

The powers and duties of its Officers and employees.**(A) Chief Executive Officer, HIMURJA**

- Head of the Department.
- Full powers to sanction individual schemes, Administrative approval for repair and maintenance of works.
- Sanction expenditure on purchase of material through tendering mode and contract rate etc.
- Administrative approval to new works and to sanction expenditure on repairs of equipments/projects and machinery etc.
- To coordinate with other State Renewable Agencies, Ministry of New and Renewable Energy, Govt. of India.
- Member Secretary of Executive Committee and Member of Service Committee & General Body of HIMURJA.
- To hold meetings with the officers of line departments for implementation of energy conservation programmes etc.
- Inspection of IREP Cells at Distt. Level and ongoing works/ schemes/projects etc.

(B) Director, HIMURJA

- Head of the office.
- To assist the Chief Executive Officer in relation to general administration, formulation of Annual Action Plan etc.
- Exercise the delegated powers of CEO.
- To conduct review meeting with the officers of implementing departments on energy related subjects.
- Overall supervision of administration including stores/stationery and maintenance of record related to budget and other financial matters including cash book/bills/sanctions and payment etc.
- Inspection and monitoring of ongoing works in the field as well as at project sites.

(C) Executive Engineer (E)

- Vested with DDO and Head of office.
- Responsible for all types of Supply, Installation of SWHS, SPV lights, Water Mills, Pressure Cookers.
- Biomass, All NRSE programmes.
- Operation and Maintenance of SHEP and Portable Gen. Sets.
- Implementation of modified IREP programmes in the State.
- Overall supervision of Planning Section.
- Responsible for preparation of Annual Plans/ various reports.
- Coordinates between Headquarter and the field offices.
- Preparation of information for the various meetings at State/Centre.
- PIO for RTI Act 2005.

(D) Executive Engineer (Civil)

- Civil works of all Projects of HIMURJA
- Execution of Hydrants in the State
- Inspection of self identified projects.
- Vehicles
- Installation of Multi Purpose Gharats in the State.
- Energy Park
- Bio Mass Project.

(E) Executive Engineer (SHP)

- Dealing with all the completed / under construction small Hydel Projects of HIMURJA including allotment of new projects to Private Investors.
- Joint inspection of the project sites applied by the IPPs for setting up of new small hydel projects with the co-ordination of HPSEB Officers.

(F) Sr. Project Officers/Project Officers

- Proper running and maintenance of projects and Gensets installed / commissioned by HIMURJA.
- Project Officers are exercising DDO Powers in their respective District.
- Project Officers are implementing the policies and programmes of HIMURJA and motivating the public for the use of new and renewable energy devices.
- Project officers are coordinating with the District administration in convening District Advisory Committee meeting and POs are the Member Secretary of DAC on renewable energy.

(G) Accounts Officer (F&A)/Asstt. Audit Officer.

- All accounts matters/ Budget/ audit inspection of field offices.
- Making payments and Pre audit of all payments made to the suppliers etc.

(H) Superintendent Grade-I

- To supervise all the works relating to administrative section.
- Deputing all Class-IV and Class-III on duty including Drivers and checking up their day to day functions.
- To ensure all the dealing hands and diarist for maintaining all required registers and keep the same updated.
- To keep careful watch on the movement of Dak and files between section and higher authorities.
- To ensure timely submission of time bound cases.
- To ensure that all manuals, Rules, instructions, guard files and Precedent Registers of the sections are kept upto date.

(I) Private Secretary

- He is directly attached to CEO and look after the following works under guidance of CEO.
- Maintaining the day to day meeting index.
- To attend the telephone calls of officer Incharge.
- Dictation and typing work.
- Other duties assigned by the Officer Incharge.
- Custodian of ACRs of all employees.

(J) A.P.R.O.

- Dealing with various publicity and awareness programmes of the State and Central Govt.
- Works related to advertisement and Publicity of the Organisation
- Press Clipping etc.
- Meeting related IMPCC.
- All correspondence related to Right to Information Act. 2005
- Correspondence regarding D.O. received from Hon'ble CM and Ministers regarding installation of SPV Street Lights.

- Exhibitions.
- Publication of Notification related SHP/Tenders.
- Other duties assigned from time to time.

(K) Superintendent (Accounts) G-II / Accountant

- Checking of bills of payments of Solar Devices/Micro Hydel Projects and passing vouching of the same, issue of cheques/ payments etc.
- Maintenance of Register of SWHS and other Solar Devices.
- Compilation/Consolidation of final accounts i.e. Stock Accounts, Receipt and Payment Accounts income and Expenditure Accounts.
- Preparation and compilation of balance sheet. Deposit of Income Tax / Sales Tax of the contractor and preparation / submission of Annual Income Tax Return to the concerned Department.

(L) Asstt. Research Officer/S.A./ Investigator

- Preparation of all Plan /Annual Report.
- Preparation of Notes for Review meetings with State govt./govt. of India/ Project Officer's meeting/Vidhan Sabha Reports.
- Compilation and submission of periodical returns State Govt. MNES.(Annually/Qtly./ Monthly)
- Status of Devices.
- Aditya Solar Shop
- Co-ordination of DAC.
- Dealing with WISE, Pune.

(L) Computer Assistants

Computer Assistant-I :-

- Updation & Maintenance of WEB Site.
- Computerization of Data especially relating to Micro Hydel Projects and upkeep of all Computers.
- Preparation of Tripartite Agreements/ Implementation Agreements/ Supplementary Agreements in respect of Small Hydel Projects upto 5.00 MW.
- Coordinating in development of computer software especially for development/monitoring/implementation of hydel projects upto 5.00 MW.
- Compilation of Bank Guarantees submitted by various IPPs for projects upto 5.00 MW.
- Evaluating the revenue cases for issuing of Essentiality Certificate in r/o Small hydro Projects upto 5.00 MW.
- Preparation of presentation for conferences/meetings on HIMURJA.
- Maintenance of Computer Cell.
- Other duties assigned from time to time.

Computer Assistant-II :-

- Working under control of Executive Engineer (C/E) for typing works.

(M) Sr. Assistant

- Opening and maintenance of files reference deal the cases including noting and drafting, recording of files, maintenance and updating the various types of data and maintenance of various registers.
- Establishment matters including recruitment and promotion rules, maintenance of service record preparation of leave account, pension papers, disciplinary matters and personal files etc.
- Fixation of pay of all categories including posting, transfer finalization of seniority and cases of Court cases and other miscellaneous matters.

(O) Junior Engineers

- Works relating to small hydel projects upto 5 MW
- Work relating to installation of hydrams, SPV lights, SWHS, Biomass, Water Mills, Wind mills etc.
- Sale of energy efficient devices at block level.

(P) Junior Assistant/Clerks

- Maintenance casual leave account of employees working in the office.
- Works as storekeeper, dispatcher, diarist, typist.
- Dealing assistant of works assigned.

(Q) Motivators

- To motivate and aware the people to use energy efficient devices.
- To assist Project Officers.