



RIGHT TO SERVICE ACT - Details of Duties & Responsibilities of Staff

Name of the Department : Engineering Department, Electrical Wing

Name of the Branch Head : Anil Kumar. V.R

Designation : Executive Engineer (Electrical)

Contact No. (Office) : 0494 2407 306

Sl. No.	Id. No.	Name	Designation	Branch/ Section	Telephone No.(Office)	Duties and Responsibilities
1	2379	Anil Kumar. V.R	Executive Engineer	Engineering Dept, Electrical Wing	0494 2407306	<ol style="list-style-type: none"> 1. Assisting the University Engineer in the execution of projects in the University Campus and outstation centers. 2. Verifying the quality of different makes of electrical materials. 3. Reviewing the work of the AEE (Electrical) & AE (Electrical). <ol style="list-style-type: none"> a) Test checking the estimates. b) Test checking the contract documents of electrical works. c) Inspecting major electrification works periodically. 4. Reporting on status of works to the University Engineer. 5. Issuing instructions for the procurement of materials. 6. Distributing the works in the office among subordinates. 7. Any other work specifically assigned by superior officers. 8. Responsible for Transmission and Distribution of 11KV High Tension KSEB Electrical Power Supply in the University campus and IET Campus after converting to Low Tension Supply from 5Nos 11KV Substations. 9. In case of KSEB Power failure, responsible for Generation, Transmission and Distribution of Electrical Power Supply in the University campus using 2Nos 750KVA Generators in Substation No 3 & 4.
2	3028	Mohamed Iqbal.K.V.	Asst. Exe. Engineer	Engineering Dept, Electrical Wing	0494 2407308	<ol style="list-style-type: none"> 1. Electrification of buildings in the University Campus. 2. Electrification of buildings in the Off Campus Centres. 3. Maintenance of Generators. 4. Maintenance of Transformers. 5. Maintenance of 11KV HT Substations. 6. Maintenance of Passenger Lifts.

						<ul style="list-style-type: none"> 7. Providing necessary electrification for implementing DDFS in various Departments/Branches of the University. 8. Providing necessary electrification for implementing WiFi connectivity in various Departments/Branches of the University. 9. Maintenance of 11KV HT Substation yards in the University Campus and IET Campus, Kohinoor. 10. Scrutiny of estimates for various minor /major electrification projects and various LAN works. 11. Supervision of electrical projects during execution. 12. Taking Check measurements of completed electrical projects. 13. Check measurements of bills duly completed measurement books before effecting payments. 14. Taking HT meter reading along with Assistant Engineer, KSEB. 15. Maintaining Shift duty arrangements.\ 16. Verification of Sheet Rolls of CLR Employees. 17. Calculation of electrical energy usage of various consumers in the University Campus for collecting the share towards electricity charges bi-monthly. 18. Verification of quarters while vacating. 19. Electrical Store in-charge. 20. Installation of pump sets in the University Campus and Off Campus Centres.
						21. PA System arrangements for Academic Council/Senate Meetings.
3	2726	Gopalakrishnan. T	Assistant Engineer	Engineering Dept, Electrical Wing	0494 2407308	<ul style="list-style-type: none"> 1. Taking HT meter reading along with Assistant Engineer, KSEB. 2. Maintaining Shift duty arrangements. 3. Verification of Sheet Rolls of CLR Employees. 4. Calculation of electrical energy usage of various consumers in the University Campus for collecting the share towards electricity charges bi-monthly. 5. Verification of quarters while vacating. 6. Providing necessary electrification for implementing DDFS in various Departments/Branches of the University. 7. Providing necessary electrification for implementing WiFi connectivity in various Departments/Branches of the University. 8. Maintenance of 11KV HT Substation yards in the University Campus and IET Campus, Kohinoor. 9. Preparation of estimates for various minor /major electrification projects and various LAN works. 10. Supervision of electrical projects during execution. 11. Taking measurements of completed electrical projects. 12. Submission of bills including duly completed measurement books to AEE

