala.

## **PUNJAB STATE ELECTRICITY BOARD**

Office order No 61/PERC

Dated 26.6.1992

In partial modification of this office order no. 82/PERS dt. 27.7.90, the duties already assigned to Junior engineer-I and Junior Engineer-II vide Annexure A&B respectively of the ibid office order, shall stand supplemented/amended as under :

### **JE-I (ANNEXURE-'A')**

**Sr.No.13:** He will perform duties not necessarily as per office hours but as per time schedule including working in shifts, fixed by his SDO or other senior officers, Besides giving duty as per schedule he will be required to perform duty at any hour of the day and night in the interest of Board's and Public Service.

### **JE-II (ANNEXURE-'B')**

- Sr.No.14:** (i) During rains, storms, lightning and other such exigencies, all J.Es/LMs/ALMs working in DS Sub-Division, must report immediately to the nearest Sub-Station/call point without waiting for a formal request/call.
- ii) He will perform duties not necessarily as per office hours but as per time schedule, including working in shifts, fixed by his SDO or other senior officers, Besides giving duty as per schedule, he will be required to perform duty at any hour of the day and night in the interest of Board's and Public service.

Sd/-  
Dy.Secy./Personnel  
PSEB, Patiala.

ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ ਬੋਰਡ  
ਪਰਸੋਨਲ ਬਰਾਂਚ

ਦਫਤਰੀ ਹੁਕਮ ਨੰ:65/ਪਰਸੋਨਲ

ਮਿਤੀ 2.7.92

ਪੰਜਾਬ ਰਾਜ ਬਿਜਲੀ ਬੋਰਡ ਡਰਾਫਟਸਮੈਨ ਦੀਆਂ ਡਿਊਟੀਆਂ ਹੇਠ ਲਿਖੇ ਅਨੁਸਾਰ ਪਰਸਾਰਿਤ ਕਰਨ ਵਿਚ ਪ੍ਰਸੰਨਤਾ ਅਨੁਭਵ ਕਰਦਾ ਹੈ :

