

Divisional Activity of Principal Chief Engineer-I

Activity of Coordination Division

1. Parliament Questions & Parliament Assurances.
2. VIP References
3. Monthly Reports.
4. Standing Committee on Energy
5. Consultative Committee and ATRs
6. Updation of Manuals / Annual Reports etc.
7. Notes for visit for VIPs to States including N.E. Region.
8. Material for Power Minister's Conference
9. Nodal Officer for RTI

Activity of IT Division

1. Annual Maintenance Contract of computers, printers, UPS and other associated peripherals.
2. Procurement of computers, printers, UPS and other associated peripherals/ consumables.
3. AMC (FSMA) of Digital Copier cum Printers.
4. Maintenance of IT Division Stock Registers, issue of T&P items.
5. Maintenance of CEA Website up linking of data
6. Rectification of complaints of Computers, Printers and other associated peripherals.
7. Reply to Parliament Questions and VIP /RTI queries.

Activity of HRD Division

1. National Training Policy for Power Sector
2. Foreign Training for CEA Officers.
3. Training Within India for CEA Employees
4. Apprenticeship Training Under Apprenticeship Act-1961
5. Inspection and Recognition of Training Institutes in Power Sector
6. Purchasing Technical & Non -Technical books.
7. Purchasing of Newspapers, Journals and Magazines
8. Circulation of Books and Journals.
9. Issue of No. Demand Certificate.
10. Reply to Parliament Questions and VIP /RTI queries.

Divisional Activity of Planning Wing

Activity of IRP Division

1. National Electricity Plan-its preparation, Gazette Notification & publication once in every five years.
2. Generation Planning Studies.
3. Consultancy /Advise to various organizations in the power sector.
4. Allocation of shares form Central Sector Projects.
5. Preparation of presentation/ Speeches for inaugural sessions, seminars, workshops and conferences.
6. Preparation of Status Note.
7. Association with various committees, councils etc. in the power sector.
8. Preparation of material/replies to Parliament Questions, references from VIPs and MoP, standing committee on energy, power utilities etc.
9. Capacity Addition – Target vs Achievements.

Activity of FM Division

1. Daily Coal Stock Monitoring of Thermal Power Stations of the Country and Issue of Daily Coal Report.
2. Monthly Cumulative Coal Report of Thermal Power Stations of the Country and Issue of Report.
3. Monthly coal Report of Thermal Power Stations of the Country.
4. Monthly Report of import of coal.
5. Monthly Generation Loss Report due to Coal Shortage.
6. Monitoring of Monthly fuel supply for Gas Based Power Stations and Issue of Report.
7. Monitoring of Annual fuel supply for Gas based Power Stations and Issue of Report.
8. Monitoring of Monthly Fuel Supply for Liquid Fuel based Power Stations and Issue of Report.
9. Monitoring of Annual Fuel Supply for Liquid Fuel Based Power Stations and Issue of Report.
10. Monitoring of Annual Secondary Fuel Oil Consumption for Coal/Lignite based TPSs and Issue of Report.
11. Monitoring of Annual Fuel Supply for DG Power Stations and Issue of Report.
12. Reply to References from VIPs.
13. Reply to Parliament Questions, Assurances and Calling Attention Motion.
14. Agenda Note/Key Issues Report for Fortnightly/Monthly Infrastructure Constraints Meeting taken by Secretary (Coordination), Cabinet Secretariat.

Activity of PDM

1. Publication & publication of Statistics concerning Installed Capacity, Generation, Transmission, Trading, Distribution and Utilization of Electricity i.e.
 - a) Publication of All India Annual Electricity Statistics- General Review
 - b) Publication of Growth of Electricity Sector since 1947-onwards
 - c) Quarterly Monitoring of Per Capita Consumption of Electricity.
 - d) Preparation of Monthly Report of All India Installed Generating Capacity
 - Review State-wise Installed Generating Capacity based on PPA.
 - State-wise Installed Capacity based on Central Pool Allocation.
2. Standing Committee for uprating/derating and retirement of Thermal, Hydro Generating Units.
3. Parliament Questions, VIP References, RTI matter, matter related to Standing Committees and other committees, ISO related work etc.

Activity of RESDDivision

1. Collection, compilation and analysis of generation of Renewable Energy (RE) source-wise, sector-wise and state-wise.
2. Evaluation of proposals received from Concerned Divisions, Organizations and Ministry of Power.
3. Issues pertaining to integration of RES with Grid.
4. Parliament Questions, VIP references, RTI matter, matter related to Standing committees and other committees, ISO related work etc.

Activity of R&DDivision

1. Publication / updating of Directory of Research Organizations in Power Sector
2. Implementation of National Perspective Plan for R&D in Power Sector.
3. Implementation of CEA chairs at IIT Delhi
 - a) Research Projects
 - b) M. Tech/Ph.D. Programs
4. Technical contribution in various committees of
 - a) MNRE
 - b) CPRI
 - c) Others
5. Examination of Proposal of innovative nature in Power Sector.
6. Examination of Proposal for Recognition of R&D units / Organizations in Power Sector.
7. Reply to Parliament Questions and VIP / RTI queries.

Activity of PS&LF Division

1. Forecasting Electricity demand in terms of Electrical Energy Requirement (MU) and Peak Demand (MW) for each State/UT/ Region/All-India basis and bringing out Electric Power Survey Report(s).
2. Periodical Review of Electricity demand forecast vis-à-vis Actual demand at an interval of 2 years.
3. Analysis of the data of industries having contracted demand of 1 MW and above as received from RPSO(s)
4. Overseeing the activities of Regional Power Survey Offices- 4 RPSO's (North, West, South & East).
5. Responsible for preparing, reviewing and periodically updating the basic Crisis and Disaster Management Plan for Power sector at the National level.
6. Assigning unique registration number to each Captive Electricity Generating units (of capacity 0.50 MW and above) in the country.
7. Replying to Parliament Questions, RTI Matters, Standing Committee on Energy References & VIP References etc.

Activity of RPSO (North), New Delhi

1. To provide updated data base annually in respect of Format-15 and Format-21 of CEA Regulation 2007.
2. To collect Electric Power Survey (EPS) data and preparation of preliminary forecast for year wise electricity demand projection for each State/Union Territory (UT) of Northern Region.
3. To collect Electric Power Survey (EPS) data and preparation of preliminary forecast for future identified Mega Cities of Northern Region & Delhi-NCR.
4. To collect CPP data from industries/utilities having contract demand of 1 MW and above.
5. To collect category wise energy consumption and system performance data from DISCOMs/ Utilities of Northern Region.
6. To collect emission data of thermal CPP of Northern Region.
7. After processing of data, it is compiled and submitted to PS&LF Division, CEA

Activity of RPSO (South), Bangalore

1. Electric Power Survey for demand forecast of State/ UT of Southern Region of India.
2. Collection of generation, purchase & selling of power data from industries (having contract demand of 1 MW and above) having Captive Power Plants in SR
3. Category wise Energy Consumption and System Performance data collected from DISCOMs/SEBs.
4. EPS data for future identified mega cities of southern region.
5. Emission data of thermal CPP.

