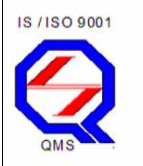


 <p>Bhakra Beas Nation's Pride</p>	Bhakra Beas Management Board Right To Information Act 2005 Manual - 2 Power and Duties of Officers and Employees	 <p>IS /ISO 9001 QMS</p>	 <p>IS/ISO 14001 EMS</p>	 <p>IS 18001 OHSMS</p>
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Sr.No.	Description	Document/ Manual
A.	Powers:	<p>The financial and Administrative Powers (From Sub Divisional Officer to Chief Engineer) are elaborated in the Statutory Manuals/ Provisions namely;</p> <ol style="list-style-type: none"> 1. DFR (Department Financial Rules). http://irrigation.punjab.gov.in/pdf/download/dfr.pdf 2. PFR (Punjab Financial Rules). http://pbfinance.gov.in/jsp/Finance/attachments/PFR%20Part-1.pdf http://pbfinance.gov.in/jsp/Finance/attachments/PFR%20Part-2.pdf 3. Punjab PWD Accounts Code. https://pwdpunjab.gov.in/UploadDocs/Codes/MC3PWD_Code.pdf 4. The BBMB Rules and Regulations (1974 & 1976 respectively) give the details of other Statutes and Executive Instructions being followed by the field Staff. http://bbmb.gov.in/writereaddata/Portal/Images/BBMBRules-1974-1976.pdf 5. Purchase Procedure 2014. http://192.9.200.6:8090/bbmbintranet/manuals/puro.pdf <p>Delegation of Powers – Adopted from PSPCL (visit website http://files.pspcl.in/delegation.pdf)</p>
B.	Responsibilities / Duties	Reference Document: IMS Manual

❖ BBMB SECRETARIAT	
A.	Chairman, BBMB:
	<p>He is over all Head of the Organization. He is responsible for interacting with the State & Central Government authorities. He chairs the Board meetings & provides the policy direction to the organization & set organizational goals. As the Chairman of the Board, he reviews the performances of various departments & provides necessary resources.</p> <p>For Integrated management system (QMS, EMS & OHSMS), Chairman has issued the IMS policy for BBMB. This policy has been deployed throughout the organization & necessary objectives, procedures & plans are formed. Chairman along with the whole time Members (Member/Irrigation, Member/Power) & other key functionaries conducts Management Reviews to evaluate the Quality Management System (QMS), Environmental Management System (EMS) & OHSMS (Occupational Health & Safety Management System) & endeavor in their continual improvement.</p>

B.	Whole-TimeMembers
	<p style="text-align: center;">Ministry of Law, Justice and Company Affairs, Department of Legal Affairs, Advice 'B' Section.</p> <p>On this file we are considering the question of finding out a feasible alternative for a duties and functions to the Whole-Time Members of the Bhakra Beas Management Board without amending the Punjab Re-organization Act, 1966.</p> <p>a) In the above connection, the Ministry of Energy, Department of Power, has also on this file, a draft of the proposed amendment to the Bhakra Beas Management Board Rules. The proposed Rule is reproduced below:-</p> <p style="text-align: center;">“8-A <u>Functions of the Whole-Time Members:-</u></p> <p style="text-align: center;">The two Whole-Time Members shall be over all in charge of the works and administration in their respective spheres of duties.”</p> <p>b) I had also the benefit of discussion with officers of the administrative Ministry and the Board.</p> <p>c) The matter has been examined time and again by this Ministry. The Department of Power has also very kindly reproduced in its forwarding the advice given by us from time to time. It may only briefly be stated that U/S 79 (7) of PRA 1966 the Board can, with the approval of the Central Government, delegate such of its powers, functions and duties as it may deem fit, to the Chairman of the Board or to any officer subordinate to the Board. There is no gain saying that Whole-Time Members of the Board are no officers subordinate to the Board. Therefore, looking to this provision, delegation of powers to the Whole-Time Members of the Board, would not be legally possible.</p> <p>d) If we look to the proposed Rule, it appears that as a result of this Rule, the Whole-Time Members shall be over-all incharge of the work and administration in their respective spheres of duties. This would necessarily involve decision taking by the Whole-Time Members which would be in contravention of the provisions contained in Section 79 (7) of the Act. It would be indirectly circumventing the provisions of the Act. Therefore, the proposed Rule would not be legally in order. This would not mean that the Whole-Time Members may remain without any work. In fact, the Department of Power, at page 19 of its forwarding note, para 2, refers to our earlier advice in which we had stated that the Whole-Time Member could be requested to be incharge of certain work without power to make any order but to report to the Board for taking decision from time to time. The administrative Ministry may consider whether the course indicated by us earlier meeting with their requirements.</p> <p>e) Stated in brief, the Chairman could assign duties and functions to the Whole-Time Members which did not involve any decision taking. The Whole-Time Members could be entrusted with advisory and recommendatory duties like scrutinizing and preparing reports, inspections and the like. If in discharging these duties and functions, they are called upon to take decision, the matter may have to be referred to the Board or the Chairman. In practical application, however, we feel that the advice and recommendations made by the Whole-Time Members would ordinarily be obeyed by the subordinates as if they were commands. Should,</p>

	<p>however, a contingency arise, his advice or recommendation could always be backed by an order of the Board, or the Chairman.</p> <p>f) The course suggested by us could be adopted administratively or even by amending the Rules subject, however, to the Rules not offending Section 79 (7) of the Punjab Re-organization Act, 1966.</p> <p>a) The administrative Ministry may kindly see whether the course suggested by us ful requirements.</p> <p>b) For the reasons aforesaid, the Rule proposed by them does not appear to us to be order.</p> <p style="text-align: right;">Sd/- (S.D. Jha) Joint Secretary and L.A. 27.5.1980</p>
C.	<p><u>MINISTRY OF ENERGY (DEPTT. OF POWER)</u></p>
	<p>Ministry of Law, Justice & CA U.O. No. 23341/80-Adv. (B) dated No.1/4/78-D.III GOVERNMENT OF INDIA MINISTRY OF ENERGY DEPARTMENT OF POWER</p> <p style="text-align: right;">New Delhi , the 12th Feb. 1981</p> <p>To</p> <p style="text-align: center;">The Secretary, Bhakra Beas Management Board, Sector 35-B, Chandigarh .</p> <p>Subject: Functions and duties of Whole-Time Members of BBMB.</p> <p>Sir,</p> <p>I am directed to refer to the correspondence on the above subject, resting with your letter No. 20111/B-916/III/11B dated the 12th November, 1980, and to say that on a further reference to the Ministry of Law on the advisability of delegating powers and functions to the Whole-Time Members under the provisions of Section 79 (9) (b), that Ministry has given the following advice:-</p> <p style="padding-left: 40px;">“Section 79 (9) (b) empowers the BMB to make regulations in the manner stated in sub-section for delegation of powers and duties to the Chairman or any officer of the Board. In this provision, unlike sub- section (7), the word ‘subordinate’ does not qualify the word ‘officer.’ The Department of Power seek our advice on the question whether under this provision, powers could be delegated to the Whole-Time Members of the Board.”</p> <p style="padding-left: 40px;">“2. As the opening words of sub-section (9) would show, the Board may, with the previous approval of the Central Government and by Notification in the official gazette, make regulations consistent with the Act and the Rules. Sub-section (7) provides for delegation of powers to officers subordinate to the Board. The two provisions have to be read harmoniously. If by regulations made under sub-section (9), powers were delegated to Members who are not officers subordinate to the Board, the provision contained in sub-section 7 would be defeated. Such a regulation would be in consistent with the provisions of the Act and would not be covered by the opening words of sub-section (9).</p> <p style="padding-left: 40px;">“3. Having regard to what we have expressed above, it would not be possible for the Board to delegate its powers to Whole-Time Members of the Board.”</p> <p style="text-align: right;">Yours faithfully, Sd/- (N.R. Neelakantan) Desk Officer</p>