1. ਡਰਾਇੰਗਾਂ ਬਨਾਉਣਾ, ਡਰਾਇੰਗਾਂ ਦਾ ਰਜਿਸਟਰ ਤਿਆਰ ਕਰਨਾ ਅਤੇ ਵਿਸ਼ੇ ਮੁਤਾਬਿਕ ਡਰਾਇੰਗਾਂ ਦੇ ਪਾਸ ਨੰਬਰ ਲਗਾਉਣੇ ਆਦਿ ।
2. ਡਰਾਇੰਗ ਸਟੇਸ਼ਨਰੀ ਅਤੇ ਡਰਾਇੰਗ ਟੀ. ਅਤੇ ਪੀ. ਦਾ ਰਿਕਾਰਡ ਰੱਖਣਾ ਆਦਿ ।
3. ਮੰਨਜੂਰ ਕੀਤੀਆਂ ਡਰਾਇੰਗਾਂ ਨੂੰ ਸੰਭਾਲ ਕੇ ਰੱਖਣਾ ਅਤੇ ਲੋੜ ਮੁਤਾਬਿਕ ਉਨ੍ਹਾਂ ਦੇ ਪ੍ਰਿੰਟ ਕਰਵਾ ਕੇ ਸਬੰਧਤ ਦਫਤਰ ਨੂੰ ਭੇਜਣਾ ਆਦਿ ।
4. ਸਬੰਧਤ ਸਾਰੀਆਂ ਟੈਕਨੀਕਲ ਰਿਪੋਰਟਸ ਅਤੇ ਟੈਕਨੀਕਲ ਡਾਟਾ ਅਤੇ ਹੋਰ ਤਕਨੀਕੀ ਸਬੰਧਤ ਸਾਰਣੀਆਂ ਤਿਆਰ ਕਰਨਾ ਜੋ ਕਿ ਬੋਰਡ ਵਲੋਂ ਸਮੇਂ ਸਮੇਂ ਸਿਰ ਲਾਗੂ ਕਰਨ ਦੀਆਂ ਹਦਾਇਤਾਂ ਕੀਤੀਆਂ ਜਾਂਦੀਆਂ ਹਨ
5. ਤਖਮੀਨਿਆਂ ਨੂੰ ਪਰਵਾਨ ਕੀਤੀਆਂ ਡਰਾਇੰਗ ਮੁਤਾਬਿਕ ਪੀ. ਡਬਲਿਊ ਡੀ. ਦੀ ਸਪੈਸੀਫਿਕੇਸ਼ਨ ਅਤੇ ਸੀ.ਐਸ.ਆਰ. ਦੇ ਮੁਤਾਬਿਕ ਤਿਆਰ ਕਰਨ ਅਤੇ ਪੂਰੀ ਪੜਤਾਲ ਮੰਡਲ ਨਕਸ਼ਾ ਨਵੀਸ ਤੋਂ ਕਰਵਾਉਣਾ ਗੱਡੀਆਂ ਅਤੇ ਫੁਟਕਲ ਕੰਮਾਂ ਦੇ ਤਖਮੀਨੇ ਤਿਆਰ ਕਰਨੇ ਅਤੇ ਉਨ੍ਹਾਂ ਨੂੰ ਬੋਰਡ ਦੀਆਂ ਲੈਟੈਸਟ ਹਦਾਇਤਾਂ ਮੁਤਾਬਿਕ ਸਮਰੱਥ ਅਧਿਕਾਰੀ ਤੋਂ ਟੀ.ਆਈ.-4 ਨੂੰ ਮੱਦੇ ਨਜ਼ਰ ਰੱਖ ਕੇ ਮੰਨਜੂਰ ਕਰਵਾਉਣਾ ।
6. ਅਨੇਕ ਕੰਮਾਂ ਦੀ ਮੁਢਲੀ ਪਰੋਗਰੈਸ ਰਿਪੋਰਟਸ ਉਚ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਪੇਸ਼ ਕਰਨਾ ਜੋ ਕਿ ਮੁੱਖ ਨਕਸ਼ਾ ਨਵੀਸ /ਸੀ.ਐਚ.ਡੀ. ਤੋਂ ਪੂਰੀ ਤਰਾਂ ਚੈਕ ਹੋਈ ਹੋਣੀ ਚਾਹੀਦੀ ਹੈ ।
7. ਜਿਹੜੀਆਂ ਆਈਟਮਾਂ ਸੀ.ਐਸ.ਆਰ. ਵਿਚ ਕਵਰ ਨਹੀਂ ਹੁੰਦੀਆਂ ਹਨ ਉਨ੍ਹਾਂ ਦੀ ਮਜਦੂਰੀ ਕਿੰਨੀ ਚਾਹੀਦੀ ਹੈ ਅਤੇ ਕੰਮ ਤੇ ਮੈਟੀਰੀਅਲ ਕਿੰਨਾ ਖਰਚ ਹੋਵੇਗਾ ਜੋ ਕਿ ਉਪ ਮੰਡਲ ਅਫਸਰ ਨੇ ਭੇਜਿਆ ਹੈ ਉਸ ਦੀ ਸਮਰੱਥ ਅਧਿਕਾਰੀ ਦੀ ਪਰਵਾਨਗੀ ਲੈਣ ਤੋਂ ਪਹਿਲਾਂ ਰੇਟ ਤੇ ਐਨਾਲਾਈਸਿਸ ਨੂੰ ਮੁੱਖ ਨਕਸ਼ਾ ਨਵੀਸ ਜਾਂ ਸੀ.ਐਚ.ਡੀ. ਤੋਂ ਡਰਾਇੰਗ ਅਤੇ ਸਪੈਸੀਫਿਕੇਸ਼ਨ ਮੁਤਾਬਿਕ ਚੈਕ ਕਰਵਾਉਣਾ ।