Activity of RPSO (East), Kolkata

1. To provide updated data base annually in respect of Format-15 and Format-21 of CEA Regulations 2017.
2. To Assist CEA for formulating National Electricity Plan for optimum utilization of available resources for power generation.
3. To Collect Electric Power Survey (EPS) data and preparation of preliminary forecast for year wise electricity demand projection for each State/Union Territory (UT) of Eastern & North Eastern Region.
4. To Collect Electric Power Survey (EPS) data and preparation of preliminary forecast for future identified Mega Cities of ER & NER.
5. To Collect CPP data from industries/utilities having contract demand of 1 MW and above.
6. To Collect category wise energy consumption and system performance data from DISCOMs/Utilities
7. To Collect emission data of thermal CPP.
8. After processing of data, it is compiled and submitted to PS&LF Division, CEA.

Activity of RPSO (West), Mumbai

1. Collection of Annual data and Preparation/ Updation of data base for Electric Power Survey / Captive Power Plant.
2. Collection of Electric Power Survey Data and Preparation of Preliminary forecast of Electricity demand on specific requirement.
3. Procurement of T&P and office equipment.
4. Approval of Tour programme and Processing of T.A. Bills.
5. Preparation and Processing of Salary bill.
6. Maintenance of Office equipment.
7. Running and maintenance of vehicle.
8. Reply to Parliament Questions and VIP /RTI queries.

Divisional Activity of Thermal Wing

Activity of TPM-I Division

1. Monitoring the progress of construction/erection activities of the Thermal Power Projects for capacity addition in the Southern (SR), Eastern (ER), North East (NER) and Central Sector(CS) (NTPC/NLC/NEEPCO) Regions of the country till COD of the Units.
2. Initiation of action for timely completion (COD) of Thermal Power Projects by conducting review meetings periodically with the project authorities, executing agencies, equipment suppliers, site visits and identify critical areas leading to time & cost overruns and suggest timely remedial measures for resolving the same.
3. To provide inputs to TPM-II division for Report Generation:
 - a. Time & Cost overruns
 - b. Monthly Broad Status

- c. Quarterly Review
 - d. Reporting of progress, Monitorable targets (Monthly & Quarterly)
4. Status updation of under construction thermal/gas based power projects in the country.
 5. Reply to Parliament Questions, VIP references, RTI queries, matters related to Standing Committee/other Committees and Hindi Raj Bhasha related works.

Activity of TPM-II Division

1. Monitoring the progress of construction/erection activities of the Thermal Power Projects for capacity addition in the Western(WR) and Northern(NR) Regions of the country till COD of the Units. DVC related matters.
2. Initiation of action for timely completion (COD) of Thermal Power Projects by conducting review meetings periodically with the project authorities, executing agencies, equipment suppliers, site visits and identify critical areas leading to time & Cost overruns and suggest timely remedial measures for resolving the same.
3. Report Generation:
 - a. Time & Cost overruns
 - b. Monthly Broad Status
 - c. Quarterly Review
 - d. Thrust Area Report — (MoP)
 - e. PMO Report — C.E.(Coordination)
 - f. D.O. Letter — C.E. (Coordination)
 - g. MIS Reports — C.E. (IRP)
 - h. Reporting of progress, Monitorable targets (Monthly & Quarterly) — MoP
4. Annual Report of MoP & CEA
5. Reply to Parliament Questions, VIP references, RTI queries, matters related to Standing Committee and Hindi Raj Bhasha related works.

Activity of TPRM Division

1. Monitoring of implementation of R&M/LE Projects.
2. Post R&M Evaluation of Improvement in Plant Performance Parameters
3. Coordination for R&M Works of Thermal Power Stations
4. Preparation Quarterly Review Report of TPRM Division
5. Implementation of MoU on "India - Japan Co-operation for Study on Efficiency and Environmental Improvement of Coal Fired Power Stations"
6. Monitoring of FGD Installation/ESP Upgradation as per the Revised Implementation Plan in respect of revised Environmental Norms by MoEF&CC.
7. Flexible operation of Thermal Power Plant to integrate RES Generation.

Activity of UMPP Division

1. Selection of sites for Ultra Mega Power Project (UMPPs).
2. Coordination and investigation of sites for UMPPs
3. Requesting states for requirement from Power upcoming UMPPs
4. Evaluation of feasibility and viability of UMPPs
5. Examination of Pre-Feasibility Report (PFR) and Detailed Project Report (DPR) for UMPPs, different site specific studies reports
6. Monitor the implementation of UMPPs after transfer to the developer upto COD of the project.
7. Technical assistance to PFC starting from selection of site upto transfer of the project to the developer.
8. Any other work related to UMPPs assigned to this division.
9. Parliament Questions, VIP References, RTI matters, matters related to Standing committees and other committees, ISO related work.
10. Any other work/task assigned from time to time.

Activity of TPE & CC Division

1. Development of Carbon-Di-oxide Baseline Database (Annual) for Indian Power Sector
2. Analysis of Environment Management Award Scheme of Coal fired Thermal Power Stations
3. Compilation & Analysis of Monthly Environmental data of Thermal Power Stations
4. Compilation & Analysis of Operating Parameters of Coal / Lignite and CCGT based Thermal Power Stations & Evaluation of Performance Award Scheme
5. Formulation of Energy Efficiency / Environment Improvement Programmes under Bi-lateral/ Multi-lateral Co-operation
6. Implementation of Energy Efficiency Improvement Programme under Bi-lateral/ Multi-lateral co-operation.
7. Technical Assistance to MOP, Parliament Questions/ Standing / Consultative Committees, VIP References

Activity TCD Division

1. Consultancy for Design and Engineering for Civil & Structural Works of Power Projects.
2. Techno-Economic Appraisal of Thermal Power Projects for Civil Engineering & Cost Aspects.
3. Techno-Economic Appraisal of Hydro-Power Projects for Civil Engineering & Cost Aspects.
4. Techno-Economic Appraisal of Transmission Schemes for Civil Engineering & Cost Aspects.
5. Appraisal of Proposal and Civil Cost Estimates for Renovation and Modernization Schemes of Thermal and Hydro Power Projects.
6. Examination of Cost of Pre-Investment Activities, Revised Cost Estimates &

Completed Projects Cost of Power Projects for Civil Cost.

