



BANGALORE ELECTRICITY SUPPLY COMPANY LIMITED

(Wholly owned Government of Karnataka Undertaking)

BESCOM/ GM(A&HR)/BC-50/2501/2015-16 - cys. 42
Encl: schedule A, B & C

Corporate Office
K.R. Circle
Bangalore - 560 001

Date: 19 OCT 2015

To,

M/s Karnataka State Electronics
Development Corporation Ltd,
#2nd floor, TTMC 'A' Block,
BMTC, Shantinagar, K.H. Road,
Bangalore – 5600027

BY RPAD

CONTRACT ORDER
2589

Dear Sir,

Sub: Providing Manpower services to BESCOM.

- Ref: 1. Contract Order No: BESCOM/BC-15/2501/2014-15/CYS-24/, Dtd: 08.07.2014.
2. Your letter No: KSEDC/HR-3/BESCOM/2014-15, Dtd: 17.05.2014.
3. MD PLO-5452, Approval Dtd: 19.09.2015.

BESCOM is pleased to place contract order on M/s Karnataka State Electronics Development Corporation Ltd for providing the following manpower services for Rs.13509174 /- on outsource contract basis for a period of six months with effect from 08.07.2015 as per the schedule – A, B and C.

- | | | | |
|---|------------------------------|---|---------|
| 1 | Project Manager/Co-ordinator | - | 07 Nos |
| 2 | Data Analyst | - | 119 Nos |

Following will form the integral part of this contract order:

1. Schedule 'A' - Price Schedule.
2. Schedule 'B' - Schedule of terms and conditions of contract.
3. Schedule 'C' - Office wise details for providing manpower BESCOM and paying authorities.
4. Schedule 'D' - Roles and Responsibilities of the manpower.

Please return the enclosed "Acknowledgement and Acceptance" form of this contract order, duly signed within 7 days from the date of receipt of this contract order.

Yours faithfully,

General Manager (A&HR),
BESCOM, Corporate office.

Copy to:-

1. All the Chief General Managers, Corporate Office, BESCOM.
2. All the Chief Engineers (Ele)/Controller of Accounts O&M Zones, BESCOM.
3. All the General Managers, Corporate Office, BESCOM.
4. All the Superintending Engineers (Ele), Deputy Controller of Accounts O&M Zones, BESCOM.
5. All the Deputy General Managers, Corporate Office, BESCOM.
6. All the Executive Engineers (Ele)/Accounts Officers O&M Divisions, BESCOM.
7. PS to MD/DT/DF.
8. Assistant General Manager (E&S), Corporate Office, BESCOM.
9. DGM(P)/MF.

SCHEDULE-A
PRICE SCHEDULE

For providing following manpower services on contract basis for a period of six months to the various offices of BESCOM is as under

Sl No	Name of the Manpower	Qty	Gross Amount (Break Up of Wages)						Total amount for period of six months
			Minimum Wages	EPF Employer Contribution @ 13.36 limited upto Rs 6500/-	ESI Employer Contribution @ 4.75 on gross	Service Charges @ 11.11%	Service tax @ 14 %	Total Amount	
1	2	3	4	5	6	7	8	9	10
1	Project Manager/ Co-ordinator	7	15000	868	713	1842	2579	21002	882084
2	Data Analyst	119	12500	868	594	1551	2172	17685	12627090
	Total	126							13509174

Payment Details to Employee(Break Up of Wages)							
Sl No	Name of the Manpower	Qty	Minimum Wages	EPF Employee Contribution @ 12% limited upto Rs.6500/-	ESI Employee Contribution @ 1.75 on gross	Professional Tax	Take Home Salary
1	2	3	4	5	6	7	8=(4-5+6+7)
1	Project Manager/ Co-ordinator	07	15000	780	263	200	13757
2	Data Analyst	119	12500	780	219	150	11351

- a) The prices are **FIRM** and inclusive of all taxes and duties etc. and the **FIRM** shall not be entitled for any other charges.
- b) The payment shall be restricted to the no. of Project Manager/Co-ordinator and Data Analyst services availed during that particular month as certified by the concerned various officers of BESCOM.
- c) Details of manpower to be deployed at various offices of BESCOM jurisdiction and paying authority is herewith enclosed – Schedule– C.
- d) The contract period is for six months from 08.07.2015 to 07.01.2016. ✓

Note: - 1. Applicable Income Tax shall be deducted at source.