8. ਜਨਰਲ ਸਰਵਿਸ ਕੂਨੈਕਸ਼ਨ, ਇੰਡਸਟਰੀਅਲ ਸਰਵਿਸ ਕੂਨੈਕਸ਼ਨ, ਟਿਊਬਵੈਲ ਕੂਨੈਕਸ਼ਨ ਦੇ ਅਨੁਮਾਨਾਂ ਨੂੰ ਪੜਤਾਲ ਕਰਨਾ, ਅਨੁਮਾਨ ਤਿਆਰ ਕਰਨੇ ਅਤੇ ਇਨ੍ਹਾਂ ਦੀ ਪੜਤਾਲ ਕਰਨਾਂ ਅਤੇ ਅਨੁਮਾਨ ਦਾ ਰਜਿਸਟਰ ਤਿਆਰ ਕਰਕੇ ਸਲਾਨਾਂ ਅਨੁਮਾਨ ਜੋ ਮੰਡਲ ਅਤੇ ਹਲਕਾ ਦਫਤਰਾਂ ਵਿੱਚ ਪਰਵਾਨਗੀ ਲਈ ਆਉਂਦੇ ਹਨ ਉਨ੍ਹਾਂ ਨੂੰ ਭੇਜਣ ਤੋਂ ਪਹਿਲਾਂ ਬੋਰਡ ਦੀਆਂ ਹਦਾਇਤਾਂ ਮੁਤਾਬਿਕ ਪੜਤਾਲ ਕਰਨ ਅਤੇ ਉੱਚ ਦਫਤਰ ਨੂੰ ਭੇਜਣਾ ।
9. ਸਲਾਨਾਂ ਤਖਮੀਨੇ, ਰੀਵਾਈਜ਼ਡ ਤਖਮੀਨੇ ਅਤੇ ਡਿਪੋਜਿਟ ਵਰਕਸ ਦੇ ਅਨੁਮਾਨ ਬਣਾਉਣੇ ।
10. ਜੇ ਜਰੂਰਤ ਹੋਵੇ ਤਾਂ ਰੇਲਵੇ ਕਰੋਸਿੰਗ ਦੀ ਡਰਾਇੰਗ ਤਿਆਰ ਕਰਨਾ ਅਤੇ ਸਬੰਧਤ ਦਫਤਰ ਨੂੰ ਭੇਜਣਾ
11. ਵੱਖ ਵੱਖ ਕਿਸਮ ਦੇ ਟੈਕਨੀਕਲ ਰੈਵਿਊ ਮੀਟਿੰਗ ਜੋ ਸਮੇਂ ਸਮੇਂ ਸਿਰ ਮੰਡਲ ਦਫਤਰਾਂ ਵਿਚ ਹੁੰਦੀਆਂ ਰਹਿੰਦੀਆਂ ਹਨ ਉਨ੍ਹਾਂ ਵਾਸਤੇ ਸਬੰਧਤ ਅਧਿਕਾਰੀ ਨੂੰ ਡਾਟਾਂ ਤਿਆਰ ਕਰਕੇ ਦੇਣਾ ਜੋ ਕਿ ਮੁੱਖ ਨਕਸ਼ਾ ਨਵੀਸ ਤੋਂ ਪੜਤਾਲ ਹੋਣਾ ਚਾਹੀਦਾ ਹੈ । ਕਾਰਜਕਾਰੀ ਇੰਜੀਨੀਅਰ ਦੇ ਦਫਤਰ ਵਿਚ ਸਾਰੇ ਟੈਕਨੀਕਲ ਅਤੇ ਰੈਵਿਊ ਡਾਟੇ ਦੇ ਚਾਰਟ ਤਿਆਰ ਕਰਕੇ ਕਮਰੇ ਵਿਚ ਲਗਾਉਣੇ ਅਤੇ ਮਾਹਵਾਰੀ ਪ੍ਰਗਤੀ ਰਿਪੋਰਟ ਦਰਜ ਕਰਨੀ ।
12. ਹੇਠ ਲਿਖੇ ਤਕਨੀਕੀ ਵਿਸ਼ੇ ਤੇ ਪੱਤਰ ਵਿਵਹਾਰ ਕਰਨ ਵਿਚ ਸਹਾਇਤਾ ਕਰਨੀ :
  - ੳ) ਲਾਏ ਗਏ ਵੰਡ ਟਰਾਂਸਫਾਰਮਰਾਂ ਸਬੰਧੀ ।
  - ਅ) ਟਰਿਪਿੰਗ ਬਰੇਕ/ਡਾਊਨ ਦੇ ਹੋਣ ਬਾਰੇ ਪੁੱਛ ਪੜਤਾਲ ਕਰਨੀ ।
  - ੲ) ਸਮਗਰੀ ਦੀ ਮੰਗ ਅਤੇ ਵੰਡ ਸਬੰਧੀ ।
  - ਸ) ਅਨਰਜੀ ਅਕਾਊਂਟਿੰਗ/ਲੋਸਿੰਗ ਬਾਰੇ ।
  - ਹ) ਬੋਰਡ ਦੀ ਕਮਰਸ਼ੀਅਲ ਡਾਇਰੈਕਟੋਰੇਟ ਵਲੋਂ ਜਾਰੀ ਹੁੰਦੀਆਂ ਖਪਤਕਾਰਾਂ/ਮਹਿਕਮੇ ਸਬੰਧੀ ਪਾਲਸੀਆਂ ਨੂੰ ਸਬੰਧਿਤ ਅਧਿਕਾਰੀਆਂ ਦੇ ਨੋਟਿਸ ਵਿਚ ਲਿਆ ਕੇ ਉਸ ਤਰਾਂ ਖਪਤਕਾਰਾਂ ਦੇ ਕੇਸਾਂ ਦਾ ਨਿਪਟਾਰਾ ਕਰਵਾਉਣਾ ।
  - ਕ) ਖਪਤਕਾਰਾਂ ਦੇ ਸਰਵਿਸ ਕਿਰਾਇਆਂ ਦਾ ਘਟਾਉਣਾ/ਵਧਾਉਣਾ ।
  - ਖ) ਉਪ ਮੰਡਲ ਦਾ ਸਲਾਨਾ ਨਿਰੀਖਣ ਕਰਨਾ ।

