**POWERS AND DUTIES OF OFFICERS AND STAFF.**

**Section 4(1)(b)(ii)**

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| **Designation of post** | **Powers** | **Duties attached** |
| **Administrative** | **Financial** | **Statutory** |
| Secretary | Administrative | Financial | Statutory | 1. The Secretary is the Head of the Department and is responsible for personnel and general administration and accounts. He shall exercise such powers and perform such duties as may be specified by the Commission.
2. He shall also function as the Secretary of the State Advisory Committee. He is responsible to maintain records of all important decisions taken by the Commission and convene meetings from time to time as required.
3. Signing on behalf of the Commission all orders, notices, communications, vakalatnamas etc.
4. Preparing the Annual Budget of the Commission .
5. Assist the Commission in promoting transparency and accountability.
6. Processing of files/cases for proceedings.
7. Support to the Commission in discharge of its day to day functions including furnishing of required information to the Commission.
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| Director (Legal)  | Administrative |  |  | To aid and advise the Commission on all legal matters so that the decisions and orders passed by the Commission are in conformity with the provisions of law. He is also responsible for drafting/vetting of Regulations, Communications, Notices etc to be issued by the Commission. He is also responsible for scrutinizing cases involving imposition of penalties , compensation and keeping track of litigations involving the Commission in various Courts/Tribunals and to advise the Commission on steps to be taken.He shall also advise the Commission on the implications of the orders/judgments of different High Courts, Appellate Tribunal and the Supreme Court which have bearing on the works of the Commission. To represent the Commission in various Courts/Tribunals/Forum and advise the Commission with regard to various cases for adjudication/arbitration. To assist the Commission in the conduct of proceedings.As the State Public Information Officer for the Commission he has to deal with matters pertaining to Right to information Act, 2005 including disposal of applications received from applicants under the RTI Act, 2005.  |
| Director (Tariff &Technical ) |  |  |  | All matters connected with tariffs, rates, surcharges and additional surcharges payable licensees for the transmission and distribution of electricity in the State.He is also responsible for all technical matters relating to the activities of the Commission including collection, compilation and analysis of such information. To assist the Commission in the conduct of proceedings.To act as the Assistant Public Information Officer for the Commission and deal with matters pertaining to Right to information Act, 2005 including disposal of applications received from applicants under the RTI Act, 2005 in consultation the State Public Information Officer. |
| Financial Advisor | Administrative | Financial |  | Responsible for all matters connected with the accounts of the Commission including the proper maintenance of all the ledgers,cashbooks and other documents. He shall act as the “Drawing and Disbursing Officer “ for the Commission.Preparation of annual budget and control of expenditures including maintenance of accounts of the Commission in accordance with the prescribed norms/procedure.To assist audit and compliance of audit paras.Ensure the receipt of all monies due to the Commission and crediting the same into the SSERC Fund and payments out of the Fund on behalf of the Commission in accordance with the prescribed procedure.  |
| Joint Director (IT) | Administrative |  | Statutory | Maintaining and Updation of the SSERC website including handling of all other IT related works of the Commission. Additional responsibility assigned as Electricity Ombudsman of the Commission.  |
| Deputy Director | Administrative | Financial |  | Maintaining and updating the personnel records of all the employees of the Commission.Looking after all matters related to the employees of the Commission including their recruitment, promotion ,pay fixation, training ,career development, performance appraisal, pension and disciplinary action. Looking after the Commission Office and General Administration and house keeping.To liaise with other Offices/Agencies , persons ,departments etc in connection with various works related to the smooth functioning of the Commission.  |
| Sr.Accountant |  | Financial |  | Preparation of salary bills of the Chairperson & members of the Commission, personnel of the Commission and other bills. Preparation of Budget, maintaining of cash books, preparation of bills, preparation of the accounts of the Commission, reconciliation with banks and dealing with the cheque books etc.  |
| Accounts Clerk |  | Financial |  | ......Do........... |
| Office Assistant |  |  |  | To attend to the Commission and other officers, to hand over and receive letters/daks etc from other Offices and to other offices, to attend to other works as and when assigned by the Commission and the Officers.To maintain and keep record/register of various communications received from other Offices/agencies and sent by the Commission to other Offices, agencies etc.  |
| Peon |  |  |  | To attend to the Commission and Officers,  |
| Driver |  |  |  | Driving of the Vehicles of the Commission, proper upkeep and cleanliness of the Commission vehicles. |
| Home Guard |  |  |  | To streamline the traffic within the premises of the Commission Office and ensure proper parking and safety of the Commission vehicles.To perform such other duties as and when assigned by the Commission and the Officers.  |