D.	Chief Vigilance Officer:
	Chief Vigilance Officer (CVO) BBMB is appointed by Ministry of Power. CVO ensures compliance to the statutory guidelines of the Chief Vigilance Commissioner for maintaining the transparency in the commercial transactions. He insures that fair play prevails in the organization.
E.	Financial Advisor and Chief Accounts Officer (FA& CAO):
	<p>FA& CAO is principal officer of the Board to operate 'Personal Ledger Account' of the Board and issues necessary instructions related to accounts. FA& CAO is responsible for:</p> <ul style="list-style-type: none"> • Rendering advice to Board on all financial matters. • Take appropriate action to obtain adequate funds from the participating States and ensures that the negative balance does-not figure in the Personal Ledger Account. • Arranging pre-checks of all claims, purchase proposals and other transactions related to accounts. • Verification of Stores including T&P. • Compilation of income & expenditure accounts of the Board. • Internal audit of financial and accounting transactions. <p>For IMS, he takes Review Meetings with concerned Deputy FA & Dy. CAOs and provides necessary policy directions for making excellence in the working of Accounts Wing of BBMB.</p>
F.	Secretary:
	He assists in the smooth working of the Board and mainly deals with the tasks pertaining to Irrigation Wing and land issues of project properties apart from the other assignments entrusted to him from time to time. He looks after HR planning, deployment, promotions, transfer of officer cadre (group A & B) in accordance with rules laid down by concerned State Governments and as per the direction of Chairman, BBMB. He organizes the Board meetings from time to time and is the front-end officer of BBMB for all other Government and non-Government organizations. He is responsible for maintenance of Class-I & II promotion roster of BBMB cadre with reference to reservation policy. All the legal/court cases of Class I & II are routed through him.
G.	The legal cell
	The Legal cell in the Board Office takes care of legal aspects of various cases/activities of the BBMB. The legal cell interacts with the advocates defending the cases on behalf of BBMB in different courts of law. Various lease deeds, agreements, contracts and warranty deeds etc. to be executed by the Board office and different Chief Engineer in BBMB are critically examined and advice given accordingly by the legal cell as and when referred to them. The judgments as received via the respective Chief Engineer's and sections are examined and advice given as to whether these should be implemented or appeal filed. The SLP/Writ petitions/Written statements to be filed in the various courts are vetted by the legal cell. Cases are also conducted before the Industrial Tribunal cum labour court by the legal cell. Also advice of the standing counsel and CLA is sought by the legal cell in the cases which involve policy of the Board, principle of law and huge financial implications.
H.	Special Secretary:
	He assists in the smooth working of the Board and mainly deals with the tasks pertaining to Power Wing apart from the other assignments entrusted to him from time to time. He looks after the pertinent issue of Rules and Regulations regarding the service conditions of HRs in BBMB. The policy decision of the Board is dealt with by the Rules and Regulation Section. Although the administrative control of Group 'C' & 'D' employees vests with the concern SE (HQ)/CE i.e. respective CEs (both Irrigation & Power Wing) in the field, FA & CAO for Finance Wing and Secretary for the concerned staff in Board Sectt., the general service conditions, pay and

	<p>allowances, regulations and management of cadre are carried out by the office of Spl Secretary.</p> <p>The induction of staff (Group C & D) from the partner States i.e. Partner State Govts and State Power Utilities is entrusted to the office of Spl Secy, BBMB. So far as the postings and transfers and other administrative decisions are concerned, the concern SE (HQ)/CE exercise their power as per laid down statutes and procedures with in their administration. All interaction with external agencies (viz various office s of Government of India, Commissions, etc on reservation policy is done by Special Secretary. He is Nodal Officer for redressal of grievance/complaints/representations by SC/ST/BC employees in BBMB. Besides, the demands put forth by various recognized unions are processed and settled after due negotiations with their authorized representatives, for which Spl Secy plays a pivotal role. The regular holding of general meetings and correspondence etc. are held as per labour laws and executive instructions. All the legal/court cases of Class III & IV are routed through him.</p> <p>Spl Secy has also been designated as Director, Grievances for BBMB as a whole. In this respect a quarterly progress report indicating the position of pending grievances in respect of various administrations is compiled and sent to the Ministry of Power He consolidates the necessary information as per MIS from various projects /departments, organizes Middle level Purchase committee meetings for purchase cases of Power Wing and compiles agenda papers and issues minutes of meeting/directions of the Board on various issues. These include performance related objectives, targets, legal and other issues of critical importance. Co-ordination cell of BBMB is also looked after by him.</p>
I.	Director/Security & Consultancy:
	<p>1. Security</p> <p>Director/Security & Consultancy has been entrusted with the responsibility of uniformly implementing the Security related decisions and directives of Board level at all the Project Stations besides coordinating with all the project authorities of BBMB at Bhakra Dam, Beas Dam, BSL project and TS, Central and State Intelligence & Police agencies and Ministries etc. Besides these, he is responsible for issuing "Red Permits" for VIP visitors (both India and Foreign nationals) after seeking necessary approval from Chairman/BBMB or Ministry of Home Affair sand Ministry of Power, GOI as the case may be. He is responsible and in liaison with Safety officer to conduct Emergency Mock drills.</p> <p>Director/Security & Consultancy is also Member Secretary Centralized Staff Selection Committee and is responsible for recruitment of Class III & IV employees, not provided by the State Government/State Power Utilities as per the procedure defined in the Class 3 & 4(Recruitment and Conditions of Service) Regulations 1994 amended from time to time.</p>
	<p>2. Consultancy Services</p> <p>Director/Security & Consultancy is also responsible for organizing and providing consultancy to all outside Organizations in Irrigation and Hydro Power Sector through in house support from the Service Providers/CEs. Director/Security & Consultancy has been appointed as Central Management Representative (CMR) for IS/ISO 9001 (QMS), IS/ISO 14001 (EMS) and IS 18001 (OHS & MS). He is responsible for:</p> <ul style="list-style-type: none"> c) Ensuring that processes needed for IMS are established, implemented and maintained d) Reporting to the top management of BBMB, on the performance of the IMS and any e) need for improvement, through management review meetings and normal channels of communication. f) Promotion of awareness of customer requirements throughout the Organization,

