<table>
<thead>
<tr>
<th>SL No</th>
<th>Designation</th>
<th>Duties and Responsibilities</th>
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</table>
| 1     | Managing Director | 1. The Managing Director is the sole empowered authority for decision making in the organization for day to day activities. Working as per the powers delegated to the Managing Director. For exercising of powers which are not delegated to the Managing Director, such matters are placed before the Board of Directors and after obtaining approvals of the Board the proposals are implemented by the Managing Director.  
2. Under section 19(1) of the Right to Information Act-2005, Managing Director shall be the Public Authority. |
| 2     | General Manager  | 1. Over all Supervision Entire Office.  
2. Other works assigned by the Managing Director.  
3. Under section 19(1) of the Right to Information Act-2005, General Manager shall be the Appellate Authority. |
| 3     | CCF & CAO        | Over all supervision of Accounts and Administration and Other works assigned by the Managing Director and General Manager.                                      |
| 4     | DGMs             | Head of the Regional Office, maintaining the overall Regional offices |
| 5     | AGMs Technical   | **Hydro**  
1. Dissemination of information to interested small hydro project developers.  
2. To identify small hydro sites in the State in various areas and to prepare report on it.  
3. To scrutinize the application that receives in respect of allotment of small hydro projects.  
4. After collecting the fees in respect of proposals and to scrutinize and recommend to Govt. accordingly.  
5. If necessary, carrying out inspection before allotment.  
6. Helping in respect of execution of agreement |
between GOK and developer.
7. To help in getting mandatory/statutory clearances to the developers.
8. To get the required land for project on lease from Govt. and in turn sublease it to the concerned developer.
9. To recommend to MNRE in respect of getting eligible subsidy and incentives to the project developers.
10. Monitoring of commissioned and projects which are being commissioned and also inspection of the same if necessary.
11. To send reports at each stage regarding the progress of the project to MNES as well as the Govt.
12. To arrange review meeting to know regarding the progress of the respective project.
13. In all to bear the responsibilities to implement Government’s noble thought of conveying electricity to each and every common man.
14. To prepare statistical information of small hydro projects time to time.
15. Any other matter entrusted by MD.

Wind

1. Information and dissemination of wind Energies
2. Wind Resource investigation.
3. Wind Survey and identification
4. Technical counseling to the Wind energy project investors.
5. Processing of application for capacity allocation by the Govt.
6. Scrutiny of Detailed project reports of the wind energy projects.
7. Periodical inspection of projects and reporting to GOK and MNRE.
10. Representation of developer’s problems to the authority
11. Updating of information to the Managing Director.
12. Attending general public and project investors.
13. Respond to enquiries and reply accordingly.
14. Work towards the achievement of target.
15. Any other matter entrusted by the Managing Director.

**Solar**

1. Taking up publicity works to popularize the usage of solar power devices and also to create awareness among the public in respect of solar energy.
2. Collecting statistical information regarding the remote villages where conventional electricity is not possible to be connected.
3. Distribution of MNES subsidy to the beneficiaries through manufacturers.
4. Inspection to confirm the installation solar devices by the manufacturers to the beneficiary. Collection of information like address of the beneficiary, copy of request made by the beneficiary in respect made by the beneficiary in respect of subsidy for solar device, information regarding solar device installed, copy if invoice for purchaser of the solar device and to scrutinize them thoroughly in order to release the MNES subsidy to the manufacturer.
5. Publicity and propagation regarding the usage and development of solar devices through Aditya Solar Shop.
6. Attending general public and respond to their enquiries and reply accordingly.
7. Propagating the utility of solar energy through news papers, brochures, websites etc.,
8. To take up programs like Energy Park so as to create awareness among public in respect of renewable energy
9. Any other matter entrusted by Managing Director.
**Biomass And Co-Generation**

1. Looking after all matters connected with Biomass and Cogeneration
2. Resource Investigation
3. Technical counseling to the project investors
4. Processing of application for capacity
5. Scrutiny of Detailed Project Reports of the project
6. Co-ordinating between developer and other departments
7. Updating information to the Managing Director
8. Attending general public and project investors
9. Supervisory functions relating to the Village Electrification
10. Review of progress relating to Biomass and Cogeneration power plant
11. Any other matter entrusted by Managing Director.

**Energy Conservation**

1. Awareness and publicity functions among the public regarding solar device through Mobile Exhibition Vans of KREDL.
2. To look after Village Electrification.
3. Any other matter entrusted by MD.
4. To take up programs like Energy Park so as to create awareness among public in respect of renewable energy.
5. Any other matter entrusted by Managing Director.

