

Powers and Duties of Officers and Staff

| Name of the Post | Job Description |
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| 1. Commission Secretary | <p>(i) Administrative and legal</p> <ul style="list-style-type: none"> • He will act as a Head of Department. • He is the Principal Officer & spokesman of the Commission. • He is the Head of Personnel and Administrative Section (All establishment matters including Ombudsman/GRFs). • Matters pertaining to CESU, FOR & FOIR, Security, maintenance of equipments, Diary & Dispatch, Training & Development, including engagement of consultants. • Assembly/Parliament Questions. • He will publish all Regulations, Tariff Orders, other publications etc. in Orissa Gazette. For the above function, he will be assisted by DD(P&A). <p>(ii) Finance & Accounts:</p> <ul style="list-style-type: none"> • Preparation of Annual Budget and all other financial matters. • Issue of Sanction order for expenditure. • Audit compliance. • Act as Chairman of the OERC Pension Fund Trust/Gratuity Fund Trust. • For the above function, he will be assisted by the Accounts officer. <p>(iii) Other matters</p> <ul style="list-style-type: none"> • He will act as Ex-officio–Secretary of the State Advisory Committee (SAC) & Nodal officer of the State Coordination Forum. • All correspondence with Govt./Statutory Institutions/Licensees shall be made by the Secretary. • He will act as 1st Appellate Authority under RTI Act, 2005. • He shall communicate & authenticate the orders passed by the Commission and issue, certified copy of the orders of the Commission. • He will sign the Vakalatanama, counter affidavit filed before any courts/forums/tribunals. • Works relating to Energy Police Stations and Special Courts (Electricity). • Preparation of Commission’s Annual Report, scrutiny of quarterly/annual report of GRFs/Ombudsman and all consumer related matters. • For the above function, PAO will assist & report to the Secretary. |

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| 2. Director (Tariff) | <p>Director (Tariff) is the Head of the Tariff Division. He will deal with all matters connected with tariffs, rates, surcharges and additional surcharges payable by licensees/consumers for the transmission and distribution of electricity in the state. Specific responsibilities include the following:</p> <ol style="list-style-type: none"> 1) Working out the terms and conditions for determination of tariff in accordance with the national policies, CERC & OERC Regulations and advising the Commission on fixing the period within which cross-subsidies in tariff shall be reduced. 2) Tariff for Generation, Bulk Supply, Transmission and Retail Supply. 3) Tariff of IPPs, Hydro & Thermal. 4) Tariff for purchase of power from CGPs/Co-generation. 5) Tariff for Renewable Sources of Energy like Solar thermal, Solar Photovoltaic, Bio-mass, Wind & Small hydro etc. 6) SLDC charges. 7) Open Access Charges like transmission charges, wheeling charges, cross-subsidy surcharge, additional surcharge and other operating charges for short-term and long-term customers. 8) Interact with the State Govt. regarding the subsidy the Govt. may prefer to give for any class of consumers. 9) Transmission charges and surcharges payable to the STU, the manner of payment. 10) Transmission charges and surcharges payable by a consumer to a licensee, manner of payment, utilization, progressive reduction of surcharges. 11) Revenues from other business of a transmission licensee and its utilization. 12) Revenues from other business of a distribution licensee and its utilization. 13) Rates, charges, terms and conditions of intervening transmission facilities owned and operated by a licensee when utilized by other licensees. 14) Market development (including trading) of power and competition. 15) Power procurement process of distribution licensees including price of power purchases. 16) Trading margin in the intra-state trading of electricity. 17) Penalties on licensees, compensation payable by them and excess charges to be recovered from them. 18) Performance Review of GRIDCO, OPTCL & Distribution Licensees. 19) Macro-economic analysis with special reference to growth of power sector. 20) Need based financial and economic research enabling suitable policy decisions. 21) General oversight of all tariff orders. 22) Business Plans of Licensees and Long Term Tariff |