2. Any change in the local and Government taxes would be effective from the respective dates as mentioned in the relevant circular/order.


 General Manager (A&HR),
 BESCOM.

Revenue Budget Certificate

For FY 2015-16

1. BESCO/D(F)/ GM (Exp)/BC- 30/2801/15-16/CYS 21 dated 24-6-2015.

Head of Account - 76.140

1	Available budget balance	Rs.7,73,85,432.00
2	The Contract Order No.2589/2015-16 placed on M/s.Keonics Ltd for period six months.	Rs.7,16,268.00
3	Closing Balance (Sl No.1-2)=3	Rs.7,66,69,164.00

Note:

The concerned wages disbursing officer has to ensure the budget allotted under revenue head of account 76.140 for making payment.

A. K. L. Mysore
Assistant General Manager (I/A)
Corporate Office, BESCO,
Bangalore.

SCHEDULE - B

TERMS AND CONDITIONS OF CONTRACT

1.0 Scope of the work:

The agency should provide following manpower services on contract basis for a period of six months to the various offices of BESCOM as per Schedule – C with effect from 08/07/2015 in the interest of BESCOM services.

- | | | | |
|---|------------------------------|---|---------|
| 1 | Project Manager/Co-ordinator | - | 07 Nos |
| 2 | Data Analyst | - | 119 Nos |

2.0 This contract order and your acceptance constitute the contract.

3.0 The above manpower should discharge the duties as per the instructions of the concerned section heads.

4.0 **Minimum Qualifications and knowledge of required manpower is as follows:**

Sl. No.	Name of the Manpower	Minimum Qualification required
1	Project Manager/ Co-ordinator	B.E in Computer Science/Electronics/Electrical/IT with Computer skills/ Degree of B.C.A/BSC in computer Science/ Electronics/Electrical/IT with Computer skills.
2	Data Analyst	ITI/Apprenticeship/Diploma in Computer Science/ Electronics/Electrical/IT with Computer skills.
3.	i) They shall be able to work after office hours. ii) Typing speed of minimum 35 words per minute is a must. iii) Speaking, reading and writing in Kannada are a must. iv) Should be within the age group of 25 to 40 years.	

5.0 **Dispute:** Any dispute or difference arising under or in connection with the contract the parties shall seek to resolve any such dispute or difference by mutual consultation. If the parties fail to resolve such a dispute or difference by mutual consultation, then the dispute shall be referred to the General Manager (A&HR), Corporate Office, BESCOM, K.R. Circle, Bengaluru.

AND

In case of any dispute between the Agency and the engaged manpower i.e., Project Manager/Co-ordinator and Data Analyst it has to be resolved by themselves without involving BESCOM as party to the proceeding.

6.0 The Agency shall ensure satisfactory standards by his staff posted as Project Manager/Co-ordinator and Data Analyst and loss to BESCOM caused due to negligence, in duties undesirable act misbehavior and carelessness of its employees shall be borne by the Agency itself. In case if the services are not up to the mark, such Project Manager/ Co-ordinator and Data Analyst have to be replaced at the request of local officers by the Agency.

7.0 Agency shall take the responsibility of inspecting their employees on duty on regular basis by appointing one supervisor. Agency shall inspect from time to time and ensure satisfactory performance of the employees provided.