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<thead>
<tr>
<th>6</th>
<th>AGM Accounts</th>
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<tbody>
<tr>
<td>1)</td>
<td>Coordinating Audits (Internal Audit, Statutory Audit, Tax Audit and Accountant Generals Audit)</td>
</tr>
<tr>
<td>2)</td>
<td>Finalization of Accounts (for current financial year as well as previous financial years (backlog) for internal, statutory, tax and AG’s Audits)</td>
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<tr>
<td>3)</td>
<td>Compilation of Budgets</td>
</tr>
<tr>
<td>4)</td>
<td>Verification of entries entered in the books of accounts in tally package.</td>
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<tr>
<td>5)</td>
<td>Ledger Scrutiny.</td>
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<tr>
<td>6)</td>
<td>Filing of Provident Fund Returns.</td>
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</table>
7) Preparation of statements in formats/proforma given by AG’s and Department of Public Enterprise.
8) Obtaining approvals for making payments relating to files in accounts section.
9) Signing Receipts and Payment Vouchers, Journal Vouchers of day to day transactions.
10) Verification of E-TDS Returns
11) Verification of Monthly Bank Reconciliation Statements of all Banks
12) Verification of Pay and allowances bills—Monthly Pay Deduction bills – PF, Gratuity, leave salary contribution etc.
13) Verification of TA and Medical bills
14) Verification of fixed deposit schedules
15) Verification of Credit bills for Wind Power generation - Sogi and Mavinhunda and supervising follow up actions
16) Correspondence relating to Accounts Section.
17) Verification/Examination of files as directed by the Chief Controller of Finance and Chief Administrative Officer.
18) Correspondence relating to RTI.
19) Preparation of Tender documents – relating to Accounts Section.
20) E-procurement works as assigned by Chief Controller of Finance and Chief Administrative Officer General Manager and Managing Director.
21) Reporting about financial position to the Chief Controller of Finance and Chief Administrative Officer General Manager and Managing Director.
22) Other works assigned by Chief Controller of Finance and Chief Administrative Officer, General Manager and Managing Director.

7 AO

1. Assisting in company secretarial matters such as filing forms returns etc., at registration of companies and coordinating Board meetings, Annual General Meetings and Extraordinary General Meetings of the company.
2. Maintenance of service regulations, conduct rules as may be framed by the company/Government and amended, altered or extended from time to time.
|   |   | 3. Recruitment (on deputations and contract basis), promotion, leave, suspensions, renewal and dismissal of employees.  
4. Maintenance of “Service Book” of employees of the company.  
5. Annual Performance report of employees.  
6. Confidential reports of employees.  
7. Assisting and reporting the Managing Director in Administrative matters.  
8. TO  
1. As a Technical Officer reporting to the AGM’s  
2. Assisting works in field as well as in the office  
3. In additional to duties enumerated by reporting officers other works as per directions of the higher officers in the management of the company as may be assigned.  
4. Any other work entrusted by his Superiors or the Managing Director.  
9. ATO  
To assist the AGM in the matters of:  
1. To identify the sites in the State in various areas to prepare report on it.  
2. To scrutinize the applications received for projects.  
3. To execute agreement between Govt. of Karnataka and developer.  
4. To help in getting statutory clearances.  
10. Assistant Accounts Officer  
1. Filing of E-TDS returns. (INCOME TAX)  
2. Preparation of Cash Books and other subsidiary registers in Tally Accounting Package.  
4. Preparation of Monthly Pay Deduction bills – PF, Gratuity, leave salary contribution etc.  
5. Preparing Credit bills for Wind Power generation- Sogi and Mavinhunda.  
6. Preparing & Verification of Annual PF Returns – Form 3A and 6A  
10. Assisting in Audit Matters. (Statutory Audit, AG’s Audit, Internal Audit & Tax Audit).  
11. Assisting in preparation of Form 16 & 16A and statements. |
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<tr>
<td>12.</td>
<td>Verification of fixed deposit schedules,</td>
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<tr>
<td>13.</td>
<td>Verification of fee deposits Schedules</td>
<td></td>
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<tr>
<td>14.</td>
<td>Other works assigned by AGM – Accounts and CCF CAO</td>
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<tr>
<td>11</td>
<td>JE</td>
<td>1. As a Junior Engineer reporting to the AGM’s 2. Assisting works in field as well as in the office 3. In addition to duties enumerated by reporting officers other works as per directions of the higher officers in the management of the company as may be assigned.</td>
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<tr>
<td>12</td>
<td>FDA</td>
<td>1. As FDA reporting to the Administrative officer 2. Maintain documentations and correspondence in computers in Kannada and English language. 3. To maintain book, ledgers and journal register as per directions and instructions 4. In addition to duties above enumerated required work as per directions of the higher officers in the management of the company as may be assigned. 5. Any other matter entrusted by MD.</td>
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<tr>
<td>13</td>
<td>SDA</td>
<td>1. As SDA reporting to the Administrative officer 2. Maintain documentations and correspondence in computers in Kannada and English language. 3. To maintain book, ledgers and journal register as per directions and instructions 4. In addition to duties above enumerated required work as per directions of the higher officers in the management of the company as may be assigned. 5. Any other matter entrusted by MD.</td>
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<tr>
<td>14</td>
<td>Driver</td>
<td>Driving Vehicles as per the directions of the Management.</td>
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<tr>
<td>15</td>
<td>‘D’ Group</td>
<td>1. As a maid have to work as Peon/attendant. 2. As a maid have to maintain cleanliness at office and will be responsible for keeping hygiene at office. 3. In addition to duties above enumerated required working as per directions of the higher officers in the management of the company as may be assigned.</td>
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