

## DUTIES OF OFFICERS

Corporate Office, Mumbai

Designation	Duties
<b>Director (V&amp;S)</b>	Overall supervision & control of 3 regional offices, 17 Vigilance Units. 36 Flying Squads & 6 MSEDCL Police Stations. Decides policy decision. All administrative matters relating to Vigilance & Enforcement staff are rest with DVS for decision/approval.
<b>Asstt. Director (HQ)</b>	<ol style="list-style-type: none"><li>1)Scrutiny of complaints received from the Govt./M.D. and Important cases (against S.E. &amp; above officers) and reports and put up the same to Director (V&amp;S) for perusal/orders.</li><li>2) Deal with complaints and reports against the staff of V&amp;S Directorate till its finalisation.</li><li>3) Deal with Adm. Report, high light, Quarterly Report, Background material for use during Assembly session and LAQ/LCQ, cut motion etc.</li><li>4) Deal with all police cases and ACB cases.</li><li>5) Tapal marking of Vigilance Wing.</li><li>6) Over all supervision on the Vigilance staff of this Directorate.</li><li>7) Overseeing security arrangements at Hongkong Bank Buldg/P'gad</li><li>8) Scrutiny of draft cards of delinquents involved in GC/IMP/MD Reference.</li><li>9) To deal with monthly pendency report statistical information about Pendency, disposal of Vigilance cases &amp; put up the same to Director (V&amp;S).</li><li>10) Any other work assigned by the superior officer.</li><li>11) Issue of identity Cards to personnel below the rank of Ex.Engr at H.O.</li><li>12) Being Asstt. Information Officer, deals with applications received for getting information under Right to Information Act with the assistance of concerned staff.</li><li>13) Overseeing OT payments of Security Staff/Watch &amp; Ward staff at Prakashgad</li><li>14) Overseeing monthly labour report/daily labour report in respect of labour activities.</li><li>15) Interaction with unit incharges in regard to vigilance enquires/matters of interest.</li><li>16) Preparation of circulars in regard to strike call by unions.</li><li>17) Preparation of list of employees of doubtful integrity/updating the same.</li></ol>
<b>Vigilance Officer (HQ)</b>	<ol style="list-style-type: none"><li>1)Scrutiny of Complaints against officers/employees below the rank of Ex.Engrs.pertaining to 17 units (except G.C./IMP) &amp; put up to DVS for orders</li><li>2)Scrutiny of reports pertaining to 17 units of ordinary cases forwarded by Regional offices and put up the same to Director(V&amp;S) alongwith remarks, for persual orders.</li><li>3) Scrutiny of draft cards of ordinary cases put up by staff.</li><li>4) Monthly review of the work done and pendency at H.O. of Vigilance work &amp; apprising the Director(V&amp;S)</li><li>5) Any other work assigned by the superior officers.</li><li>6) Look after the work of Asstt.Dir. In case of his absence.</li><li>7) Forwarding of complaints of theft of energy worth Rs. 2,00,000 and above.</li><li>8) Scrutiny of theft of energy report and put up to Director (V&amp;S) for orders.</li></ol>
<b>Dy.Vigilance Officer</b>	<ol style="list-style-type: none"><li>1)Scrutiny of complaints and put up processing Notes for orders.</li><li>2)Maintain complaint registers &amp; updating entries from the stage of receipt of complaint till report is sent to Comp.Authority.</li><li>3) Send reminders from time to time.</li><li>4) Preparation of monthly/Quarterly pendency statement and scrutiny of MPR received from field offices.</li><li>5) Maintenance of tour diary of field officers &amp; scrutiny thereof.</li><li>6) Scrutiny of draft cards in cases of Govt./M.D/Imp references &amp; Pune Region and send to Verification Cell.</li><li>7) Processing complaints pertaining to Pune Region &amp; forward to units for enquiry &amp; take necessary entries in the register till finalisation of the case, including sending reminders.</li><li>8) Processing complaints of theft of energy cases wherein the amount is involved is Rs.2,00,000 and above</li><li>9) Processing compalints of theft of energy where LAQ/LCQ has been raised, take entry in the register and follow up by way of reminders till its finalisation including sending Draft Cards.</li><li>10) Assist Asstt. Information Officer in replying to applications received under Right to Information Act</li><li>11) Preparing letters to units for enquiry</li></ol>