J.	Director / HRD
	<p>He is also responsible for organizing and providing training to all the Officers/officials of organization keeping in view their job requirements. He is the in-charge of Bhakra Beas Training centre, Nangal Township where training is being imparted to employees of various Power Utilities. He also monitors In-house/training being conducted at various stations of BBMB.</p> <p>He is responsible and in liaison with CMR/MR to identify the need of trainings for all the projects. Director/HRD is responsible for the conduct of department papers for the employees (Class II & IV).</p>
K.	Director/National Hydrology Project (NHP)
	<p>Director NHP is responsible for Development of Real Time Decision Support System for Integration operation of BBMB Reservoirs under NHP Project. The Project includes selection of Model, Development of Data Acquisition System. Sensors for different Hydro Meteorological Parameters, Software & Hardware related to Project in consultation with the MoWR, World Bank& Consulting firm.</p>

❖ BBMB IRRIGATION WING	
A.	BHAKRA DAM ORGANISATION (BHAKRA COMPLEX, IW)
■	Chief Engineer / Bhakra Dam, Nangal (CE/Bhakra Dam)
	CE is head of the project and is responsible for overall planning, coordination, water regulation, Dam safety & project security, operation and maintenance of civil structures, upkeep of Township, Hospital & D.A.V. school railway network, training centre, guest houses, electrical & mechanical equipment/machinery, arrangement of materials/spares, regular inspection of works by concerned engineers/officials for ensuring Quality, environmental, OH&S issues and timely completion.
■	SE / HQ and Management Representative for IS/ISO 9001, IS/ISO 14001 and IS 18001 for Bhakra Complex:-
	<ul style="list-style-type: none"> a) To assist CE/Bhakra Dam for carrying out day to day working in an effective manner. b) Screening of Establishment matters such as postings, transfers, promotions, pay fixation etc. and submission of proposal to CE/Bhakra Dam for consideration. c) Collecting & compiling periodic returns from various Circles/Divisions. d) Interface with other processes of BBMB as and when required. e) To conduct Mock Fire Exercise and periodic security checks at Bhakra Nangal Projects. f) Processing of cases of Administrative approvals/Technical sanctions of estimates, completion reports etc. and all other matters relating to works under Bhakra Dam Administration for submission to CE/Bhakra Dam. g) As Management Representative of Nangal Centre, he is responsible for: <ul style="list-style-type: none"> i) Ensuring that processes needed for IMS are established, implemented and maintained. ii) Reporting to the administrative top management of work area on the performance of the IMS and any need for improvement, through management review meetings, quality/ environmental, Occupational Health & safety audits and normal channels of communication. iii) Promotion of awareness of customer (Partner State and interested parties) requirements in the area of his jurisdiction, holding awareness programmes , conducting meeting at appropriate project sites/works iv) Liaison with CMR consultants, certifying body on all matters relating to IMS consultancy, training, certification & surveillance.
■	SE /Nangal Mechanical Circle:-
	<ul style="list-style-type: none"> a) Operation of Radial Gates and Irrigation Outlets installed at the Bhakra Dam to release flood water as and when required. b) To carry out the Yearly Inspection and Maintenance of the Radial Gates, Irrigation Outlets, Trash racks and Penstock Head Gates installed at Bhakra Dam. c) To carry out capital maintenance of Radial Gates, Irrigation Outlets, Penstock Head Gates along with its Hoisting Arrangements as per norms. d) Operation and Maintenance of Earth Moving Machines & Transport Vehicles. e) Maintenance of Railway Track from Nangal to Bhakra along with running and maintenance of workers train. f) Deployment of Heavy Earth Moving Machines along the Nangal Hydel channel and other places as per field requirement. g) Maintenance of Transmission System from Bhakra Dam to Nangal Township. h) Operation & Maintenance of all Electrical installations installed at Bhakra Dam and Nangal Township. i) Uprating of Pumps Impeller & Casing unit for the Lift Canals of Haryana State.

	<ul style="list-style-type: none"> j) Work of Procurement of material and management of Stores of Irrigation Wing of BBMB at Nangal. k) Repair/Maintenance/Fabrication of New jobs for different units of BBMB and Partner states. l) To carry out slope protection works of hills slope around Bhakra Dam by Grouting & Guniting. m) Maintenance of Bhakra Beas Training Centre, Nangal.
■	SE /Bhakra Dam Circle:-
	<ul style="list-style-type: none"> a) Maintenance of Civil Works & Inspection of D&G Galleries of Bhakra Dam. b) Collection of data from the instruments installed in the body of Bhakra Dam. c) Under water inspection of spillway apron of Bhakra Dam and Nangal Hydrel Channel through Diving Team. d) Conducting Low Head Inspection of Bhakra Dam. e) Reservoir Capacity Survey. f) Capital maintenance of Spillway By-pass Gates as per norms. g) Monitoring maintenance of Nangal Hydrel Channel. h) Conducting geodetic survey of Bhakra Dam and Gobind Sagar Reservoir to monitor settlements etc. during the filling and depletion period. i) Maintenance of River Head and Canal Head Regulator Gates along with civil structures. j) Maintenance of BBMB residential colony, non-residential buildings, guest houses, Hospitals, DAV school and Training Centre at Nangal
■	Director/Water Regulation:-
	<ul style="list-style-type: none"> a) Coordination with states and BBMB Chairman/Members in connection with Regulation matters. b) To prepare agenda for Irrigation Sub-Committee meeting relating to Water Regulation. c) To prepare agenda for Technical Committee meeting. d) Water account reconciliation/circulation. e) Day today monitoring of Reservoir releases, supplies for optimum utilization to avoid flood. f) To prepare state's share based on inflows.
■	Director/Dam Safety:-
	<ul style="list-style-type: none"> a) To arrange inspection of Bhakra Dam, Beas Dam and Pandoh Dam to assess their health Status by Dam Safety Committee as per norms. b) Preparation & publication of Dam Safety Committee Reports and its distribution to all concerned including CWC. c) Compilation of Pre/Post monsoon Inspection Reports. d) Monitoring & implementation of recommendations of Dam Safety Committee as well as Dam Safety Committee Inspection Report by the field staff. e) Submission of Yearly Health Status Report of Dams under BBMB to CWC. f) Functioning as Estate Officer for Nangal Township.
■	Director/Bhakra Beas Design Directorate:-
	<ul style="list-style-type: none"> a) Processing the data of the instruments installed at Bhakra Dam, Beas Dam and Pandoh Dam so as to monitor the health status of these structures. b) Publication of the Annual Observation Report of Bhakra Nangal Project, Beas Project Unit I & Unit II after compilation of the field data on yearly basis (period 1st Oct to 30th Sep) and it's circulation to all concerned. c) To suggest remedial measures for the problems referred by the field units. d) To issue Design & Drawings of different structures pertaining to Bhakra Nangal Project, Beas Unit I & Unit II as and when referred by the field Units. e) To offer comments on the changes proposed in the documents of external agencies like BIS/ISI and other agencies. f) Preparation of memos covering the specific problems pertaining to Bhakra Nangal Project, Beas