7. Site selection for Ultra Mega Power Projects (UMPP) and other Thermal Power Stations referred to CEA by Power Utilities and review of various Reports/ associated with Civil Works.
8. Advise Central Government. Regulatory Commissions and Generating Companies in respect of technical matters (Civil Aspects) pertaining to Power Projects and Transmission System.
9. Monitoring of Fly —Ash Generation and Utilization.
10. Representation on Various Committees Constituted by CEA/MOP.
11. Representation on Various Committees Constituted by BIS/CBIP.
12. Examination of Miscellaneous Civil works of CEA being referred by other Division of CEA.

Activity of TE& TD Division

1. Consultancy for Design & Engineering for electro-mechanical works of Thermal Projects.
2. Advice to Electricity Regulatory Commission.
3. Preparation of Standard Specification/standard technical for Thermal Power Station.
4. Scrutiny of Amendments to the Indian Boiler Regulation
5. Preparations/update of CEA Regulations.
6. Investigation of Accidents/Failure
7. Examining Proposal for R&D in Indian Power Sector.
8. Functioning of Expert Committee set up by CEA /Others.
9. Reference for expert advice on Technological matter.
10. Reply of VIP/ Ministry of Power/ Miscellaneous references

Activity of TPP&D Division

1. Standing Committee to examine proposals for grant of coal blocks to Govt. Sector Power Utilities.
2. Standing Committee to examine proposals for change of category of Generating power plant i.e. CPP to IPP and vice versa.
3. Monitoring of Thermal Power Projects which have been accorded Environment Clearance up to placement of order for main plant and equipment.
4. Monitoring of development of captive coal blocks allocated for power generation along with status of End use projects.
5. Recommendation to MoP for Accord of Coal Linkage to Govt. Sector (Central & State Sector) Thermal Power Plants.
6. Recommendation to MoP for accord of Bridge Link-age to Govt. Sector (Central & State Sector) Thermal Power Plants against the allocation of Coal Block.
7. Coal Linkage Auction to Pvt. Power Developers under SHAKTI Policy B(ii) & B(iii).
8. Coal linkage allocation to States under SHAKTI Policy B(iv) & B(v) for purchasing Power through tariff based Competitive Bidding.
9. Monitoring of Utilization of treated sewage water from STP in Thermal Power Plants.

10. Recommendation to MoP for issuance of proportionate Mega Certificate to provisional Mega Power Project for release of Proportionate Bank Guarantee/FDRs.
11. Reply to Parliament Questions and VIP references I RTI queries.

Divisional Activity of Hydro Wing

Activity of HE & RM Division

1. Consultancy for Design & Engineering for electro-mechanical works of Hydro Electric Projects.
2. Review of consultancy for Design & Engineering of electro-mechanical works of Hydro Electric Projects.
3. Preparation of chapter of Detailed Project Report for Electro-Mechanical works.
4. Scrutiny of the diagram of electrical Schemes for E&M equipments from CWC.
5. Scrutiny of Electro-Mechanical Chapter of Detailed Project Report.
6. Monitoring of Hydro R&M schemes.
7. Appraisal of Hydro R&M proposals.
8. Advise to MoP, Power Generation Utilities & Others on Technical Matters relating to hydropower sector.

Activity of HPA-I Division

1. Appraisal of Detailed Project Reports (DPRs) of Hydroelectric Schemes in respect of Installed Capacity fixation, Cost of E&M works and Construction Power.
2. Appraisal of Chapter on Power Potential Studies of Hydroelectric Schemes in Pre-DPR Stage.
3. Providing observations on Revised Cost Estimates (RCE) of Hydroelectric Schemes of CPSUs as sought by the Government.
4. Appraisal of Feasibility Report (FR) of Hydroelectric Schemes for Commercial Viability for CPSUs.
5. Transfer of Concurrence/ Appraisal of Hydroelectric Schemes in favor of new Executing Agency.
6. Framing cost estimates of E&M works of Hydroelectric Schemes for incorporating in DPRs of Hydroelectric Schemes (Consultancy Service).
7. Examination and appraisal of Revised Design Energy Hydroelectric Schemes.
8. Examination and appraisal of Memorandum of Changes in designs of appraised/ concurred DPRs of Hydroelectric Schemes in respect of Power Potential Studies and Construction Power.
9. Updating data records for Cost Estimates of E&M works of Hydroelectric Schemes.
10. Monthly Status Report on appraisal of Hydroelectric Schemes.
11. Quarterly Status Report of Hydroelectric Schemes in Private Sector.
12. Quarterly Status Report of Hydroelectric Schemes requiring Environment and/ or Forest Clearance.
13. Furnishing replies to Parliament Questions/ VIP references.

14. Furnishing replies to standing committee/consultative committee.
15. Vetting of Pre-PIB/ PIB/ DIB/ CCEA Note for Ministry of Power.

Activity of HPA-II Division

1. Appraisal of Detailed Project Reports (DPRs) of Hydroelectric Schemes in respect of Installed Capacity fixation, Cost of E&M works and Construction Power.
2. Appraisal of Chapter on Power Potential Studies of Hydroelectric Schemes in Pre-DPR Stage.
3. Providing observations on Revised Cost Estimates (RCE) of Hydroelectric Schemes of CPSUs as sought by the Government.
4. Appraisal of Feasibility Report (FR) of Hydroelectric Schemes for Commercial Viability for CPSUs.
5. Transfer of Concurrence/ Appraisal of Hydroelectric Schemes in favor of new Executing Agency.
6. Framing cost estimates of E&M works of Hydroelectric Schemes for incorporating in DPRs of Hydroelectric Schemes (Consultancy Service).
7. Framing policy/ guidelines for matters pertaining to examination of DPRs/ RCEs/ Design energy proposal etc.
8. Examination and appraisal of Revised Design Energy Hydroelectric Schemes.
9. Examination and appraisal of Memorandum of Changes in designs of appraised/ concurred DPRs of Hydroelectric Schemes in respect of Power Potential Studies and Construction Power.
10. Updating data records for Cost Estimates of E&M works of Hydroelectric Schemes.
11. Quarterly Status Report of Hydroelectric Schemes requiring Inter-State Clearance.
12. Furnishing replies to Parliament Questions /VIP references.
13. Furnishing replies to standing committee /consultative committee.
14. Vetting of Pre-PIB/ PIB/ DIB/ CCEA Note for Ministry of Power.
15. Revalidation of Approval / Concurrence of Hydro Power Projects.