Designation	Duties
<b>Asstt.Vigilance Officer</b>	<ol style="list-style-type: none"> <li>1) Scrutiny of Complaints received from all field offices including Head office but excluding Pune Region &amp; processing the same for orders.</li> <li>2) Prepared forward the orders of Director (V&amp;S) to the field offices for enquiry.</li> <li>3) Sending reminders from time to time for expediting the same.</li> <li>4) Sending letters to Comp.Authority in substantiated cases (Getting it typed, compared, annexed properly etc &amp; take entries in the register &amp; file office copy in concerned file)</li> <li>5) Taking entry of Report in Sub/Unsub cases in the Register.</li> <li>6) Send draft cards to Verification Cell.</li> <li>7) Maintaining tour diaries of concerned unit officers.</li> <li>8) Preparation of monthly/Quarterly pendency report.</li> <li>9) Sending complaint of theft of energy for enquiry to field offices, pertaining to their area.</li> <li>10) Outdoor duties entrusted by higher officers from time to time-</li> <li>11) Attend Control room duty during Asssembly Session.</li> <li>12) Attending Labour Activities.</li> <li>13) Assisting Controlling officers in their day to day work.</li> <li>14) Attending to working of verification cell in case of urgent work.</li> <li>15) To assist Asstt. Information officer in replying to applications received under Right to information Act</li> </ol>
<b>Jr.Vigilance Officer</b>	<ol style="list-style-type: none"> <li>1) Scrutiny of Complaints received from all field offices including HO excluding Pune Region &amp; process the same for orders.</li> <li>2) Prepared and Forward the orders of Director (V&amp;S) to the field offices for enquiry.</li> <li>3) Sending reminders from time to time for expediting the same.</li> <li>4) Sending letters to Comp.Authority in substantiated cases (Getting it typed, compared, annexed properly etc &amp; take entries in the register &amp; file office copy in concerned file)</li> <li>5) Taking entry of Report in Sub/Unsub cases in the Register.</li> <li>6) Send draft cards to Verification Cell.</li> <li>7) Maintaining tour diaries of concerned unit officers.</li> <li>8) Preparation of monthly/Quarterly pendency report.</li> <li>9) Sending complaint of theft of energy for enquiry to field offices, pertaining to their area.</li> <li>10) Outdoor duties entrusted by higher officers from time to time-</li> <li>11) Attend Control room duty during Asssembly Session.</li> <li>12) Attending Labour Activities.</li> <li>13) Assisting Controlling officers in their day to day work.</li> <li>14) Attending to working of verification cell in case of urgent work.</li> <li>15) To Assist Asstt. Information officer in replying to applications received under Right to information Act</li> <li>16) Preparation of monthly labour report.</li> </ol>

Designation	Duties
<b>ENFORCEMENT WING</b> <b>Executive Engineer</b>	1) Monitor the work of 36 Flying Squads 2) Advise the engineers of the Flying Squads on technical matters in theft of energy cases. 3) Render assistance to the Director (V&S) in day to day technical work. 4) Scrutiny of documents in appeal cases in theft of energy cases & prepare note accordingly. 5) Offer comments on technical matters in Vigilance enquiries/Disc Action cases. 6) Organise Central Drives as per directives of the Director (V&S) 7) Study consumption pattern of H.T. consumers & target suspected consumers for inspection 8) Preparation of replies to L.A.Q/L.C.Q/ in theft of energy cases. 9) Oversee Preparation of M.P.R., D.T.C. cases, Internal reform matters, MRI datas. 10) Oversee the target of performance of Flying Squads. 11) Advise & get prepared replies to day to day correspondance. 12) Scrutiny of notes of complaint of theft of energy submitted by Dy.E.E. before forwarding to Director (V&S) for orders & implement the same thereafter. 13) Submit day to day data of police cases registered in various police stations to Director (V&S) 14) Oversee documents prepared for the meeting of incharge of Flying Squads 15) Oversee preparation of AAR/Highlight. 16) Preparation of Notes/proposals on Policy matter for sending to various Sections /MERC 17) Attend monthly Meeting of MD with DVS. Preparation of documents for. 18) Attend assembly and Briefing Ministers alongwith Director (V&S)/Dy. Director. 19) Being Information Officer, deals with applications received for getting information under Right to Information Act.
<b>Dy.Ex.Engr.</b>	1) Scrutinize spot inspection reports wherein F.I.R.s have been lodged and of suspected consumers (approx 350 per month) & prepare technical scrutiny notes for corrective action. 2) Study the consumption pattern of HT consumers as per EDP data & prepare analysis report. 3) Study the MRI Datas (2 each per month from 36 Flying Squads) & prepare analysis report. 4) Assist E.E. in preparation of replies to LAQ/LCQ. 5) Study & analyse Line loss report received from IT section & prepare reports for action from the point of view of theft of energy 6) Fixing Target of checking of connection for Flying Squads. 7) Process notes of complaint of theft of energy
<b>Dy.Vigilance Officer</b>	1) Compile day to day data of performance of 36 Flying Squads & put up to Director (v&S) through Ex.Engr(Enf) 2) Consolidate monthly report on Sr. No.1 3) Compile day to day data of performance of 6 Police Stations & put up to Director (V&S) through Ex.Engr(Enf) 4) Consolidate monthly report on Sr.No.3 5) Prepare appraisal reports to DGP's office about Police Station performance (Monthly & whenever asked for) 6) Study the DTC reports received 2 each from 36 Flying Squads & prepare analysis report for submission to the M.D. through E.E./Director (v&S) 7) Study Perm.Disconnection cases checked by 36 Flying Squads & reports 8) Maintain records of security seals supplied to 36 Flying Squads & making correspondance with them about their performance, loss etc. 9) Prepare monthly progressive report of Dist. Transformers Centre. 10) Complaints about dispute regarding assessment etc.in respect of theft of energy cases. 11) Preparation of information in respect of Right to Information Act about MSEDCL Police Stations.
<b>A.V.O.</b>	1) Consolidate monthly Progress Report received from 36 Flying Squads & compile data. 2) Consolidate monthly progress report on special drives conducted by the Flying Squads/Regions. 3) Consolidation of report of Special Drives against Petrol pumps/Dhabus/ Poultry farms 4) Preparation of report of performance of Flying Squads to MERC 5) Preparation of Action Plan for theft reduction (to I.R. section) 6) Preparation of report of Flying Squad Activity (circlewise) (To IR section) 7) Preparation of report of implementation of anti theft measures (To IF section) 8) Preparation of report on Financial performance of Flying Squad (To IF section) 9) Preparation of Annual Adm report/Highlights. 10) Preparation of reply to queries of CAG Reports. 11) Preparation of replies to letter from Govt./MERC as per advise of Ex.Engr. (Enf) 12) Preparation of statement regarding status of cases in the Court in regard to theft of energy 13) Forward complaints to Flying Squad for compliance & follow up. 14) Take entry of details of cases wherein FIR registered in the Crime Register having 24 columns and follow up with Flying Squads telephonically for additional information, if not supplied properly. 15) Preparation of MPR in respect of complaints received at Head Quarter. 16) Preparation of consolidated reports in r/o complaints received in all 3 regions & H.O. 17) Preparation of statement regarding police cases registered in court & follow up with Flying Squads compliance.