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| | <p>Strategy.</p> <p>23) Oversight of orders of the Commission relating to tariff & commercial matters.</p> <p>24) Cases relating to consumers' grievances.</p> <p>25) Investment approvals.</p> <p>26) Oversight orders of different cases relating to Tariff Division.</p> |
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| Name of the Post | Job Description |
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| 3. Director (Engineering) | <ol style="list-style-type: none"> 1) Framing, amending and monitoring of the Licenses, Codes and Standards. 2) Transmission Planning, Load Forecasting, Generation Procurement. 3) Dispute Resolution on computation relating to availability of transmission capacity. 4) Providing information to Tariff Division for deciding the modalities for granting Open Access to the Transmission System of the STU as well as Transmission Licensee, like capacity constraints etc. 5) Providing information to Tariff Division for deciding the Conditions of open access in Distribution Sector. 6) Advising the Commission on technical requirement, capital adequacy, credit worthiness for an electricity trader. 7) Matters relating to compensation to the consumers through OERC (Licensee's Standard of Performance) Regulation, 2004. 8) Monitoring the quality of supply to the consumers. 9) Promoting energy efficiency and energy conservation. 10) Monitoring of Performance of Utilities. 11) Safety provisions relating to Generation, Transmission & Distribution/ Supply of Electricity. 12) Framing and monitoring of Transmission & Distribution Standards. 13) Collection of Information and Publication of Guaranteed and Overall Standards of Performance of the Distribution Licensees. 14) Aiding in preparation of draft order, agenda note and record note of State Co-ordination Forum in association with other Divisions of OERC. 15) Matters relating to Regulation of Power Supply. 16) Matters relating to Orissa Grid Code, Supply Code. 17) Matters relating to System Operation. 18) Monitoring of Transmission Projects Implementation. 19) Licence fee monitoring. 20) Analysis of Major Incident Reports. 21) Assisting Tariff division in Major Investment Approval of OPTCL & DISCOMs as per license conditions. 22) Framing of consumer service documents like Complaint Handling Procedure, Code of Practice on Payment of Bills and Consumer Right Statement. 23) Assisting the Tariff Division in approval of PPAs. |

| Name of the Post | Job Description |
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| 4. Director (RA) | <ol style="list-style-type: none"> 1) Act as Head of the Regulatory Affairs Division (previously LAW Division) to advise the Commission /other Divisions on all legal matters. 2) Receive all petitions, applications, other filings or references pertaining to the quasi-judicial proceedings of the Commission. 3) Docket the petitions/ applications filed for proceeding. 4) Scrutinize the petitions/applications filed for proceedings/hearings. 5) Register the cases/ issue notice/ participate in the hearings, preparation of briefs, preparation of draft orders (with inputs from other divisions) and to take part in the proceedings. 6) Prepare the briefs and publish the cause list of the Commission for proceedings/hearings. 7) Assist the Commission in legal matter/proceedings/hearing. 8) In suo motu proceedings to act as petitioner (if designed) or render legal advise to other Directors/Officers acting as petitioner. 9) Assist & take part in arbitration proceedings of the Commission. 10) Make legal vetting of Regulations/Order/Notifications of the Commission. 11) Provide information to Jt. Director (IT)/DD(IT) to update case tracking system in the Commission's website. 12) Engagement of legal counsel & liaisoning with them in High Court, Supreme Court, ATE & other Forums. 13) He will scrutinize the bills of legal counsel. 14) Advise the Commission on orders of Hon'ble HC/SC/ATE. Instructions to legal counsel for preparation of petition, replies to be filed before the Courts/Forums. 15) Act as Oath Commissioner to administer oaths of affirmation (affidavit) filed before the proceeding of the Commission. 16) Collect and keep record of copies of the Act, Rules, Regulations, Notifications & important case laws of H.C., S.C, ATE on Electricity laws / Regulatory matters. 17) Any other legal matters. |
| Name of the Post | Job Description |
| 5. Joint Director (Economic Analysis) | <ol style="list-style-type: none"> 1) Scrutiny of ARR applications of DISCOMs. 2) Computation of expected revenue from charges. 3) Computation of cross-subsidy existing among various classes of consumers. 4) Determination of Retail Supply Tariff. 5) Working out the conditions and phasing of the introduction of Open Access in the Distribution of Electricity. 6) Conducting load forecast analysis and helping the |