Activity of HPM Division

1. Monitoring of under construction hydroelectric projects (HEPs) through site visits, interaction with the developers & other stake holders.
2. Receipt & analysis of monthly Progress Report of Under Construction HEP.
3. Holding review meetings quarterly or as & when required with the developers & other stake holders to short out critical issues/activities.
4. Time and cost overrun computation and analysis of under construction Hydro Projects.
5. Compilation & Circulation of Monthly & Quarterly Progress Report of Under Construction Hydro Electric Projects.
6. Preparation of Fortnightly report on issues needing PMO attention & Flash Report.
7. Compilation & finalization of annual hydroelectric capacity addition programme, target & achievement.
8. Reply to parliament questions, VIP reference/ Standing Committee/ Consultative Committee

9. Advise to MoP, Power Generation Utilities & Others on Technical Matters relating to under construction Hydro Electric Projects.

Activity of HPP& I Division

1. Fixation of Generation Targets of H.E Stations in the Country.
2. Advising Central Government on the matters relating to Indus Water Treaty (IWT), bilateral and multilateral agreements on cooperation with neighboring countries for hydropower development.
3. Monitoring of Generation of HEPs (above 25 MW) and Preparation of Annual Report (April to March) on Review of Performance of H.E Stations in the Country
4. Project Planning and Project Optimization Studies for H.E Projects.
5. Perspective Plan for Hydro Power Development in the country.
6. Preparation of Quarterly Report on Hydro Scene of India.
7. Quarterly Progress Report of H.E. Schemes under Survey & Investigation in the Country.
8. Recommendations to MoP for Annual Hydro Power Station Performance Award (H.E. Stations above 100 MW or as approved by MoP).
9. Assistance to Developers in DPR preparation under the new procedure of DPR submission for projects costing more than 1000 Crores (the sum specified by Central Government time-to-time).

Activity of HEPR Division

1. Preparation of state wise status of Hydro-Electric Potential Development.
2. Preparation of basin wise status of Hydro Electric Potential Development.
3. Preparation of Hydro Power Development profile of states in the country.
4. Standing Technical Committee (STC) on conversion of storage scheme to RoR scheme.
5. Reply to Parliament Question/ RTI queries.
6. Matters relating to VIP references/ Standing Committee.

Activity of HE&TD Division

1. To take up the consultancy work, which broadly includes finalization of main parameters of power house & all major electrical and mechanical equipment/systems.
2. Prepare & release the specifications; to scrutinize various technical bids of various electro-mechanical equipment received from Project Authority and send comments/ recommendation on technical suitability.
3. To prepare from beginning to final release of the drawing ensuring inclusion of all relevant details as per the requirement of the system/tender specifications/manufactures details & drawings.
4. Vetting of CWC drawings related to project.
5. Scrutiny of manufacturer's drawings as per specifications and other site constraints.
6. Inspection & testing of equipment, vetting of test reports & certificates & recommendation to project authorities, advice to project authorities on problems during construction & commissioning.
7. Technical advice/assistance wherever required in post commissioning problem/issues.
8. Identification of R&D/technology gaps in hydro power generation.

9. Preparation & examination of the chapter on Electrical & Mechanical equipment, related drawings and bill of quantities of the Detailed Project Report

Divisional Activity of Power System Wing

Principal Chief Engineer-II (PCE-II): PCE -II is assisted by following 2 Divisions (CEI & PCD)

Activity of CEI Division

1. Framing and amendment of suitable measures relating to safety & electric supply regulations under the provisions of section-53 of Electricity Act-2003.
2. Statutory Inspections of Electrical Installations under Regulations 43 of Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations, 2010 (As amended).
3. Statutory Inspections of Electrical Installations under Regulation 30 of Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulations 2010 (As amended).
4. Inquiry of Electrical Accidents.
5. Processing of VIP References and Parliament Questions.
6. Coordination & Monitoring of
 - i) RIO (North), New Delhi.
 - ii) RIO (West), Mumbai.
 - iii) RIO (South), Chennai RIO (East), Kolkata
 - iv) RIO (North-East), Shillong
7. Dissemination of information under Right to Information Act 2005.
8. Require/collection of Statistics & Return & information relating to electrical accidents in Form-19 & 20 under furnishing of Statistics, Returns & information regulation 2006.
9. Reply to Parliament Questions and VIP /RTI queries.

Activity of PCD Division

1. Coordination of Frequency Allocation for PLCC and Microwave Communication.
2. Consultancy Services for Telecommunication Schemes.
3. Organization of Central PTCC Meetings.
4. PTCC Route Approval for EHV Power lines.
5. Assistance /Finalization of Reliable Communication System
6. Reply to Parliament Questions and VIP /RTI queries

Activity of RIO (North)

1. Statutory Inspection of Electrical Installations (above 650 V) in the jurisdiction of RIO (N) and grant of Approval for energization under Regulation 43 of CEA (Measures relating to Safety and Electric Supply), Regulations 2010 (as amended).
2. Statutory Periodical Inspection of Electrical Installations (above 250 V) in the jurisdiction of RIO (N) under Regulation 30 of CEA (Measures relating to Safety and Electric Supply),

Regulations 2010 (as amended).

3. Inquiry of fatal and non-fatal electrical accidents as directed by CE (CEI)
4. Interaction with the office of the Chief Engineer, Chief Electrical Inspectorate Division of CEA as required from time to time.
5. Dissemination of information under Right to Information Act, 2005.
6. Reply to VIP References and Parliamentary Questions.
7. Collection of Statistics, Returns & Information relating to electrical accidents in Format -19 & 20 of Statistics Returns & Information Regulations, 2007.

Activity of RIO (South)

- 1 Statutory Inspection of Electrical Installations (above 650 V) in the jurisdiction of RIO (S) and grant of Approval for energization under Regulation 43 of CEA (Measures relating to Safety and Electric Supply), Regulations 2010 (as amended).
- 2 Statutory Periodical Inspection of Electrical Installations (above 250 V) in the jurisdiction of RIO(S) under Regulation 30 of CEA (Measures relating to Safety and Electric Supply), Regulations 2010 (as amended).
- 3 Inquiry of fatal and non-fatal electrical accidents as directed by CE (CEI)
- 4 Interaction with the office of the Chief Engineer, Chief Electrical Inspectorate Division of CEA as required from time to time.
- 5 Dissemination of information under Right to Information Act, 2005.
- 6 Reply to VIP References and Parliamentary Questions /RTI queries.
- 7 Collection of Statistics, Returns & Information relating to electrical accidents in Format -19 & 20 of Statistics, Returns & Information Regulations, 2007.