- ਗ) 11 ਕੇ.ਵੀ. ਲਾਈਨਾਂ ਐਲ.ਟੀ. ਲਾਈਨਾਂ ਵੰਡ ਸਟੇਸ਼ਨਾਂ ਦੀ ਮਾਹਵਾਰੀ ਪ੍ਰਗਤੀ ਰਿਪੋਰਟਾਂ ਲੈਣੀਆਂ ਅਤੇ ਉੱਚ ਅਧਿਕਾਰੀਆਂ ਨੂੰ ਭੇਜਣਾ ।
- ਘ) ਖਪਤਕਾਰਾਂ ਦੇ ਭਾਰ ਨੂੰ ਘਟਾਉਣ ਅਤੇ ਵਧਾਉਣ ਅਤੇ ਬੋਰਡ ਦੇ ਕਮਰਸ਼ੀਅਲ ਹੁਕਮਾਂ ਨੂੰ ਧਿਆਨ ਵਿਚ ਰੱਖਦੇ ਹੋਏ ਪ੍ਰਵਾਨਗੀ ਦੇਣਾ ਅਤੇ ਕੂਨੈਕਟਿਡ ਲੋਡ ਰਜਿਸਟਰ ਤਿਆਰ ਕਰਨਾ
- ਙ) ਪਬਲਿਕ ਦੀਆਂ ਸਿਕਾਇਤਾਂ ਤੋਂ ਬਚਣ ਲਈ ਹਰ ਨਵੇਂ ਕੂਨੈਕਸ਼ਨ ਦੇਣ ਤੋਂ ਪਹਿਲਾਂ ਅਤੇ ਸਮੇਂ ਸਮੇਂ ਸਿਰ 11 ਕੇ.ਵੀ. ਐਲ.ਟੀ. ਲਾਈਨਾਂ ਦੀ ਵੋਲਟੇਜ ਪੜਤਾਲ ਕਰਨਾ ।
- ਚ) ਸਮੇਂ ਸਮੇਂ ਸਿਰ ਖਿੱਚੀਆਂ ਜਾ ਰਹੀਆਂ ਲਾਈਨਾਂ ਦੇ ਸੁਧਾਰਾਂ ਲਈ ਅਨੁਮਾਨਾਂ ਨੂੰ ਸਹੀ ਤਰੀਕੇ ਨਾਲ ਤਿਆਰ ਕਰਵਾਉਣਾ ਅਤੇ ਹੋਰ ਸਬੰਧਤ ਤਕਨੀਕੀ ਪੱਤਰ ਵਿਵਹਾਰ ਕਰਨਾ ।
- 13) ਦਫਤਰ ਅਤੇ ਫਰਮ ਦੀਆਂ ਡਰਾਇੰਗਾਂ ਦੇ ਫੋਲੀਓਜ਼ (ਫਾਈਲਾਂ) ਤਿਆਰ ਕਰਨੀਆਂ ਅਤੇ ਸੰਭਾਲ ਕਰਨੀ ।
- 14) ਦਫਤਰ ਅਤੇ ਫਰਮਾਂ ਤੋਂ ਪ੍ਰਾਪਤ ਹੋਈ ਤਕਨੀਕੀ ਲਿਟਰੇਚਰ ਦਾ ਰਜਿਸਟਰ ਤਿਆਰ ਕਰਨਾ, ਉਸ ਲਿਟਰੇਚਰ ਨੂੰ ਸਬੰਧਤ ਦਫਤਰਾਂ ਨੂੰ ਭੇਜਣਾ ਅਤੇ ਸੰਭਾਲ ਰੱਖਣਾ ।
- 15) ਉਸਾਰੀ ਉਪ ਮੰਡਲ/ਮੰਡਲ/ਹਲਕੇ ਵਿੱਚ ਮੈਟੀਰੀਅਲ /ਇਕੂਪਮੈਂਟ ਦੀ ਜੋ ਐਲੋਕੇਸ਼ਨ ਸਬੰਧਤ ਦਫਤਰ ਤੋਂ ਹੋਈ ਹੈ ਉਸਦਾ ਰਜਿਸਟਰ ਤਿਆਰ ਕਰਨਾ ਅਤੇ ਸਬੰਧਤ ਸੂਚਨਾਵਾਂ ਨੋਟ ਕਰਨੀਆਂ ।