- 18) Preparation of independent files in r/o FIRs lodged.
- 19) Maintenance of circular files in respect of theft of energy/commercial
- 20) Preparation of Reply to queries raised by PUC.
- 21) Preparation of information in respect of Right to Information Act regarding the work of MSEDCL Flying Squads.
- 22) Preparation of Data base for the Assembly Session.
- 23) Process notes regarding incentives to Flying Squads.

Designation	Duties
<b>GEN.ADM.DEPT A.P.O.</b>	<ol style="list-style-type: none"> <li>1) General supervision over the working of GAD personnel from peon to Head Clerk.</li> <li>2) Overseeing the cases put up by GAD personnel &amp; give proper advise for rectification if any.</li> <li>3) Making correspondence in day to day matters i.e. leave, T.A.bills. etc.</li> <li>4) Processing &amp; getting sanctioned &amp; making correspondance in               <ol style="list-style-type: none"> <li>a) Hiring vehicles for all vigilance units/flying squads.</li> <li>b) Providing landline phones/mobile phones to the field officers of vigilance units/flying squad</li> <li>c) Granting Additional charges</li> <li>D) Accidental claims for insurance/payment of vehicle insurance.</li> </ol> </li> <li>5) Updating sanctioned strength of Vigilance and Enforcement and followup with concerned officers for filling the vacancies especially Enforcement section, as technical officers are frequently transferred.</li> <li>6) Scrutiny of appeals, vigilance reports in regard to disciplinary action &amp; prepare internal note sheet for the perusal of Director(V&amp;S)</li> <li>7) Consolidate information regarding salaries paid to the Police Station personnel &amp; updating their sanctioned strength</li> <li>8) To assist Senior Officer, in preparation of proposal for taking services of CISF/Retired Police Personnel, Private Security guards from time to time, as directed by Director (V&amp;S)</li> <li>9) Scrutinize the request transfer applications and preparation of consolidated statement &amp; obtain order of Director (V&amp;S) &amp; forward to concern GAD Groups for necessary action.</li> <li>10) Attending meetings of Directorate &amp; unions &amp; note down the grievences placed by them &amp; sort out said problems by obtaining the orders of Director (V&amp;S)</li> <li>11) Preparation of indents for purchase of various types of material for Flying Squads &amp; followup with C.P.A. through Ex.Engr.(Enf)</li> <li>12) Any other incidental work as assigned by the Director (V&amp;S),/ Dy.Director(HQ)</li> <li>13) Checking of salary bill of private security guards at Prakashgad/HO.</li> <li>14) Preparing replies under Right to Information Act in regard to GAD.</li> </ol>
<b>Stenographer</b>	<ol style="list-style-type: none"> <li>1) Attending to the works as assigned by Director (V&amp;S)</li> <li>2) Making personal correspondance in GAD/Vigilance/Enforcement/Police Stations/Security matters &amp; preparing Office Note &amp; proposal as assigned by Director (V&amp;S).</li> <li>3) Preparing correspondance in his official matters.</li> <li>4) Preparing Income-Tax calculation.</li> <li>5) Maintaining records of ACRs.</li> <li>6) Any other work assigned by Director (V&amp;S)</li> <li>7) Making phone calls to state/Police/Department officials &amp; inform decision wherever necessary.</li> <li>8) Maintaining personal files on various subject of Director (V&amp;S).</li> <li>9) Preparation of tour programmes &amp; allied matters.</li> <li>10) Forwarding proposals regarding training of Engineers/Officers working in Vigilance/Enforcement.</li> <li>11) Processing the matter for obtaining of security seals for flying squads.</li> <li>12) Interacting with concerned sectional officers on particular subjects for accomplishing particular task.</li> <li>13) Processing cases of cash rewards to informants in theft of energy cases.</li> <li>14) Receiving complaints of theft of energy on phone &amp; put up the same to Director(V&amp;S) for orders and prepare notes in that regard.</li> </ol>
<b>Head Clerk</b>	<ol style="list-style-type: none"> <li>1) Maintain permanent Imprest of high value &amp; keep proper account of expenditure made &amp; submit for recoupment after proper scrutiny from time to time</li> <li>2) Liaise with audit authorities in regard to 1 above</li> <li>3) Purchase stationary which is not available through C.P.A.</li> </ol>

- 4) Maintain record of property return
- 5) Process proposal regarding occupying movable/immovable property
- 6) Preparing bill of monthly payment of private security guards and get it audited.
- 7) Outdoor duties for follow up with garages where vehicle sent for repairing/Insurance companies for insurance claims.
- 8) Process bill of Xerox Machine/PCs and sent to Audit.
- 9) Process gratuity proposals
- 10) Preparation of Docket Vouchers of incentives to flying squads, & follow up with audit section.