Activity of RIO (East)

- 1 Statutory Inspection of Electrical Installations (above 650 V) in the jurisdiction of RIO (E) and grant of Approval for energization under Regulation 43 of CEA (Measures relating to Safety and Electric Supply), Regulations 2010 (as amended).
- 2 Statutory Periodical Inspection of Electrical Installations (above 250 V) in the jurisdiction of RIO(E) under Regulation 30 of CEA (Measures relating to Safety and Electric Supply), Regulations 2010 (as amended).
- 3 Inquiry of fatal and non-fatal electrical accidents as directed by CE (CEI)
- 4 Interaction with the office of the Chief Engineer, Chief Electrical Inspectorate Division of CEA as required from time to time.
- 5 Dissemination of information under Right to Information Act,2005.
- 6 Reply to VIP References and Parliamentary Questions /RTI queries.
- 7 Collection of Statistics, Returns & Information relating to electrical accidents in Format -19 & 20 of Statistics, Returns & Information Regulations, 2007

Activity of RIO (West)

1. Statutory Inspection of Electrical Installations (above 650 V) in the jurisdiction of RIO (W) and grant of Approval for energization under Regulation 43 of CEA (Measures relating to Safety and Electric Supply), Regulations 2010 (as amended).
2. Statutory Periodical Inspection of Electrical Installations (above 250 V) in the jurisdiction of RIO(W) under Regulation 30 of CEA (Measures relating to Safety and Electric Supply), Regulations 2010 (as amended).
3. Inquiry of fatal and non-fatal electrical accidents as directed by CE (CEI)
4. Interaction with the office of the Chief Engineer, Chief Electrical Inspectorate Division of CEA as required from time to time.
5. Dissemination of information under Right to Information Act,2005.
6. Reply to VIP References and Parliamentary Questions /RTI queries.
7. Collection of Statistics, Returns & Information relating to electrical accidents in Format - 19 & 20 of Statistics, Returns & Information Regulations, 2007

Activity of RIO (North East)

1. Statutory Inspection of Electrical Installations (above 650 V) in the jurisdiction of RIO (NE) and grant of Approval for energization under Regulation 43 of CEA (Measures relating to Safety and Electric Supply), Regulations 2010 (as amended).
2. Statutory Periodical Inspection of Electrical Installations (above 250 V) in the jurisdiction of RIO (NE) under Regulation 30 of CEA (Measures relating to Safety and Electric Supply), Regulations 2010 (as amended).
3. Inquiry of fatal and non-fatal electrical accidents as directed by CE (CEI)
4. Interaction with the office of the Chief Engineer, Chief Electrical Inspectorate Division of CEA as required from time to time.
5. Dissemination of information under Right to Information Act, 2005.
6. Reply to VIP References and Parliamentary Questions /RTI queries.
7. Collection of Statistics, Returns & Information relating to electrical accidents in Format -19 & 20 of Statistics, Returns & Information Regulations, 2007

Activity of PSPA-I Division

1. Planning of transmission system of Northern Region (NR) & Western Region (WR)
2. Recommendation of transmission projects for implementation through Tariff Based Competitive Bidding (TBCB)/Regulated Tariff Mechanism (RTM).
3. Appraisal of transmission system associated with power evacuation from Hydro Electric power projects of NR and WR.
4. Approval under Section-68 of Electricity Act, 2003 for construction of overhead lines NR and WR.

5. Grant of Authorization under Section 164 of Electricity Act, 2003 for construction of Electric lines in NR and WR.
6. Development of policies on matters relating to transmission system in the country.

Activity of PSPA-II Division

1. Preparation of National Electricity Plan in accordance with Electricity Policy.
2. System studies for development transmission system in Southern region (SR), Eastern Region (ER) and North Eastern Region (NER) on all India basis.
3. Standing Committee on Power System Planning of SR, ER, NER and Joint Meeting of the Standing Committees.
4. Appraisal of Power Evacuation Aspects of Hydro Electric Power Projects.
5. Appraisal of Transmission Schemes of SR, ER and NER.
6. Planning of Transmission System for interconnecting India with neighboring countries.
7. Integration of Renewable Energy Sources in the grid and its Coordination.
8. Approval under Section 68 of Electricity Act, 2003.
9. Grant of authorization under Section 164 of Electricity Act, 2003 (SR, ER and NER)
10. Providing Advice to Ministry of Power (MoP)/ State Governments/ Regulator Commissions on transmission aspects.
11. Development of policies on matters such as - transmission planning, planning criterion, transfer capacity, approval u/s 68, development of SAARC and BIMSTEC grids, National Electricity Policy (transmission aspects), Tariff policy (transmission aspects).
12. Providing information under RTI Act.
13. Providing inputs to Ministry of Power on Parliament Questions, Committees of the Parliament and VIP references.

Activity of PSETD Division

1. Consultancy services for design and engineering aspects of EHV (66 kV and above Voltage class) transmission lines.
2. Consultancy services for design and engineering aspects of EHV (66 kV and above Voltage class) Sub-stations.
3. Facilitate Research & Development activities and capabilities in technology and engineering in the field of transmission of power and transfer of state of art technology and periodical monitoring of implementation of R&D Programme.
4. Formulation of technical standards relating to transmission systems as per Electricity Act.
5. Technical studies relating to power transmission system and investigations into any mishap or accident on the project sites.
6. Carry out investigation of causes of failure of transmission towers and switchyard & sub-station equipment and suggest remedial measures to avert such failures in future.

7. Ensure quality of equipment and facilities through site inspections and factory visits and testing of material and equipment before installation.
8. Advise Central Govt./ MoP/ State Govt./ commission on technical matters relating to transmission system.
9. Participation and contribution to EHV standing committee, Standing Committee on Power system, Empowered committee, PSDF appraisal committee, and Tariff Based Competitive Bidding (TBCB committee) & committee of CBIP & BIS etc. on technical matter relating to transmission system.
10. Parliament Questions, VIP references, RTI matter, matter related to Standing committees and other committees, ISO related work etc.

Activity of PSPM Division

1. Obtain progress data of transmission project through online portal(NPP)
2. Preparation of exception report on transmission works.
3. Preparation of programme of construction of transmission work for next year.
4. Assistance in obtaining Right of Ways (RoW) clearance, Forest clearance, Railways line crossing, NH/SH crossing clearance, Power line crossing clearance, Civil/Defense clearance, PTCC clearance and other statutory clearances
5. Monthly Progress Report of:
 - Transmission Line & substations in the country,
 - Critical Transmission Projects under Central,
 - State and Private Sector, Transmission System associated with Generation Projects,
 - Transmission System associated with Green Energy Corridor (GEC),
 - Transmission Projects awarded through Tariff Based Competitive Bidding Route,
 - Transmission Lines & Substation covered in RFD Program,
 - Inter-Regional - Interstate Transmission Schemes and Central Funded Schemes.
6. Publication of book on transmission works for current year and last five-year plan.
7. Reply of Parliament Questions / VIP reference on Transmission works.
8. RTI/Grievance queries

Divisional Activity of GO&D Wing

Activity of GM Division

1. Preparation of Monthly Power Supply Position
2. Allocation of unallocated power from Central Sector Generating Stations.
3. Preparation of Annual Load Generation Balance Report for the following year.
4. Formulation/amendment of Technical Standards/Regulations as per Electricity Act 2003.
5. (a) Advising/ Reply to the references from CERC / SERCs regarding grid related matters.
(b) Appearance/response on petitions to CERC regarding grid related matters.