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| | <p>Commission to decide on the future demand of capacity for generation and transmission and energy requirement.</p> <ol style="list-style-type: none"> 7) Analyzing inter-state comparison of Retail Supply Tariff and helping the Commission to take policy decisions relating to RST. 8) Conducting need-based research on various aspects relating to power sector which helps the Commission in decision making. 9) Computing and advising the Commission on the transmission charges and surcharges payable by a consumer to the STU/Licensee, their manner of payment, utilization, progressive reduction once open access is granted to STU's/Licensee transmission system. 10) Suggesting the proportion of revenues from other business of a distribution licensee to be utilized for reducing the wheeling charges. 11) Assisting in different case matters (consumers/licensees). 12) Preparing different presentations. 13) Development of Regulatory Information Management System (RIMS). 14) Attending to Parliament & Assembly questions. 15) Reply to FOR, FOIR and Parliamentary Standing Committee. 16) Analysis of different policy guidelines of GoI/CERC. 17) Pricing and Promotion of Renewable Energy. 18) Correspondence with licensees/Govt. on different issues/clarification. 19) Monitoring metering status of DISCOMs. 20) Quality inspection of Ombudsman/GRF. 21) Background papers/work for seminar and workshop. 22) Assisting in new model for transmission pricing. 23) Preparation of material for imparting training to licensee personnel through Gram sat. 24) Performance review of DISCOMs. 25) Other miscellaneous works relating to tariff as may be required. |
| Name of the Post | Job Description |
| 6. Joint Director (Information Technology) | <p>Overall management of IT resources of the Commission, planning, design and development of new IT Systems, aiding and advising the Commission on IT matters related to the power sector of Orissa. Specific responsibilities include the following:</p> <ol style="list-style-type: none"> 1) Hardware management involving Computers, Printers, Scanners, Photocopiers, Laptops etc along with the procurement and utilization of necessary consumables; allotment, utilization, repairs and maintenance of the machines and assessment of extra resources. |

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| | <ol style="list-style-type: none"> 2) Software management covering their installation and their updating; administration and regular updating of anti virus software; database management covering periodic updating of the RIMS database, Lotus Notes and E-Commission; initial input validation and monitoring of schedules of information compliance by the utilities; Server management. 3) Network management involving the monitoring of the functioning of the LAN and Desktop computers; Website management including regular updating of the website and Internet connectivity. 4) General management covering call logging and disposal, vendor management, in-house training for IT usage, system security by ensuring regular backups and planning for future requirements. 5) Website Management - Managing the OERC website which includes providing regular updates, the Commission's order and maintaining the website. 6) Database Tuning for improving performance and response time. 7) Monitoring and Managing E-Commission. 8) Managing the RIMS and Data warehouse which include interfacing with users, utilities, monitoring data submission schedules, input validation and facilitating regular updates. 9) In addition to these IT activities, other responsibilities assigned are as follows: <ol style="list-style-type: none"> a) Overall management of the Pension Fund as the Secretary of the Fund b) Coordinator / Editor for important publications of the Commission like Books, Journals, Souvenirs etc. |
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| 7. Joint Director Tariff (Economics) | <ol style="list-style-type: none"> 1) Scrutiny of ARR filing of OHPC, OPGC etc. 2) Determination of Tariff for hydro power stations (OHPC & other hydro power stations). 3) Determination of Tariff for OPGC & other thermal power stations including IPPs. 4) Determination of Tariff for TTPS. 5) Scrutiny of PPA of Hydro Power Stations and Thermal Power Stations. 6) Working out the norms and details to regulate the purchase of power from traders and generating companies through PPAs or otherwise. 7) Analysing proposals from the utilities for sale of power to traders or utilities, both inside the State and outside. 8) Determination of Design Energy of Hydro Stations. 9) Drafting of Tariff orders for OHPC. |