8.0 The Agency shall ensure that the salary paid should not be lesser than as per prevailing "Minimum Wages Act 1948".

9.0 Payment:

- a) The payment will be made by the AGM (E&S), Corporate office, BESCOM on monthly basis to the Agency based on the satisfactory service duly certified by the concerned head of the Section/Office, BESCOM for the corporate office manpower and for other officers respective pay drawing officers will make the payment for the manpower and will be paid on or before 5th of each succeeding month, through Account Payee cheque / cash only.
- b) It is mandatory that, the agency shall make the payment to its employees within 5th of every month irrespective of payment received from BESCOM.
- c) 100% service tax payment to be made by the agency/contractor.
- d) Before issuing the cheque the AGM (E&S) Corporate office and respective pay drawing officers should ensure that the Agency has paid the previous month's EPF and ESI to the individual engaged manpower of the said contract order.
- e) The Agency should produce the salary slip by showing the authenticated EPF code, ESI code and corresponding EPF & ESI deductions to the individual employees of the said contract order.

10.0 Penalty:

10.1 The Contractor shall disburse salary to its deployed manpower inclusive of DA, if any, latest by 7th of every month, failing which penalty of Rs.500/- per day will be imposed up to 15th of the month and the contract shall be liable to be terminated. Security Deposit / Performance Bank Guarantee shall be forfeited and Bank guarantee will be encashed. The Client will have the power to appoint any other agency for the manpower services at the risk and cost of the Contractor.

10.2 In case the Contractor fails to fulfill the minimum statutory requirements (ESIC/EPF) as per the conditions of the tender document and fails to produce the concerned documents, it shall be treated as breach of the Contract and the Contractor is liable to be blacklisted by the Client, in addition to forfeiting of the monthly bills and Performance Security Deposit.

- 10.3 In case of breach of any conditions of the contract and for all types of losses caused including excess cost due to hiring manpower services in the event of Contractor failing to provide requisitioned number of manpower, the Client shall make deductions at double the rate of hiring rate on prorata basis from the bills preferred by the Vendor or that may become due to the Vendor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the Client.
- 11.0 The Agency shall pay EPF, ESI, Service tax, of its employees directly to the respective Government/Central Government authorities. For the employees lists furnished by the contract agency. 12% of the engaged manpower share and 13.36% of the employer share towards EPF and 1.75% of the engaged manpower share and 4.75% of the employer share towards ESI amount be paid directly by Agency using their registered code. The concerned paid challans with applicable Certificates shall be furnished for verification to BESCO along with the bills of succeeding month by Agency. Remittance of such amount is wholly the responsibility of the Agency.
- 12.0 The Project Co-ordinator and Data Analyst shall be issued a laminated 1.0. affixing latest photograph with details of Name, EPF & ESI Account numbers, designation, Name of the Agency, date of appointment, any other details etc by the agency and should be strictly worn by Project Manager, Project Co-ordinator and Data Analyst during office hours.
- 13.0 The agency must issue ESI card to the engaged manpower.
- 14.0 All benefits as per the Acts noted below shall be provided to the employees by the Agency only.
- a) Minimum Wages Act, 1948.
 - b) Payment of Wages Act, 1936.
 - c) Contract Labour (Regulation and Abolition) Act, 1970.
 - d) Employees PF and Miscellaneous Provision Act, 1952.
 - e) Employees State Insurance Act, 1948.
 - f) Workmen's Compensation Act
 - g) And related all Labourers Law and Rules pertaining to labourers.

Providing benefits as per above Laws to its employees is the responsibility of the contract Agency itself.

15.0 For the Agency the rate quoted by the firm is only applicable and shall be not entitled for any other charges.

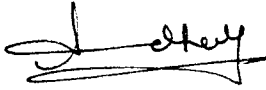
16.0 The Agency shall submit the monthly bill in duplicate with authenticate seal and signature for payment.