	Project Unit I & Unit II for presentation before the committee of Technical Experts to suggest remedial measures.
■	Principal of BBMB School at Nangal
	He is responsible for the smooth functioning of the academics and extracurricular activities of the school.
■	Principal Medical Officer of BBMB Hospital at Nangal
	He is responsible for smooth functioning of the Hospital for providing medical care to the people.
■	Project Security Officer (PSO)
	Two PSOs of the rank of Deputy Superintendent of Police (DSP) viz. one from IRBn Battalion (HP Police) at Bhakra Dam and the other one from CID (Punjab Police) at Nangal Dam are responsible for Security of Installations at Bhakra Dam and Nangal Dam Complex respectively
B.	BSL ORGANISATION (BEAS PROJECT UNIT-I, IW)
■	Chief Engineer / BSL, Sunder Nagar (CE/BSL)
	CE is head of the project and is responsible for overall planning, coordination, water regulation, safety & security of Pandoh dam and its water conductor system, operation and maintenance of civil structures, electrical & mechanical equipment/machinery, arrangement of materials/spares, regular inspection of works by concerned engineers/officials for ensuring Quality and timely completion upkeep of townships, hospital, dispensary, school, Guest Houses at Sundernagar, Manali and Pandoh.
■	SE /HQ and Management Representative for IS/ISO 9001, IS/ISO 14001 and IS 18001 for Beas Project-I:-
	<ul style="list-style-type: none"> a) Assists CE/BSL for carrying out day to day working in an effected manner. b) Screening of establishment matters such as postings, transfers, promotions, pay fixations, loan/advances, etc. and submission of proposal to CE/BSL for consideration. c) Processing of cases for administrative approvals/ technical sanctions of estimates, completion reports etc. and all other matters relating to works under BSL administration for submission to CE/BSL. d) Collecting in compiling periodical returns from various circles/divisions. e) Activity related to distribution and updation of documents of internal origin. f) Running of BBMB Hospitals and Schools at Sunder nagar, Slapper & Pandoh. g) Interface with other processes of BBMB as and when required. h) Security System i) As Management Representative of Sunder Nagar Centre, he is responsible for: <ul style="list-style-type: none"> i. Ensuring that processes needed for QMS and EMS are established, implemented and maintained. ii. Reporting to the administrative top management of work area on the performance of the QMS, EMS and OHS MS and any need for improvement, through management review meetings, quality/environmental/Health & Safety audits and normal channels of communication. iii. Promotion of awareness of customer requirements in the area of his jurisdiction, holding awareness programmes , conducting meeting at appropriate project sites / works iv. Liaison with CMR consultants, certifying body on all matters relating to QMS, EMS and OHSMS consultancy, training, certification & surveillance.
■	SE / BSL Circle no. I
	a) Operation, maintenance & repair of all work relating to Pandoh Dam, its appurtenant works (Civil, Electrical & Mechanical).

	<ul style="list-style-type: none"> b) Maintenance & Repair of Pandoh Baggi Tunnel and its works. c) Reservoir management upstream of Pandoh Dam including entire catchment area, silt and discharge observations and flood warning system. d) All works relating to Pandoh and Sundernagar colony including Public Health works, Estate Officer & Vigilance Officer. e) Operation and maintenance of Baggi Control works at Baggi and Hydrel Channel at Sundernagar and also the road along the Hydrel Channel, Protection works of Baggi Khad and maintenance of Silt Ejector. Operation and maintenance of Tail Control Gates and Sundernagar. f) All cases pertaining to Industrial Workers on the project g) All public amenities like Schools, Fire fighting and public relation at Sundernagar, Pandoh and Slapper. h) All seismological laboratories/ observations at Sundernagar & Shimla. i) Monitoring Progress & Quality of new constructions.
■	SE /BSL Circle no. -II, Sundernagar.
	<ul style="list-style-type: none"> a) Operation, maintenance and repair of Sundernagar Slapper Tunnel, Surge Shaft, Bye-pass gates and Chute (Civil, Electrical and Mechanical). b) Silt control and Dredging operation in Balancing Reservoir, Sundernagar. c) Maintenance of all mechanical installations downstream to Dehar Power House except Butterfly Valves. d) Procurement and upkeep of Stores etc. for entire BSL Project. e) All cases relating to Land acquisition on BSL project, Field Design, Control Survey, Upkeep of completion plans and other data processing and Liaison with Beas Design organization. f) Main workshop at Sundernagar. g) Autoshow at Slapper. h) Transport yard at Sundernagar, Slapper including maintenance & repair of vehicles and transportation of staff. i) Disposal of all surplus material like stores, machines, workshops, plants etc. at Pandoh, Sundernagar, Harabagh & Slapper. j) Electrical supply to project area and colonies.
■	Principals of Schools at Sundernagar, Slapper & Pandoh
	All the principals are responsible for the smooth functioning of the academics and extracurricular activities of the school.
■	Principal Medical officer / Medical officers at Sundernagar, Slapper and Pandoh
	They are responsible for smooth functioning of the Hospital / Dispensaries for providing medical care to the people.
■	PSO
	He is a DSP level officer from IRBn Battalion of HP Ploice and is responsible for Security of BSL Project
C.	BEAS DAM ORGANISATION (BEAS PROJECT UNIT-II, IW)
■	Chief Engineer / Beas Dam, Talwara (CE / Beas Dam)
	<p>CE is head of the project & is responsible for overall planning, coordination, safety & security of all works related to Beas Dam administration.</p> <p>Operation & maintenance of civil structures, electrical & mechanical equipment /machinery, arrangement of materials/spares, & management of B.B.M.B. school & hospital Regular inspection of works by concerned officers/officials for ensuring Quality, Environmental, Occupational Health&</p>