6. Replies to Parliament Questions, Assurances and Calling Attention Motion, RTI/ PG references.
7. Replies to References on Grid Performance/Discipline/tariff /VIP/Audit related matters.
8. Monitoring and Supervision of Regional Grids.
9. Coordination of Budgets of RPCs and Budget of the Schemes controlled by GM Division.
10. Annual reports of Ministry of Power and CEA- Furnishing material thereof.
11. Formulation and implementation of New Schemes for RPCs/GM Division.
12. Transmission Availability Award Scheme.

2.3.7.2 Activity of DP&T Division

1. Matters related to technology in distribution (DTs, conductors and other equipment)
2. Matters related to Technology on Distribution Automation, Smart Grid, Smart Homes, GIS mapping, etc.
3. Matters regarding Energy Efficiency and Demand Side Management
4. Guidelines on new technology for investment
5. DPR of state/ Discoms, UTs
6. Matters on MNRE
7. Preparation of Distribution Plan 2022
8. Matters on Futuristic Indian Distribution grid (n-1) redundancy in distribution: readiness, investment etc.
9. Matters on Cyber Security Plan & Policy, CERT-D
10. Matters related to Power Supply to VVIP areas
11. Matters on BIS/CBIP, RTI/ Parliament/ Grievance, ISO, Rajya sabha etc.

Activity of DP&R Division

1. Matters related to: Electricity Act-2003, Tariff Policy & Electricity Rules, CEA Regulations (Safety, Construction, Metering, Grid connectivity), SERC Regulations (SOPs, Supply Code etc.)
2. EODB & Ease of connection
3. Matters related to: Metering including Smart Meters, AT&C loss, T&D loss, measures for improvement, segregation of losses, LVDC distribution system and R&D in Distribution, Disaster Management
4. Matters on: MNRE, Franchisee, training policy on HRD of DISCOMs, BIS/CBIP, RTI/Parliament/Grievances, ISO, Rajyasabha etc.
5. Matters related to Power Quality, Disaster Management.
6. Designing and Standardizing toolkit for DISCOM staff.
7. Matters on BIS/CBIP, RTI/ Parliament/ Grievance, ISO, Rajyasabha etc.

Activity of DM Division

1. Monitoring of 24x7 Power For All, hours of power supply
2. Matters related to DDUGJY, IPDS, Saubhagya schemes and Award Scheme in Distribution Sector
3. Monitoring of Distribution Plan, Projects under PMDP
4. Manuals on operation & maintenance of Distribution System,
5. Codification of equipment outage procedure by DISCOMs
6. Progressive scalling up of Distribution plan to cover discretization of maturity level of DISCOMs, scale up to smart grid, periodic assessment of the maturity levels of DISCOMs
7. Data Collection, Analysis and Preparation of Periodic Reports for:
 - RI Data
 - Village electrification
 - Pump set energization
 - Capex data
 - DT failures
 - NPP data: DDUGJY/ Saubhagya / IPDS, feeder monitoring etc.
8. Issues, measures etc. for enhancement of consumption
9. Matters on RTI/ Parliament/ Grievance, ISO, Rajyasabha etc.

Activity of OPM Division

1. Management Information Report/ Daily Generation Report
2. Preparation of 18 col. (Tentative) Report
3. Preparation of 18 col. (Actual)
4. Preparation of Planned Maintenance Forced Outage Report (PMFO Report)
5. Target for Generation
6. To collect, record and to analyze the performance of thermal generating units and publish Annual report on performance of thermal power stations.
7. Annual Action Plan in respect of Target/Actual Generation
8. Establish database for power sector in regards to generation, PLF etc.
9. Parameters on Power Sector
10. Cabinet Report on Power Position in the Country
11. Council of Ministers Report
12. To generate monthly report on Performance of Thermal & Hydro Power Stations
13. Annual review of Performance of Thermal Power Stations
- 12 Updation of Power Data Book / Bank
- 13 Reply to Parliament Questions and VIP / RTI queries

Activity of NPC Division

1. Works Related to NPC Meeting.
2. Works Related to NRCE Meetings.
3. Examination of DPRs for Consideration by Appraisal Committee for Funding from PSDF.
4. Monthly Analysis and Monitoring of Grid Disturbance on Regional /National Basis.
5. Works Related to CERC Reference.
6. Replies to Parliament Questions, Assurances and Calling Attention Motion.
7. Replies to References on VIP/RTI related Matters.
8. Annual reports of Ministry of Power and CEA.
9. Management Information System Reports / Formats

Activity of NRPC, New Delhi

1. Preparation of weekly Unscheduled Interchange (UI) Accounts.
2. Preparation of weekly Reactive Energy Accounts.
3. Preparation of monthly Regional Energy Accounts (REAs).
4. Preparation of Agenda & minutes of Commercial Committee, Technical Coordination Committee (TCC) and Northern Regional Power Committee (NRPC) meetings.
5. PC Based System (Corrective & Preventive Maintenance)
6. Issue of Monthly Progress Report
7. Certification of Open cycle generation at Gas Stations of NTPC.
8. Preparation of agenda items, minutes of Operation Co-ordination Committee (OCC).
9. Capacitor requirement studies.
10. Load Generation Balance Report.
11. Allocation of un-allocated quota of central sector stations.
12. Notified Power Cuts.
13. Certification of Transmission Line availability of PGCIL.
14. Organizing PCC & TTCC Meetings.
15. Sanction of various Advances.
16. Payment of Contingent Bills.
17. Sanction of Leaves other than Casual Leave.
18. Reply to Parliament Questions and VIP / RTI queries.

Activity of ERPC, Kolkata

1. Preparation of weekly Unscheduled Interchange (UI) Accounts.
2. Preparation of monthly regional energy Accounts. ...
3. Preparation of monthly Regional Energy Accounts (REAs).
4. Preparation of Agenda minutes of Commercial Committee, Technical Coordination Committee (TCC) and Eastern Regional Power Committee (ERPC) Meetings.