- 17.0** The Agency shall furnish the following original documents/enclosures in duplicate for payment. Otherwise the bills are liable to be rejected.
- a. Monthly Attendance Register.
 - b. Attested copy of challan consisting details of EPF /ESI and Service Tax paid during previous month to the respective Govt/Central authorities along with the Employees details.
 - c. Copy of EPF paid in the formats such as 5A, 10, 12A and ESI paid in format 7.
 - d. Copy of format 3A and 6A (For annual EPF paid) and format 6 (For half yearly ESI paid).
 - e. Copy of Service Tax paid in the format ST-3 and TR-6.
 - f. Each year during the month of December, Rs 3/-from each Operator has to be deducted towards labour welfare fund and a contribution of Rs.6/-(each) from the contract agency Side has to be paid to Welfare Commissioner Karnataka Labour Welfare Board, Mysugar building Annex, 2nd, Floor, J.C Road, Bangalore-2. The payment details pertaining to this has to be furnished in the next subsequent monthly bill.
- 18.0 Agreement:-** The Agency shall furnish an Agreement on Rs.100/- stamp paper in the prescribed format within 15 days from the date of contract order. The Agency shall also furnish the correct details of Employees name, EPF, ESI Account No.s, whenever the details sought for, failing which the order will be cancelled.
- 19.0** The Project Manager, Project Co-ordinator and Data Analyst engaged by the firm will be the Employees of Contract Agency and at any cost they will not be considered as employees of BESCO.
- 20.0** In case of any accidents, injuries etc to the engaged Project Manager, Project Co-ordinator and Data Analyst of the agency, compensation shall be payable to the next kith and Kin by the contract agency only and BESCO is not responsible in any way.
- 21.0** Agency will comply with all the provisions regarding licensing, welfare and health, procedures, maintenance of various records and registers etc., as provided under the Contract Labour (Regulation & Abolition) Act 1970 and also under the order issued by the Government of Karnataka there under, and for its non-compliance, the Agency shall be responsible for penalties levied by the appropriate authority under the Act. The Agency shall also be liable to comply with all other Labour and Industrial Laws and such other Acts and Statutes (including Factories Act, Payment of Bonus Act, etc.,).
- Depositing of PF & ESI contribution as may be applicable is the responsibility of the Agency at his own expenses and shall not be reimbursed by the BESCO. Any default in compliance; the Agency shall be held responsible.

- 22.0** The BESCOM shall not be liable to pay any allowance, salary or any other amount under any law in force for the staff engaged by the Agency. The BESCOM shall also be not liable for breach of any Labour Laws or any other Laws for the time being in force. The Agency shall not be entitled to any other allowances or benefits which are not included in the contract.
- 23.0** This contract is for a period of six months. Incase of any unsatisfactory situations BESCOM has the right to cancel the order without giving any notice. Contract Agency and its employees has no right to disclose any Technical secrecy, Commercial secrecy and Social secrecy of BESCOM to others.
- 24.0** The Agency shall agree to BESCOM regulations and shall arrange to effectively carry out the social and other responsibilities. Staff of service provider shall not misbehave with Consumer or BESCOM permanent employees or officers nor shall cause any loss to BESCOM property. For any such lapses the Tenderer is solely held responsible.
- 25.0** Staffs provided by Contract Agency are not entitled for any permanency benefit in BESCOM.
- 26.0 Security Deposit:** M/s KEONICS shall furnish an Affidavit to stand as security for the performance of the personnel deployed by them to BESCOM within two weeks from the date of the contract order.
- 27.0** The service contract becomes effective for Project Co-ordinator and Data Analyst from 08.07.2015 which shall be valid for a period of six months BESCOM shall have right to terminate this contract without any notice or reason, if the service is not satisfactory or any malpractice is noticed.
- 28.0** The Agency shall agree to BESCOM regulations and shall arrange to effectively carry out the social and other responsibilities. Staff of service provider shall not misbehave with Consumer or BESCOM permanent employees or officers nor shall cause any loss to BESCOM property. For any such lapses the Tenderer is solely held responsible.
- 29.0** Staff provided by Contract Agency are not entitled for any permanency benefit in BESCOM.
- 30.0 Termination Of Contract:** The Contract is liable to be terminated at the absolute discretion of BESCOM without assigning any reasons on the following grounds.
- a. The services to be found unsatisfactory.
 - b. Breach of any terms of the contract.