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| | <ol style="list-style-type: none"> 10) Determination of least cost combination of power purchase. 11) Determination of the trading margin in the intra-state trading of electricity whenever considered necessary by the Commission. 12) Scrutinising proposals for Mini, Micro and Small Hydro Projects. 13) Preparation of different regulations. 14) Assisting in different case matters (consumers/licensees). 15) Development of Regulatory Information Management System (RIMS). 16) Attending to Parliament & Assembly questions. 17) Reply to FOR, FOIR and Parliamentary Standing Committee. 18) Analysis of different policy guidelines of GoI/CERC. 19) Other miscellaneous works relating to tariff as may be required. |
| Name of the Post | Job Description |
| 8. Joint Director (Tariff Engineering) | <ol style="list-style-type: none"> 1) Scrutiny of ARR filing in respect of Transmission Licensee and SLDC. 2) Determination of transmission tariff and SLDC charges. 3) Assessment of Annual Revenue Requirement of Distribution Licensees in the light of Consumer Growth, Consumption, Power Purchase, Expected Revenue and Cross subsidy. 4) Performance Review of Distribution Licensees/OPTCL & GRIDCO. 5) Inspection of performance of Distribution Licensees at HQrs. & site. 6) Assisting in different case matters (Consumers/Licensees). 7) Development of Regulatory Information Management System (RIMS). 8) Determination of Transmission Loss. 9) Scrutiny of PPAs. 10) Monitoring of Energy Audit. 11) Monitoring of status of consumer metering, feeder and transformer metering. 12) Inspection of performance of distribution licensees at Hqrs. and site. 13) Assisting in different cost calculation matters. 14) Oriya translation of orders of the Commission. 15) Attending to Parliament & Assembly questions. 16) Reply to FOR, FOIR and Parliamentary Standing Committee. 17) Analysis of different policy guidelines of GoI/CERC. 18) Computing the rates, charges, terms and conditions in respect of intervening transmission facilities owned and operated by licensees when the said facilities are utilized by another licensee. 19) Suggesting the proportion of revenues from other business of a transmission licensee to be utilized for reducing the transmission and wheeling charges. 20) Computation of open access charges like surcharge, additional surcharge etc. 21) New Model of transmission pricing. 22) Quality inspection of Ombudsman/GRF. 23) Background paper/work for seminar, workshop. |

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| | <p>24) Preparation of material for imparting training to licensee personnel through Gram sat.</p> <p>25) Other miscellaneous tariff related work as may be required including consumer related matters.</p> |
| Name of the Post | Job Description |
| 9. Joint Director (Engineering) | <ol style="list-style-type: none"> 1) Framing, amending and monitoring of the Licenses, Codes and Standards. 2) Transmission Planning, Load Forecasting, Generation Procurement. 3) Dispute Resolution on computation relating to availability of transmission capacity. 4) Providing information to Tariff Division for deciding the modalities for granting Open Access to the Transmission System of the STU as well as Transmission Licensee, like capacity constraints etc. 5) Providing information to Tariff Division for deciding the Conditions of open access in Distribution Sector. 6) Advising the Commission on technical requirement, capital adequacy and credit worthiness for an electricity trader. 7) Matters relating to compensation to the consumers through OERC (Licensee's Standard of Performance) Regulation, 2004. 8) Monitoring the quality of supply to the consumers. 9) Promoting energy efficiency and energy conservation. 10) Monitoring of Performance of Utilities. 11) Safety provisions relating to Generation, Transmission & Distribution/ Supply of Electricity. 12) Framing and monitoring of Transmission & Distribution Standards. 13) Collection of Information and Publication of Guaranteed and Overall Standards of Performance of the Distribution Licensees. 14) Aiding in preparation of agenda note and record note of State Co-ordination Forum in association with other Divisions of OERC. 15) Matters relating to Regulation of Power Supply. 16) Matters relating to Orissa Grid Code. 17) Matters relating to System Operation. 18) Monitoring of Transmission Projects Implementation. 19) Licence fee monitoring. 20) Analysis of Major Incident Reports. 21) Assisting Tariff division in Major Investment Approval of OPTCL & DISCOMs as per license conditions. 22) Framing of consumer service documents like Complaint Handling Procedure, Code of Practice on Payment of Bills and Consumer Right Statement. 23) Assisting the Tariff Division in approval of PPAs |