	Safety issues & timely Completion of all activities related to Beas Dam administration (i.e. Dam, T/ship, school & hospital)
■	SE / H.Q and Management Representative for IS/ISO 9001, IS/ ISO 14001 and IS 18001 for Beas Project-Unit II:-
	<ul style="list-style-type: none"> a) Assists CE/Beas Dam for carrying out day to day working an effective manner b) Screening of establishment matters such as postings, transfers, promotions, pay fixations, loan/advances etc & submission of proposal to CE/Beas Dam for considerations c) Processing of cases for administrative approvals/technical sanctions of estimates, completion reports etc & all other works relating to works under Beas Dam administration for submission to CE/ Beas Dam. d) Collecting & compiling returns from various circles/divisions. e) Activity related to distribution & updating of documents of internal origin f) Running of B.B.M.B Hospital & school at Talwara. g) Interface with processes of B.B.M.B as & when required. h) As Management Representative of Talwara center, he is responsible for <ul style="list-style-type: none"> i) Ensuring that process needed for QMS, EMS & OHSMS are established implemented & maintained ii) Reporting to the top management on the performance of the QMS, EMS & OHSMS & any need for improvement, through management review meetings, quality /environmental/ Occupational Health & Safety audits & normal channel communication. iii) Promotion of awareness of customer requirements in the area of his jurisdiction, holding awareness programmes , conducting meeting at appropriate project sites / works iv) Liaison with CMR, consultants, certifying body on all matters relating to QMS, OHSMS & EMS consultancy, training, certification surveillance.
■	S. E /Pong Dam.Circle
	<ul style="list-style-type: none"> a) Operation, maintenance & repair of all works relating to the Beas Dam, its appurtenant works (civil, Electrical) b) Reservoir management upstream of Beas Dam including catchments & silt survey. c) All cases relating to land acquisition. d) Collection of data from instruments installed in the body of Beas Dam. e) Conducting geodetic survey of Beas Dam & Rana pratap sagar reservoir to monitor settlements etc during filling & depletion period, Reservoir capacity survey. f) Capital maintenance of penstock tunnel, Irrigation tunnel spill way. g) All public amenities like firefighting & public relation at Talwara & Pong Dam. h) All cases pertaining to work charged establishment on the project. i) To maintain close liaison with XEN /Director Water regulation for rains, floods. j) Under water inspection of intake structures through Diving team.
■	SE / Talwara.Circle
	<ul style="list-style-type: none"> a) All works relating to Talwara T/ship colony including Nursery Horticulture, Plantation & Parks, Operation maintenance & repair of mechanical works relating to Beas Dam, transport –yard. b) Procurement & upkeep stores etc for entire Beas project. c) Disposal of all surplus material like stores, machines, scrap etc. d) Transport yard at sansarpur terrace including maintenance & repair of vehicles & transportation of staff. e) All works related to inspection & maintenance of building (residential /non residential), water supply sewage system, colony roads etc. (excluding electrical maintenance)

■	Principal of BBMB School at Talwara
	He is responsible for the smooth functioning of the academics and extracurricular activities of the school.
■	Principal Medical officer of BBMB Hospital at Talwara
	He is responsible for smooth functioning of the Hospital for providing medical care to the people.
■	PSO
	He is a DSP level officer from IRBn Battalion of HP Police and is responsible for Security of Pong Dam and Talwara Township.
❖ BBMB POWER WING	
A.	Chief Engineer/Generation, Nangal
	CE/Generation is administrative head of the Bhakra Left and Right Bank Power Houses, Pong Power House, Dehar Power House, Ganguwal & Kotla Power Houses and is responsible for all planning, coordination, generation, operation and maintenance of electrical & mechanical equipment/machinery, arrangement of materials/spares, regular inspection of renovation & modernization works by concerned engineers/officials for ensuring Quality, Environmental, Health & Safety and timely completion of capital, scheduled & break down maintenance.
■	SE /HQ, Generation and Management Representative for IS/ISO 9001, IS18001 & IS/ISO 14001 for Bhakra Complex including Computer Centers.
	<ul style="list-style-type: none"> a) Assists CE/Generation for carrying out day-to-day working in an effective manner. b) Screening of establishment matters such as posting, transfers, promotion, pay fixation, Loan/ Advances etc. and submission of proposal to CE/Generation for consideration. c) Processing of cases for Administrative Approvals/Technical Sanction of estimates, Completion Report etc. and all other matters relating to works under 'Generation' Organisation for submission to CE/ Generation. d) Collecting and compiling periodic returns from various Circles/ Divisions. e) Activity related to distribution and updation of documents of internal origin. f) Interface with other processes of BBMB, as and when required. g) Monitoring the training activities for the officers/officials of the Bhakra Nangal Project. h) As Management Representative for Generation Administration, he is responsible for: <ul style="list-style-type: none"> i) Ensuring that processes needed for IMS are established, implemented and maintained j) Reporting to the top management on the performance of the IMS and any need for improvement, through management review meetings, quality/environmental/Health & Safety audits and normal channels of communication. k) Promotion of awareness of customer requirements in the area of his jurisdiction, holding awareness programmes, conducting meeting at appropriate project sites / works l) Liaison with CMR consultants, certifying body on all matters relating to QMS/EMS/OHS MS consultancy, training, certification & surveillance.
■	S.E./Bhakra Power House Circle:
	<ul style="list-style-type: none"> a) Administrative and technical head of Bhakra Left Bank and Right Bank Power Houses. b) Overall control and review of operation and maintenance Renovation, Modernization and uprating of Bhakra Left Bank & Right Bank Power Houses. c) Sanction of administrative approvals and technical estimates falling under his powers as per "Delegation of Powers" document of PSEB. d) Review and forwarding of budget in respect of Bhakra Left Bank and Right Bank Power Houses for Board's approval through CE/Generation. Regular monitoring of expenditure and progress of works.

	<ul style="list-style-type: none"> e) Procurement of material and spares required for operation and maintenance of Bhakra PHs, residential and non residential buildings and offices including civil maintenance under his control as per Delegation of Powers. f) Overall control of transport/heavy motor vehicles and their maintenance, overall control of stores and disposal through concerned Xen/SDO. g) Overall control of testing Lab. at Bhakra Left Bank Power House. h) To operate Bhakra Left and Right Bank PH generating units as per system requirement as decided by Director/PR, BBMB, Chandigarh.
▪	S.E./Canal Power Houses Circle:
	<ul style="list-style-type: none"> a) Administrative and technical head of Ganguwal and Kotla PH's, Major Interlinking Sub-Station and 220 kV Bhakra – Ganguwal, 220kV Dehar-Ganguwal DC line and 66kV Bhakra - factory feeders. b) Overall control and review of operation and maintenance, renovation, modernization and uprating of Ganguwal and Kotla Power Houses and Major Interlinking Sub-Station and feeders. c) Sanction of administrative approvals and technical estimates falling under his power as per "Delegation of Powers" document of PSEB. d) Review and forwarding of budget in respect of Ganguwal and Kotla Power Houses, Major Interlinking Sub-Station and feeders of Board's approval through CE/Generation. Regular monitoring of expenditure and progress of works. e) Overall control of transport motor vehicles and their maintenance, overall control of stores and disposal through concerned Xen/SDO. f) To make all efforts to achieve the generation target fixed by Central Electricity Authority. g) To operate the Ganguwal and Kotla Power House generating units as per system requirement as decided by Director / PR, BBMB, Chandigarh.
▪	S.E./Pong Power Houses Circle:
	<ul style="list-style-type: none"> a) Administrative and technical head of Pong Power House. b) Overall control and review of operation and maintenance, renovation, modernization and uprating of Pong Power Houses. c) Sanction of administrative approvals and technical estimates falling under his power as per "Delegation of Powers" document of PSEB. d) Review and forwarding of budget in respect of Pong Power Houses, Major Interlinking Sub-Station and feeders of Board's approval through CE/Generation. Regular monitoring of expenditure and progress of works. e) Overall control of transport motor vehicles and their maintenance, overall control of stores and disposal through concerned Xen/SDO. f) To make all efforts to achieve the generation target fixed by Central Electricity Authority. g) To operate the Pong Power House generating units as per system requirement as decided by Director/PR, BBMB, Chandigarh.
▪	S.E./Dehar Power House Circle:
	<ul style="list-style-type: none"> a) Administrative and technical head of DPH Circle. He is responsible for: b) To make all efforts to achieve the generation target fixed by Central Electricity Authority. c) To operate the DPH generating units as per system requirement as decided by the Director/PR, BBMB, Chandigarh. d) To carry out all the required maintenance of Dehar generating units and the Switchyards to keep them in readiness to meet the system demand. e) To prepare perspective plan for further improvement in the overall functioning of DPH. f) Overall planning/scheduling/priority fixation of various mtc. jobs relating to Plants, Tools and machinery.