- c. If the Service Provider fails to provide the services as per the agreed terms and on violation of any of the terms of the contract, the firm is liable to be blacklisted besides termination of the contract.
- d. If the Service Provider fails to remit the ESI&PF amount of its employees to the concerned authority.
- e. If the Service Provider fails to make payment to Manpower within the time specified above under clause 9.0.

The decision of the company shall be final as regards the acceptability or otherwise of services provided.

 12/12/15
**General Manager, (A&HR),
BESCOM.**

**BESCOM****Annexure-C****Statement showing the Manpower required in the following offices of BESCOM and Paying Authorities**

Sl. No.	Name of the Sub-Divisional offices	Nos	Paying Authority
	Data Analyst		
	BMAZ - East Circle - Bangalore		
1	E1 - O&M Sub-division, Shivajinagar Division	1	Shivajinagar Division
2	E2 - O&M Sub-division, Shivajinagar Division	1	
3	E5 - O&M Sub-division, Shivajinagar Division	1	
4	E7 - O&M Sub-division, Shivajinagar Division	1	
5	E8 - O&M Sub-division, Shivajinagar Division	1	
6	E9 - O&M Sub-division, Shivajinagar Division	1	
7	E3 - O&M Sub-division, Indiranagar Division	1	Indiranagar Division
8	E4 - O&M Sub-division, Indiranagar Division	1	
9	E6 - O&M Sub-division, Indiranagar Division	1	
10	E10 - O&M Sub division, Benneganahlli, Indiranagar Division	1	Vidhanasoudha Division
11	W3- O&M Sub-division, Vidhanasoudha Division	1	
12	W4- O&M Sub-division, Vidhanasoudha Division	1	
13	W5- O&M Sub-division, Vidhanasoudha Division	1	
	BMAZ -South Circle - Bangalore		
14	S1 - O&M Sub-division, Jayanagar Division	1	Jayanagar Division
15	S2 - O&M Sub-division, Jayanagar Division	1	
16	S5 - O&M Sub-division, Jayanagar Division	1	
17	S6 - O&M Sub-division, Jayanagar Division	1	
18	S9 - O&M Sub-division, Jayanagar Division	1	koramangala Division
19	S3 - O&M Sub-division, Koramangala Division	1	
20	S4 - O&M Sub-division, Koramangala Division	1	
21	S7 - O&M Sub-division, Koramangala Division	1	HSR Division
22	S8 - O&M Sub-division, HSR Division	1	
23	S10 - O&M Sub-division, HSR Division	1	
24	S11 - O&M Sub-division, HSR Division	1	
25	S12 - O&M Sub-division, HSR Division	1	
	BMAZ -North Circle - Bangalore		
26	C1 - O&M Sub division, Malleswaram Division	1	Malleswaram Division
27	C2 - O&M Sub division, Malleswaram Division	1	
28	C3 - O&M Sub division, Malleswaram Division	1	
29	C6 - O&M Sub division, Malleswaram Division	1	
30	C4 - O&M Sub division, Hebbal Division	1	Hebbal Division
31	C5 - O&M Sub division, Hebbal Division	1	
32	C7 - O&M Sub division, Hebbal Division	1	
33	C8 - O&M Sub division, Hebbal Division	1	
34	N4 - O&M Sub division, Peenya Division	1	Peenya Division
35	N5 - O&M Sub division, Peenya Division	1	
36	N7 - O&M Sub division, Peenya Division	1	