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| 10. Joint Director (Financial Analysis) | <ol style="list-style-type: none"> 1) Evaluating the financial implications of efficiency improvements (through metering, loss reduction and system improvement etc) resulting from investments being made/proposed to be made. 2) Examining investment proposals relating to load growth and their cost and tariff implications. 3) Analysing and evaluating the data made available by the licensee for finalizing revenue requirement every year with reference to past performance and future projections. This includes: <ol style="list-style-type: none"> a) Analysis of calculation of rate of return. b) Checking the interest rates along with calculation of interest for transmission and distribution related borrowings. c) Checking figures for O&M expenses with actual expenses of previous years and costs of similar utilities in India. d) Examining the working capital requirement of the licensee. e) Checking up correctness of figures proposed for depreciation, loan repayment schedules and application of funds for proposed investment. f) Analysing the fund flow and cash flow statements of utilities along with financial ratio analysis of the utility. g) Analysing and evaluating any other issue related to revenue requirement calculation. 4) Drafting orders of the Commission involving financial issues such as orders on securitization, Year end adjustment charges, Business Plan orders involving financial matters etc. 5) Inspection & verification of the financial records of the distribution companies as and when directed by Commission, such as verification of escrow mechanism, receivable from consumers etc. 6) Correspondence with Govt. on subsidy and matters relating to keeping in abeyance of the up valuation of assets of OHPC and GRIDCO etc. 7) Providing financial input in finalizing the quarterly performance review of DISCOMs, GRIDCO & OPTCL. 8) Developing tariff guidelines/formats for licensees required for filing revenue requirement. 9) Development of Regulatory Information Management System (RIMS). 10) Attending to Parliament & Assembly questions. 11) Reply to FOR, FOIR and Parliamentary Standing Committee. 12) Analysis of different policy guidelines of GoI/CERC. 13) Other miscellaneous works relating to tariff as may be required. |

| Name of the Post | Job Description |
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| 11. Public Affairs Officer. | <ol style="list-style-type: none"> 1) Providing an effective interface between consumers and the Commission and being responsible for all matters connected with Consumer welfare and Redressal of consumer grievances. 2) Assisting the Commission in formulating and implementing a good public awareness and consumer education programme. 3) Functioning as the Ombudsman whenever so required by the Commission. 4) Monitoring the grievance redressal machinery of the distribution licensees and initiating steps for their improvement. 5) Providing an update on the Commission's website regarding the action taken on the grievances filed before the Commission. 6) Bringing to the notice of the Commission reports in the media having a bearing on the Commission's work. 7) Drafting Press notes/Press releases, other handouts and advertisements as and when required by the Commission. Approval of the Commission shall have to be taken before issue of any Press note/Press release. 8) Assisting the Commission in promoting transparency through the following steps: <ul style="list-style-type: none"> • Publishing all orders, proceedings, notices and schedules of the hearings of the Commission both in English and Oriya. • Allowing all the above documents to be inspected by the public in the library-cum-reading room of the Commission during working hours and making copies available to them on payment of prescribed fees. • Ensuring that all the above documents as well as the Annual Report of the activities of the Commission are put on the Commission's website within a specified period. 9) Compiling the Annual Report/other publications. 10) Bringing out a translation of the Annual Report on the activities of the Commission in Oriya. 11) Monitoring the grievance redressal machinery of the distribution licensees, initiating steps for their improvement & taking follow-up action thereon. 12) Keeping track of the grievances filed before the Commission. 13) Capacity building & training of NGO & Utility staff. 14) Assisting the Secretary in all public interface programmes of the Commission. 15) Assisting the Secretary in all matters relating the State Advisory Committee/State Co-ordination Forum. 16) Act as Public Information Officer under RTI Act 2005. 17) Reporting to the Secretary in all of the above. |