Designation	Duties
<b>UDC</b>	<ol style="list-style-type: none"> <li>1) Receive tapal marked to him,</li> <li>2) Process &amp; take further necessary action for grant               <ol style="list-style-type: none"> <li>a) Conveyance Allowance</li> <li>b) O.T.</li> <li>c) Leave any type</li> <li>d) T.A.Bills</li> </ol> </li> <li>3) Processing &amp; forwarding Applications to concerned Estt.Group               <ol style="list-style-type: none"> <li>a) G.O.74</li> <li>b) Confirmation</li> <li>c) Leave</li> </ol> </li> <li>4) Outwarding of tapal of Directorate through post &amp; hand delivery, courier</li> <li>5) Franking, weighing of tapal with help of peon</li> <li>6) Keeping A/c of amount spent on postage</li> <li>7) To process proposal for insertion amount in franking machine through the post office</li> <li>8) Filing &amp; maintenance of circulars/GAD correspondence.</li> <li>9) Collection of telephonic number and prepare statement for Diary</li> <li>10) Preparation of monthly certificates               <ol style="list-style-type: none"> <li>a) Washing Allowances</li> <li>b) Risk allowances</li> </ol> </li> <li>11) To take entries of leaves in the muster/register in K.O.</li> <li>12) Preparation Marathi Language returns</li> <li>13) Outdoor duties on any matter depending upon importance of the case.</li> <li>14) Fill up requisition &amp; bring stationary from Prakashgad</li> </ol>
<b>Steno-typist</b>	Attending to the work of Asstt. Director (HQ)/E.E.(Enf), Stenography and typing.
<b>LDC</b>	<ol style="list-style-type: none"> <li>1) Receiving tapal from different sources i.e. courier, P&amp;T, hand delivery, &amp; giving acknowledgement</li> <li>2) Open and get stamping tapal with the help of peon being confidential</li> <li>3) Sorting of tapal and submission to different authorities for marking.</li> <li>4) Again sorting out tapal officerwise</li> <li>5) Inwarding in common Register</li> <li>6) Distribution of tapal amongst officers after proper recording in a separate Note book.</li> <li>7) Process office notes for insertion of amount in the franking machine, maintenance contract of franking machine etc.</li> </ol>
<b>Typist</b>	1) Attending Marathi typing works (Manual) concerning Vigilance, Security and Enforcement.
<b>Driver</b>	1) Driving staff vehicle of Director (V&S)
<b>Peon</b>	<ol style="list-style-type: none"> <li>1) One is allotted cabin duty of Director (V&amp;S)</li> <li>2) Another is Attending to all officers working in the Section.</li> <li>3) Remaining peon is allotted the duty of distributing tapal to the Prakashgad/Govt/ Police Deptts. and other offices.</li> </ol>

\*Foot Note : One outsourced typist is working against 1 vacancy of stenographer and attending English and Marathi typing work on P.C.

Designation	Duties
<b>VERIFICATION CELL A.V.O.</b>	<ol style="list-style-type: none"> <li>1) Searching of names figuring in Vigilance enquires and preparation of Vigilance Verification report pertaining to Transmission &amp; Distribution Cadres of MSEDCL/MSETCL, for benefit of promotion/G.O.74,N.O.C. for passport, final gratuity etc.</li> <li>2) Maintaining &amp; updating alphabetical registers/action taken registers/ACB registers &amp; draft cards.</li> <li>3) Preparation of Cardex of delinquents</li> <li>4) Maintenance &amp; preservation of substantiated cases</li> <li>5) Preservation of Records of A.C.B. &amp; Police Cases</li> <li>6) Maintaining Inward/outward register</li> <li>7) Preparation of monthly/yearly reports regarding Vigilance verification reports &amp; put up to Dy/Dir(HQ)/Dir (V&amp;S) from time to time.</li> </ol>
<b>J.V.O.</b>	<ol style="list-style-type: none"> <li>1) Searching of names Figuring in Vigilance enquiries &amp; preparation of Vigilance Verification reports pertaining to MAHAGENCO &amp; GAD/Account/Civil/Stores/IT/Publicity/Labour cadres of MAHADISCOM for the benefit of Promotion G.O.74/N.O.C./Passport/final gratuity etc.</li> <li>2) Maintaining &amp; updating alphabetical registers/action taken registers/ACB registers &amp; draft cards.</li> <li>3) Preparation of Cardex of delinquents</li> <li>4) Maintenance &amp; preservation of sub cases</li> <li>5) Preservation of Records of A.C.B. &amp; Police Cases</li> <li>6) Maintaining Inward/outward register</li> <li>7) Preparation of monthly/yearly reports regarding Vigilance verification reports &amp; put up to Dy/Dir(HQ)/Dir (V&amp;S) from time to time.</li> </ol>