						(Electrical) for check measurements as well as for effecting payments. 13. Electrical Store in-charge. 14. Installation of pump sets in the University Campus and Off Campus Centres. 15. PA System arrangements for Academic Council/Senate Meetings.
4	1926	Abdul Hameed. E.K	Senior Electrician	Engineering Dept, Electrical Wing	0494 2407307	Shift duty of 11KV HT Substations and 750kVA Generators including maintenance, operation and control in HT as well as LT sides/arranging the electrical maintenance works in the University Campus to maintain uninterrupted power supply in the University Campus.
5	3883	Althaf Hussain. P.C	Electrician	Engineering Dept, Electrical Wing	0494 2407308	1) Verification of abstract, detailed estimate and data for various works. 2) Preparation of agreement schedules, tender schedules etc. of various works. 3) Verification of works bills of various works. 4) Drafting letters, orders, tender notice, quotation notice etc. in respect of various works. 5) Maintaining files and registers in connection with various works.
6	3887	Baiju. P	Electrician	Engineering Dept, Electrical Wing	0494 2407307	Shift duty of 11KV HT Substations and 750kVA Generators including maintenance, operation and control in HT as well as LT sides/arranging the electrical maintenance works in the University Campus to maintain uninterrupted power supply in the University Campus.
7	3888	Harikrishnan. V	Electrician	Engineering Dept, Electrical	0494 2407307	Shift duty of 11KV HT Substations and 750kVA Generators including maintenance, operation and control in HT as well as LT sides.
8	3885	Muraleedharan. P.B	Electrician	Engineering Dept, Electrical Wing	0494 2407307	Shift duty of 11KV HT Substations and 750kVA Generators including maintenance, operation and control in HT as well as LT sides.
9	3884	Navas. M.P	Electrician	Engineering Dept, Electrical Wing	0494 2407307	Electrical materials Store keeping
10	3971	Mohamedali. K	Line Helper	Engineering Dept, Electrical Wing	0494 2407307	Shift duty of 11KV HT Substations and 750kVA Generators including maintenance, operation and control in HT as well as LT sides.
11	3972	Unnikrishnan. V.P	Line Helper	Engineering Dept, Electrical Wing	0494 2407307	Shift duty of 11KV HT Substations and 750kVA Generators including maintenance, operation and control in HT as well as LT sides.
12	3973	Mujib Rahman. M	Line Helper	Engineering Dept, Electrical Wing	0494 2407307	Shift duty of 11KV HT Substations and 750kVA Generators including maintenance, operation and control in HT as well as LT sides.
13	4013	Ragesh. M	Line Helper	Engineering Dept, Electrical Wing	0494 2407307	Shift duty of 11KV HT Substations and 750kVA Generators including maintenance, operation and control in HT as well as LT sides.

14	4014	Rajeev U.V	Line Helper	Engineering Dept, Electrical Wing	0494 2407307	Shift duty of 11KV HT Substations and 750kVA Generators including maintenance, operation and control in HT as well as LT sides.
15	4021	Abdul Jaleel Achukomban	Electricity worker	Engineering Dept, Electrical Wing	0494 2407307	Shift duty of 11KV HT Substations and 750kVA Generators including maintenance, operation and control in HT as well as LT sides.
16	4027	Jafar Sadique. M	Line Helper	Engineering Dept, Electrical Wing	0494 2407307	Shift duty of 11KV HT Substations and 750kVA Generators including maintenance, operation and control in HT as well as LT sides.
17	4051	Rajesh Kolkadan	Electricity worker	Engineering Dept, Electrical Wing	0494 2407307	Shift duty of 11KV HT Substations and 750kVA Generators including maintenance, operation and control in HT as well as LT sides.
18	3443	Tushar. K.V	A.S.O	Engineering Dept, Electrical Wing	0494 2407308	<ol style="list-style-type: none"> 1) Drafting letters & Orders. 2) Receiving and dispatch of all Tappals to the Executive Engineers and Assistant Executive Engineers. 3) Upkeep of files, attendance registers of CLR Peon, Electricity Workers and Overseers and preparation of sheet rolls etc. 4) Maintaining electricity charge register of residential quarters and buildings of University Campus. 5) Works of Recoupment of imprest of EE & AEE. 6) Work of payment of electricity charges of University Campus and Off Campus Centres. 7) Inviting quotations in respect of various purchase of materials.
19	3636	Sailaja. T	Sr.Gr. Typist	Engineering Dept, Electrical Wing	0494 2407308	Typing of all letters, orders, statement of recoupment of imprest (EE & AEE), estimates, tender schedule, agreement schedule etc. related to various works coming under Executive Engineer & Assistant Executive Engineer.

Sd/-

EXECUTIVE ENGINEER (ELECTRICAL)