	<p>g) To arrange required manpower for smooth running and maintenance of DPH.</p> <p>h) Arrangement of required spares/materials for smooth running and maintenance of DPH.</p> <p>i) Administrative approval of works/Technical sanctions of estimates and placement of purchase order/work orders, preparation/finalization of budget with higher authorities of BBMB as per powers delegated by BBMB.</p> <p>j) Technical audit/Inspection of mtc Jobs from time to time & monitoring of progress/performance of various works.</p> <p>k) Corrective/preventive actions/measures depending upon actual/potential problems.</p> <p>l) Holding of general meetings with subordinates and higher authorities regarding administrative/technical matters/reviews as and when need arises.</p> <p>m) Maintenance of Slapper Township including Hospitals, School, Guest House & Club etc</p>
	<p>▪ Principal of BBMB School at Ganguwal</p>
	<p>He is responsible for the smooth functioning of the academics and extracurricular activities of the school.</p>
	<p>▪ Medical officers of Dispensaries at Ganguwal & Kotla</p>
	<p>They are responsible for smooth functioning of the Dispensaries for providing medical care to the people.</p>
B.	<p>Chief Engineer / Transmission System, Chandigarh (CE/TS)</p>
	<p>CE/TS is the head of the TS of BBMB and is responsible for overall planning, coordination, transmission infrastructure including kVs and operation and maintenance of electrical & mechanical equipment/machinery, arrangement of materials/spares, regular inspection of renovation & modernization works by concerned officials for ensuring Quality and timely completion of capital, scheduled & break down maintenance.</p> <p>P&D(TS) Dte. under CE/TS is responsible for design and procurement of equipment / material in respect of Transmission Line, Sub-station and Protection. As per prevailing arrangements P&D(TS)Dte. is involved in strengthening of Transmission System with respect to uprating of BBMB Power Houses for some of the decided power equipment.</p> <p>a) O&M of 3705 Ckt-Km of 400 kV, 200kV, and 66kV Transmission Lines.</p> <p>b) Operation & Maintenance of 16 Nos. 400kV, 220kV, and 66kV Grid Sub Stations.</p> <p>c) Operation & Maintenance of protection equipment and fault analysis of BBMB System.</p> <p>d) O&M of PLCC/Optical Fiber /Microwave /EPABX etc. of BBMB Communication System.</p> <p>e) Administration of TS organization having strength of about 120 officers/1814 staff located at various stations.</p> <p>f) Provisioning of resources to meet the current and future needs.</p> <p>g) Planning of activities and allocation of budget.</p> <p>h) Approval of Expenditure/Purchases and decisions as per SOP (Standard Operation Procedure).</p> <p>i) Upkeeping of residential/ non residential buildings of BBMB.</p> <p>j) Provision of medical facilities at identified locations.</p> <p>k) Transportation.</p>
	<p>▪ SE/HQ, Transmission System and Management Representative for ISO 9001, ISO 14001 and IS 18001 for Transmission System administration.</p>
	<p>a) Assists CE/TS for carrying out day-to-day working in an effected manner.</p> <p>b) Screening of establishment matters such as posting, transfers, promotion, pay fixation, Loan/ Advances etc. and submission of proposal to CE/TS for consideration.</p> <p>c) Processing of cases for Administrative Approvals/ Technical Sanction of estimates, Completion</p>

	<p>Report etc. and all other matters relating to works under 'TS' Organisation for submission to CE/TS.</p> <p>d) Collecting and compiling periodic returns from various Circles/ Divisions.</p> <p>e) Activity related to distribution and updation of documents of internal origin.</p> <p>f) Interface with other processes of BBMB, as and when required.</p>
<p>▪ As Management Representative for Transmission system administration, he is responsible for:</p>	<p>a) Ensuring that processes needed for IMS are established, implemented and maintained</p> <p>b) Reporting to the top management on the performance of the IMS and any need for improvement, through management review meetings, quality/environmental / Occupational Health & Safety audits and normal channels of communication.</p> <p>c) Promotion of awareness of customer requirements in the area of his jurisdiction, holding awareness programmes, conducting meeting at appropriate project sites / works.</p> <p>d) Liaison with central management representative (CMR) consultants, certifying body on all matters relating to IMS consultancy, training, certification & surveillance.</p>
<p>▪ S.E./ O&M Circle, Panipat :</p>	<p>a) To inspect the maintenance works carried out by the field offices in respect of 400kV Sub Station, Panipat & 220 kV Sub Stations, Delhi, Narela & Kurukashetra as well as connected transmission lines and 400 kV Dehar-Panchkula-Panipat & 400kV Dehar-Rajpura– Bhiwani Transmission Lines and residential / non residential buildings under the control of respective Circles so as to ensure satisfactory performance of various equipments for providing uninterrupted power supply.</p> <p>b) To monitor the Transmission System availability with respect to planned & forced outages and to devise ways to improve the same.</p> <p>c) To propose up-gradation, modernization & augmentation of various equipments so as enhance the efficiency.</p> <p>d) To scrutinize the proposals for renewal, renovation, repairs, and maintenance overhauling of equipment prepared by the Divisional Offices under the control of Circle.</p> <p>e) To procure the material required for general use and petty purchases for execution of various works to be carried out for the operation and maintenance of substations, lines and residential/ non-residential buildings etc. as per requirements of the field offices under its control.</p> <p>f) To ensure that the works are being executed by various field offices under the prescribed norms/rules.</p> <p>g) To obtain and convey the administrative as well as technical sanctions to various works as per delegation of powers.</p> <p>h) To redress the genuine grievances of the employees under his Circle.</p> <p>i) To attend meetings of various committees to investigate the performance of various equipment renewal and replacement, causes of damage etc.</p> <p>j) To ensure that the system of management prevailing in his circle is efficient and economical.</p> <p>k) To ascertain and report on the efficiency of the subordinate offices and the establishment.</p> <p>l) To inspect each divisional office at least once in a year to examine initial accounts, account of stock, tools & Plants and stock register, register of works and other divisional books, mode of preparation of estimate, contract agreement, contractor's accounts, system of recording plans and papers and office work generally.</p> <p>m) To get settled various audit paras made by Internal Audit/AG Audit Party during audit.</p> <p>n) To deal court cases relating to his circle.</p> <p>o) To ensure compliance to applicable regulatory/legal requirements.</p> <p>p) To initiate actions for minimization of pollutions and its improvement.</p> <p>q) To review and forwarding of budget proposals in respect of Sub Station and transmission lines</p>