5. PC Based System (Corrective & Preventive Maintenance)
6. Issue of Monthly Progress Report
7. Preparation of agenda items, minutes of Operation Co-ordination Committee (OCC).
8. Capacitor requirement studies.
9. Load Generation Balance Report.
10. Allocation of un-allocated quota of central sector stations.
11. Notified Power Cuts.
12. Certification of Transmission Line availability of PGCIL.
13. Procurement of Equipment, Consumables, Services and their distribution.
14. Organizing PCC& TTCC Meetings
15. Sanction of various advances.
16. Payment of Contingent bills
17. Payment of Salary
18. Sanction of Leaves other than Casual Leave.
19. Reply to Parliament Questions and VIP / RTI queries

Activity of SRPC, Bangalore

- Vol. I
1. Preparation of weekly Unscheduled Interchange (UI) Accounts.
 2. Preparation of weekly Reactive Energy Accounts.
 3. Preparation of monthly Regional Energy Accounts (REAs).
 4. Preparation of Agenda & Minutes of Commercial Committee
 5. Preparation of Agenda items & Minutes of Operation Coordination Committee (OCC)
 6. Issue of Monthly Progress Report.
 7. Load Generation Balance Report.
 8. Allocation of unalloted quota of Central Sector Station.
 9. Report on Notified Power Cutes.
 10. Certification of Transmission line availability of PGCIL
 11. Preparation of Agenda & Minutes of Technical Coordination Committee & SRPC Meetings
 12. Reply to Parliament Questions and VIP / RTI queries.
- Vol. II
1. Organizing Protection Committee Meeting
 2. Capacitor requirement Studies.
 3. Certificate of Peak Hour Generation Data.
 4. Maintenance of staff quarters.
 5. Sanction of various advances.

6. Payment of contingent bill.
7. Payment of salary
8. Sanction of leaves other than casual leave.
9. Maintenance of office equipment's.
10. Preparation of Annual report of SRPC.
11. Procurement of Equipment, Consumables, Services & their distribution.
12. Reply to Parliament Questions and VIP / RTI queries

Activity of WRPC, Mumbai

1. Preparation of weekly DSM Accounts.
2. Preparation of weekly Reactive Energy Accounts.
3. Preparation of monthly Regional Energy Accounts (REAs).
4. Preparation of Agenda & Minutes of CC, TCC & WRPC Meeting.
5. Issue of monthly Progress report.
6. Issue of Annual Report.
7. Certification of open cycle generation at gas station of NTPC.
8. Preparation of Agenda Item & minutes of Operation Coordination Committee (OCC)
9. Shunt Capacitor requirement studies of Western Region.
10. Load Generation Balance Reports.
11. Notified Power Cuts.
12. Certification of Transmission line availability of PGCIL/ Other ISTS Licensees.
13. Daily Power Supply Position Report.
14. Monthly Power Supply Position Report.
15. Monthly Generation Data Reports.
16. Monthly Capacitor Report.
17. Reply to Parliament Questions and VIP / RTI queries
18. Organizing PCC and Sub Committee Meetings .
19. Sanctions of various advances.
20. Payment of Contingent Bills.
21. Payment of Salary.
22. Sanction of leaves other than Casual leaves.
23. Organizing Western Regional Power Committee (WRPC) Meeting.

Activity of NERPC, Shillong.

1. Preparation of weekly Unscheduled Interchange (UI) accounts.
2. Preparation of weekly Reactive Energy Charges accounts.
3. Preparation of Monthly Regional Energy Accounts (REAs).
4. Preparation of Agenda and Minutes of Commercial Committee, Technical Coordination Committee (TCC) and North Eastern Regional Power Committee (NERPC) Meetings.

5. PC Based System (Corrective and Preventive Maintenance)
6. Issue of Monthly Progress Report.
7. Certification of Open cycle generation at Gas Stations of NEEPCO.
8. Preparation of Agenda Items & Minutes of Operation Coordination Committee (OCC)
9. Capacitor requirement studies.
10. Load Generation Balance Report.
11. Allocation of unallocated quota of central sector stations.
12. Notified Power Cuts.
13. Certification of Transmission Line availability of PGCIL
14. Procurement of equipment, Consumables, Services and their distribution.
15. Organizing PCC & TTCC Meetings.
16. Sanction of various Advances.
17. Payment of Contingent Bills.
18. Payment of Salary.
19. Sanction of leaves other than casual leaves.
20. Reply to Parliament Questions and VIP / RTI queries

Divisional Activity of E&C Wing

Activity of FS&A Division

1. Prepare & publish the report on "Electricity Tariff & Duty and Average Rates of Electricity Supply in India"
2. Prepare the report on "Cost of Generation & Rate of Sale of Power" which is incorporated in the monthly Executive Summary prepared by Coordination Division and uploaded to CEA website
3. Prepare a monthly statement of Outstanding Dues of DISCOMs payable to CPSU generating plants which is sent to the Ministry of Power on monthly basis.
4. Analysis of Financial data and different Tariff Structures of the Power Sector.
5. Providing assistance to different Divisions of CEA and Ministry of Power on matters pertaining to the above activities.
6. Framing reply to the Parliament questions, VIP references, queries for Standing Committee and other time bound queries.

2.3.8.2. Activity of F&CA Division

1. Financial & Commercial Appraisal of Detailed Project Reports of Hydro Power Projects for Concurrence.
2. Examination of proposals of Nuclear Power Corporation of India Ltd. For fixation of power tariff of Nuclear Power Projects.
3. Issues related to tariff of Hydro projects of neighboring countries like Bhutan, Nepal etc.

4. Guidelines and Standard Bidding for tariff based competitive bidding for Generation and Transmission projects.
5. Matters related to Tariff Policy, National Electricity Policy etc.
6. Examining the Feasibility Report (FRs), Revised Cost Estimates (RCEs) and Public Investment Board (PIB) proposals.
7. Examination of proposals for renewable generation schemes from financial and commercial aspects
8. Advice on financial & Commercial aspects to Central/ State/ Private and other Power Utilities/ Govt. Departments etc.
9. Issues such as open access, rationalization and simplification of tariff.
10. Associated with monitoring of Ujjawal Discom Assurance Yojna (UDAY)

Activity of RA Division

1. Coordinating with CERC/SERCs and other Divisions of CEA for comments on the respective draft Regulations.
2. Furnishing comments/inputs to various divisions of CEA on regulatory matters.
3. Comments/inputs on interpretation and implementation issues related to various Regulations of CEA/CERC/SERCs.
4. Rendering advice to Ministry of Power (MoP) / State Governments/ Regulatory Commissions and power utilities on regulatory matters related to generation, transmission, distribution and trading of electricity in light of the provisions of Electricity Act, 2003 and Regulations/Standards of CEA/CERC/SERCs.
5. Providing inputs to MoP /other Divisions of CEA on VIP references, Parliament Question, references from Standing Committees of the Parliament, Consultative Committees and legal cases on regulatory aspects in the electricity sector

Activity of Economic Policy

1. Monitoring the status of implementation of provisions of National Electricity Policy 2005.
2. Examination and Analysis, from economic angle, as distinct from financial angle on important matters dealt in other Wings/ Divisions of CEA.
3. Monitoring the status of implementation of provisions of National Tariff Policy 2006.
4. Monitoring of PPA data from IPPs.
5. Monitoring of Investment in Power Sector.