**REGIONAL OFFICES**

<b>DY.DIRECTOR</b>	<p><b>Control &amp; supervision of Regional office/Vigilance Units &amp; 9 Flying Squads, in his Region as under</b></p> <ol style="list-style-type: none"> <li>1) Scrutinising of complaints received in his office &amp; forwarding to Head Office for orders.</li> <li>2) Attending to complaints received from Head Office either as personal enquiry or getting enquiries done through his officers.</li> <li>3) Scrutinising the enquiry reports furnished by his Enquiry officers &amp; offer remarks before submission to Head Office.</li> <li>4) Discuss with Enquiry officers and if found lacuna in their reports get it rectified.</li> <li>5) Conducting enquiry on complaints entrusted to Dy.Director as personal enquiry (recording statements &amp; preparing reports by calling/visiting the persons involved in the case &amp; submit to the Director(V&amp;S).</li> <li>6) Attending to day to day tapals in his office &amp; mark to concerned for compliance with necessary direction.</li> <li>7) Scrutinising the complaint to complaints put up by concerned officers on above matters (Sr.No.6)</li> <li>8) Contacting O&amp;M authorities for co-operation in regard to vigilance enquiries.</li> <li>9) Visiting vigilance units in his jurisdiction for review &amp; expediting the cases whenever required</li> <li>10) Flying Squads in his jurisdiction are supervised.</li> <li>11) Arranging Special Drives.</li> <li>12) Discuss with Dy.E.E.'s of Flying Squads in cases detected by them daily and find solutions to their problem regarding modus operandi, assessment etc.</li> <li>13) Review of daily performance of FSs/,monthly performance.</li> <li>14) Forwarding of data concerning performance of Flying Squads, daily, monthly &amp; of special drives to HO.</li> <li>15) Visit installations of consumers with concerned Flying Squad in charge whenever required.</li> </ol>
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	<p>16) Debriefing meeting held before Special Drives (Whenever necessary)</p> <p>17) Give clarifications to H.O. in respect of enforcement matters whenever called for or on his own.</p> <p>18) Discuss with O&amp;M authorities for assessment/Recovery in regard to cases detected by Flying Squads.</p> <p>19) Contacting/Visiting regular police stations in theft detected cases &amp; for police bandbast.</p> <p>20) Sanctioning of leave, T.A. bills of regional staff &amp; incharge of Flying Squad/Vigilance Unit.</p> <p>21) Forwarding of proposals on administrative matters i.e. hiring of vehicles, permission for purchasing property, conveyance, Conveyance Allowance, etc.</p>
<b><u>VIGILANCE OFFICER</u></b>	<p>1) Marking of day to day tapal</p> <p>2)Scrutiny of note sheets on complaints put up by J.V.O. to Dy.V.O. &amp; offer remarks &amp; put up to Dy.Dir. for orders</p> <p>3) Scrutiny of enquiry reports</p> <p>4) Sending reminders to Vigilance units.</p> <p>5) Maintaining circular file.</p> <p>6) Overseeing MPR</p> <p>7) Maintaining Flying Squad wise files</p> <p>8) Conduct Vig.enquiries as directed by Dy.Director</p> <p>9) Assisting Dy.Director in supervising the working of staff.</p> <p>10) Preparation of pendency chart.</p>
<b><u>DY VIGILANCE OFFICER</u></b>	<p>1)Scrutinising of complaints/reports &amp; making all subsequent correspondances of unit allotted to him &amp; maintaining registers thereof</p> <p>2)Preparing special drive reports of FSs and put up to Dy.Director.</p> <p>3) Preparing daily report of FS and put up to Dy.Director</p> <p>4)Preparing MPR of FS and put up to Dy.Director.</p> <p>5)Preparing of Vigilance Reports and put up to Dy.Director</p> <p>6) Conducting Vigilance enquiry as directed by Dy.Director.</p> <p>7) Arranging meeting of Vigilance units/Flying Squads in the jurisdiction.</p> <p>* 8) Covering gate meeting of unions.</p> <p>9) Attending duties during strike period.</p>
<b><u>AVO</u></b>	<p>1)Scrutinising of complaints/reports &amp; making all subsequent correspondances of unit allotted to him &amp; maintaining registers thereof</p> <p>2)Conducting vigilance enquiries and preparing reports.</p> <p>* 3)Covering gate meetings of unions.</p> <p>4)Attending duties during strike period.</p> <p>5)Filing of correspondance &amp; updating Files.</p>
<b><u>JVO</u></b>	<p>1)Scrutinising of complaints/reports &amp; making all subsequent correspondances of unit allotted and maintaining registers thereof</p> <p>2)Conducting Vigilance enquiry and performance reports.</p> <p>* 3)Covering gate meeting of unions.</p> <p>4)Attending duties during strike period.</p> <p>5) Filing of correspondance &amp; updating files.</p>

\* This jobs needs necessary Man Powar depending upon situation.