BMAZ -West Circle - Bangalore			
37	N1 - O&M Sub division, Rajajinagar Division	1	Rajajinagar Division
38	N2 - O&M Sub division, Rajajinagar Division	1	
39	N3 - O&M Sub division, Rajajinagar Division	1	
40	N6 - O&M Sub division, Rajajinagar Division	1	
41	N8 - O&M Sub division, Rajajinagar Division	1	
42	W1 - O&M Sub division, RR Nagar Division	1	RR Nagar Division
43	W2 - O&M Sub division, RR Nagar Division	1	
44	W6 - O&M Sub division, RR Nagar Division	1	
45	W7 - O&M Sub division, RR Nagar Division	1	
46	K1 - O&M Sub division, Kengeri Division	1	Kengeri Division
47	K2 - O&M Sub division, Kengeri Division	1	
48	K3 - O&M Sub division, Kengeri Division	1	
BRAZ - BRC Circle			
49	Anekal O&M Sub division, Chandapura Division	1	Chandapura Division
50	Attibele O&M Sub division, Chandapura Division	1	
51	Chandapura O&M Sub division, Chandapura Division	1	
52	Doddaballapura O&M Sub division, Nelamangala Division	1	Nelamangala Division
53	Nelamangala O&M Sub division, Nelamangala Division	1	
54	Tavarekere O&M Sub division, Nelamangala Division	1	
55	Magadi O&M Sub division, Nelamangala Division	1	
56	Kudur O&M Sub division, Nelamangala Division	1	
57	Channapatna Rural O&M Sub division, Ramanagara Division	1	Ramanagar Division
58	Bidadi O&M Sub division, Ramanagara Division	1	
59	Channapatna Urban O&M Sub division, Ramanagara Division	1	
60	Sathnur O&M Sub division, Ramanagara Division	1	
61	Kanakapura Rural O&M Sub division, Ramanagara Division	1	
62	Kanakapura Urban O&M Sub division, Ramanagara Division	1	
63	Ramanagara Rural O&M Sub division, Ramanagara Division	1	
64	Ramanagara Urban O&M Sub division, Ramanagara Division	1	
65	Hosakote O&M Sub division, Yelahanka Division	1	Yelahanka Division
66	Devanahalli O&M Sub division, Yelahanka Division	1	
67	Nandagudi O&M Sub division, Yelahanka Division	1	
BRAZ KOLAR Circle			
68	Shidlagatta Urban O&M Sub division, Chintamani Division	1	Chintamani Division
69	Shidlagatta Rural O&M Sub division, Chintamani Division	1	
70	Chintamani Urban O&M Sub division, Chintamani Division	1	
71	Chintamani Rural O&M Sub division, Chintamani Division	1	
72	Bangarpete O&M Sub division, KGF Division	1	KGF Division
73	Malur O&M Sub division, KGF Division	1	
74	KGF O&M Sub division, KGF Division	1	
75	Mulabagil O&M Sub division, KGF Division	1	Chikkaballapur Division
76	Bagepalli O&M Sub division, Chikkaballapur Division	1	
77	Gudibande O&M Sub division, Chikkaballapur Division	1	
78	Chikkaballapur RSD O&M Sub division, Chikkaballapur Division	1	
79	Chikkaballapur USD O&M Sub division, Chikkaballapur Division	1	
80	Gowribidanur O&M Sub division, Chikkaballapur Division	1	Kolar Division
81	Kolar USD O&M Sub division, Kolar Division	1	
82	Kolar RSD O&M Sub division, Kolar Division	1	
83	Srinivasapura O&M Sub division, Kolar Division	1	