	<p>for Board's approval through CE/TS.</p> <p>r) Over all control of transport vehicles and their maintenance and overall control of stores and disposals through concerned Xen/SDO.</p> <p>s) Regular monitoring of expenditure and progress of works.</p>
▪	S.E./O&M Circle, Jamalpur:
▪	<p>a) To inspect the maintenance works carried out by the field offices in respect of 220 kV Substation Jamalpur, Jalandhar, Jagadhri, Sangrur and Dhulkote, & 66 kV Sub-station Chandigarh as well as connected transmission lines and residential/non residential buildings under the control of respective Circles so as to ensure satisfactory performance of various equipments for providing uninterrupted power supply</p> <p>b) To monitor the Transmission System availability with respect to planned & forced outages and to devise ways to improve the same.</p> <p>c) To propose up-gradation, modernization & augmentation of various equipments so as enhance the efficiency.</p> <p>d) To scrutinize the proposals for renewal, renovation, repairs, and maintenance overhauling of equipment prepared by the Divisional Offices under the control of Circle.</p> <p>e) To procure the material required for general use and petty purchases for execution of various works to be carried out for the operation and maintenance of substations, lines and residential/non-residential buildings etc. as per requirements of the field offices under its control.</p> <p>f) To ensure that the works are being executed by various field offices under the prescribed norms/ rules.</p> <p>g) To obtain and convey the administrative as well as technical sanctions to various works as per delegation of powers (document of PSEB).</p> <p>h) To redress the genuine grievances of the employees under his Circle.</p> <p>i) To attend meetings of various committees to investigate the performance of various equipment renewal and replacement, causes of damage etc.</p> <p>j) To ensure that the system of management prevailing in his circle is efficient and economical.</p> <p>k) To ascertain and report on the efficiency of the subordinate offices and the establishment.</p> <p>l) To inspect each divisional office at least once in a year to examine initial accounts, account of stock, tools & Plants and stock register, register of works and other divisional books, mode of preparation of estimate, contract agreement, contractor's accounts, system of recording plans and papers and office work generally.</p> <p>m) To get settled various audit paras made by Internal Audit/AG Audit Party during audit.</p> <p>n) To deal court cases relating to his circle.</p> <p>o) To ensure compliance to applicable regulatory/legal requirements.</p> <p>p) To initiate actions for minimization of pollutions and its improvement.</p> <p>q) To review and forwarding of budget proposals in respect of Sub Station and transmission lines for Board's approval through CE/TS.</p> <p>r) Over all control of transport vehicles and their maintenance and overall control of stores and disposals through concerned Xen/SDO.</p> <p>s) Regular monitoring of expenditure and progress of works.</p>
▪	SE/O&M Circle, Bhiwani :
	<p>a) To inspect the maintenance works carried out by the field offices in respect of 400 kV Substation, Bhiwani, 220 kV Substation , Hissar, Ballabgarh, Samaypur, Ch. Dadri and Barnala, as well as connected transmission lines and residential / non residential buildings under the control of respective Circles so as to ensure satisfactory performance of various equipments for providing uninterrupted power supply</p> <p>b) To monitor the Transmission System availability with respect to planned & forced outages and to devise ways to improve the same.</p>

	<ul style="list-style-type: none"> c) To propose up-gradation, modernization & augmentation of various equipments so as enhance the efficiency. d) To scrutinize the proposals for renewal, renovation, repairs, and maintenance overhauling of equipment prepared by the Divisional Offices under the control of Circle. e) To procure the material required for general use and petty purchases for execution of various works to be carried out for the operation and maintenance of substations, lines and residential/ non-residential buildings etc. as per requirements of the field offices under its control. f) To ensure that the works are being executed by various field offices under the prescribed norms/ rules. g) To obtain and convey the administrative as well as technical sanctions to various works as per delegation of powers (document of PSEB). h) To redress the genuine grievances of the employees under his Circle. i) To attend meetings of various committees to investigate the performance of various equipment renewal and replacement, causes of damage etc. j) To ensure that the system of management prevailing in his circle is efficient and economical. k) To ascertain and report on the efficiency of the subordinate offices and the establishment. l) To inspect each divisional office at least once in a year to examine initial accounts, account of stock, tools & Plants and stock register, register of works and other divisional books, mode of preparation of estimate, contract agreement, contractor's accounts, system of recording plans and papers and office work generally. m) To get settled various audit paras made by Internal Audit/AG Audit Party during audit. n) To deal court cases relating to his circle. o) To ensure compliance to applicable regulatory/legal requirements. p) To initiate actions for minimization of pollutions and its improvement. q) To review and forwarding of budget proposals in respect of Sub Station and transmission lines for Board's approval through CE/TS. r) Over all control of transport vehicles and their maintenance and overall control of stores and disposals through concerned Xen/SDO. s) Regular monitoring of expenditure and progress of works.
<ul style="list-style-type: none"> ▪ 	Director/ P & D (TS):
	<ul style="list-style-type: none"> a) Transmission System design & procurement of equipment and material in respect of Transmission lines, Sub stations and Protection. b) Attending to day to day design problems pertaining to the Substations and Transmission Lines under TS Administration. c) To look after Civil works related problems of entire Power Wing of BBMB. d) Publication of NITs/ Notices with DAVP for its own Directorate. e) To co-ordinate and conduct meetings of Renewal and Replacement Committee f) To participate in various Investigation Committee Meetings in respect of damage to equipment etc. g) Providing Engineering & related technical & consultancy services of new Sub /Stn. /Feasibility studies. h) To render necessary assistance to CE/ SO in respect of technical matters, as may be assigned from time to time. i) To ensure that the equipment to be procured does not result into environmental pollutions j) Load Flow Study, analysis & solutions in case of addition of Lines/Generation. k) Fault study in case of addition of New Transmission Lines and Generation due to addition/uprating. l) Strengthening of Transmission System with respect to uprating of BBMB Power Houses injected through other sources.