**UNITS HEADED BY ASSTT.DIRECTOR**

<b>Category</b>	<b>Duties</b>
<b>Asstt.Director (Kalyan,Aurangabad,Pune &amp; Nagpur being Metro cities, Concentration of employees are more, sensitive being union activities are more the post of A.D. is sanctioned)</b>	<p>1) Marking &amp; scrutinizing day to day tapal.</p> <p>2)Scrutinizing the action plan on Vigilance enquiries put up by concerned.</p> <p>3) Discuss &amp; sort out with concerned in case of lacuna in the enquiries conducted by his subordinates</p> <p>4)Scrutinizing the Vigilance enquiry reports submitted by subordinates.</p> <p>5) Forwarding Vigilance enquiry reports to concerned Dy.Director</p> <p>6) Overseeing pendency of vigilance enquiries.</p> <p>7) Conducting Vigilance enquiries allotted to him for personal enquiry. Preparing reports thereof.</p> <p>8) Attending to establishment matters like sanctioning of leave/TA Bill etc./passing imprest &amp; day to day expenditure.</p> <p>9) Superivising &amp; controlling the staff.</p> <p>10) Act as Asstt.Information officer in respect of regional jurisdiction.</p>

	<ul style="list-style-type: none"> <li>11) Watching labour activities &amp; liase with Police for bandobast etc.</li> <li>12) Visiting places of interest in case of emergency.</li> <li>13) Liase with O&amp;M authorities in Vigilance enquiries.</li> <li>14) Attending meetings conducted by the Director (V&amp;S)/Dy.Director on Vigilance as well as Enforcement.</li> <li>15) Making correspondance with Head Office/Region office./other Unit offices in the Region.</li> </ul>
VIGILANCE OFFICER	<ul style="list-style-type: none"> <li>1) He is second officer in the unit office. He looks after the work in the absence of Astd.Director</li> <li>2)Overseeing the notes or action plan put up by subordinates on complaints</li> <li>3) Preparing plan of action on the complaints marked to him &amp; conducting vigilance enquiries thereof &amp; preparing reports.</li> <li>4) To assist Astd.Director in day to day office work.</li> <li>5) Overseeing M.P.R./Quarterly report.</li> <li>6) Preparing replies to LAQ/LCQ queries in respect of enquiries conducted by him.</li> </ul>
DY.VIGILANCE OFFICER	<ul style="list-style-type: none"> <li>1)Prepare Notesheets/Action plan on the complaints marked to him.</li> <li>2)Conducting Vigilance enquiries by visiting places &amp; furnishing report.</li> <li>3)Preparing replies related to L.A.Q/LCQ &amp; other matters pertaining to vigilance attended by him.</li> <li>4)Preparing MPR&gt;Returns in Vigilance matters.</li> <li>5) Collectkion &amp; compling information of theft of material.</li> <li>6) Marking of muster.</li> <li>7)Holding imprest for office expenditure.</li> <li>8) Attending/covering labour activities.</li> <li>9) Collection of intelligence.</li> <li>10) Maintaining Enquiry registers/updating filing work.</li> </ul>
ASSTT.VIG.OFFICER	<ul style="list-style-type: none"> <li>1)Prepare Notesheets/Action plan on the complaints marked to him.</li> <li>2)Conducting Vigilance enquiries by visiting places &amp; furnishing report.</li> <li>3)Preparing information related to L.A.Q/LCQ &amp; other matters pertaining to vigilance</li> <li>4) To assist Dy.V.O. in preparing MPR&gt;Returns.</li> <li>5)Attending/Covering Labour activities.</li> <li>6)Collection of intelligence.</li> <li>7) Submit press cuttings of matters of interest pertaining the Directorate of V&amp;S</li> <li>8) Maintaining Enquiry registers/Updating filing work.</li> </ul>
Jr.VIGILANCE OFFICER	<ul style="list-style-type: none"> <li>1)Prepare Notesheets/Action plan on the complaints marked to him.</li> <li>2)Conducting Vigilance enquiries by visiting furnishing report.</li> <li>3)Preparing information related to L.A.Q/LCQ &amp; other matters pertaining to vigilance</li> <li>4) To assist Dy.V.O. in preparing MPR&gt;Returns.</li> <li>5)Attending/Covering Labour activities.</li> <li>6)Collection of intelligence.</li> <li>7) Submit press cuttings of matters of interest pertaining the Directorate of V&amp;S</li> <li>8) Maintaining Enquiry registers/Updating filing work.</li> </ul>

**UNITS HEADED BY VIGILANCE OFFICERS**

Category	Duties
<b>VIGILANCE OFFICER</b>	<ul style="list-style-type: none"> <li>1) Marking &amp; scrutinizing day to day tapal.</li> <li>2)Scrutinizing the action plan on Vigilance enquiries put up by concerned.</li> <li>3) Discuss &amp; sort out with concerned in case of lacuna in the enquiries conducted by his subordinates</li> <li>4)Scrutinizing the Vigilance enquiry reports submitted by subordinates.</li> <li>5) Forwarding Vigilance enquiry reports to concerned Dy.Director</li> <li>6) Overseeing pendency of vigilance enquiries.</li> <li>7) Conducting Vigilance enquiries allotted to him for personal enquiry. Preparing reports thereof.</li> <li>8) Attending to estalishment matters like sanctioning of leave/TA Bill etc./passing imprest &amp; day to day expenditure.</li> <li>9) Superivising &amp; controlling the staff.</li> <li>10) Watching labour activities &amp; liase with Police for bandobast etc.</li> <li>11) Visiting places of interest in case of emergency.</li> <li>12) Liase with O&amp;M authorities in Vigilance enquiries.</li> <li>13) Attending meetings conducted by the Director (V&amp;S)/Dy.Director on Vigilance as well as Enforcement.</li> </ul>