| Name of the Post | Job Description |
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| 12. Deputy Director (Information Technology) | <ol style="list-style-type: none"> 1) Database Management - Periodic updating and managing RIMS database (Oracle), Lotus Notes and E-Commission. This involves monitoring schedules of information compliance by the utilities, initial input validation. 2) Server Management - Server related calls and performance statistics. 3) Security. <ol style="list-style-type: none"> a) Master disaster plan. Security against fire and other natural calamities. b) Back Up -Data Backup -Responsible for obtaining Daily, Weekly and Monthly backups, managing backup media usage/consumption report and preparation of reports of security violation. 4) Planning for the future requirements for IT development. 5) Resource facilitator on local network: LN. 6) Report Generation: MIS, preparation of monthly reports on information compliance. 7) Maintaining and updating Case-Tracking system(CTS) such as: Checking the correctness of data, taking corrective action, if necessary, uploading the data to WEB for public information on regular basis. CTS helps the Commission/Public to generate cause list (hearing details date wise), Case history , Case-proceedings , Cases pending for a number of days after last hearing, Cases registered but not yet heard, Cases finalized within a period (yearly, monthly, weekly etc), Cases pending at High Court, Cases heard and order reserved. Also modification of existing in house softwares as per our requirement. 8) Liaisoning with Secretary / Director(RA) Division regarding case entry, pending cases, hearing dates interim and final orders on a regular basis. 9) Liaisoning with the web service provider for regular and periodic updates on OERC's website (www.orierc.org). 10) Design and development of new systems like Complaint Analysis and Tracking System (CATS) and Pension Information Management System (PIMS). 11) Training of internal users on MS Office and Internet.; searching and downloading required information from Internet, websites and email. 12) Additional duties of DDO & DD(P&A) whenever either the officers are on leave or on tour/training. Also involved in procurement of office assets, stationery and computer peripherals. Follow-up action of printing works with Govt press like Compendium of Tariff Order etc. |
| Name of the Post | Job Description |
| 13. Accounts Officer. | <ol style="list-style-type: none"> 1) Being responsible for all matters connected with the accounts of the Commission including the proper maintenance of all ledgers, cash books and other documents. 2) Preparing the annual budget and connected documents and ensuring that the expenditure is within the approved limits. |

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| | <ol style="list-style-type: none"> 3) Crediting all income of the Commission into the State Electricity Regulatory Commission Fund and making all payments out of the Fund. 4) Disbursing all salaries and allowances. 5) Assisting audit and ensuring compliance with audit paras. 6) All financial matters are to be routed through him for vetting/concurrence before final order of the Commission is taken through Secretary. 7) Reporting to the Secretary in all of the above. |
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| Name of the Post | Job Description |
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| 14. Deputy Director (Tariff Engineering) | <ol style="list-style-type: none"> 1) Tariff relating to Central Generating Stations and Central Transmission System. 2) Tariff relating to CGPs & IPPs. 3) Trading of power and determination of trading margin. 4) Design of Bulk Supply Price. 5) Parallel activities for design of RST (including billing determinants and performance formats). 6) Performance review of GRIDCO and OPTCL. 7) Assist the Joint Director (Tariff/Eco) in working out the norms and details to regulate the purchase of power from traders and generating companies (including IPPs and CGPs) through PPAs or otherwise. 8) Assist the Joint Director (Tariff/Eco) in analyzing proposals from the utilities for sale of power to traders or utilities, both inside the State and outside. 9) Assisting in different case matters (consumers/licensees). 10) Development of Regulatory Information Management System (RIMS). 11) Attending to Parliament & Assembly questions. 12) Reply to FOR, FOIR and Parliamentary Standing Committee. 13) Analysis of different policy guidelines of GoI/CERC. 14) Other miscellaneous works relating to tariff as may be required. |

| Name of the Post | Job Description |
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| 15. Deputy Director (Financial Analysis) | <ol style="list-style-type: none"> 1) Scrutiny and analysis of Financial information submitted by the licensee for determination of revenue requirement. 2) Examining investment proposals relating to load growth and their cost and tariff implications. 3) Analyzing and evaluating the data made available by the licensee for revenue requirement with reference to past performance and future projections for the specified rate of return. 4) Analysis of calculation for asset base. 5) Checking the interest rates for T&D related borrowings. 6) Checking figures for O&M expenses with actual expenses |

