

# TRIPURA STATE ELECTRICITY CORPORATION LIMITED

(A Govt. of Tripura Enterprise)



## MEMORANDUM

In accordance with the resolutions of 82<sup>nd</sup> meeting of the Board of Directors of TSECL held on 17<sup>th</sup> August, 2019 followed by the concurrence of Finance Department, Government of Tripura and on finalization of the e-tenders bearing NIT No. AGM (DP & C)/TSECL/HR/38 dated, 02.09.2019 (*Tender ID No.: 2019\_POWER\_5473\_1*) and NIT No. AGM(DP&C)/TSECL/HR/42 dated, 07.11.2019 (*Tender ID No.: 2019\_POWER\_6441\_1*), Tripura State Electricity Corporation Limited is going to outsource 196 (UR: 102, SC: 33, ST: 61) 'Technical Assistants' and 22 (*UR: 11, SC: 04, ST: 07*) 'Junior Operators' through *National Accurate Brilliant Security*, N. S. Road, Near Star Hotel, Agartala, West Tripura and *North-East Security*, Joy Ram Villa, Shibnagar, Masjid Road, Agartala, Tripura (west), Pin – 799004 respectively. The outsourced manpower is likely to report in different offices of TSECL on 2<sup>nd</sup> March, 2020 (10:00 A.M.). Corporation has already arranged 7 days *off-the-job training* for the proposed manpower in collaboration with the ITI, Indranagar and agencies concerned. Now, on reporting the outsourced 'Technical Assistants' and 'Junior Operators' at different offices of TSECL, they will be on 7 days *on-the-job training* at their actual place of posting. On completion of 7 days *on-the-job training*, the outsourced manpower shall provide their services in TSECL in accordance with their **Functional Responsibilities** as appended herewith as *Annexure – I & II*.

All concerned are hereby requested to arrange 7 days *on-the-job training* for the outsourced 'Technical Assistants' and 'Junior Operators' at their actual place of posting and on completion of their *on-the-job training*, services may be taken from them as per their Functional Responsibilities as mentioned in *Annexure – I & II*.

(Dr. M. S. Kele)

Managing Director

Tripura State Electricity Corporation Limited

No.F.CMD/92.0/TSECL/ 236-93

Dated, \_\_\_/02/ 2020

**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 for kind information.
3. The Director (Technical), Corporate Office, TSECL, Agartala.

# TRIPURA STATE ELECTRICITY CORPORATION LIMITED

(A Govt. of Tripura Enterprise)



4. The Director (Finance), Corporate Office, TSECL, Agartala.
5. The General Manager (Technical), Corporate Office, TSECL, Agartala.
- 6-18. The Additional General Manager, 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 – 57. The Deputy General Manager (Corporate/ HRD/ Planning), Corporate Office, Agartala/ Electrical Division - I , Banamalipur, Agartala/ Capital Complex Electrical Division/ Electrical Division - II, Bordowali, Agartala/ Electrical Division - Jirania/ Electrical Division - Mohanpur/ Electrical Division - Udaipur/ Electrical Division - Amarpur/ Electrical Division - Santirbazar/ Electrical Division - Belonia/ Electrical Division - Sabroom/ Electrical Division-Bishalgarh/ Electrical Division - Jampuijala/ Electrical Division - Sonamura/ Electrical Division - Dharmanagar/ Electrical Division - Panisagar/ Electrical Division - Kanchanpur/ Electrical Division - Kumarghat/ Electrical Division - Kailasahar/ Electrical Division - Khowai/ Electrical Division - Teliamura/ Electrical Division - Ambassa/ Electrical Division - Kamalpur/ Electrical Division - Manu/ DDUGJY Dhalai Division/ Transmission. Division, Agartala/ Transmission Division, Udaipur/ Transmission Division, Kumarghat/ Testing & Communication Division/ Gumti Electrical Division, Jatanbari/ Gas Thermal Electrical Division, Baramura/ Gas Thermal Electrical Division, Rokhia/ Material Management Division/ Central Civil Division/ Com. & Tariff/ System Operation Division/ DMS – SCADA. *They are requested to communicate the same to the officers under their span of Control.*
58. The Deputy General Manager (IT), Corporate Office, TSECL to upload the '**Functional Responsibilities of Technical Assistants in TSECL**' and '**Functional Responsibilities of Junior Operators in TSECL**' as annexed herewith in the official website of TSECL.

**Managing Director**  
**Tripura State Electricity Corporation Limited**



Annexure – I

**Functional Responsibilities of Technical Assistants in TSECL**

- ✓ Loading, unloading and shifting of materials and equipments including stacking;
- ✓ They will perform duty under direct control of his team leader like Manager, Lineman, Operator, etc;
- ✓ Digging of cable trench and filling with sand where it is necessary, laying of underground cable of High Voltage/ Low Voltage capacity and other allied works;
- ✓ Carrying of poles, transformers and other equipments and line materials, ladders, tools, etc. as necessary;
- ✓ They will perform all works in overhead lines and sub-station under dead condition including fitting, fixing of line, accessories and sub-station equipments under guidance of Supervisory personnel above him;
- ✓ Climbing pole and sub-station structures, if required observing full safety precaution, i.e. use of safety belt, ladder, earthing rod, etc. as the case may be, under direction of the personnel-in-charge of the job for construction and maintenance, etc. in energised condition;
- ✓ Cutting of trees and tree branches required for electrical clearance of lines and sub-station, etc. as per direction of his superior-in-charge of the job;
- ✓ Attending oil filtering, cleaning switch-gear, sub-station batteries, control panel, various equipments, working area and operation of isolator/ breakers, etc. including overall assistance in running and maintenance of sub-stations, generating stations, workshop, etc;
- ✓ To assist the operators in operation of Generators, Turbines, Valves, Gates, etc. and other allied works;
- ✓ To assist the Fitter, Mechanic, Electrician in running and maintenance work;
- ✓ Handling of materials in store as per direction of Store-in-Charge;
- ✓ Switchyard operation/ handling in presence of the Supervisory personnel above him;
- ✓ To perform of any other works as per direction of the Officer-in-Charge time to time.

(Dr. M. S. Kele)

Managing Director

Tripura State Electricity Corporation Limited

# TRIPURA STATE ELECTRICITY CORPORATION LIMITED

(A Govt. of Tripura Enterprise)



Annexure – II

## Functional Responsibilities of Junior Operators in TSECL

- ✓ To attend the Shift Duties in Power generating stations/ sub-stations or any other offices of TSECL;
- ✓ To record readings in the prescribed log sheets and other registers;
- ✓ To carry out jobs relating to operations of the indoor and outdoor equipments in Power generating stations/ sub-stations;
- ✓ To attend the telephone calls, PLCC, VHF set, etc. relating to communication and record information, complaints, so received in the respective prescribed registers;
- ✓ Any occurrence leading to failure of generation/ transmission of power supply will be immediately recorded in the log sheets or occurrence register as the case may be giving reasons; of course, in this respect (s)he will report these to the officer – in – charge and carry out instructions of controlling and superior officer in the plant or sub-station for restoration of power;
- ✓ (S)he shall check and keep ready necessary fire fighting equipments in sound condition to fight fire hazards;
- ✓ Overall supervision of the operational work in Power generating stations/ sub-stations including arranging evacuation of power, receiving and distribution of power through different feeders of sub-stations;
- ✓ To perform any other works as per direction of the Officer-in-Charge time to time in the interest of the Corporation.

(Dr. M. S. Kele)

Managing Director

Tripura State Electricity Corporation Limited