	14) Making all correspondance with Head Office/Region office./other Unit offices in the Region.
<b>DY.VIGILANCE OFFICER</b>	<ol style="list-style-type: none"> <li>1) He is second officer in the unit office. He looks after the work in the absence of Vigilance Officer</li> <li>2)Overseeing the notes action plan put up by subordinates on complaints</li> <li>3) Preparing plan of action on the complaints marked to him &amp; conducting vigilance enquiries thereof by visiting places &amp; prepar reports.</li> <li>4) To assist Vigilance Officer in day to day office work.</li> <li>5) Overseeing M.P.R./Quarterly report.</li> <li>6) Preparing replies to LAQ/LCQ queries in respect of enquiries conducted by him.</li> <li>7)Prepare Notesheets/Action plan on the complaints marked to him.</li> <li>8)Conducting Vigilance enquiries by visiting places &amp; furnish report.</li> <li>9)Preparing information related to L.A.Q/LCQ &amp; other matters pertaining to vigilance enquiries attended by him.</li> <li>10)Preparing MPR&gt;Returns in Vigilance matters.</li> <li>11) Collection &amp; compling information of theft of material.</li> <li>12) Marking of muster.</li> <li>13)Holding imprest for office expenditure.</li> <li>14) Attending/covering labour activities.</li> <li>15) Collection of intelligence.</li> <li>16) Maintaining Enquiry registers/updating and filing work.</li> </ol>
<b>ASSTT.VIG.OFFICER</b>	<ol style="list-style-type: none"> <li>1)Prepare Notesheets/Action plan on the complaints marked to him.</li> <li>2)Conducting Vigilance enquiries by visiting places &amp; furnishing report.</li> <li>3)Preparing information related to L.A.Q/LCQ &amp; other matters pertaining to vigilance enquiries attended by him.</li> <li>4) Assisting Dy.V.O. in preparing MPR&gt;Returns.</li> <li>5)Attending/Covering Labour activities.</li> <li>6)Collection of intelligence.</li> <li>7) Submit press cuttings of matters of interest pertaining the Directorate of V&amp;S</li> <li>8) Maintaining Enquiry registers/Updating and filing work.</li> </ol>
<b>Jr.VIGILANCE OFFICER</b>	<ol style="list-style-type: none"> <li>1)Prepare Notesheets/Action plan on the complaints marked to him.</li> <li>2)Conducting Vigilance enquiries by visiting places and furnish report.</li> <li>3)Preparing information related to L.A.Q/LCQ &amp; other matters pertaining to vigilance</li> <li>4)Attending/Covering Labour activities.</li> <li>5)Collection of intelligence.</li> <li>6) Submit press cuttings of matters of interest pertaining the Directorate of V&amp;S</li> <li>7) Maintaining Enquiry registers/Updating and filing work.</li> </ol>

**UNITS HEADED BY DY. VIGIALNCE OFFICER**

<b>Category</b>	<b>Duties</b>
<b>DY.VIGILANCE OFFICER</b>	<ol style="list-style-type: none"> <li>1) Marking &amp; scrutinizing day to day tapal.</li> <li>2)Scrutinizing the action plan on Vigilance enquiries put up by concerned.</li> <li>3) Discuss &amp; sort out with concerned in case of lacuna in the enquiries conducted by his subordinates</li> <li>4)Scrutinizing the Vigilance enquiry reports submitted by subordinates.</li> <li>5) Forwarding Vigilance enquiry reports to concerned Dy.Director</li> <li>6) Overseeing pendance of vigilance enquiries.</li> <li>7) Conducting Vigilance enquiries allotted to him for personal enquiry. Preparing reports thereof.</li> <li>8) Attending to estalishment matters like sanctioning of leave/TA Bill etc./passing imprest &amp; day to day expenditure.</li> <li>9) Supervising &amp; controlling the staff.</li> <li>10) Watching labour activities &amp; liase with Police for bandobast etc.</li> <li>11) Visiting places of interest in case of emergency.</li> <li>12) Liase with O&amp;M authorities in Vigilance enquiries.</li> <li>13) Attending meetings conducted by the Director (V&amp;S)/Dy.Director on Vigilance as well as Enforcement.</li> <li>14) Making all correspondance with Head Office/Region office./other Unit offices in the Region.</li> </ol>
<b>ASTT.VIGILNACE OFFICER</b>	<ol style="list-style-type: none"> <li>1) He is second officer in the unit office. He looks after the work in the absence Dy.Vig.Officer.</li> <li>2) Preparing plan of action on the complaints marked to him &amp; conducting vigilance enquiries by visiting places &amp; preparing reports.</li> <li>3) Assisting Dy.Vig.Officer in day to day office work.</li> <li>4) Preparing raplies to LAQ/LCQ queries in respect of enquiries conducted by him.</li> </ol>