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| | <p>of previous years and costs of similar utilities in India.</p> <ol style="list-style-type: none"> 7) Examining the working capital requirement with reference to inventory proposed to be maintained and adequacy thereof. 8) Checking up correctness of figures proposed for depreciation, loan repayment schedules and application of funds for proposed investment. 9) Checking up consistency of figures given for interest on working capital. 10) Analyzing and evaluating any other issue related to revenue requirement calculation. 11) Computing the penalties to be imposed on licensees, the compensation to be levied from them and the excess charges to be recovered from them. 12) Calculation of cost at different voltage ends. 13) Keeping track of the Financial information submitted by the licensee from time to time. 14) Developing Financial model for determination of viability norms. 15) Analysis of Balance sheet, profit and loss account of the licensee as per the actual as well as for future periods. 16) Performance review for GRIDCO, OPTCL and DISCOMs relating to finance related part. 17) Inspection of performance of Distribution Licensees at HQrs. & site. 18) Inspection & verification of the financial records of the distribution companies as directed by Commission, such as verification of escrow mechanism, receivable from consumers etc. 19) Truing up exercise of DISCOMs as well as GRIDCO. 20) Preparation of annual report of tariff division and also budget speech. 21) Imparting training to officers/staff of utilities through Gram sat and other Programmes. 22) Assisting in different case matters (consumers/licensees). 23) Development of Regulatory Information Management System (RIMS). 24) Attending to Parliament & Assembly questions. 25) Reply to FOR, FOIR and Parliamentary Standing Committee. 26) Analysis of different policy guidelines of GoI/CERC. 27) Other miscellaneous works relating to tariff as may be required. |
| Name of the Post | Job Description |
| 16. Deputy Director (Personnel and Administration). | <ol style="list-style-type: none"> 1) Maintaining and updating the personnel records of all Commission employees/officers including Ombudsman – I & II. 2) Looking after all personnel matters of the employees including pay fixation, increment, sanction of leave, training, career development, performance appraisal, pension and disciplinary matters. 3) Recruitment/appointment of Officers/Consultants. 4) All matters pertaining to Ombudsman – I & II. 5) Administrative matters pertaining to CESU. |

| | <ol style="list-style-type: none"> 6) Training & Administrative matters pertaining to FOR, FOIR, CERC, Other State Regulatory Commission, CEA, DISCOMs, etc. 7) Procurement of Stationeries, Computer Peripherals, Furniture, Electrical Items, Sanitary Items & Other materials as and when required. 8) Looking after office general administration and housekeeping, security of OERC office, Ombudsman's office & Chairman's residence. 9) Issue, Diary & Despatch of letters, notices, documents. 10) Repair & maintenance of Office building & liaisoning with Govt., OPTCL, BDA, BMC & Other organizations. 11) Salary Administration. 12) Insurance of Vehicle & Other materials. 13) Vehicle procurement, maintenance & auction. 14) Materials Management including stock, store, issue & auction of materials. 15) Arrangement of Hotels / Guest Houses & Conveyance for OERC Guests. 16) Organizing all Functions, Workshop, Conferences, Hearing, Performance Review, Farewell, Oath taking, SAC meeting, State Co-ordination Committee meeting etc. 17) Printing of Annual Report, Compendium of Tariff Orders & other publications including translation of Tariff Order. 18) Maintenance of all Electrical Equipments, Air Conditioners, Aqua-Guard, Computers, Printers, Fax, Copiers, UPS, Battery, Attendance Recording System, Franking machine etc. 19) Matters pertaining to Assembly, Parliament and other constitutional & statutory bodies. 20) Audit compliance. 21) Assisting Secretary in Co-ordination with other Divisions on the matters of FOR, FOIR, CERC, SERCs, CEA, Assembly & Parliament 22) He will be reporting to Secretary. |
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| Name of the Post | Job Description |
| 17. Deputy Director Tariff (Economics) | <ol style="list-style-type: none"> 1) Scrutiny of ARR filing in respect of Distribution Licensees. 2) Assessment of Annual Revenue Requirement of Distribution Licensees in the light of consumer growth, billing determinants, performance formats consumption, expected revenue and cross-subsidy. 3) Assisting in the determination of RST. 4) Monitoring of Energy Audit. 5) Performance Review of distribution licensees. 6) Inspection of performance of Distribution Licensees at HQrs. & site. 7) Assisting in different case matters (consumers/licensees). 8) Development of Regulatory Information Management System (RIMS). 9) Attending to Parliament & Assembly questions. 10) Reply to FOR, FOIR and Parliamentary Standing Committee. 11) Analysis of different policy guidelines of GoI/CERC. |