	In order to perform the above functions, the Director/ P&D(TS) is assisted by 4 Nos Dy. Directors (Elect) and 1 No. Dy. Director (Civil) alongwith their allied staff.
■	Director/ P& C:
	<p>To monitor/supervise the following jobs required to be conducted by various P & T Cell/ CC Divisions under P & C Directorate:-</p> <ol style="list-style-type: none"> 1) Periodical testing of: <ol style="list-style-type: none"> a. Relay & Protection Schemes. b. Carrier Channel for protection schemes. 2) Periodical Thermo vision scanning of BBMB network & deposit work of other utilities. 3) Attending the emergency breakdowns relating to: <ol style="list-style-type: none"> a. Relay / Protection Schemes. b. Electrical equipment. 4) Testing & commissioning of new/ replaced equipment. 5) Condition monitoring of various electrical equipments existing in BBMB network with various testing instruments. 6) Analysis/ taking remedial measures of: <ol style="list-style-type: none"> a. 1. Trippings b. 2. Hot Points c. 3. Resistive leakage current of MOSAs. d. 4. Non-functional relays/ Protection Schemes. e. b) Operation & Mtc. of BBMB Carrier Communication System & SLDC equipment installed at various locations. f. Installation, Testing & Commissioning of new/ replaced Carrier Communication equipments. g. To co-ordinate & conduct meetings of Renewal & Replacement of Communication equipment. Director/ P&C is also member of other various Replacement and Renewal Committees in TS Organization constituted for replacement of equipment other than Protection & Carrier Communication. h. To ascertain the cause of damage of equipment and suggest remedial measures, as a member of investigation committees. i. Director P&C is made member of different committees to decide/finalize various issues j. Presently Director/ P&C is member of committees formed for framing Road Map for modernization of protection system in BBMB and preparation of maintenance schedule for various equipments installed at BBMB Sub Stations. k. To assist CE/TS in respect of protection, carrier communication, system studies and strengthening of Transmission System at various forums. l. Drawing & Disbursing officer of his Directorate at Chandigarh. <p>The Deputy Director/ Technical, P&C Directorate assists the Director/ P&C, in carrying out the above works.</p>
■	Chief Engineer/ System Operation, Chandigarh (CE/SO)
	<p>CE/SO is the head of the Power system operations and is responsible for overall planning, coordination, BBMB grid management, load dispatch, design & procurement of machinery and spares for the BBMB generating units & awarding RM&U contracts including management of all the computer centres of BBMB.</p> <p>For carrying out above responsibilities, Chief Engineer has well defined organization under him. They include, SEs at circle level, Directors at directorate level, Addl SEs / Sr XENs / XENs at Divisional level and Sub Divisional Officers / JEs at sub division / activity level.</p>

<ul style="list-style-type: none"> ▪ 	SE/HQ, SO and Management Representative for IS/ISO 9001, IS/ISO 14001 and IS 18001 for P&D /PPs (Dte) , Power Regulation Dte.), SLDC Complex Chandigarh
	<ul style="list-style-type: none"> a) Assists CE/SO for carrying out day-to-day working in an efficient manner. b) Screening of establishment matters such as posting, transfers, promotion, pay fixation, Loan/ Advances etc. and submission of proposals to CE/SO for consideration/approval. c) Processing of cases for Administrative Approvals/Technical Sanction of estimates, Completion Report etc. and all other matters relating to works under 'SO' Organisation for submission to CE/SO. d) Collecting and compiling periodic returns from various Circles/ Divisions for further sending to Board office. e) Activity related to distribution and updation of documents of internal origin. f) Interface with other processes of BBMB, as and when required.
<ul style="list-style-type: none"> ▪ 	As Management Representative for System operation administration, he is responsible for:
	<ul style="list-style-type: none"> a) Ensuring that processes needed for IMS are established, implemented and maintained. b) Reporting to the top management on the performance of the IMS and any need for improvement, through management review meetings, quality / environmental / Health & Safety audits and normal channels of communication. c) Promotion of awareness of customer requirements throughout the organisation, holding awareness programmes , conducting meeting at appropriate project sites/works d) Liaison with CMR consultants, certifying body on all matters relating to IMS consultancy, training, certification & surveillance.
<ul style="list-style-type: none"> ▪ 	Director/ P & D (Power Plants):
	<ul style="list-style-type: none"> a) Consolidation of requirement & material including spares and take procurement action in respect of all Power Houses of BBMB including their switch yards, & major interlinking kVs (MISS) Ganguwal. b) Attending day to day design problems pertaining to all Power Houses of BBMB including their switch yards/(MISS) Ganguwal. c) Co-ordination in conducting meetings of Renewal & Replacement Committee in respect of System Operation organization. d) Participation in various organization committees meeting in respect of damage to equipment etc. in respect of entire Generation organization & Dehar Power House. e) To render necessary assistance to CE/ SO in respect of technical matters, as may be assigned from time to time. <p>In order to perform the above functions, the Director/ P & D (PPs) are assisted by 5 Nos Dy. Directors along with their allied staff.</p>
<ul style="list-style-type: none"> ▪ 	Director/Power Regulation:
	<p>Director/Power Regulation assisted by 5 Deputy Directors, Power Controller and Staff is responsible for:</p> <ul style="list-style-type: none"> a) Monitoring and maintaining of system parameters and security in respect of BBMB Power System and to ensure integrated operation of the BBMB Power System with the Northern Region Grid. b) Co-ordination with Central Agencies like NRLDC, NRPC & CEA for fixing Generation Targets, Operation and Planning of the System. c) Preparation of Energy Account and handling all commercial issues regarding dues, payment and supply of power etc. to NFL, RFF, old HP, J&K and other commercial issues like outstanding dues, pooled/sales losses and wheeling charges etc. d) Handling the cases for providing 'Open Access' in BBMB Transmission System. e) Maintenance of SCADA/EMS Hardware and Software provided at BBMB SLDC Chandigarh and 4

	<p>Sub LDCs at Jamalpur, Ganguwal, Panipat and Dadri.</p> <ul style="list-style-type: none">f) Co-ordination with Power Grid and field offices of BBMB for maintenance of equipment provided under Unified Load dispatch and Communication Scheme of Power Grid.g) Procurement including finalization of specification of communication equipment required in BBMB System.h) Supplying technical/statistical data pertaining to Power and Commercial matters of BBMB to Central Agencies like NRPC, NRLDC, CEA etc. and to Board's Secretariat.i) Attending various meetings like Operation Co-ordination Committee, Commercial Engineers Meeting, Unified Load Dispatch Centre (ULDC) Scheme Monitoring Group Meeting of Northern Regional Power Committee (NRPC) and Technical Committee Meeting of BBMB.
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