- 16) ਕੈਪੀਟਲ ਨੇਚਰ ਦੇ ਕੰਮ ਜੋ ਕਿ ਮੰਨਜੂਰ ਸੁਦਾ ਤਖਮੀਨੇ /ਸਕੀਮ ਦੇ ਅਧੀਨ ਕਰਵਾਏ ਗਏ ਹੋਣ ਦੇ ਕੰਪਲੀਸ਼ਨ ਪਲਾਨ ਤਿਆਰ ਕਰਨੇ ਅਤੇ ਉਨ੍ਹਾਂ ਦੀ ਰਿਪੋਰਟ ਪੇਸ਼ ਕਰਨਾ ਅਤੇ ਐਮ.ਬੀ. ਵਿੱਚ ਸਮਾਨ ਬਾਰੇ ਰਿਕਾਰਡ ਕੀਤੇ ਹੋਏ ਇੰਚਾਰਜ ਨੂੰ ਵੈਰੀਫਾਈ ਕਰਨਾ ।
- 17) ਉਪ ਮੰਡਲ ਅਫਸਰ ਦੇ ਫੈਸਲੇ ਕਰਨ ਤੋਂ ਪਹਿਲਾਂ ਵੋਲਟੇਜ ਡਰਾਪ ਕੀਤੇ ਸਾਰੇ ਕੇਸਾਂ ਦੀ ਤਕਨੀਕੀ ਪੜਤਾਲ ਕਰਨਾ ਅਤੇ ਮੰਡਲ ਦਫਤਰ ਨੂੰ ਭੇਜਣਾ ।
- 18) ਲਾਇਬਰੇਰੀ ਦਾ ਰਿਕਾਰਡ ਮੈਨਟੇਨ ਕਰਨਾ ।
- 19) ਮਾਈਕਰੋ ਫਿਲਮ ਦਾ ਰਿਕਾਰਡ ਰੱਖਣਾ ।
- 20) ਸ਼ਨਾਖਤੀ ਕਾਰਡਾਂ ਦਾ ਰਿਕਾਰਡ ਰੱਖਣਾ ।
- 21) ਕੰਮਪਲੀਸ਼ਨ ਰਿਪੋਰਟਾਂ ਅਤੇ ਕੰਮਪਲੀਸ਼ਨ ਰਜਿਸਟਰਾਂ ਦਾ ਰਿਕਾਰਡ ਰੱਖਣਾ ।
- 22) ਐਕਸੈਸ ਓਵਰ ਸੈਂਗਲ ਤਖਮੀਨੀਆਂ ਬਾਰੇ ਸਹਾਇਤਾ ਦੇਣੀ ।
- 23) ਡੇਲੀ ਜਨਰੇਸ਼ਨ ਡਾਟਾ ਬਾਰੇ ਪੂਰਾ ਰਿਕਾਰਡ ਰੱਖਣਾ ਅਤੇ ਕਮਰੇ ਵਿਚ ਲੱਗੇ ਬੋਰਡ ਤੇ ਡਿਸਪਲੇ ਕਰਨਾ ।
- 24) ਮੈਨਟੀਨੈਂਸ ਸ਼ਡਿਊਲ ਬਨਾਉਣ ਵਿਚ ਸਹਾਇਤਾ ਕਰਨਾ ।
- 25) ਪ੍ਰੀਆਡੀਕਲ ਰੀਟਰਨ ਬਨਾਉਣ ਵਿਚ ਸਹਾਇਤਾ ਕਰਨਾ ।
- 26) ਉਪਰੋਕਤ ਤੋਂ ਇਲਾਵਾ ਅਫਸਰ ਇੰਚਾਰਜ/ਕੰਟਰੋਲਿੰਗ ਅਫਸਰ ਦੁਆਰਾ ਦਿੱਤੀਆਂ ਜਾਣ ਵਾਲੀਆਂ ਡਿਊਟੀਆਂ ਕਰਨਾ ।

