

# TRIPURA STATE ELECTRICITY CORPORATION LIMITED

(A Government of Tripura Enterprise)



No.F.CMD/66.0/TSECL/ 713-32

Dated, 06/07/2019

## MEMORANDUM

With a view to performing managerial works in a systematic manner in TSECL, Government has given concurrence for communicating the work allocation of Director (Technical) and Director (Finance) of the Corporation as detailed below for strict compliance.

### Key areas of Roles & Responsibilities of Director (Finance), TSECL

Director (Finance) would be overall in-charge of Finance & Commercial operation of the TSECL and shall directly report to the MD of the Company. His responsibilities are broadly defined as under & he will be responsible to deliver the following responsibilities working in close to Companies of Govt. of Tripura.

#### Managerial:

- Identification of task and targets in accordance with the organizational goals and assigning responsibilities to the management executives according to their skills and capabilities.
- To Electively manage the finance and accounts functions with proper systems and controls & to establish systems and procedures that will bring positive results.
- To inculcate work culture which has positive outlook and less scope for conflicts & to motivate the staff so as to get the best results.
- To ensure random checks carried out to monitor the system functioning.
- To obtain feedback and take corrective measures for improvement in the systems and procedures.

#### Functional:

- Overall in charge for developing, maintaining financial and accounting as well as commercial policies and procedures & Developing proper systems and controls.
- Corporate fund planning and financial management.
- Statutory compliance in finance functions.
- Advising in material procurement/works contracts.

#### Commercial:

- Assessment of long, medium and short-term Power sale and purchase along with Power Banking with other entities. Preparation and execution of commercial agreements relating to Power Purchase, Power Sharing, Power Wheeling, etc.
- To keep an eye on Legal matters related with the Sale & Purchase of Power, Tariff Petitions and other Regulatory Affairs with State and Central Regulatory Commission, APTEL, High Court and Supreme Court.
- Revenue growth in terms of increase in LT and HT CRPU separately. Effective control and monitoring of billing and revenue collections.
- Monitoring outstanding dues, preparing and implementing recovery action plans. Effective Metering so as to ensure billing of every unit consumed, which shall result in reduction of AT&C losses.
- Improvement in providing services for better Consumer satisfaction including public awareness for using energy efficient appliances with IT applications.



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- Filing of Annual Revenue Requirements (APR) and tariff applications to Regulatory Commission. Aiding and advising CMD on tariff related matters.
- Director (Finance) shall also be responsible for the duties/ works allocated by CMD of the Company from time to time apart from above mentioned work.

## **Key areas of Roles & Responsibilities of Director (Technical), TSECL**

Director (Technical) would be overall in-charge of Technical operation of the Tripura State Electricity Corporation Ltd and shall directly report to the MD of the Company. His/her responsibilities are broadly defined as under;

### **ManAGERIAL Functions:**

- Identification of task and targets in accordance with the organizational goals and assigning responsibilities to the management executives according to their skills and capabilities.
- Electively manage Technical & organisational functions with proper systems and controls & to establish systems and procedures that will bring positive results.
- To inculcate work culture which has positive outlook and less scope for conflicts & to motivate the staff so as to get the best results.
- Effective implementation of programs desired by State Govt. of Tripura.
- To ensure random checks carried out in various offices/ project work to monitor the quality of work & system functioning.
- To obtain feedback and take corrective measures for improvement in the systems and procedures.

### **Technical Functions:**

- Maintaining uninterrupted, reliable & quality power supply as per Standards of Performances (SoP) by TERC throughout state by implementation of proper maintenance of Transmission & Distribution Substations along with transmission & distribution HT/LT network including all types of power & distribution transformers with proper protection at all level.
- Monitoring & managing load position of State Load Despatch Centre along with Controlling/monitoring of substation operations and implementation of load regulatory measures at substation level.
- Co-ordination between Generation, Transmission & Distribution system with proper relay co-ordination, load balancing, testing & system operation.
- Material management for smooth functioning of TSECL including local festival like Durga Puja. Inventory & disposal of scrap material. Asset creation of projects implemented in area of TSECL.
- DPR preparation/ Timely Tendering / Monitoring of construction activities for quality under various transmission & Distribution project/ schemes viz. DDUGJY/SAUBHAGYA/IPDS including various ongoing projects in the Company.
- Reduction of T&D Losses by maximization of LT less system & use of modern system for system reliability. Reduction of all types of transformer failure rate.



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- Reduction of AT&C losses by adopting 100% accurate billing of all consumers & 100% collection thereof along with outstanding arrears.
- Formulation/Implementation of system improvement/technical up gradation policies for loss reduction, improvement of quality and reliability of supply and power factor of the system.
- Strengthening of infrastructure for Implementation of Safety of people, animal & Reduction of electrical accidents.
- Execution of '**Hook Line Free Tripura**' dream project of Govt. of Tripura.
- Development of digital mapping of the entire distribution system. Implementation of computerized load flow studies to effect judicious investment in strengthening of transmission & distribution system.
- Director (Technical) shall also be responsible for the duties/ works allocated by CMD of the Company from time to time apart from above mentioned work.

(Dr. M. S. Kele)

Chairman-cum-Managing Director  
Tripura State Electricity Corporation Limited

**Copy to:**

1. PS to the Deputy Chief Minister, Government of Tripura for kind appraisal of the hon'ble Minister please.
2. The Principal Secretary, Power Department, Government of Tripura.
- 3-4. The Director (Technical)/ Director (Finance), Corporate Office, TSECL, Agartala.
5. The General Manager (Technical), Corporate Office, TSECL, Agartala.
- 6-18. The Additional General Manager, Distribution, Planning & Coordination, Corporate Office, Agartala/ Electrical Circle- I, Agartala/ Electrical Circle - II, Agartala/ Electrical Circle-Sepahijala/ Electrical Circle-Khowai/ Electrical Circle-Gomati/ Electrical Circle-Belonia/ Electrical Circle-Dharmanagar/ Electrical Circle-Unokoti/ Electrical Circle – Dhalai/ Generation Circle, Agartala/ Transmission Circle, Agartala/ Commercial & System Operation, Agartala.
19. The Deputy General Manager (IT), TSECL to upload the same in the official website of TSECL.
20. PS to CMD, TSECL to keep a copy of the same for future reference.

Chairman-cum-Managing Director  
Tripura State Electricity Corporation Limited