

Duty list of ministerial staff

Sh. Shanti Lal ChOS/I

General Supervision of Electrical Branch, Office orders, Hiring of vehicle for PHOD/CHOD & all establishment matter, up-keeping of cadre, trade tests, training, creation/extension & surrender of posts, pin-pointing of staff, Book of sanction, MPP, work study, Revenue Budget & expenditure, Audit & stock sheets, all other establishment work and other important work assigned by Sr.DEE/G/BKN, DEE/G/BKN, ADEE/G/BKN and duties of Sh. Mahaveer Prasad in his absence.

Sh. Mahaveer Prasad Chos/II

All power & pump Contract Agreements (excluding coaching & hiring of vehicles), releasing EM/PG/SD. All correspondence regarding the execution of works up to completion, work in progress, payment of firm's bills and other tasks related to works matter, Budget of Demand no.16 and other important works assigned by Sr.DEE/G/BKN, DEE/G/BKN, ADEE/G/BKN and duties of Sh. Shanti Lal in his absence..

Sh. Aasu Singh ChOS/III

All Coaching & hiring of vehicle Contract Agreements, releasing EM/PG/SD. All correspondence regarding the execution of works up to completion, work in progress, payment of firm's bills and other tasks related to coaching & hiring of vehicle works matter, T&P Register alongwith all T&P and other items of electric branch and officers, store bills etc and other important works assigned by Sr.DEE/G/BKN, DEE/G/BKN, ADEE/G/BKN and duties of Sh. Shanti Lal & Sh. Mahaveer Prasad in his absence.

Sh. Devendra Kumar, Sr. Clerk

All state electricity bills, Office Dak, file movement and other important works assigned by Sr.DEE/G/BKN, DEE/G/BKN, ADEE/G/BKN.