ਸਹੀ/-  
ਉੱਪ ਸਕੱਤਰ /ਪ੍ਰੋਸੋਨਲ,  
ਪੰ:ਰਾ:ਬਿ:ਬੋ:, ਪਟਿਆਲਾ

## PUNJAB STATE ELECTRICITY BOARD

Office order No 75PERC

Dated 11.8.1992

In super session of office order no.1296/cadre dated 12.1.75 the Punjab State Elec. Board is pleased to define the duties of Flying Squads, Mobile Meter Testing Squads and Enforcement Units under Chief engineer/Enforcement as under :

B) FLYING SQUADS/ENFORCEMENT UNITS :

- 1) Detection of theft of electricity by various categories of consumers.
- 2) Detection of unauthorized extension at the premises of various categories of consumers.
- 3) Detection of fictitious name plates over T/well motors and other type of loads.
- 4) Detection of in-accurate registration of energy by meters/metering equipment due to wrong/incorrect connections and due to missing multiplying factors.
- 5) Detection of all other cases leading to leakage of revenue.
- 6) Surprise checking of attendance/muster rolls (including civil organization).
- 7) Surprise checking of Boards vehicles.
- 8) Checking of off-day running of connections and violation of peak load restrictions.
- 9) Investigation of complaints with respect to super-session of seniority in grant of connections, demand of illegal gratification, etc.
- 10) Other Misc. jobs entrusted by the Board from time to time such as checking of stores etc.
- 11) To assist Distribution staff in pursuing the the cases of theft/pilferages of electricity in the court.
- 12) monitoring of consumption of power oriented Industries like induction/Arc Furnances etc. being fed through independent feeders.
- 13) Surprise/joint readings(inclusive of M.D.) of major industrial units and paper sealing of meters body

to plug chances of unauthorized opening of meter covers.

- 14) Enforcement of all commercial Instructions issued from time to time, non-compliance of which could otherwise lead to theft/pilferage of energy.
- 15) To keep complete record regarding :
  - i) Penalties levied & recovered.
  - ii) Disciplinary actions approved by Competent Authority & action actually taken.
  - iii) Supervisory checks conducted by XEN/SE and Chief.
- 16) Suggest changes in commercial instruction on the basis of difficulties faced in their implementation from time to time.
- 17) To create atmosphere of trust between the Board and consumers in order to avoid occurrence of theft cases through better interaction & guidance to consumers.
- 18) To arrange meetings with consumers for improvement of working of Enforcement Wing through self appraisal.

The checking of consumer's premises shall be regulated as under:

I	Director/Enforcement	:	Loads above 5 MW
ii	XEN/Enforcement	:	Loads from 500 KW to 5MW
iii	AEE/Flying Squad	:	Loads less than 500KW

Where no AEE/  
Flying Squad is  
Attached with him.

( These connections shall be checked by XEN/Enforcement Besides the above prescribed checking, an independent checking upto 2% to 3% of checkings done by AEE/XEN (Flying Squad) should also be done by senior officers i.e., XEN/Flying squad and director/Enforcement as a normal supervisory check.

**C) MOBILE METER TESTING SQUADS :**

- 1** Testing of Meters/metering equipments at consumer's premises in as found condition (both L.S. & I.S. except whole current meters.
- 2) Verifications of genuineness of .M&Tseals in respect of Meter/Metering equipment tested/by them
- 3) Test/sealing (except M&T seal and recording of readings of Meterring Equipment installed.

At various Grid sub-Stations of PSEB on all impendent feeders of rating 11/33/66/132 KV etc.

1. Testing of CT/PT units with regard to their capacity/accuracy etc.
2. Testing of metering equipment/meters jointly with M.E. Sub-divisions before & after installation.
3. Monthly progress of checking of L/S consumers to ensure checking every six months.
4. Monitor replacement of defective meters & prepare reports for information of SE/CE/(DS).
5. Prepare guidelines for checking of seals by consumers to avoid disputes.
6. Ensure preparation of Pass Book for reading of D.S. consumers.
7. Ensure compliance of test results through CEs.

**PUNJAB STATE ELECTRICITY BOARD**  
**PERSONNEL SECTION**

Office order No 118 PERC

Dated 7.12.2002

**ADDENDUM AND CORRIGENDUM TO THIS**  
**OFFICE ORDER NO. 92/PERS. DATED 27.10.1990**

- 1) Duty of Foreman indicated at Sr.No. 3 in Annexure-'D' of the ibid office order is hereby deleted.
- 2) Following may be added in the duties of JE-II mentioned at Sr.No. 12 of annexure-B-I :-

Entries in respect of repair works of distribution transformers done by the Forman or under his supervision shall be recorded in the EMR by JE-II instead of foreman.

Sd/-  
Dy. Secy./Personnel,  
PSEB, Patiala.