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| | 12) Other miscellaneous works relating to tariff as may be required. |
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| Name of the Post | Job Description |
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| 18. Deputy Director (Engineering) | <ol style="list-style-type: none"> 1) Framing, amending and monitoring of the Licenses, Codes and Standards. 2) Transmission Planning, Load Forecasting, Generation Procurement. 3) Dispute Resolution on computation relating to availability of transmission capacity. 4) Providing information to Tariff Division for deciding the modalities for granting Open Access to the Transmission System of the STU as well as Transmission Licensee, like capacity constraints etc. 5) Providing information to Tariff Division for deciding the Conditions of open access in Distribution Sector. 6) Advising the Commission on technical requirement, capital adequacy and credit worthiness for an electricity trader. 7) Matters relating to compensation to the consumers through OERC (Licensee's Standard of Performance) Regulation, 2004. 8) Monitoring the quality of supply to the consumers. 9) Promoting energy efficiency and energy conservation. 10) Monitoring of Performance of Utilities. 11) Safety provisions relating to Generation, Transmission & Distribution/ Supply of Electricity. 12) Framing and monitoring of Transmission & Distribution Standards. 13) Collection of Information and Publication of Guaranteed and Overall Standards of Performance of the Distribution Licensees. 14) Aiding in preparation of agenda note and record note of State Co-ordination Forum in association with other Divisions of OERC. 15) Matters relating to Regulation of Power Supply. 16) Matters relating to Orissa Grid Code. 17) Matters relating to System Operation. 18) Monitoring of Transmission Projects Implementation. 19) Licence fee monitoring. 20) Analysis of Major Incident Reports. 21) Assisting Tariff division in Major Investment Approval of OPTCL & DISCOMs as per license conditions. 22) Framing of consumer service documents like Complaint Handling Procedure, Code of Practice on Payment of Bills and Consumer Right Statement. 23) Assisting the Tariff Division in approval of PPAs. |

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| 19. Consultant Technical (Database Administrator) | <ol style="list-style-type: none"> 1) Maintenance of Hardware and Software consisting of Computers, Laptops, Printers, Switches, Hubs, Routers, Internet Server, Oracle Database, .NET Tally Software etc. 2) Attendance Recording System and generation of regular attendance reports. 3) Network, Internet & Wi-Fi related solutions. 4) Other activities <ol style="list-style-type: none"> a) Consumer Grievance Report. b) SC & ATE orders. c) Posting of Cause List of OERC Cases. d) Uploading Interim / Final order of OERC Cases. e) Uploading GRF orders. f) Tariff Proceedings. g) Website updating. h) RTI data updating. i) DISCOM Monthly Data. j) Data backup of GRF, CTS, Attendance. k) UPS monitoring. |
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| Name of the Post | Job Description |
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| 20. Consultant (Legal) | Scrutinizing all petitions filed in the Commission and assisting the Commission on all legal matters. |