Activity of Legal Division

1. Rendering assistance to Electricity Regulatory Commission (ERC) on Techno-Legal matters.
2. Rendering assistance to MoP on Techno-Legal matters.
3. Rendering assistance to Central Government / State Governments on Techno-Legal matters.
4. Rendering advice to Power Utilities on Techno-Legal Matters.
5. Dealing with Court Cases and Appeals relating to power sector where Union of India, Ministry of Power and /or Central Electricity Authority is made as a respondent.

6. Framing of CEA regulations under the Electricity Act, 2003.
7. Examination of detailed Project Reports of Hydro Electric Projects from legal aspects for concurrence of CEA.

Divisional Activity of Personal & Administration Divisions/ Sections Chairperson's and Secretary's Offices.

Activity of PAC Division

1. Processing/Examination of Detailed Project Reports (DPRs) of Hydro Electric Projects as per the provision of Section 8 of The Electricity Act, 2003 for concurrence of CEA and Thermal /Transmission projects as per Section 73 (n) of The Electricity Act, 2003.
2. Preparation of Quarterly Status Report indicating schemes Cleared /appraised, schemes under examination and schemes returned for want of essential inputs /clearances.
3. Preparing of material, / replies to Parliament Question/ VIP References, Standing Committee on Power /Right to Information Act etc.

Divisional Activity of Personnel & Administrative Sections

Activity of Director (Adm) C/O (Adm-I, Adm-II, Adm-III, G.S., T.S., O.L, Subordinate Offices and PP Sections)

Activity Personnel Sections including P.P. Section and Subordinate Offices Section

1. Appointment to Group-A (Direct Recruit)
2. Pay Fixation
3. Issue of No Objection Certificate on Private Passport
4. Forwarding of applications
5. Promotion to Group B & C Posts
6. Seniority List
7. Annual Increment
8. Sanction of LTC Advance
9. Sanction of Leave
10. Transfer & Posting
11. Continuation of Temporary posts
12. Preparation and Submission of Parliament Question regarding various subject.
13. Preparation and submission of Annual Rectt. Plan relating to CEA & Sub. Office
14. Reply to various audit Memo /Paras
15. Preparation and submission of various returns, information & various circulars

Activity General Supplies Section

1. Procurement of Stationery from Regional Stationery Depo & Distribution.
2. Procurement of Stationery from other Govt. Agencies & Distribution
3. Printing and Binding Work (D.O. Letter Head, Summary Cover, Title Cover, Registers etc.).
4. Procurement and Repair of Furniture, Partitions etc.
5. Procurement of Crockery, Towels, Curtains, Briefcase.
6. Arrangements for various meetings.
7. Limited Tender for Supply of Various Items / Job Works.
8. Open tender for various Job Works
9. Procurement of Cleaning Materials
10. Cleaning contract of CEA (AMC).
11. Pest / Rodent Control (AMC).
12. Photo/ Temporary Identity Cards.
13. Reimbursement of Newspaper bills.
14. Hospitality.
15. Provision of official telephones at office/residences of CEA officers
16. Reimbursement of Telephone Bills
17. Procurement of Administrative Reference Books.
18. Payment of Counsel Fees.
19. Procurement & Distribution of Liveries.
20. Maintenance of Electronic / Manual Typewriter.
21. Duplicating Machine (AMC).
22. Rubber Stamps, Name Plates & Banners etc.
23. Transmission / Receiving of FAX messages
24. Central Registry

Activity Technical Service Section

1. Procurement of new vehicle in replacement of condemned vehicle
2. Condemnation of vehicles of CEA Headquarters.
3. Repair of vehicles of CEA Headquarters.
4. Procurement / Supply and Distribution of Office equipment's and consumables.
5. AMC of ACs / Desert Coolers / Drinking Water Coolers / Fax Machines / Photo Copiers / EPBX / Heat Convector and other general equipment of CEA.
6. Operation and Maintenance of Telephone Intercom Exchange and Telephone sets.
7. Processing of Bills.

Activity Official Language (Hindi) Section

1. Translation from English to Hindi and vice-versa.
2. Quarterly / Monthly progress reports
3. Conduction of Hindi Workshops for staff of CEA

4. Conduction of LOIC's meetings.
5. Inspections of Sub-offices, Divisions and Sections of CEA.
6. Organizing of Hindi Day/ Hindi fortnight.
7. Hindi Salahkar Samiti.
8. Publication of Home Magazine.
9. Various Awards.

Activity of Vigilance Section

1. Processing of Complaints.
2. Disciplinary Action.
3. Confidential Reports.
4. Processing of Conduct Rule Cases.
5. Vigilance Clearance.

Activity of Dy. Secretary (Budget & Accounts)

Activity of Budget Section

1. Preparation of Budget Annual Plan and Performance Budget.
2. Grant of House Building Advance
3. Grant of Conveyance and Personal Computer Advance.
4. Consultancy for Design & Engineering.

Activity of Account Section

(Cash-I /II/ Accounts/D.D.O./ Pension Section)

1. Preparation of Salary.
2. Preparation of all advances bills like HBA, Computer Advance.
3. Preparation of GPF withdrawal bills.
4. Preparation of DCRG/CVP/CGEGIS etc.
5. Calculation of income Tax.
6. Checking/Preparation of T.A. Bills.
7. Checking /Preparation of T.A./T.A. advance Bills.
8. Checking/Preparation of T.A advance for foreign tour.
9. Checking/Preparation of T.A/ Adjustment of T.A. bills.
10. Preparation of contingent bills.
11. Payment of Medical claims.
12. Checking/Preparation of LTC/LTC advance bills.

Activity of Accounts Section

1. Opening & Maintenance of GPF Accounts in r/o Gr. D Staff.
2. Sanction of GPF advance / withdrawal/ Final Payment.
3. Issue of exchange voucher and payment for Air journey
4. Reimbursement of Medical expenses to CEA. (Headquarters employee)
5. Payment of LSPC of officers on deputation with CEA HQ.
6. Issue of sanction order in r/o Sub-offices of CEA.
7. Scrutiny of contractor's AMC's bills.

Activity of Pension Section

1. Release of Pension & Gratuity to retiring govt. employee
2. Restoration of 1/3rd Commuted Pensions and calculations of Family Pension.
3. Release of accumulated / insured amount under CGEIS scheme on retirement / death.
4. Sanction of pro-rata pension to ex-employees of CEA.
5. Sanction of pro-rata pensionary benefits to ex-employees of CEA.