## PERSONNEL SECTION

Office order No 76/PERC

Dated 24.03.93

In continuation of this office Endst.No. 192023 /193443/2P-13 dated 3.10.91 vide which the duties of Technical audit have been circulated, the PSEB is pleased to fix the following target/yardstick :

**I) Target of each XEN/Technical Audit (Electrical)on monthly basis.**

1. One audit report on physical verification of material used at site vis-à-vis material drawn from stores in respect of 5 to 6 works.
2. One report on audit expenditure incurred on petty purchases by Sub-Divisions.
3. One report on physical verification of material received in various stores with respect to its quantity and quality and verification of stock balances in stores special attention shall be given to material like cables, insulators, GSS wire, GSL wire.
4. One report on bi-monthly basis covering any of the following shares:
  - a) reconciliation of meters with reference to CA-21/CA-22 Registers and compliance of different job orders.
  - b) computerized exception reports.
  - c) Checking of material control registers in various stores.
  - d) Accountability of transformers with reference to return of replaced/augmented transformers to stores and and utilization of drawn transformers.
  - e) follow up on reports of Meter Inspectors.
  - f) Checking of maintenance material as per form-4.
  - g) Checking of quality of transformers being repaired by private firms.
  - h) Checking of quality of calibration of energy meters in different M.E. Labs.Investigation of complaints and other specific jobs entrusted by Chairman/Members of the Board from time to time.

**II) Civil Wing under Technical Audit.**

1. Technical audit of expenditure incurred on annual maintenance residential and non-residential buildings.
2. Technical Audit of civil works being executed by organization including expenditure incurred on well foundations-setting and protection of power foundations.
3. Investigation of complaints relating to Civil Works.
4. Expenditure incurred on petty purchases by various Civil works sub-division.
5. Other specific jobs entrusted by Chairman and members of the Board from time to time.

It is requested that above targets/yardstick may be implemented for achieving the desired results implemented/immediately

s

This issues with the approval of competent authority.

Sd/-

Dy. Secy./Personnel,  
PSEB, Patiala.

**PUNJAB STATE ELECTRICITY BOARD**  
**PERSONNEL SECTION**

Office order No 26/PERC

Dated 28.04.93

The following duties may be added in the duties of Lineman circulated vide Annexure 'C' of this office order no. 82/PERC dt. 27.7.90.

- 1) He shall be responsible for reporting the theft of energy cases pertaining to the area served by him to his JE incharge as well as SDO Incharge. In case of non-reporting of this aspect by the Lineman, he will be held responsible for such cases of theft of energy detected by the Enforcement staff and other agencies.
- 2) He will be responsible for properly effecting the various job orders like PDCOs/TDCOs/MCOs/SJOs issued from time to time. He shall also cross check during his routine visit to the area, being served by him, that no such connection runs, unauthorised till it is properly reconnected.
- 3) For reporting unauthorized running of the connections/theft of energy cases, he shall make suitable entry in the complaint register and also make a separate report to JE/SDO incharge immediately within 24 hours from the date/time of his visit to the area/detection thereof.

Sd/-  
Dy. Secy./Personnel,  
PSEB, Patiala.

**CIVIL WING UNDER TECHNICAL AUDIT :-**

- 1) Technical Audit of expenditure incurred on annual maintenance of residential and non-residential buildings.
- 2) Technical Audit of civil works being executed by to organization including expenditure incurred on of tower foundations.
- 3) Investigation of complaints relating to civil works.
- 4) Expenditure incurred on petty purchases by various Civil Works Sub-Division.
- 5) Other specific jobs entrusted by Chairman and members of the Board from time to time.

It is requested that above targets/yardstick may be implemented for achieving the desired results implemented/immediately

The issues with the approval of competent authority.

Sd/-  
Dy. Secy./Personnel,  
PSEB, Patiala.

**PUNJAB STATE ELECTRICITY BOARD**

**PERSONNEL SECTION**

Office order No 85/PERS

Dated 03.05.95

The following duties may be added in the duties of Lineman circulated vice Annexure 'C' of this office order No. 82 /Personnel dt. 27.7.90 and office order No. 26/Personnel dt. 28.4.93

1. Linemen will also be responsible for proper maintenance of 11 KV/L system under their respective areas and marking them accountable for damage to distribution transformers due to poor mtc. And also for the cases of theft of energy detected due to lack of proper supervision on their part.

Sd/-  
Dy. Secy./Personnel,  
PSEB, Patiala.

**PUNJAB STATE ELECTRICITY BOARD**  
**PERSONNEL SECTION**

Office order No 93/PERS

Dated 11.05.95

The following duties may be added in the duties of Lineman circulated vide Annexure 'C' of this office order no. 82/PRS dt. 27.7.90 office order no. 26/Personnel dt. 28.4.93 and office order no. 85/ Personnel dt.3.5.95.

Lineman concerned is responsible for reporting the defective lines and transformers within their specific jurisdictions.

Sd/-  
Dy. Secy./Personnel,  
PSEB, Patiala.