	<ul style="list-style-type: none"> <li>5) Preparing MPR&gt;Returns in Vigilance matters.</li> <li>6) Collection &amp; compiling information of theft of material.</li> <li>7) Marking of muster.</li> <li>8) Holding imprest for office expenditure.</li> <li>9) Attending/covering labour activities.</li> <li>10) Collection of intelligence.</li> <li>11) Maintaining Enquiry registers/ updating &amp; filing work.</li> </ul>
Jr.VIGILANCE OFFICER	<ul style="list-style-type: none"> <li>1) Prepare Notesheets/Action plan on the complaints marked to him.</li> <li>2) Conducting Vigilance enquiries by visiting places &amp; furnish report.</li> <li>3) Preparing information related to L.A.Q/LCQ &amp; other matters pertaining to vigilance</li> <li>4) To assist Dy.V.O. in preparing MPR&gt;Returns.</li> <li>5) Attending/Covering Labour activities.</li> <li>6) Collection of intelligence.</li> <li>7) Submit press cuttings of matters of interest pertaining the Directorate of V&amp;S</li> <li>8) Maintaining Enquiry registers/Updating &amp; filing work.</li> </ul>

**Duties & responsibilities of the Officers of Flying Squads**

Category	Duties allotted
<b>Dy.Executive Engineer</b>	<ul style="list-style-type: none"> <li>1) Attending to routine tapal received from Head Office/Regional &amp; other offices &amp; mark to concerned for necessary action.</li> <li>2) Segregating complaints/sources for attendance &amp; prepare plan of action</li> <li>3) Make entries in the concerned registers regarding proposed action as per MERC guidelines.</li> <li>4) Visit installations of consumer as per complaint &amp; conduct technical inspection.</li> <li>5) Verify seal position, take load test &amp; test the meter with Accucheck, depending upon requirement.</li> <li>6) Prepare spot Inspection Report as per revelation as above.</li> <li>7) If theft is detected prepare Panchanama/F.I.R. &amp; lodge same with Police Station/Court (with the assistance of Local Advocate) after verifying documents maintained at O&amp;M offices.</li> <li>8) If only assessment is to be made, report is sent to the local O&amp;M office for assessment &amp; recovery.</li> <li>9) If consumer (in theft case) is willing to compound the case, take necessary action for compounding &amp; send copies of report to O&amp;M office/Police Stations etc.</li> <li>10) Conduct routine checking of installations, arrange a special drive of Flying Squad jurisdiction as per directives of Dy.Director/Director(V&amp;S) &amp; prepare reports.</li> <li>11) Study M.R.I. Data of consumer &amp; prepare analysis report &amp; send to Head Office.</li> <li>12) Conduct D.T.C. checking &amp; prepare report &amp; send to concerned Dy.Director/Director(V&amp;S).</li> <li>13) Prepare M.P.R. of checking assessment, recovery, F.I.R. lodged etc &amp; send to Regional office/Head office.</li> <li>14) Prepare reply to L.A.Q./L.C.Q. concerning energy theft &amp; send to Head Office.</li> <li>15) Follow up with various O&amp;M authorities for recovery in cases detected by Flying Squad.</li> <li>16) Attending Court cases lodged by Flying Squad even at distant places.</li> <li>17) Overall supervision on work of staff.</li> <li>18) Make day to day correspondence with Regional office/Head office/various O&amp;M offices.</li> <li>19) Attend meeting at Regional office/Head office &amp; O&amp;M Offices.</li> <li>20) Prepare Annual Administrative report.</li> </ul>
<b>Jr.Engineer</b>	<ul style="list-style-type: none"> <li>1) Assist the In charge Dy.Ex.Engr. In all activities mentioned above. Further in absence of Dy.Ex.Engr., Jr.Engr will act as in charge.</li> </ul>
<b>A.V.O.</b>	<ul style="list-style-type: none"> <li>1) Collect intelligence about suspected energy theft in the area &amp; unauthorised use.</li> <li>2) Assist Dy.Ex.Engr. In making all legal documents including Spot Inspection Report, Panchanama, Court/Police complaint etc.</li> <li>3) Record statements of persons involved in energy theft case if required.</li> <li>4) Follow up with concerned in legal cases, recovery and assessment made in cases detected.</li> <li>5) Maintain complaint register, Crime register.</li> <li>6) File complaint in the Court of Law/Police Station, if required.</li> <li>7) Attend Court cases for evidence.</li> <li>8) Assist Dy.E.E. in preparation of monthly progress report &amp; day to day matters from vigilance point of view.</li> </ul>

	9) Any other incidental work allotted by superiors.
<b>U.D.C/ A/C</b>	1) Receipt of tapal & make entries in inward register 2) Maintain & update all official records 3) Prepare monthly progress report & other returns concerning assessment & recovery 4) Liaise & visit local O&M authorities for assessment & recovery 5) Make outward of tapal 6) Maintain imprest for day to day office expenditure 7) Maintain logbook of departmental vehicle. 8) Any other work allotted by superiors.
<b>Driver</b>	1 ) Drive departmental vehicle for day to day office work.
<b>Lineman</b>	1) Maintain Testing equipments in proper condition & keep a record 2) Open and close metering equipments as per directives of Incharge officer. 3) Assist incharge in checking the installations throughout 4) Attend court cases for evidence. 5) Any other work allotted by superiors.