CTAZ - Davanagere Circle			
84	Chitradurga Rural O&M Sub Division, Chitradurga Division	1	Chitradurga Division
85	Chitradurga Urban O&M Sub Division, Chitradurga Division	1	
86	Holalkere O&M Sub Division, Chitradurga Division	1	
87	Hosadurga O&M Sub Division, Chitradurga Division	1	
88	Anagodu O&M Sub division, Davangere Division	1	Davangere Division
89	Channagiri O&M Sub division, Davangere Division	1	
90	CSD-I O&M Sub division, Davangere Division	1	
91	CSD-II O&M Sub division, Davangere Division	1	
92	Davangere Rural O&M Sub division, Davangere Division	1	
93	Jagaluru O&M Sub division, Davangere Division	1	
94	Santhebennur O&M Sub division, Davangere Division	1	Harihara Division
95	Harihara O&M Sub division, Harihara Division	1	
96	Harapanahalli O&M Sub division, Harihara Division	1	
97	Honnali O&M Sub division, Harihara Division	1	Hiriyur Division
98	Challakere O&M Sub division, Hiriyur Division	1	
99	Hiriyur O&M Sub division, Hiriyur Division	1	
100	Molakalmuru O&M Sub division, Hiriyur Division	1	
CTAZ Tumkur Circle			
101	Madhugiri O&M Sub division, Madhugiri Division	1	Madhugiri Division
102	Koratagere O&M Sub division, Madhugiri Division	1	
103	Pavagada O&M Sub division, Madhugiri Division	1	
104	Sira Rural O&M Sub division, Madhugiri Division	1	
105	Sira Urban O&M Sub division, Madhugiri Division	1	
106	Kodigenahalli O&M Sub division, Madhugiri Division	1	
107	Tumkur CSD - 1, Sub division, Tumkur Division	1	Tumkur Division
108	Tumkur CSD - 2, Sub division, Tumkur Division	1	
109	Gubbi O&M Sub division, Tumkur Division	1	
110	Nittur O&M Sub division, Tumkur Division	1	
111	Tumkur RSD-I O&M Sub division, Tumkur Division	1	
112	Tumkur RSD-II O&M Sub division, Tumkur Division	1	
113	Kunigal O&M Sub division, Tumkur Division	2	Tiptur Division
114	Tiptur O&M Sub division, Tiptur Division	1	
115	Turuvekere O&M Sub division, Tiptur Division	1	
116	Chikkanayakanahalli O&M Sub division, Tiptur Division	1	
	Corporate Office, Bangalore	2	AGM(E&S) Corporate Office
	Total	119	
Project Manager/Co-Ordinator			
1	Corporate Office, Bangalore	4	AGM(E&S) Corporate Office
2	BMAZ, Bangalore	1	Zonal office, Bangalore
3	BRAZ, Bangalore	1	Zonal office, Bangalore
4	CTAZ, Chitradurga	1	Zonal office, Chitradurga
	Total	7	

Annexure-D



BANGALORE ELECTRICITY SUPPLY COMPANY LIMITED
(Wholly owned Government of Karnataka Undertaking)
ENQUIRY No. BESCOM/BC-50/04/2013-14

Duties and Responsibilities - Data Analyst

1	To Verify, update and enter data, like for instance incase of entry of beneficiary name, section, survey no etc into various systems.
2	To print and review the data entered so that the records are accurate and complete.
3	To create as well as maintain formats of data entry and verify all customer inputs.
4	To ensure that the data are pooled as a batch, and they are accurate and the functions are keyed properly.
5	To run and distribute reports for the officials
6	To maintain detailed and accurate records in analytical cases so that accurate data is retrieved.
7	To update and revise manuals for the benefit of replacements
8	To receive the phone calls relating to data entry in MIS Application.
9	To maintain statistical record log
10	He has to update and provide all documents created by him to the successor

Duties and Responsibilities - Project Manager/Co-Ordinator

1	To provide timely updates through mail and in person when required to concerned officials
2	To provide all consolidated details of the reports to meetings at corporate office.
3	To ensure timely updates at all sub divisions under their respective Zones
4	To ensure all data is valid at all levels
5	To provide timely updates through mail and in person when required to MD, DT and all GM's.
6	To provide all consolidated details of the reports to meetings such as Task Trackers meetings.
7	To ensure timely at all sub divisions
8	To ensure all data is alid at all levels
9	To ensure all the Data Analysts must have the above skill sets.
10	To ensure timely replacement for the resource within 2 days in case of attrition.
11	To also adopt timely appraisal system for all the candidates for better productivity among the Data Analysts.
12	To ensure complete Knowledge MIS Application is updated to the Data Analyst.
13	At the time of replacing candidates a complete knowledge transfer has to be provided by the existing candidate and the same has to be reported to concerned officer in corporate office.