**PUNJAB STATE ELECTRICITY BOARD**  
**PERSONNEL SECTION**

In partial modification of this office order no. 75/PERS dt. 11.8.92, Punjab State Elec. Board is pleased to define the functions & duties of MMTs & Energy audit directorate under Chief Engineer/Enforcement created vide office order no.7746/cadre-II dt. 20.3.96 as under :

A) **Meters/Metering Equipment Testing**

- 1) Testing of meters/metering equipment at consumer's premises in 'as found' condition in respect of LS consumers and BS consumers.
- 2) Verification of genuineness of ME seals and other seals in respect of meters/metering equipment tested by them.
- 3) Testing, sealing (except ME seals) and taking reading of metering equipment installed at various Grid S/Stns. of PSEB on all independent feeders of rating 11/33/66 132 KV etc. with special stress on feeders connected with implementation of energy audit Scheme at various 220/132/66KV Grid S/Stns.
- 4) Testing of CT/PT Units with regard to their ration/accuracy/capacity etc.
- 5) Testing of Trivector meters /metering equipment jointly with Xen/AE/ME Lab before and after installation and testing of referred meters.
- 6) Monthly progress of checking of LS connections.
- 7) Monitoring replacement of defective meters and prepare reports for information of CE (Enforcement) CE. (Op) with special stress on LS connections.
- 8) To prepare guidelines for checking of seals by consumers to avoid disputes.
9. To ensure preparation of pass books for reading of LS consumers.
10. To ensure compliance of test results through CBC in respect of meters tested by them.

## **ENERGY AUDIT :**

- 1) To ensure installation of proper meters and metering equipment at all 220/132/66KV incoming points supplying power to each circle.
- 2) Testing the accuracy of meters/metering equipment installed at all 220/132/66KV incoming points supplying power to each circle and their sealing except ME seals and verification of the genuineness of all the seals affixed thereon.
- 3) Measurement and monitoring of incoming and put going energy at all 220/132/66KV S-Stn. Supplying power to each circle to arrive at energy supplied to each circle.
- 4) To compare the energy consumption figures with the energy billed by the Circle, as per date to be supplied by CCRP to director/Energy Audit and work-out the losses taking place in each circle and intimate the same to CE/Enforcement & Energy Audit, CE/Commercial and CCRP.
- 5) To ensure proper monitoring of energy consumption of EHV consumers (220/132/66/33KV) by installing sophisticated meters, having precise temper detection features. To get installed independent line PTs/CTs wherever necessary.
- 6) To monitor the energy consumption at sending end of important 11KV feeders, especially independent line feeders supplying power to industrial and BS connections.
- 7) To work out the requirement of meters, CTs PTs and other reoated equipment required for energy metering/audit and get the same procured through the competent authority as per prevailing instructions.

Sd/-  
Dy. Secy./Personnel,  
PSEB, Patiala.

**PUNJAB STATE ELECTRICITY BOARD**  
**PERSONNEL SECTION**

Office order No 184/DS-P/PR

Dated 27.11.98

The Punjab state Electricity Board is pleased to assign the following duties to the Sub-station attendants.

1. To check all the equipments/apparatus, specially D.C. supply in the Sub-stations, before taking charge.
2. Proper operation of equipments in the Sub-Station.
3. Proper maintenance of the equipments under his charge.
4. To have proper record of his duty period i.e. complete log shut filled with all formalities.
5. To note down the maximum load and if it exceeds the limit, he should inform about this to his SDO for necessary a action.
6. To note down the break down of equipment, lines failure of supply, accident and other serious occurrence and to report to the concerned officer.
7. Checking up of sub-station equipment after canceling the PTW before energizing the equipment.
8. Safe custody of keys for various switches and isolator etc.
9. To maintain the safety devices i.e. rubber Gloves earthing sticks and safety belts in good working conditions.
10. To issue the PTW to authorized persons only and he should also see that the same person returns the same PTW after clearance.
11. To carry out power restoring in accordance with the instructions of controlling and superior officers.
12. Telephone alarm and other safety equipments should be tested daily to ensure the proper functioning.
13. To carry out routine scheduled and emergency maintenance of the sub-station equipment and to record its entry in EMR.
14. To maintain first aid box in the sub-station and also have proper knowledge of the same.
15. To keep the fire extinguishers in proper working condition.
16. To display the key diagram in the sub-station and also have the knowledge of the rating and capacity of each equipment.
17. Not to allow the un-authorised persons to enter the sub-station yard.
18. To attend the consumers in good manner and to satisfy them properly.
19. To have good co-operation with other members of the staff, specially with line staff attending the complaints.
20. Any other duty assigned by the Controlling Authority.

Sd/-  
Dy. Secy./Personnel,  
PSEB, Patiala.